

CLARK COUNTY

**FIRE**

DEPARTMENT

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LOCAL 1908

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, AFL-CIO

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# **AGREEMENT**

BETWEEN  
THE COUNTY OF CLARK  
STATE OF NEVADA  
AND  
CLARK COUNTY FIRE FIGHTERS  
LOCAL 1908



**JULY 1, 2024 – JUNE 30, 2027**

***Clark County Commissioners***

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***Deputy County Managers***

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***Chief Financial Officer***

Jessica Colvin

***Human Resources Director***

Curtis Germany

***Clark County***

Christina Ramos  
Chief Spokesperson

***International Association of Fire Fighters, Local 1908***

Patrick Rafter, President  
Chief Spokesperson

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## **ARTICLE 1**

### **Preamble**

WHEREAS, the Agreement is entered into by and between the County of Clark, hereinafter referred to as the County, and the International Association of Firefighters, Local 1908, hereinafter referred to as the Union; and

WHEREAS, the County and the Union are engaged in furnishing public services, including fire protection, essential to the health, safety and welfare of the residents of the County; and

WHEREAS, the County, its employees, and the representatives of its employees have a high degree of responsibility to the general public; and

WHEREAS, the parties to this Agreement and the employees covered by this Agreement recognize their responsibility to provide the services for which they are involved without interruption;

NOW, THEREFORE, the parties enter into this Agreement as a means of fostering and maintaining a responsible and peaceful labor relations' policy.

## **ARTICLE 2**

### **Recognition**

1. In accordance with the provisions of NRS 288, the County has recognized and does recognize the Union as the exclusive collective bargaining representative of those employees in the classifications set forth in Appendix A. Pursuant to NRS 288.150, the County shall bargain exclusively with the Union regarding subjects of mandatory bargaining and is prohibited from dealing directly with a union eligible employee or group of employees regarding these mandatory subjects as outlined in the above-cited statute.
2. The Union and the County agree that once the Collective Bargaining Agreement is ratified by the membership and is prepared by the County for approval by the Board of County Commissioners, the agenda item and the supporting documents shall be placed on the agenda. The public may access the agenda item and supporting documents in accordance with NRS 241.020.

## **ARTICLE 3**

### **No Strikes**

As provided under NRS 288:

- A. 288.074 "Strike" defined. "Strike" means any concerted:
  1. Stoppage of work, slowdown or interruption of operations by employees of the State of Nevada or local government employees;
  2. Absence from work by employees of the State of Nevada or local government employees upon any pretext or excuse, such as illness, which is not founded in fact; or
  3. Interruption of the operations of the State of Nevada or any local government

employer by any employee organization or labor organization.

B. 288.700 Legislative declaration; illegality of strikes.

1. The legislature finds as facts:

- a. That the services provided by the state and local government employers are of such nature that they are not and cannot be duplicated from other sources and are essential to the health, safety and welfare of the people of the State of Nevada;
- b. That the continuity of such services is likewise essential, and their disruption incompatible with the responsibility of the state to its people; and,
- c. That every person who enters or remains in the employment of the state or a local government employer accepts the facts stated in paragraphs (a) and (b) as an essential condition of his/her employment.

2. The legislature therefore declares it to be the public policy of the State of Nevada that strikes against the state, or any local government employer are illegal."

**ARTICLE 4**  
**Management Rights**

The County retains the following exclusive management rights under the terms of this Agreement.

1. The right to hire, direct, assign or transfer any employee covered by this Agreement, but excluding the right to assign or transfer an employee as a form of discipline.
2. The right to reduce in force or lay off any employee covered by this Agreement, subject to the provisions for reduction in force as provided in Article 30 of this Agreement.
3. The right to determine:
  - a. Appropriate staffing levels and work performance standards, except for safety considerations.
  - b. The content of the workday including, without limitation, workload factors, except for safety considerations.
  - c. The quality and quantity of service to be offered to the public.
  - d. The means and methods of offering those services.
4. Notwithstanding the provisions of any Collective Bargaining Agreement negotiated pursuant to NRS 288 to take whatever actions may be necessary to carry out its responsibilities in situations of emergency such as riot, military action, natural disaster or a civil disorder. Such actions may include the suspension of any Collective Bargaining Agreement for the duration of the emergency.
5. The ultimate right and responsibility to manage its operation in the most efficient manner.

6. All other rights not otherwise limited by the other provisions of this Agreement.

**ARTICLE 5**  
**Employee Rights - Non-discrimination**

1. The County and the Union agree not to discriminate against any employee for his/her activity on behalf of, or membership or non-membership, in the Union.
2. The parties recognize the County's Equal Opportunity Program and responsibilities and support the principle thereof. This agreement shall not be construed to encompass any matters related to Title VII of the Civil Rights Act of 1964 that are addressed in Clark County's Equal Opportunity, Non-Discrimination and Anti-Harassment policy.
3. The County, the Union, and any other party bound by this Agreement shall each apply the provisions of this Agreement equally to all employees in the Union without discrimination as to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, or because of political or personal reasons or affiliations, or any other protections under applicable federal, state, or local laws.

**ARTICLE 6**  
**Check Off - Dues Deduction**

1. The County agrees to deduct from the payment and reflect on the pay advice of each employee within the bargaining unit, who has signed an authorized payroll deduction card, such amount as the employee should designate as his/her Union dues and so certified by the Treasurer of said Local 1908. Such funds shall be remitted by the County to the Treasurer of Local 1908 within one (1) month after such deductions.
2. The Union shall indemnify and hold the County harmless against any and all claims, demands, suits, and all other forms of liability, which shall arise out of or by reason of action taken (or not taken) by the County at the written request of the Treasurer of the Union under the provisions of Section 1 above.
3. Dues deduction authorization shall be irrevocable for a period of one (1) year and automatically renewed each year thereafter commencing October 1, except that authorization may be withdrawn by an employee during a period of twenty (20) days each year ending October 20. Such provision will appear on the Membership Application and Dues Deduction Authorization Card. If dues deduction authorization is not revoked during such period it shall continue for the balance of the contract year.
4. The County agrees to deduct from the first and second pay period of each month, FIREPAC deductions in the amount certified to be current by the Treasurer of Local 1908 from the pay of those employees who individually request in writing that such deductions be made. The County shall remit the total amount of such deductions each month to the Treasurer of Local 1908.

**ARTICLE 7**  
**Union Rights and Representation**

1. The County recognizes that it may be necessary for an officer of the Union to exclusively perform Union duties during the period he/she is in work status. The County, therefore, agrees to permit an officer of the Union a reasonable amount of time necessary to perform such duties during work time without loss of pay subject to the provisions of Section 2 below.
2. The Union agrees that all Union duties or functions required of its representatives shall be performed on off-duty time to the maximum extent possible. Any Union officer desiring to perform Union duties required while he/she is on duty must advise his/her Battalion Chief or appropriate division supervisor and receive approval from the department head or designee. Such approval shall not be unreasonably withheld. The Union agrees that the performance of such duties shall be accomplished as expeditiously as possible.
3. The County agrees that in the event of the re-negotiation of this Agreement and the continued qualification of the Union as the exclusive representative of the employees covered by this Agreement, the County shall permit a reasonable amount of leave with pay from duty for a maximum of five (5) members of the Union Negotiating Committee for attendance at negotiation meetings with the County.
4. The Union President or designee may be entitled, at the sole discretion of the Fire Chief, to address members of the bargaining unit at training sessions on issues relating to the administration of the collective bargaining agreement.

**ARTICLE 8**  
**Union Business Leave**

1. The Union President shall select six (6) officers/members of the union who shall be granted leave from duty with full pay for business such as, but not necessarily limited to, attending educational conferences, seminars, and training courses for the improvement of the fire service. Leave requests shall be submitted in writing to the Fire Chief or designee eight (8) calendar days prior to departure or, with as much advance notice as possible.
2. Elected Union Officers shall each be authorized the necessary time off with pay to attend the monthly executive board and Union membership meetings. If fifty percent (50%) or more of Union Officers come from one (1) platoon, the Union shall change executive board meeting date (s) in accordance with Article 7 Paragraph 2. Five (5) appointed insurance trust members shall each be authorized the necessary time off with pay to attend the monthly insurance trust meeting.
3. Union Officers shall not be placed on the bottom of the overtime and/or callback list when doing Union business.
4. A Union Officer or member may accept a callback, or scheduled overtime and attend Union functions, but shall not receive overtime or callback pay for the period of time the Union Officer or member is participating in Union functions.
  - a. The Union Officer, or member shall immediately notify the Battalion Chief in the battalion in which the opportunity is created, and inform the Battalion Chief of the time frame of the Union business. If the Battalion Chief must call back or schedule overtime

for another employee to fill the vacancy created by the Union business, the callback or scheduled overtime shall be for a minimum of four (4) hours. The Union Officer, or member, shall notify the Battalion Chief upon completion of Union business and immediately return to duty.

b. If a Union Officer or member accepts a callback or overtime and attends a Union function at the beginning of a shift, and that function is expected to last less than four (4) hours, the Battalion Chief can hold over an employee for the period of time that the Union Officer or member is attending the function. The Union Officer, or member shall notify the Battalion Chief upon completion of Union business and immediately return to duty.

c. At no time during a single 24-hour shift shall the combined hours of the callback/overtime and the attendance at a Union function, by the Union Officer or member, exceed a total of twenty-four (24) hour.

## **ARTICLE 9**

### **Temporary Assignments**

#### **1. Temporary Assignment to a Higher Classification**

A. Any employee required to perform duties in a higher capacity or rank other than their regular duty or rank shall receive wages equivalent to step 1 of the higher duty or rank or four percent (4%) above their own regular duty or rank per Merit Personnel, whichever is greater. Once an employee is placed in an acting position, they shall be compensated for the hours worked.

B. Stipulations put forth in Section 1 above do not apply to the following:

- 1) Time off for Fire Department promotional exams
- 2) Time off for Fire Department physical exams
- 3) Time off for Captain-Management quarterly meetings
- 4) Time off for Dept. Orientations
- 5) Union business leave
- 6) While a replacement is en route
- 7) Honor Guard events
- 8) Training

C. Preference shall be given to those employees on the current promotional list.

D. No employee in probationary status shall be allowed to act out of classification.

E. At no time shall any employee act out of classification until all requirements have been met for that classification. All licenses and certifications must be current and valid and the employee must have the necessary time in grade when acting is performed. The only exception to the time in grade requirement for acting is when acting as an engineer on a rescue. Employees are only required to have two (2) years of service when acting as an engineer on a rescue. If the use of employees to act in any classification results in a call back, then acting shall be disallowed. However, if there are vacancies during a shift that are to be filled through mandatory overtime/mandatory callback, then employees who are on the Telestaff voluntary

sign-up list shall act even if it requires a callback. This exception is permitted to the maximum number of acting employees as defined in section F and G below.

- F. During any shift, there shall be no more than ten (10) employees acting as Engineer, and no more than six (6) employees acting as Captain. The County and the Union shall review these numerical limitations annually and mutually agree upon any changes necessary to maintain approximately the same numerical relationship of actors and non-actors as originally established. Employees acting down to the rank of Engineer shall not be counted against the ten (10) actor max.
- G. There shall be no more than one (1) employee acting up as Engineer and no more than one (1) employee acting as Captain during a given shift at a station, and in no event shall both actors be assigned to the same unit.

## 2. Temporary Assignment to a Lower Classification

- A. Only employees who are current in all qualifications/certifications for the position to be filled shall be eligible to act into a lower classification.
- B. An employee willing to act in a lower classification shall indicate their willingness by sending an email to their Battalion Chief or supervisor requesting the acting down credential be added to their profile in the staffing software. The Fire Department shall verify the qualification/certifications of all employees willing to work in a lower classification before allowing the employees to work the assignment.
- C. Employees acting in a lower classification shall receive wages equivalent to one and one-half (1.5) times the hourly rate of the top step of the lower classification to be filled. Any premium pays the employee normally receives shall also be part of their compensation when acting down and shall be based on the hourly rate of the lower classification.
- D. When an employee is working overtime in a lower classification, hours shall not be tracked or added to the employee's total overtime hours.
- E. Employees acting in a lower classification shall be expected to perform the duties and responsibilities of the lower classification, as outlined in Rules and Regulations.
- F. The regular Captain or supervisor shall assign employees that are acting in a lower classification to any piece of apparatus or field assignment, as long as the employee meets the certifications/qualifications for the assignment. Employees acting in a lower assignment shall not be given preference in the station's apparatus assignment rotation or field assignments based on their normal classification.
- G. If an employee is injured on-duty while acting in a lower classification, the employee's benefits shall be calculated at the employee's normal rate of pay.

## 3. Temporary Assignment from 56-hour to a 40-hour Workweek

- A. Employees shall not be involuntarily assigned to a 40-hour workweek on a permanent basis. The County Manager or designee's approval is required for all temporary assignments from a 56-hour to a 40-hour workweek.

B. Employees temporarily reassigned to a 40-hour workweek shall:

- 1) Continue to receive 56-hour benefits.
- 2) Not be eligible to receive 207(k) FLSA overtime.
- 3) Retain platoon and battalion designations and shall return to the last bid, station, battalion, and platoon upon completion of the temporary assignment.
- 4) Convert back to his/her last held position at the completion of the temporary assignment or shall be competitively selected to fill a permanent 40-hour workweek position.
- 5) With the exception of Fire Academy (Rookie School), Engineer Academy and during the duration of a declared emergency, temporary assignments shall be limited to a total number of five (5) personnel at any one time.
- 6) All temporary assignments shall be limited to eighteen (18) months.
- 7) Employees temporarily reassigned to an 8 or 10-hour shift shall receive holiday benefits in accordance with Sections 4, 5, and 6 of Article 15 Holidays.

**ARTICLE 10**

**Seniority**

1. Clark County Human Resources shall establish a seniority list showing date of hire and date of last promotion, which shall be brought up to date annually and posted on the Fire Department training website in October.
2. Departmental seniority shall be determined by:
  - a. Date of employment with the Clark County Fire Department.
  - b. Final Training Academy grade.

In the event that factor (a) is not conclusive, then factor (b) shall govern.

3. In-grade seniority shall be determined by:
  - a. Date of promotion.
  - b. Promotional examination grade.
  - c. Previous in-grade seniority.
  - d. Departmental seniority.

In the event that factor (a) is not conclusive, then factor (b) shall govern. If factor (b) is not conclusive, then factor (c) shall govern. If factor (c) is not conclusive, then factor (d) shall govern.

**ARTICLE 11**

**Bulletin Boards**

1. The County shall permit the use of all bulletin boards in the respective fire stations by the Union for the posting of responsible material relating to Union business or activities.
2. If the Union chooses, in lieu of the privilege referred to in Section 1 above, the County will

provide space in each of the fire stations for the Union to mount its own bulletin boards for the posting of responsible material relating to Union business or activities.

## **ARTICLE 12**

### **Safety and Health**

1. The County agrees to establish a Departmental Advisory Health and Safety Committee, which shall consist of a representative from the Fire Department (appointed by the Fire Chief) and a representative of the Union (appointed by the Union President of Local 1908). The representative of the Union while engaging in the business of the safety committee, including attendance at meetings, authorized inspections or any other activity of the committee, shall be paid, by the Fire Department as if the employee were engaged in his/her usual work activities whether the employee is on duty or off duty. The County or employees shall not use any safety equipment or personal protective equipment unless approved by the committee. In case impasse is reached, then a third party agreeable to both sides shall be called in. Meetings shall be held monthly, and if needed the committee shall make written quarterly reports and recommendations to the Fire Chief and the Union President by email.
2. The County and the Union shall cooperate fully on all matters concerning the safety and health of members of the bargaining unit and the safety and sanitation of department equipment and buildings. The County shall furnish and/or replace all safety equipment and special personal protective equipment, in accordance with the most current NFPA 1971, or any updated or consolidated NFPA safety standard, for those employees defined under NRS 286.042. The County shall maintain and clean all safety equipment and personal protective equipment in accordance with the most current NFPA 1851 and Nevada OSHA standard 1910.132. The safety equipment and specialty protective equipment shall include but not limited to the following:
  - a. Turnout coat with liner
  - b. Turnout pants with liner
  - c. Suspenders
  - d. Helmet, chin strap, shroud and face shield
  - e. Gloves
  - f. Rubber or Leather structural boots
  - g. Nomex hood
  - h. Safety glasses
  - i. Over the ear and in the ear hearing protectors
  - j. Flashlight and batteries
  - k. **SCBA** Facemask
  - l. Multi-Purpose Half Mask Respirator (NIOSH approved to the P100 filter class
  - m. Safety Goggles
  - n. Steel toe or composite toe work boots shall be worn by all employees covered by this Agreement while on duty.
  - o. Any other equipment that is mandated by state or federal law or regulation to protect against the spread of infectious diseases.
  - p. Lockers inside the station and lockers for personal protective equipment.
3. In addition to the personal protective equipment provided for all employees in Fire Suppression, the County shall provide and replace all safety equipment and special personal protective equipment for employees in the Urban Technical Rescue Station and

the Laughlin Technical Rescue stations. The County shall determine the necessary equipment to be purchased for the unit(s) based on its specialty. These items shall include, but are not limited to:

- a. Fire resistive jump suit or equivalent
  - b. Specialty gloves
  - c. Specialty helmets/intrinsically safe headlamp
  - d. Specialty goggles or other eye protection
4. The County agrees that prior to any HAZ-MAT unit going into service the County and the Union shall meet and mutually agree on the deployment model of those unit(s) and all safety equipment and special personal protective equipment for those employees.
5. When in service, the Urban Technical Rescue (UTR) station (currently station 21) shall be staffed with no less than eight (8) UTR certified employees each shift. The combination of the eight (8) employees shall include at least one (1) UTR certified Captain, one (1) UTR certified Engineer. The remainder of the UTR certified employees needed for each shift may be of any rank. The UTR apparatus shall only be staffed by UTR certified employees, minimum of one (1) UTR Captain, one (1) UTR Engineer, and two (2) UTR Fire Fighters. If staffing levels fall below the eight (8) UTR employees required, Laughlin Technical Rescue (LTR) certified employees may be used once the following requirements are met:
  - a. Any UTR employees assigned to OT are moved to station 21,
  - b. The UTR voluntary sign-up list is exhausted,
  - c. Acting up or acting down of UTR employees according to Article 9 have been met, and
  - d. In no instance shall there be less than six (6) UTR employees and a maximum of two (2) LTR employees to fill the eight (8) certified positions.

\* The list above is not in priority order.

The certified UTR Captain shall see that the heavy rescue and assigned equipment are clean, in good working order, and ready for immediate service at all times.

6. When in service, the Laughlin Technical Rescue (LTR) stations (currently Station 76 and Station 85) shall be staffed with no less than eight (8) LTR certified employees each shift. The combination of the eight (8) employees shall include at least one (1) LTR certified Captain with the remainder of the techs needed for each shift may be of any rank. If staffing levels fall below the eight (8) LTR employees required, UTR certified employees may be used once the following requirements are met:
  - a. Any LTR employees assigned to OT in town are moved to Laughlin,
  - b. The LTR voluntary sign-up list is exhausted,
  - c. Acting up or acting down of LTR employees according to Article 9 have been met, and
  - d. In no instance shall there be less than six (6) LTR employees, with no less than two (2) assigned to Station 85 and a maximum of two (2) UTR employees to fill the eight (8) positions.

\*\*\* The list above is not in priority order.

The LTR certified Captain shall see that boat(s) and assigned equipment are clean, in good working order, and ready for immediate service at all times.

7. The airport station (currently station 13) shall be staffed with no less than two (2) ARFF captains, four (4) ARFF engineers, and four (4) ARFF fire fighters each shift.
8. The County shall ensure that at no time shall there be less than two (2) Fire Investigators (56-hour employees) on shift per 24-hour platoon. All Fire Investigators shall qualify with the authorized firearm(s) once during every quarter of the calendar year. The County agrees that the training to acquire and maintain the firearm(s) qualifications shall be provided on duty. The County shall determine and purchase the necessary equipment to be used by Fire Investigators, such as but not limited to the following:
  - a. Hand gun
  - b. Ammunition
  - c. Handcuffs
  - d. Holster
  - e. Body Armor
  - f. Canister Mask
  - g. Turnouts
  - h. Nomex or equivalent jump suit
  - i. Lockers inside the station and lockers for personal protective equipment
  - j. Cellular phones
  - k. Oleoresin Capsicum or pepper spray
9. The County shall determine and purchase the necessary equipment to be used by Fire Inspector Trainees, Fire Inspectors, Fire Plans Checker, Deputy Fire Marshals, such as but not limited to the following:
  - a. Hard hat
  - b. Over the ear and in the ear hearing protectors
  - c. Work gloves
  - d. Flashlight and batteries
  - e. Eye protectors
  - f. Cellular Telephones or Telephone Calling Cards
  - g. A locker for each Inspector at their worksite
  - h. Multi-Purpose Half Mask Respirator (NIOSH approved to the P100 filter class)
10. The County shall determine and purchase the necessary equipment to be used by Fire Training Instructors and Fire Training Officers, including but not limited to the following:
  - a. Nomex or equivalent jump suit
  - b. Specialty gloves
  - c. Specialty helmets
  - d. Specialty goggles or other eye protection
  - e. Over the ear and in the ear hearing protectors
  - f. Work gloves
  - g. Flashlight and batteries
  - h. Multi-Purpose Half Mask Respirator (NIOSH approved to the P100 filter class)
11. The County shall determine and purchase the necessary personal protective equipment to

be used by Fire Auto & Equipment Specialist, Fire Auto & Equipment Supervisor, and Fire Mechanical Supervisor including but not limited to the following:

- a. Coveralls
  - b. Specialty work gloves
  - c. Specialty goggles or other eye protection
  - d. Over the ear and in the ear hearing protectors
  - e. Flashlight and batteries
12. The County shall provide all fire apparatus with David Clark or equivalent communications/hearing protection system in accordance with NFPA 1500.
  13. All employees shall be required to maintain the integrity of their personal protective clothing and safety equipment as received. No modifications of any kind shall be permitted without direct approval from the Fire Chief.
  14. All policies implemented by the Fire Department shall be in accordance with industry standards. The term industry standards shall be inclusive of, but are not limited to, NFPA standards, ANSI standards, NIOSH, CFR and OSHA regulations.
  15. The County and the Union shall meet annually in May to review, update as needed, and mutually agree to any changes that may be required to the Clark County Fire Department Exposure Plan/Manual.
  16. As per current NFPA 1500 chapter 5.1.2, the County shall provide all employees with training and education commensurate with the duties and functions they are expected to perform. Employees who, at the direction of the Fire Chief, engage in and/or are exposed to the hazards of Wildland Fire Fighting operations shall be provided with, and use protective garments that meet the requirements of NFPA 1977 Standard on Protective Clothing and Equipment for Wildland Fire Fighting.
  17. The County and the Union agree that prior to the implementation of a Wildland Fire Response Program a letter of agreement (LOA) shall be developed and agreed upon. Staffing of any Wildland resources deployed on request shall follow the National Wildland Coordination Group (NWCG) requirements for the type of resource deployed.
  18. The County agrees to abide by the 99-hour rule as outlined in the Staffing System Rule and Regulation 2.32.

### **ARTICLE 13**

#### **Labor/ Management Committee**

1. Effective July 1, 2006 the Union and the County agree to establish a Joint Labor/Management committee (LMC).
2. The LMC shall be comprised of six (6) members, three (3) members who shall be Assistant or Deputy Fire Chiefs and three (3) members of the Union. Management committee members shall be appointed by the Fire Chief; Union committee members shall be appointed by the Union President. Other representatives may be invited to participate in the meetings if agreed by the Fire Chief and The Union President.

3. The Committee shall meet quarterly at a time and place mutually designated by the Union President and the Fire Chief. All members shall be notified of the dates and times of committee meetings.

The LMC shall be charged with addressing:

- a. the administration of this agreement
- b. matters of general interest to both parties
- c. matters of interest to the Union
- d. any other matters which shall further the harmonious relationship between the Union and Fire Management.

The LMC shall have no authority to:

- a. Make any decisions that are binding on the parties;
- b. Bargain for the parties on any issue; or
- c. Determine the disposition of any grievance and/or disciplinary appeal.

4. The agenda for the LMC meetings shall be prepared by the Union President and the Fire Chief. The agenda shall be distributed at least five (5) working days prior to the scheduled meeting. The agenda shall include the discussion topics, the time and place of the meeting, and the names of all attendees.
5. Union representatives are required to follow the procedure outlined in Article 7 *Union Rights and Representation* to account for their time spent at the LMC.
6. The committee shall reduce any recommendations arising from their deliberations to writing, with a final review and approval of both parties, and forward it to the Fire Chief and Union President. The Fire Chief and Union President, or his/her designee, shall respond in writing within five (5) days to the committee as to the final disposition of any such recommendations. Any resolution shall be jointly distributed to the employees covered by this agreement.
7. Minutes shall be taken by management at the LMC and reviewed and approved by both the Union President and the Fire Chief.

#### **ARTICLE 14**

##### **Physical Examinations**

1. All employees covered by this Agreement shall be required to take an annual physical examination, SCBA mask fit test and NIOSH rated particulate respirator mask fit test within thirty (30) days of the employees' birthday. If an employee fails to complete the examination, due to their fault, they shall be relieved from duty without pay until the examination is taken. If the employee is unable to take the examination because they are using sick leave or workers' compensation benefits, then the exam must be taken within sixty (60) days of return to duty.
2. Tests required during the annual physical exam will be specified in Paragraph 7 of this Article. All employees who are age 40 or older shall also receive an annual stress ECG performed on a treadmill or, at the employee's discretion, on a stair stepper.
3. If an electrocardiogram is recommended by the doctor performing the physical examination for the employees covered by this Agreement on a more frequent basis than provided for in Section 2 above, it shall be administered as frequently as recommended at no cost to the

employee. However, if a board-certified cardiologist selected by the County determines that repeated electrocardiograms are not necessary, they shall not be given. Their decision shall be final.

4. This annual physical examination, SCBA mask fit test and NIOSH rated particulate respirator mask fit test shall be paid for by the County and scheduled while the employee is on duty for all permanent and temporary 8 and 10-hour employees. At the discretion of the Fire Chief, 24-hour employees may schedule their annual physical and SCBA mask fit test off duty and will be paid four (4) hours of overtime once completed. If the time spent from appointment time to check out time for all three separate visits exceed four (4) hours in total, employees must submit their dates and times through the chain of command to their Battalion Chief.
5. If an employee is required to be off duty until they complete a follow-up examination required by the physician, the employee shall not be charged any leave time unless the employee fails to attend the follow-up examination(s) as scheduled by the County, in which case the employee shall be charged personal sick leave. All required follow-up examinations and testing, as a result of their physical, shall be paid for by the County, and the employee shall not be charged leave time regardless of the outcome of these required examinations and tests. Follow-up examinations are not required to be scheduled while the employee is on duty. Overtime shall be paid in accordance with Article 39 to employees when scheduled for a follow-up examination while off duty.
6. The employee's annual physical examination file, including all results and Physician follow-up documentation, shall be available to the employee if requested after the second visit by the physician. The Fire Department Infection Control Nurse shall have access to the electronic file to prepare the employee's visit summary. Access to the file shall only be allowed upon written release by the employee, or as required by law.
7. Physical examination requirements: all physical examinations shall be performed by medical doctors and/or nurse practitioners knowledgeable about the physical demands of fire fighting in accordance with NFPA 1582. Physical Examinations shall comply with the minimum standards of the Nevada State Industrial Insurance System and the state of Nevada Occupational Safety and Health standard regulations.

Pulmonary function tests shall be performed by certified technicians on a fully automated Spirometer and shall be interpreted by a physician. The stress ECG shall be performed in the presence of a physician, nurse or technician certified in Advanced Cardiac Life Support (ACLS) and evaluated by a board-certified cardiologist. All examinations shall be performed in one (1) facility. Audiograms shall be performed by certified personnel and shall be pure tone at frequencies of 250-6600 Hz. Audio testing shall be done according to Nevada OSHA regulations. SCBA mask fit and NIOSH rated particulate respirator mask fit testing shall be performed by a certified technician from the fire department life support division.

Testing required:

1. Previous personal/history.
2. Standard core physical examination including a test for fecal occult blood.
3. Visual acuity measurements including near and distant vision, and color perception.
4. Audiogram.
5. Pulmonary function screening.
6. One (1) view - posterior/anterior 14" x 17" chest x-ray.

7. Electrocardiogram.
8. Routine urinalysis, including occult blood.
9. Complete blood count.
10. Profile - 1 blood chemistry profile which includes calcium, phosphorous, glucose, uric acid, BUN, creatinine, albumin, SGPT, SGOT, LOH, globulin, A/G ratio, alkaline phosphatase, total protein, total bilirubin, GGTP, sodium, potassium, chloride, CO2, triglycerides, cholesterol, creatinine/BUN ratio and TSH.
11. Lipid panel to include triglycerides, cholesterol, HDL, LDL and VOL.
12. Stress ECG, performed on a treadmill or, at the employee's discretion, on a stair stepper.
13. Other testing as may be required by the physician in order to complete the physical.
14. Hepatitis A, B, and C.
15. Prostate Specific Antigen test (PSA) for male employees.
16. TB Blood Test
17. \*Pap smear, pelvic exam and breast exam for female employees.

#### Optional Testing at the Request of the Employee

Female employees may choose not to allow the procedures listed in 17. above to be performed during their annual physical. These employees shall then be required to present during the second visit of the annual physical examination written certification from their personal physician that these tests and examinations were either performed or not necessary/recommended by their personal physician within the 12 months preceding their last annual physical.

- a. \*For those Employees not covered by NRS 617.453 these tests are at the employee's option.

A pre-placement medical evaluation shall be required for all new fire fighter candidates to determine the potential medical ability to perform fire fighter duties without presenting a significant risk to the health of themselves or others. The medical evaluation shall be performed by physician knowledgeable about the physical demands of fire fighting in accordance with NFPA 1582.

Immunizations shall comply with the Clark County Fire Department Exposure Plan/Manual. Employees may decline part or all immunizations. The CCFD Nurse shall notify the employees who need a vaccination by email at least two (2) times.

### **ARTICLE 15 Holidays**

1. The 13 (thirteen) recognized holidays for employees covered by this Agreement shall be as follows:

<u>Date Recognized</u>	<u>Holiday</u>
January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr's Birthday
Third Monday in February	Washington's Birthday
Last Monday in May	Memorial Day
June 19	Juneteenth Day
July 4	Independence Day

First Monday in September  
Last Friday in October  
November 11  
Fourth Thursday in November  
Friday following the fourth  
Thursday in November  
December 25  
Employee's Birthday

Labor Day  
Nevada Day  
Veteran's Day  
Thanksgiving Day  
Family Day  
Christmas Day

Any day the County is required by state law to close for a legal holiday.

In the event the date on which any of the above holidays is recognized is changed by law, this shall not increase the total number of holidays provided for. In that event, the holiday provided for in this Article shall be recognized on the new day provided by law rather than on the date set forth above.

2. All employees assigned as 56-hour per week shift employees shall be paid holiday pay of sixteen (16) hours at their straight time hourly rate for each of the above holidays except such employees who are on sick leave.
3. Holiday pay provided for in Section 2 for the holidays set forth in Section 1 above shall be paid on the payday for the pay period in which the holiday falls.
4. Employees covered by this Agreement who work an 8 or 10-hour shift shall be granted time off with pay at their straight time hourly rate on the holidays set forth in Section 1 above or on a compensatory day off designated by the Fire Chief in lieu of the holiday.
5. This Section relates to 8 or 10-hour shift personnel.
  - a. Relative to 8-hour shift personnel, if one of the holidays set forth in Section 1 above falls on a Sunday it shall be observed on the following Monday. If one of the holidays set forth in Section 1 falls on a Saturday it shall be observed on the preceding Friday.
  - b. Relative to 10-hour shift personnel, if one of the holidays set forth in Section 1 above falls on a scheduled day off, Friday or Saturday, it will be observed on the preceding Thursday. If one of the holidays set forth in Section 1 above falls on a scheduled day off, Sunday or Monday, it will be observed on the following Tuesday.
  - c. Eight (8) and ten (10) hour employees, after their first year of employment, may request to use their birthday holiday on another day of their choice provided the request is made in accordance with Article 25 *Vacation* and there is an available vacation slot.
  - d. If an employee's birthday occurs during their Rookie Academy, they shall be credited with eight (8) hours of Birthday leave balance that can be used after their first year of employment and shall expire twenty-four (24) months from the date accrued.

6. All 8-hour personnel may only be compensated for a maximum of eight (8) hours at the straight time rate for any of the holidays set forth above. All 10-hour personnel may only be compensated for a maximum of ten (10) hours at the straight time rate for any of the holidays set forth above.
7. Holidays or compensatory days not worked, but paid in accordance with Section 4 above, which occur on an employee's scheduled day of work shall be counted as time worked for the purpose of computing overtime.

## **ARTICLE 16**

### **Sick Leave**

1. Employees covered by this Agreement who work a 24-hour shift shall accrue a maximum of eleven (11) 24-hour shifts of sick leave for each year of this Agreement.
2. Employees covered by this Agreement who work an 8-hour shift shall accrue a maximum of eleven (11) 8-hour shifts of sick leave for each year of this Agreement.
3. Employees covered by this Agreement who work a 10-hour shift shall accrue a maximum of eleven (11) 10-hour shifts of sick leave for each year of this Agreement.
4. Accrued sick leave may only be used for a bona fide illness/injury of the employee or a member of their immediate family, defined as a spouse, parent, sibling, child, foster child, stepchild (past or present), grandchild, and grandparent, mother/father-in-law, son/daughter-in-law, and domestic partner in accordance with Nevada Revised Statute (NRS).
  - a. Sick leave may be used up to a maximum of five (5) consecutive shifts for bereavement and to attend the funeral of a member of the employee's or spouse/domestic partner's immediate family. Sick leave used for bereavement purposes shall be excluded from the sick leave calculation for bonus shifts in Article 27.
  - b. Sick leave may be granted in extraordinary circumstances in which the Fire Chief or their designee believes such leave shall have a beneficial effect on an employee's morale and welfare.
  - c. Sick leave used in accordance with this Section shall be paid only for a scheduled period of work and at the rate of the permanent rank of the employee.
  - d. Employees may request partial sick leave providing they adhere to the following:
    1. 24 hour employees shall take at least a four (4) hour minimum of sick leave.
    2. 8 or 10 hour employees shall have no minimum for partial sick leave.
    3. Requests must be made and approved by the Battalion Chief or appropriate supervisor at least twenty-four (24) hours in advance.
    4. Can only be taken between the hours of 7:00 AM - 6:00 PM, weekdays only.
    5. Holidays and weekends are excluded.
    6. All hours used for partial sick leave must be counted against sick leave cash out and the employee's bonus leave award.

7. If an employee has a medical test that must be scheduled outside the hours of 7:00 AM - 6:00 PM, or on weekends, and the employee provides the Battalion Chief or appropriate supervisor with written documentation at least twenty-four (24) hours in advance, then the partial sick leave use shall be granted.
    8. If a family member of an employee has a medical emergency, the employee shall be granted use of partial sick leave of at least four (4) hours. The employee shall provide documentation of the medical emergency.
  - e. If at any time the Battalion Chief or appropriate supervisor suspects abuse of leave, the Fire Chief, Deputy Fire Chief or Battalion Chief or appropriate supervisor may request written medical documentation verifying the use of partial sick leave.
5. Employees covered by this Agreement shall be subject to the following requirements of proof of illness or forfeiture of sick leave:
- a. Certificate of Illness/injury: Evidence in a form of a physician's certificate, or certificate of illness/injury shall be furnished as proof of adequacy of the reason of the employee's absence during the time which sick leave was requested. Certificates of illness/injury shall be requested by the Fire Chief or his/her designee after there are six (6) total unexcused shifts of sick leave in a calendar year or whenever there is reason to believe that sick leave privileges are being abused. "Unexcused" shall be defined as those shifts when an employee does not provide a voluntary certificate of illness/injury. If an employee is unable to provide a valid certificate of illness/injury when required, the missed shift shall be considered an unexcused absence. If an employee has more than six (6) total unexcused absences in a calendar year the employee shall be subject to the procedure described in Rule and Regulation 2.4 (Absence from Duty Without Proper Authorization). Authorized leave used in accordance with Article 38 Miscellaneous Leaves, Article 21 Service Connected Disability and Rule and Regulation 2.21 (FMLA) shall not be subject to this provision. The certificate of illness/injury shall be submitted to the Fire Chief or his/her designee, in accordance with the Certificate of Illness/Injury (COI) Rule and Regulation.
  - b. Forfeiture of Sick Leave: No employee shall be entitled to sick leave while absent from duty because of the following cause:
 

Disability arising from a sickness or injury purposely self-inflicted or caused by willful misconduct. An employee claiming sick leave with pay, and any appointing authority approving the same, where it is shown that such claim was made or approved by such claimant or appointing authority, knowing that such claimant was not in fact sick or otherwise entitled thereto, shall be disciplined in accordance with Rule and Regulation 2.4 (Absence from Duty Without Proper Authorization). It is the duty of the Fire Chief to enforce this provision.
6. Employees on their 10th year of employment with the Clark County Fire Department having a sick leave balance in excess of 96 shifts have the one-time option, which cannot be changed in succeeding years, to:
- a. Select compensation for all or part of those hours in excess of 96 shifts (2304 hours

if working 24-hour shift, 960 hours if working 10-hour shift, or 768 hours if working 8-hour shift) compensation to be calculated at 35% of the employee's base hourly rate of pay; or,

- b. Select that the hours in excess of 96 shifts (2304 hours if working 24-hour shift, 960 hours if working 10-hour shift, or 768 hours if working 8-hour shift) be retained in a separate sick leave reserve account to be used for sick leave only. Sick leave shall be deducted from this balance only after the accumulation in excess of 96 shifts has been exhausted. No compensation is available at time of separation for sick leave transferred to this account.
- c. Each eligible employee shall receive written notification of sick leave balance and shall be provided the opportunity to exercise the one-time option as provided in Section 6a or 6b above.

7. All eligible employees on their 11th year of service with the Clark County Fire Department and every year there after having a sick leave balance in excess of 96 shifts (2304 hours if working 24-hour shift, 960 hours if working 10-hour shift, or 768 hours if working 8-hour shift) shall receive an annual payment for unused sick leave accrued during the individual employee's previous year of employment which shall be determined and calculated on the ending of the pay period. Payment for the unused leave shall result in the sick leave balance reverting to 96 shifts.:

- a. This cash payment shall be paid on the pay period following the pay period in which the employee's hire date falls. The remaining percentage of unused sick leave in excess of 96 shifts that the employee did not receive payment for shall be placed in an employee sick leave bank, which is not eligible for payoff at any time, including separation. Sick leave bank hours shall be used only upon exhaustion of all other sick leave hours. Sick leave bank hours do not count towards the 96 shifts.

The payment and sick leave bank methodology shall be as follows:

Hours used During Preceding Twelve Months			Rate of Payment for Unused Hours	Remaining Percentage After Payment Placed in Sick Leave Bank
<u>8-Hour</u>	<u>10-Hour</u>	<u>24-hour</u>		
0 - 25.7	0 - 32.1	0 - 36	60%	40%
25.8 - 60	32.2 - 75	36.1 - 84	50%	50%
60.1-94.3	75.1-117.9	84.1-132	40%	60%
94.4-128.6	118-160.7	132.1-180	30%	70%
128.7 - 162.8	160.8 - 203.5	180.1 - 228	20%	80%
162.9 - 197.1	203.6 - 246.4	228.1 - 276	5%	95%

8. Employees becoming eligible for benefits under this Article shall receive compensation based on the established scale as determined by the amount of sick leave used during the 12-month period immediately preceding the employee's hire date.

EXAMPLE:

If the employee does not meet the eligibility requirements on a hire date then on the next hire date the employee may be eligible to receive payment in accordance with the schedule as illustrated below:

Date: 10/01/80

Employee has 93 shifts on books (ineligible because of less than 96 shifts on books).

Date: 10/01/81

Employee now has 103 shifts on books (employee has earned 12 additional shifts,  $93 + 12 = 105$ , but has used 2 shifts,  $105 - 2 = 103$ ). Therefore, employee is eligible to receive payment as follows:  $103 - 96 = 7$  shifts at 50% of base hourly rate and the employee's-sick leave reverts to 96 shifts.

9. Compensation received in accordance with this Article shall be by separate check on the pay period following the employee's hire date. IRS deductions shall be made in accordance with W-2 on file.
10. Compensation upon separation from County employment for unused sick leave:

a. All eligible employees who work a 24-hour shift shall receive, upon separation:

- (1) After ten (10) years and up through twenty (20) years of service with the Clark County Fire Department, payment for one-half ( $\frac{1}{2}$ ) of all unused sick leave up to a maximum of 2400 hours.

EXAMPLE:

$$2400 \times .5 = 1200$$

1200 x hourly rate = maximum payoff

- (2) Effective July 1, 1994, from the 21st year of service payment will be increased by an additional two and one half percent ( $2\frac{1}{2}\%$ ) for each additional year of consecutive service to a maximum of 75% of all unused sick leave up to a maximum of 2400 hours.

EXAMPLE:

25 years of service = an additional 12.5% sick leave credit

$$2400 \times 62.5\% = 1500$$

1500 x hourly rate = maximum payoff

- (3) Effective July 1, 1995, from the 21st year of service, payment shall be increased by an additional five percent (5%) for each additional year of consecutive service to a maximum of 100% of all unused sick leave up to a maximum of 2400 hours.

EXAMPLE:

25 years of service = an additional 25% sick leave credit

$$2400 \times 75\% = 1800$$

1800x hourly rate = maximum payoff

b. All eligible employees who work an 8-hour shift (40-hour week) shall receive, upon separation:

- (1) After ten (10) and up through twenty (20) years of service with the Clark County Fire Department, payment for one-half( $\frac{1}{2}$ ) of all unused sick leave

up to a maximum of 800 hours.

EXAMPLE:

$$800 \times .5 = 400$$

400 x hourly rate = maximum payoff

- (2) Effective July 1, 1994, from the 21st year of service payment shall be increased by an additional two and one half percent (2 ½%) for each additional year of consecutive service to a maximum of 75% of all unused sick leave up to a maximum of 800 hours.

EXAMPLE:

25 years of service = an additional 12.5% sick leave credit

$$800 \times 62.5\% = 500$$

500 x hourly rate = maximum payoff

- (3) Effective July 1, 1995, from the 21st year of service, payment shall be increased by an additional five percent (5%) for each additional year of consecutive service to a maximum of 100% of all unused sick leave up to a maximum of 800 hours.

EXAMPLE:

25 years of service = an additional 25% sick leave credit

$$800 \times 75\% = 600$$

600 x hourly rate = maximum payoff

Note: Except when the employee was previously converted from a 24-hour position to that of an 8-hour position. In those instances, the provision listed in Article 40, Paragraph 2, Subsection 2 shall apply.

- c. All eligible employees who work a 10-hour shift (40-hour week) shall receive, upon separation:

- (1) After ten (10) years and up through twenty (20) years of service with the Clark County Fire Department, payment for one-half (½) of all unused sick leave up to a maximum of 1000 hours.

EXAMPLE:

$$1000 \times .5 = 500$$

500 x hourly rate = maximum payoff

- (2) Effective July 1, 1994, from the 21st year of service payment will be increased by an additional two and one half percent (2 ½%) for each additional year of consecutive service to a maximum of 75% of all unused sick leave up to a maximum of 1000 hours.

EXAMPLE:

25 years of service = an additional 12.5% sick leave credit

$$1000 \times 62.5\% = 625$$

625 x hourly rate = maximum payoff

- (3) Effective July 1, 1995, from the 21st year of service, payment shall be increased by an additional five percent (5%) for each additional year of consecutive service to a maximum of 100% of all unused sick leave up to a maximum of 1000 hours.

EXAMPLE:

25 years of service = an additional 25% sick leave credit

**1000 x 75% = 750**

750x hourly rate = maximum payoff

Note: Except when the employee was previously converted from a 24-hour position to that of a 10-hour position. In those instances, the provision listed in Article 40, Paragraph 2, Subsection 2 shall apply.

- d. Upon on-the-job injury or illness resulting in death or permanent disability necessitating a disability retirement, the employee, or in case of death the employee's beneficiary or estate, shall receive payment for all unused sick leave at the employee's rate of pay on the last shift worked regardless of length of service. The benefits provided herein are to be available only in those situations where a workers' compensation claim has been accepted.
  - e. Upon off-the-job injury or illness resulting in death or permanent disability for an employee with less than ten (10) years of service, the employee, or in case of death the employee's beneficiary or estate, shall receive payment for fifty percent (50%) of unused sick leave at the employee's rate of pay on the last shift worked.
  - f. Upon separation, an eligible employee shall receive payoff for those hours in excess of 96 shifts based on the established scale as determined by the number of sick leave shifts used during the 12-month period immediately preceding the date of separation. No compensation is available for sick leave in the reserve account provided in Section 6b of this Article.
  - g. Whenever an employee donates leave time to the Catastrophic Leave Program established by Rule and Regulation, the County shall match the amount of time donated up to 3000 hours. Once the maximum County contribution of 3000 hours is achieved, as hours are used, the County shall continue to match hour-for-hour donations to maintain the County's 3000 maximum contribution level. The time used by an employee shall be drawn equally from time donated by employees and by the County.
11. Compensation received for any benefit provided in the Article shall be made based upon the employee's base hourly rate and shall be included in "gross pay" for determining longevity compensation as provided in Article 18 of this contract.
12. For purposes of this Article, "work shifts" or "sick leave shifts" are defined to consist of a 24-hour period, 10-hour period or an 8-hour period depending on the employee's normal work assignment as determined by the Fire Chief.

13. Upon becoming eligible under this Article, in the event an employee has sick leave accumulation in excess of 96 shifts they shall receive compensation for those excess shifts based on their previous anniversary dates.
14. An employee that has an off-duty illness/injury shall utilize their sick leave. Once sick leave and vacation balance(s) are exhausted and upon written application (email) to the Fire Chief, the employee shall become eligible to request a "modified duty" position for a period not to exceed nine (9) months.
15. An employee that is pregnant may request through a written application (email) to the Fire Chief a "modified duty" position not to exceed ten (10) months or the birth of the child, whichever comes first. If requested, the modified duty shall be granted.

## **ARTICLE 17**

### **Insurance**

1. Effective the first Tuesday of each month, the County shall pay to IAFF, Local 1908, a monthly contribution for each covered bargaining unit employee for health insurance (to include hospitalization, major medical, dental, life and disability).
2. Effective upon the signing of this agreement, February 1, 2011, and continuing until a new rate is negotiated and agreed upon, the County shall pay to IAFF, Local 1908, \$1,040.00 per month for all covered bargaining unit employees for health insurance as defined in Section 1 above.
3. The monthly contribution shall only go to provide health insurance for all employees in the bargaining unit who are in pay status. The County retains the right to audit any books or financial statements between the Union and the insurance carrier(s) and/or trust administrator(s). The Union agrees that it shall provide the County, within 48 hours, copies of all written correspondence between the Union and insurance carrier(s) or trust administrator(s).
4. The County agrees to deduct from the paychecks of each employee in the bargaining unit, who has signed the proper payroll deduction card, the amount that the employee designates to cover any dependent coverage in excess of the amounts in the paragraphs above. In those instances when an employee has received dependent medical coverage, but has not paid for such coverage or had the amount deducted from his/her check, the County and Union agree to deduct from that employee's paycheck an amount equal to that owed for retroactive dependent medical coverage.
5. The Union agrees to indemnify and hold the County harmless against any and all claims, suits, orders, judgments, or grievances brought or issued against the County as a result of any action taken or not taken by the County or the Union with respect to health insurance outside those specific requirements set forth above. The Union also agrees to hold the County harmless for any and all insurance claims arising during the lifetime of their insurance contract should the Union desire to be part of the County Insurance Group.

**ARTICLE 18**  
**Longevity Pay**

1. An employee covered by this Agreement hired prior to July 1, 2012, who has completed five (5) full years of service with the County shall be entitled to a lump sum longevity pay equal to 2.85% of his/her previous twelve (12) months' gross salary computed as of the anniversary date of the employee and payable on the payday for the pay period in which the employee's anniversary date falls.
2. Longevity pay for eligible employees shall be paid beginning after the 5th year, at the rate of .57 of one percent (1%) per year, for each year of creditable employment, based upon the employee's gross salary. Gross salary is defined as all wages earned excluding longevity pay.
3. Longevity payments shall be paid bi-weekly.
4. Employees hired on or after July 1, 2012 shall not be eligible for longevity pay.

**ARTICLE 19**  
**Retirement**

1. The County agrees to pay the employee's portion of the retirement contribution under the Employer-Pay Contribution Plan in the manner provided for by NRS 286, and such other standard contributions as may be provided by the Public Employees Retirement Act. Any increase in the percentage rate of the retirement contributions to the Public Employees Retirement Fund shall be borne equally by the County and the employee in the manner provided for by NRS 286.421.
2. Any additional costs borne by the employee shall be defined on his/her pay advice.

**ARTICLE 20**  
**Remote or Travel Pay**

1. Fire Fighters, Engineers, Fire Inspectors, and Captains who are permanently assigned to either of the Laughlin Fire Stations, the Fire Station in Jean, or any Fire Station located more than 25 miles from Fire Station 18 shall receive additional compensation for this remote assignment. Their classification listed in Appendix A shall be identified as remote L for Laughlin assignments, and remote J for Jean assignments. Their compensation listed in the salary appendices shall reflect this permanent remote assignment. This pay becomes part of the employee's base salary, and shall therefore increase annually as employees receive cost of living adjustments.
2. Effective July 1, 2011, all new bids for any existing Fire Stations located more than 25 miles from Fire Station 18 shall receive flat rate remote pay each pay period, and the flat rate shall be increased based on the salary increase as noted in Appendix B. This flat rate shall not be reported to the Public Employees Retirement System as compensation to be calculated in the employee's retirement and therefore shall not be affected by any PERS contribution increase. Refer to Appendix C for current rate.
3. Travel Pay:
  - a. To compensate those employees who are temporarily assigned to fire stations that

are more than 25 miles from Station 18, travel pay shall be paid using the most current NRS rate per mile. Employees shall receive travel pay from Station 18 to the temporarily assigned Fire Station.

- b. Personnel who report to their regularly assigned duty station and then are transferred to another station shall either be transported or shall receive the most current NRS rate per mile. The "On Duty" Battalion Chief shall submit a travel voucher each shift for any personnel eligible for travel reimbursement.
- c. Employees eligible for travel pay as identified in Sections 3a, 3b shall receive such compensation in a separate check by the first Friday of February, April, June, August, October, and December.

## **ARTICLE 21**

### **Service Connected Disability**

- 1. All employees covered by this agreement who have been employed by the County for a continuous period of eight (8) weeks or longer, or an employee graduated from the Clark County Fire Academy, and who has been absent from work due to an on-the-job injury approved pursuant to NRS Chapter 616 or 617 shall be paid for a period not to exceed 60 shifts from the date of injury, compensation equal to the difference between their salary at the time of the injury and any lost time or salary continuance benefit as provided by NRS Chapter 616 or 617. During this 60-shift period, the employee shall not be charged any accrued sick leave.
- 2. At the expiration of the 60-shift period referred to in Section 1 above, if the employee is still unable to work, they may elect to utilize accrued sick leave, including employees sick leave bank or accrued annual leave for such absence.
- 3. Employees working in full duty status and attending therapy and/or medical appointments for approved work related injuries shall be limited to two and one-half (2-1/2) hours (one (1) hour for travel time to and from the appointment and one and one-half (1-1/2) hours for the actual appointment/therapy), unless otherwise noted on the County Physician Disability Slip form by the physical therapist or the authorized treating physician.
- 4. Employees who work at a remote station, as defined in Article 20 of this Agreement, shall be limited to four and one-half (4-1/2) hours (three (3) hours for travel time to and from the appointment and one and one-half (1-1/2) hours for the actual appointment/therapy), unless otherwise noted on the County Physician Disability Slip form by the physical therapist or the authorized treating physician.
- 5. All leave provided for in Sections 3 and 4 of this article count towards the 60-shift period provided in Section 1 of this article.
- 6. The County shall notify the Union at least five (5) days prior to sending an employee for a Functional Capacity Evaluation. The notification shall include the date and time of the evaluation, as well as the job description being sent to the evaluators. The job description shall be that of the employee's current position.

**ARTICLE 22**  
**Payment of Tuition Fees**

1. The County shall prepay for all required courses necessary to obtain an Associate Degree, Bachelor's Degree, and/or Masters Degree in Fire Science, Criminal Justice, Public Administration, Emergency Management, Urban Studies (UNLV only) and Fire Administration. An employee may take job-related courses either through the Nevada System of Higher Education (NSHE) or through a correspondence program at a regionally accredited university. Reimbursement of costs for courses taken at any institution will be limited to the cost of comparable courses offered in the NSHE. The County shall prepay these costs for the course tuition and lab fee only. Effective July 1, 2024, those members who have already started degree programs outside NSHE shall be allowed to continue and complete their program and be reimbursed at the actual cost per credit charged at the college or university at which the employee is taking classes.
2. Any and all electives not required for the degrees outlined in Section 1 shall not be eligible for payment as they are not considered job-related courses.
3. Conditions for payment of tuition fees:
  - a. If the employee fails to maintain a "C" average or better for each course taken, they shall be required to reimburse the County for all funds advanced.
  - b. If the employee fails to complete the course, resigns from County service before completion of the course, or is terminated for any reason prior to completion of the course, they are required to reimburse the County.
  - c. If the employee resigns before they have completed one (1) year of service following successful completion of a course, and the County has already reimbursed the educational institution for tuition fees, the amount of the tuition fees which the County has paid shall be withheld from the employee's final payroll check from the County.
  - d. In order that the Department Director may make an overall determination of the status of the degree as well as the grade average requirement, each participating employee is required to provide a transcript of grade record to the Clark County Human Resources Director upon completion of a course for posting in their personnel file.
  - e. If an employee fails to provide a transcript of grade records to the Clark County Human Resources Director within sixty (60) calendar days of completion of a course, reimbursement fees shall automatically be withheld from the employee's payroll check regardless of grade, without recourse.
4. The County shall prepay the costs required to obtain or maintain Paramedic certification for Fire Suppression, Fire Investigation, and Training Division personnel. An employee required by the Fire Department to attend Paramedic recertification courses while off duty, shall be paid the overtime rate for these off duty hours in training unless the employee refused or was otherwise unavailable when the training was offered.
5. An employee sponsored by the Fire Department to attend a paramedic program shall be

awarded a one-time bonus of \$2500 once they obtain their county sponsored paramedic license. One (1) year from the date they obtained their paramedic license, the same employee shall be awarded an additional one-time bonus of \$2500 provided they maintained their license for the entire year. Two (2) years from the date they obtained their paramedic license, the same employee shall receive an additional \$2500 provided they maintained their license for the entire second year.

6. The County shall pre-pay the cost required to obtain or maintain required certifications for all employees covered by this agreement. The County shall pre-pay all costs relating to required certifications including the costs of applications and other fees. Any employee required by the Department to attend certification or recertification courses while off duty, shall be paid the overtime rate for off duty hours in training
7. The County shall prepay the costs required to obtain Police Officer Standard Training (POST) certification and recertification for employees assigned to the Fire Investigation Division and authorized by the Department Director to attend.
8. Employees shall be reimbursed by the County for those educational courses, seminars and training programs approved at the sole discretion of the Department Director pursuant to the following:
  - a. The educational course, seminar or training program must be directly related to improving the employee's proficiency in performing the assigned duties of their current position with the department, and not available through the Department Training Division.
  - b. Prior to the employee's enrollment in any educational course, seminar, or training program for which reimbursement is sought, the employee shall submit information to the Department Director concerning the location, dates, costs, content of the educational course, seminar or training program including a written justification for the course, seminar, or training program.
  - c. Unless approved otherwise by the Department Director, or their designee, such educational courses, seminars or training programs shall be taken on the employee's own time.
  - d. Costs that are paid by any other institution, scholarship or grant-in-aid shall not be reimbursed under the provisions of this Article.
  - e. Reimbursable expenses shall be restricted to educational course, seminar, or training program fees. Any additional expenses such as meals, lodging and transportation expenses shall be paid for in accordance with the County's travel policy.
  - f. Reimbursement shall be effected upon:
    - i. Presentation of evidence to substantiate fees and expenses claimed; and
    - ii. Proof of satisfactory completion of the educational course, seminar, or training program. This shall include official evidence of the grade received, unless the educational course, seminar, or training program

has no grade, in which case a certificate of completion or other evidence of attendance shall be required. A photocopy of the grade document or certificate shall be considered as official evidence.

- g. If the department requires a particular educational course, seminar, or training program, the County shall prepay the transportation expenses, required cost of the educational course, seminar, or training program and shall reimburse the employee for lodging and meals.
9. Any employee required by the Department to attend an educational course, seminar, or training program while off duty, shall be paid the overtime rate for off duty hours in training.

### **ARTICLE 23**

#### **Grievance and Arbitration Procedures**

1. A grievance is defined as a filed dispute between an employee and/or the Union and the County over the interpretation and/or application of the express terms of this Agreement. A grievance shall not be defined to include any matter or action taken by the County or its representatives for which relief is provided under the statutes of the State of Nevada or any matter specifically excluded from the grievance and arbitration procedures by other provisions of this Agreement.
2. Discipline subject to this disciplinary procedure is defined as an employee's oral reprimand, written reprimand, suspension, demotion, or involuntary termination from County service, carried out in accordance with the guidelines that are established in the Clark County Fire Department (CCFD) Rules and Regulations. Oral reprimands are not subject to the appeal procedures as outlined in this article, however the employee may include rebuttal comments on the Employee Interview Sheet (EIS). Such rebuttal comments must be restricted to the specific reprimand in question. All completed EIS' shall be forwarded via email to the Union President or designee.
3. Disputes specifically excluded in this Article or other Articles of this Agreement from either the grievance and arbitration procedure or the disciplinary procedure shall not be construed as in the purview of this Article.
4. Mutual agreement of the parties is required, in writing, in order to extend any of the time limits in the grievance and arbitration procedures outlined in this Article. A disciplinary appeal or grievance shall be considered abandoned if not filed and processed by the employee, or Union on behalf of the employee, where indicated in accordance with the time limitations. Failure on the part of the County to respond to a disciplinary appeal or grievance in accordance with the time limits set forth in this Agreement shall result in the matter advancing to the next step of the procedure.
5. For the purpose of addressing disciplinary appeals and resolving grievances at the earliest possible point in time, both parties will make full disclosure of the facts and evidence which bear on the matter at hand, including but not limited to furnishing copies of evidence, documents, reports, written statements and witnesses relied upon to support their basis of action. Both parties agree to share such facts and evidence at least one (1) working day prior to a Step 1 or Fire Chief or County Manager/Designee meeting, and at least three (3) working days prior to a Step 2 Arbitration. An Arbitrator shall not consider any evidence from a party who willfully failed to produce such evidence in support of his/her position, as

outlined in this paragraph.

6. A working day, as referred to in this Article, is defined as Monday through Thursday 7:30 AM until 5:30 PM, excluding Friday, Saturday, Sunday, and holidays.

7. **Discipline**

The proceedings for written reprimands, suspensions, demotions and involuntary terminations of this Article shall consider the incident and the discipline in terms of severity of the action, evidence of progressive discipline and appropriateness of the disciplinary action. Progressive discipline is defined to include an employees' oral reprimand, written reprimand, and thereafter more severe disciplinary action. The Union recognizes the need for more severe initial disciplinary action in the event of major violation of established rules, regulations or policies of the County or its operating departments. The decision to uphold the disciplinary action shall be based on the reasonableness of the discipline imposed by the supervisor in response to the actions taken or not taken by the employee.

All written reprimands, suspensions, demotions and involuntary termination appeals of employees covered by this Agreement shall be handled solely in accordance with the procedure set forth in this Article and CCFD Rules and Regulations, with the decision of the internal panel or Arbitrator being final and binding on the parties.

- A. No employee who has satisfactorily completed probation may be given an oral reprimand, written reprimand, suspended, demoted or terminated without just cause. Just cause may include, but not be limited to: inefficiency, incompetence, insubordination, habitual or excessive tardiness or absenteeism, abuse of sick leave or authorized leaves, and violation of established departmental work rules or procedures.
- B. Supervisors and/or Fire Department management shall be required to provide a union representative any time there is reason to believe that disciplinary action equal to or greater than an oral reprimand shall result from any meeting between an employee and their supervisor and/or Fire Department management. Any time an employee believes they are going to receive discipline as a result of a meeting with the supervisor and/or Fire Department management, they may request to have a union representative present. The meeting shall be postponed for a time period not to exceed twenty-four (24) hours until such time a union representative is available.
- C. Upon written request of the employee to the Human Resources Director, the employee shall have the right to review items in their personnel file and provide rebuttal comments to be attached to original documents where the employee believes appropriate. Such rebuttal comments must be restricted to the document in question.
- D. Upon written request or authorization by an employee involved in a disciplinary hearing, the employee's attorney or union representative may obtain data that are necessary from the personnel file of the employee, subject to the discipline, in preparation for the Step 1 hearing or Step 2 arbitration.
- E. New hire employees during their probationary period are not covered under the contract disciplinary procedure for disciplinary issues. However, during any

termination notification process for a new hire employee, a union representative shall be present as a witness.

- F. Whenever an incident takes place that may result in disciplinary action, (other than a written reprimand which is subject to appeal as identified in section H, written reprimands) which may include a suspension, demotion or termination, a Joint Investigative Team (JIT) comprised of Fire Department management employee(s) and an officer(s) of the Union shall convene to investigate the incident. During their investigation, the team shall interview all parties involved, and analyze the facts of the incident. When an employee is investigated, they shall be provided with a Union representative, and advised of the purpose, time, date, and site of the interview by the respective management. Upon the conclusion of this process, which must be completed within thirty (30) calendar days, the team shall present its finding(s) to the Fire Chief for their decision. An incident already reviewed by the Incident Information Advisory Team (IIAT) as outlined in Rule and Regulation 2.14, shall not be eligible for further evaluation by the JIT. The only exception to the IIAT/JIT rule is when an employee is arrested for a felony that is alleged to have occurred while the employee was on-duty. The IIAT process shall include notice to the employee, by a supervisor or a Fire Department management employee, of their right to Union representation during the IIAT investigation.
- G. Whenever an incident takes place that involves subject matter within the purview of the Clark County Office of Diversity (Title VII Violations) the following procedures shall apply:
  - a) The Union President or designee shall be notified by the Office of Diversity (OOD) within two (2) business days of issuing a charge against any Local 1908 member.
  - b) There shall be no JIT convened for complaints investigated by the Clark County Office of Diversity (Title VII Violations). All employees shall be provided union representation for any investigatory interview and be provided at least seventy-two (72) hours notice of any investigatory interview.
  - c) The Fire Chief shall be responsible to make the final determination as to the severity of the discipline after receiving the disciplinary recommendation from the County EEO Committee.
  - d) Employees disciplined secondary to a Clark County Office of Diversity investigation shall retain all appeal rights as outlined in this Article and all appeals shall be considered and applied in accordance with the language contained in R&R 2.23 and this Article.
- H. A full time permanent employee who receives an oral reprimand, written reprimand or is recommended for suspension, demotion or termination from County service shall be given a written statement, documented on an Employee Interview Sheet (EIS), setting forth the charges upon which the proposed oral reprimand, written reprimand, suspension, demotion or termination is based. The statement shall include an identification of the specific charges against the employee and an explanation of the

evidence to include: 1) Specific action or inaction by the employee that led to the proposed disciplinary action; 2) Specific citation to the rule, regulation, procedure, or other Departmental or County rule, regulation or procedure that has been violated; 3) Previous related disciplinary action that the employee has received; 4) Mandatory corrective measures if applicable. The EIS shall provide the opportunity for the employee to respond with written rebuttal to the charges.

#### I. Written Reprimands

Written reprimands are not subject to the full appeals process provided for suspensions, demotions, or terminations. An employee may choose to have their written reprimand reviewed at a hearing conducted by an internal panel in accordance with CCFD Rules and Regulations. At such time, the employee shall have five (5) working days from notification, not including the day of its receipt, to ask the Fire Chief that the panel be convened. The panel, which shall be composed of two (2) employees, one (1) selected by the employee, the other by the Fire Chief, shall meet within ten (10) working days of receiving the request. The employee requesting the panel's review shall be given at least three (3) working days notice of the time and place for the hearing. The panel shall determine if the written reprimand is appropriate, and whether it should be upheld, overturned or modified. The decision must be rendered within two (2) working days of holding the hearing. The decision of the panel is final and binding on the parties. In the event that the panel does not reach consensus, then the written reprimand stands.

#### J. Suspensions, Demotions or Terminations

##### 1) Step 1 - Fire Chief Hearing and Response

- a. An employee, who is recommended for termination, may be suspended with or without pay in an administrative leave pay status pending the Fire Chief hearing or arbitration.
- b. The employee, or the Union on behalf of the employee, who has been recommended for suspension, demotion or termination shall have five (5) working days, not including the day of receipt of the notice recommending suspension, demotion or termination, to request a hearing in writing of the Fire Chief, with a copy to the Human Resources Director. The Fire Chief may select up to two (2) Fire Department management employees to attend the hearing. The Fire Chief, or their designee, shall hear the case. If desired by the employee, up to two (2) representatives of the employee's choice may attend the hearing. At no time shall the total number of attendees at the hearing exceed six (6) individuals unless mutually agreed to by the parties at least one (1) day in advance of the hearing.
- c. The employee who has made a timely request for a Fire Chief hearing in writing shall be given at least three (3) days' notice prior to the hearing which must be held within ten (10) working days of the employee's request. The notice shall include the time and location of the hearing. Failure on the part of the employee to request in writing or to appear at the scheduled hearing shall serve as a waiver of the procedure. The hearing shall not follow formal rules of evidence and shall be conducted in an informal manner. Upon

request of either the employee, the Union on the employee's behalf, or the County, the hearing shall be taped with both parties receiving copies. The Fire Chief or designee shall conduct the hearing. The Fire Department management employee shall read the discipline notice to the employee. The employee or their representative may then respond to all specified charges.

- d. The Fire Chief or designee shall render a decision in writing within two (2) working days of the close of the hearing to the employee, the Union or the employee's representative, and the Human Resources Director. The decision shall include a statement as to the reasons the suspension, demotion or termination was or was not imposed, or amended.

## 2) Step 2 - Arbitration

- a. Suspensions, Demotions and Involuntary Terminations shall be appealed to an Arbitrator. It shall not include matters for which the Nevada Equal Rights Commission has jurisdiction.
- b. If the Step 1 decision is unacceptable, the employee or the Union, on behalf of an employee, may make a written request for arbitration to the Human Resources Director within five (5) working days of receipt of the decision.

## 8. **Contract Interpretation**

### A. **Conflict/Dispute Resolution**

Prior to a grievance being filed by the Union, the Informal Conflict/Dispute Resolution Process/Flowchart and the timelines contained therein, as specified in the Department's Rules and Regulations, shall be followed. The timelines provided for in Step 1 below shall be suspended until the Informal Conflict/Dispute Resolution Process is complete. The Fire Chief shall make a written determination based on the Conflict/Dispute Resolution Process findings. If the decision is unacceptable, the employee, or the Union on behalf of an employee, may file a grievance within the timelines outlined in Step 1.

### B. Step 1 - County Manager Meeting and Response

1. An employee, or the Union on behalf of an employee, who believes that he/she has a grievance relating to the interpretation and application of the express terms of the Agreement shall reduce the grievance to writing and submit it to the Human Resources Director as representative of the County Manager within ten (10) working days after the affected employee first knew or should have known of the contract violation. The grievance shall state the violation and cite the Article and Section and shall state the requested remedy.
2. The County Manager or their designee shall have ten (10) working days to meet with the affected employee and the Union prior to responding in writing. The County Manager, or designee, shall have five (5) working days from the date of the meeting to respond to the grievance giving their decision.

## C. Step 2 - Arbitration

If the Step 1 decision is unacceptable, the employee or the Union, on behalf of an employee, may make a written request for arbitration to the Human Resources Director within five (5) working days of receipt of the decision.

### 9. **Arbitration**

A. At the signing of this Agreement, both parties shall select fifteen (15) arbitrators certified by the American Arbitration Association (AAA). Each party shall then strike five (5) arbitrators of their choosing from the opposite parties list of fifteen (15). The final selection of the permanent panel shall be accomplished by the Union first and the County next, each striking one (1) name from the list in turn until only eight (8) names remain.

B. Once the permanent panel of eight (8) has been created, the arbitrators shall be placed in alphabetical order, to be used in a rotating order for both disciplinary and grievance arbitrations.

C. In order to remain on the permanent panel, the arbitrators shall agree to conduct an arbitration within sixty (60) days of the request for arbitration.

D. On the occasion that an arbitrator on the list is not able to meet this timeline for an individual arbitration, the next arbitrator on the list shall be utilized. The arbitrator who is unable to meet the timeline shall not be used again until that arbitrator's name returns to the top of the list by alphabetical rotation. If an individual arbitrator is unable to meet this time line a second time, that arbitrator shall be removed from the permanent panel.

E. In the event that any arbitrator is removed from the permanent panel, the parties shall jointly request that AAA furnish a list of five (5) arbitrators. The selection of the replacement arbitrator shall occur in the same manner as outlined above until one (1) name remains.

F. Only one (1) disciplinary dispute or contract interpretation dispute may be decided by the arbitrator at any hearing; however, the parties may mutually agree to waive this requirement. It shall be the arbitrator's sole determination to consolidate the issue(s) into one (1) arbitration. The arbitrator shall, within a reasonable period of time prior to the arbitration date, inform both parties of their decision regarding consolidation.

G. The arbitrator shall not have the authority to modify, amend, alter, ignore, add to, or subtract from any of the provisions of this agreement. The arbitrator, in the absence of expressed written agreement of the parties to this agreement, shall have no authority to rule on any dispute between the parties which is not within the definition of a grievance set forth in this article. The arbitrator shall consider and decide only the particular issues presented by the Union and the County, and the decision and award shall be based solely on their interpretation of the application of the express terms of this agreement. All settlements or awards shall be issued by the arbitrator.

H. The arbitrator's decision shall be final and binding on all parties to this agreement as long as the arbitrator does not exceed their authority set forth as outlined in the arbitration section of this article, and as long as the arbitrator performs their functions in accordance with the case law regarding labor arbitration, the provisions of the U.S. Uniform Arbitration Act, and where applicable, the Nevada Revised Statutes.

I. The expenses of arbitration, including the arbitrator's fee/costs/expenses, shall be borne by the

losing party as decided by the arbitrator. Expenses incurred by either party in the preparation or presentation of its case are to be borne solely by the party incurring such expense.

J. Subject to the provisions of this article, the arbitrator shall not have the authority to excuse a failure by the employee, the Union or the County to comply with the time limitations set forth above unless mutually agreed by both parties.

K. If the parties disagree whether the issue is arbitrable, the arbitrator shall decide this issue prior to deciding the merits of a case.

## **ARTICLE 24**

### **Department Rules and Regulations/Standard Operating Procedures**

1. The parties to this Agreement hereby recognize the existence of the negotiable and non-negotiable Rules and Regulations of the Clark County Fire Department to which all employees covered by this Agreement are bound.
2. New negotiable Rules and Regulations, or changes to the existing negotiable Rules and Regulations, shall require agreement between the Union and the Fire Chief, and shall only become effective upon ratification by the members of Local 1908 and approval by the Board of County Commissioners.
3. The parties further recognize that the matters covered by the Department Rules and Regulations include subject matter, which is subject and not subject to mandatory bargaining under the provisions of NRS 288. The parties also recognize that non-negotiable Rules and Regulations are subject to change by the Fire Chief or his/her designee, and that such changes become effective upon approval by the Board of County Commissioners of Clark County.
4. Notwithstanding the provisions of Section 3 above, the County and the Union agree to abide by the Workplace SOP, and Rule and Regulation procedures (Appendix D & E) of this Collective Bargaining Agreement.
5. Any dispute arising between the parties concerning any proposed or implemented modification of the Department's negotiable Rules and Regulations shall be subject to the provisions of Article 23, Grievance and Arbitration Procedure.
6. Any proposed change of the Rules and Regulations, which relates to a mandatory subject of bargaining under NRS 288, is subject to negotiation between the parties in accordance with the procedures of NRS 288. Any dispute arising between the parties concerning any proposed or implemented modification of a non-negotiable Rule and Regulation shall be resolved through the EMRB process in accordance with NRS 288.
7. The parties recognize that the Rules and Regulations are general in nature and are not all-inclusive. A negative inference is not to be drawn from the absence of a rule hereunder.

## **ARTICLE 25**

### **Vacation**

1. No employee of the Fire Department shall be entitled to take a scheduled or unscheduled vacation until after one (1) full year of employment. Probationary employees shall be

eligible to use vacation hours, in accordance with NRS 245.210, exclusively for emergency purposes as outlined in this article.

- a. All employees assigned a 56-hour workweek during their first, second, third, fourth and fifth years of employment with the County shall accrue vacation benefits at the rate of nine (9) shifts per year.
  - b. All employees assigned a 56-hour workweek during their sixth, seventh, eighth and ninth years of employment with the County shall accrue vacation benefits at the rate of eleven (11) shifts per year.
  - c. All employees assigned a 56-hour workweek after ten (10) years of employment with the County shall accrue vacation benefits at the rate of thirteen (13) shifts per year.
  - d. All employees assigned a 56-hour workweek after fifteen (15) years of employment with the County shall accrue vacation benefits at the rate of sixteen (16) shifts per year.
  - e. All employees assigned a 40-hour workweek during their first through tenth years of employment with the County shall accrue vacation benefits at the rate of 130 hours per year.
  - f. All employees assigned a 40-hour workweek after ten (10) years of employment with the County shall accrue vacation benefits at the rate of 172 hours per year.
  - g. All employees assigned a 40-hour workweek after fifteen (15) years of employment with the County shall accrue vacation benefits at the rate of 190 hours per year.
  - h. All new hire employees assigned a 56-hour workweek upon completion of their probationary period (12 months) shall be credited with nine (9) shifts vacation.
2. For 56-hour workweek employees not more than 720 hours of unused vacation credits may be carried over from one year to the next.
- a. For 8-hour employees not more than 240 hours of unused vacation credits may be carried over from one calendar year to the next.
  - b. For 10-hour employees not more than 300 hours of unused vacation credits may be carried over from one calendar year to the next.
  - c. All unused vacation credits in excess of 240 hours for 8-hour employees, 300 hours for 10-hour employees, and 720 hours for 56-hour workweek employees, which remain at the end of a calendar year (December 31) shall be forfeited without payment to the employee.

All unused vacation credits, which have not been forfeited under Section 2c, shall be paid to an employee at the time of their termination.

3. All vacation leave for 40-hour workweek employees shall be paid at the employee's straight time hourly wage rate.
4. All vacation leave for 56-hour workweek employees shall be paid at the employee's straight time hourly rate per shift.
5. Employees may indicate their preference for vacation periods, but vacations shall be scheduled at the discretion of the Fire Chief or his/her designee.
6. Vacation selection procedure:
  - a. Vacation selection procedure shall be on a battalion basis, utilizing the in-grade seniority bid system.
  - b. Anyone electing to split a vacation, after making his/her first selection, must wait until all eligible battalion members have made their first choice before making his/her second selection.

7. Vacation Selection Guidelines:

The County and Union shall meet annually no later than November to review vacation selection guidelines and mutually agree to any changes that may be required by an increase in staffing levels, realignment of employees, new or additional equipment and new or re-aligned battalions. The County and Union shall mutually agree upon maintaining equal numbers of unbid personnel on all platoons for annual vacation selection. Any platoon or battalion changes made shall not be effective until January 1 of the following year.

For Fire Suppression, the following guidelines shall be utilized in determining vacation schedules:

Battalion 2 - A maximum of two (2) Captains, four (4) Engineers and five (5) Fire Fighters may be allowed off on vacation at any one time.

Battalion 3 - A maximum of two (2) Captains, three (3) Engineers and five (5) Fire Fighters may be allowed off on vacation at any one time.

Battalion 6 - A maximum of two (2) Captains, three (3) Engineers and five (5) Fire Fighters may be allowed off on vacation at any one time.

Battalion 7 - A maximum of two (2) Captains, three (3) Engineers and five (5) Fire Fighters may be allowed off on vacation at any one time.

Battalion 13 - A maximum of one (1) Captain, two (2) Engineers and three (3) Fire Fighters may be allowed off on vacation at any one time.

Laughlin - A maximum of one (1) Captain, one (1) Engineer and one (1) Fire Fighters may be allowed off on vacation at any one time.

Airport - A maximum of one (1) Captain, one (1) Engineers and one (1) Fire Fighter may be allowed off on vacation at any one time.

Heavy Rescue - A maximum of one (1) Captain, one (1) Engineer and one (1) Fire Fighter may be allowed off on vacation at any one time.

Fire Prevention Bureau - A maximum of two (2) Deputy Fire Marshals, seven (7) Fire Inspectors, and four (4) Plans Check staff may be allowed off on vacation at any one time.

Fire Investigations - a maximum of one (1) Fire Investigator per platoon may be allowed off on vacation at any one time.

Fire Mechanics - a maximum of two (2) Fire Mechanics may be allowed off on vacation at any one time.

#### **General Guidelines:**

##### Scheduled Vacations

Battalions 2, 3, 6, and 7 - If no Captain is scheduled for vacation, one (1) Engineer shall be allowed to fill one (1) Captain's slot. However, if one (1) Captain is scheduled for vacation, the second slot shall remain open.

If no Engineer is on vacation, one (1) additional Fire Fighter shall be allowed to take vacation. However, if one (1) Engineer is on vacation, the second Engineer slot shall remain open.

##### Unscheduled Vacations

After the scheduled vacation selection procedures have been followed, the slots remaining open shall be made available on a first come, first selected basis. In the event a member cancels their scheduled vacation, the slot shall be considered open and shall be filled. All requests for unscheduled vacation must be at least twenty-four (24) hours prior to date of vacation.

#### **8. USE OF VACATION FOR EMERGENCY PURPOSES**

- a. Employees shall be entitled to use vacation hours for emergency purposes when the employee is unable to obtain proper 24-hour leave authorization from the Battalion Chief or appropriate supervisor. Employees shall be entitled to use of two (2) incidents of emergency vacation per calendar year and approval shall be granted regardless of available vacation slots.
- b. Vacation may be requested for emergency purposes any time prior to the start of the employee's shift or any time during a shift. Employees are not required to use the four (4) hour minimum for vacation. Full or partial shift use of vacation for emergency purposes shall count as use of one (1) incident regardless of actual hours off duty.
- c. Vacation leave for emergency purposes shall not be allowed on holidays (excluding birthday) as defined in Article 15 of this CBA; and, two (2) days before and one (1) day after the following holidays: Christmas Day and New Year's Day. In addition to the holidays listed above, July 4<sup>th</sup> and Thanksgiving Day shall also be included for all employees in Fire Prevention.

9. Partial vacations: If slots are available, either from an unfilled or canceled vacation slot, an employee may request a partial vacation shift of at least one (1) hour. This documented request must be made at least twenty-four (24) hours prior to the beginning of the scheduled work shift in which the partial vacation is requested, to the respective Battalion Chief, and the employee must receive the Battalion Chief's documented approval prior to the use of this vacation leave. If the partial vacation request requires that a callback be made, the partial vacation shift taken by the employee must be for a minimum of four (4) hours. The remaining partial vacation hours from a partially used vacation slot shall be granted to other employees upon documented request to, and documented approval by the respective Battalion Chief providing they don't exceed the total hours allocated for the available vacation slot.

EXAMPLE: An employee requests vacation from 8am-8pm (12 hours). Another employee may request vacation from 8pm-8am (12 hours). Since the total hours do not exceed 24-hours, this shall be approved within a battalion provided that no portions of the approved timeframes overlap one another.

#### Vacation Sell Back

1. On December 1st of each calendar year, employees may elect to sell back to the County a maximum of five (5) shifts of accrued vacation. To be eligible for this benefit, the employee must have used five (5) shifts of vacation leave during the calendar year, and the employees accrued vacation leave balance shall be ten (10) shifts or more at the time of the sell back request. Payment shall be made in January, taxed at the current supplemental rate. The vacation sell back shall be calculated at the eligible employee's current rate of pay at the time of the payment.
2. In order to adequately maintain recognized department manning of equipment due to absenteeism or in order to meet mandated departmental responsibilities outlined in Article 4, Battalion Chiefs, as authorized by the Chief, have ultimate responsibilities for maintaining sufficient daily manpower. Therefore, they have the authority to decrease the number of individuals allowed on vacation in order to ensure sufficient staffing in Fire Suppression to be able to carry out that unit's mission.
3. Upon the death of an employee, the County shall make a lump sum payment of accrued vacation leave to the employee's most recently designated beneficiary on file or, if no designated beneficiary, to the employee's estate.

### **ARTICLE 26**

#### **Recall of Employees for Alarms and Emergencies**

1. Employees called back to duty for alarm or emergencies shall report as quickly as possible.
2. The County and Union agree to use Rule and Regulation 2.32 {Telestaff) to Recall of Employees for Alarms and Emergencies.
3. Employees recalled to duty in the event of an alarm or emergency shall be paid for actual hours worked, but in no event shall pay be less than four (4) hours at the overtime rate, except where the employee's regular shift starts within the four (4) hour period. In the latter case, the employee shall be paid at the overtime rate for the actual time worked prior to their regular shift.

4. Employees recalled to duty in accordance with the above provisions shall not be required to remain on duty once the reason for an alarm or emergency no longer exists and all equipment has been returned to the station, unless the shift of these employees has begun. In the latter case, the employees whose shift has been completed may be relieved from duty.

#### **ARTICLE 27 Bonus Shifts**

1. If an employee of the bargaining unit who was hired June 30, 2012 or prior uses hours less than or equal to one (1) shift of sick leave in a year, he/she shall receive four (4) bonus shifts to be added to his/her vacation. If an employee of the bargaining unit uses hours greater than one (1) shift but a total number of hours less than or equal to five (5) shifts of sick leave in a year, he/she shall receive three (3) bonus shifts to be added to his/her vacation. The employee shall request in writing his/her option to be paid in cash for one (1) or more shifts and has the option of taking part of his/her bonus shifts in cash and part as regular vacation shifts. Such request shall be honored subject to the needs of the department.
2. Employees hired July 1, 2012 and after shall be paid in cash for any bonus shifts received.

#### **ARTICLE 28 Shift Operation**

1. Any changes from the present method of shift operation (56-hour week, 24 hours on duty then 24 hours off duty) shall be subject matter for further bargaining.
2. Any changes from the present method of shift operation for Non-suppression personnel (40-hour work week, 8 or 10-hour shifts) shall be subject matter for further bargaining.
3. The Fire Chief, at their discretion, shall reserve the right to create an additional shift(s) for non-suppression personnel (40-hour work week, 8 or 10-hour shifts) as needed based upon operational needs. In the event that an additional shift is created, the scheduled shift shall operate as follows:
  - a. 8-hour Shift (Monday-Friday, Tuesday-Saturday and Sunday-Thursday)
    - i. Day Shift Start Time 0600-0700
    - ii. Swing Shift Start Time 1500-1600
  - b. 10-hour Shift (Monday-Thursday, Tuesday-Friday, Sunday - Wednesday and Wednesday - Saturday)
    - i. Day Shift Start Time 0600-0700
    - ii. Swing Shift Start Time 1500-1600

#### **ARTICLE 29 Shift and Duty Station Vacancies**

1. The procedure for filling permanent vacancies shall be as follows:

- a. Vacancies: Should a vacancy occur and a determination has been made to fill the vacancy, it shall be filled on an in-grade seniority bid system within the department. All bids shall be on a department wide basis. If no bids are received, language from Section 5 shall apply.
- b. The in-grade seniority system shall be based on Article 10, *Seniority*, and the following shall apply:
  - i. If a Fire Fighter, Engineer, or Captain vacates a bid position on an ALS engine or ALS truck and the engine or truck is already bid with a Paramedic (because of a Fire Fighter or Engineer with Paramedic certification) the most senior Fire Fighter, Engineer or Captain shall receive the bid regardless of EMS certification level.
  - ii. If a Fire Fighter, Engineer or Captain with a Paramedic certification vacates a bid position on an ALS engine or ALS truck, and the engine or truck does not have a bid Paramedic, the most senior Fire Fighter or Engineer with Paramedic certification shall receive the bid.
  - iii. If a Fire Fighter or Engineer with Paramedic certification vacates a bid position on an ALS rescue(s) and/or ALS squad(s) (ALS squad(s) shall be defined as an ALS unit without the ability to transport), and the rescue(s) does not have a bid Fire Fighter or Engineer with Paramedic certification, the most senior Fire Fighter or Engineer with Paramedic certification shall receive the bid.
  - iv. When a Captain, who held a medic bid, vacates the position that vacancy shall no longer be tied to paramedic certification and there shall be a bid for an extra position for Fire Fighter with Paramedic Certification. When a vacancy is created for a position other than Captain, where a Captain maintains a medic certification but did not receive the bid based on that certification, then the vacancy shall be bid out as a medic. If an ALS engine or ALS truck is left without a Paramedic bid at any rank, and there are no bid vacancies, there shall be a bid for an extra position for a Fire Fighter with Paramedic certification. Once this bid is complete, the junior non-Paramedic Fire Fighter shall rove, but only after extra, non-bid Fire Fighters are roved platoon wide from other stations and manpower is still short. If the junior non-Paramedic Fire Fighter must still rove, roving shall be on a seniority basis platoon wide.
  - v. There shall be no less than four (4) personnel to an engine, four (4) personnel to a truck, and there are two (2) personnel to an ALS rescue or ALS squad. When a non-Paramedic Fire Fighter position is vacated in the situations identified in Section 1(b) Subsection iv above, the position shall not be bid and the personnel level shall return to no less than four (4) personnel for engines or trucks.
  - vi. Except for in Section 1(b) Subsection iv, fire management may only rove unbid personnel. Upon promotion or completion of the Clark County Fire Training Academy, employees mutually designated by the County

and the Union as roving unbid employees shall be assigned a platoon and battalion for vacation selection purposes only.

- vii. Any new ALS engine or ALS truck shall reserve one (1) position for an engineer or firefighter with Paramedic certification. If a Paramedic bid is received from the most senior Engineer, the bid shall satisfy this requirement. If a Paramedic bid is not received from the most senior Engineer, one (1) position at Fire Fighter rank shall be awarded to the most senior Fire Fighter with Paramedic certification that has bid for that position. In the event that no bids are received from personnel that have Paramedic certification, language from section 5 applies.
  - viii. If a bid is awarded, to an engineer or firefighter based on Paramedic or AEMT certification needed to maintain an ALS unit, that employee must maintain the Paramedic or AEMT certification initially required to receive the bid, or shall forfeit the bid.
  - ix. Paramedic bidding shall be limited to two (2) Paramedic bids per ALS unit in the station.
  - x. If two paramedics receive bids in the station at the same time and only one paramedic is required, the most junior (time and grade) engineer's and/or firefighter's paramedic certification shall be tied to the bid.
  - xi. The County and the Union shall maintain approximately equal numbers of unbid personnel on all platoons. When one platoon has five (5) or more unbid personnel in any rank, the most junior personnel in the unbalanced rank shall be moved to the appropriate platoon in an effort to maintain a balance of unbid personnel in the rank. This shall be done annually per Article 25 and when assigning members who are getting promoted or completing the Clark County Fire Training Academy.
  - xii. The Union and the County shall mutually agree upon the employees who are considered unbid personnel. This shall be done after each bid cycle.
- 2. Employees bid into stations 76 or 85 may bid between platoons within the same station only one (1) time in a calendar year. Employees bid into station 13 may bid between platoons within station 13 only one (1) time.
  - 3. This procedure for filling permanent vacancies defined in Sections 1 and 2 above does not apply to:
    - a. Filling temporary vacancies.
    - b. Station relocations.
    - c. Light duty assignments.
    - d. Apparatus Relocations.

- i. Senior personnel bid to a station shall have the choice of transferring with the relocated apparatus, or remaining at their current bid station, unless they hold a certification that is required to maintain the service level provided by that apparatus. In the event there are unbid positions at a station that the apparatus is being relocated from, and no personnel wish to relocate with the apparatus, the unbid positions shall follow the apparatus.
- 4. A permanent vacancy shall be defined to include any opening as a result of resignation, death, discharge, retirement, promotion of a permanent employee, adding additional equipment or a new station, and by employees vacating a bid position to transfer to another bid position. The exception to this section is outlined in this Article Section 1(b) Subsection iv. (extra person bid on an engine or truck).
- 5. With the exception of station(s) 13, 21, 76, 85, Investigators, and Emergency Medical Services Captain where bids shall occur monthly, whenever a permanent vacancy is created seniority bidding shall occur for each respective rank in the following manner:
  - a. Vacancies that occur in January/February shall be bid in the first week in March.
  - b. Vacancies that occur in March/April shall be bid in the first week in May.
  - c. Vacancies that occur in May/June shall be bid in the first week in July.
  - d. Vacancies that occur in July/August shall be bid in the first week in September.
  - e. Vacancies that occur in September/October shall be bid in the first week in November.
  - f. Vacancies that occur in November/December shall be bid in the first week in January.

For example, if a Captain retires, there shall be bidding at the Captain's level, and if need be, bidding shall occur at the Engineer's, and Fire Fighter's levels. Bids shall be placed on electronic mail for not less than twenty-two (22) calendar days before the bid is closed. The closing date shall be announced as part of the bid posting. Bid awards shall be announced department wide via email no later than five (5) calendar days after the bids have closed. Once an employee is awarded the bid, they shall report to their new bid station on a date determined by the Fire Chief or their designee, but not later than ten (10) calendar days from the bid award. The only exception from the provisions of this Paragraph applies to Fire Station 13 for security clearance. The County and Union shall monitor the bidding process to ensure that the bidding process does not interfere with the operations of the County. An employee is required to accurately complete an official bid request form via the bidding software system (currently Telestaff) to be considered for a new bid. Failure to properly complete the bid form shall result in forfeiture of the bid.

- 6. Fire Investigators and Emergency Medical Services Captain may vacate their bid position(s) one (1) time in a calendar year upon written notification and approval of the Fire Chief or their designee. Once vacated, Section 5 of this article shall be followed until the bid position is filled.

7. Temporary Vacancies: Whenever a temporary vacancy occurs in the Fire Suppression Division because of sick leave, workers' compensation leave, annual leave, Union business leave or any other directly related type of leave, any temporary vacancy filled shall be by the lowest rank and an in-grade seniority system from unbid personnel. No bid employee can be moved to a station where a temporary vacancy exists. This process applies to the filling of all temporary vacancies with the exception of when the movement is for the purpose of temporary assignment to a higher classification.
8. The County shall make every effort possible to rotate employees throughout equipment within their own station, providing it does not lessen the current level of service provided, or creates either a callback or overtime situation.
9. Any employee in Fire Suppression, covered by this Agreement, may apply for inclusion in Paramedic school. Fire Department management shall determine the number of seats available, and inform employees of the criteria that must be met. Upon completion of Paramedic school, employees shall retain their bid positions if they are bid to an ALS station.

### **ARTICLE 30**

#### **Reductions in Force**

1. Reductions in force from the department, when and if required, shall be accomplished on the basis of reverse order of in-grade seniority within the department. For the purposes of this Article, in-grade seniority shall be determined as defined in Article 10 Paragraph 3 (Seniority) of this Agreement.
2. Any reduction in grade resulting after a reduction in force within the department shall be accomplished on the basis of seniority within grade, that is, in reverse order of seniority in grade.
3. Any employee on a layoff status must be notified at his/her last known address of any action to rehire. All laid off employees shall remain on the layoff list for up to two (2) years. No new employee shall be hired until all employees on the layoff or rehire list have an opportunity to show interest in being rehired. The employee must respond in writing within three (3) calendar weeks of receipt of notice to be eligible to be rehired. All notices by both parties shall be sent certified mail with a return receipt. An employee must be available to work within two (2) weeks of their response. The County still maintains the right to disqualify the laid off employee if they fails to pass the physical examination required upon reemployment. A disability incurred as a result of service to the Clark County Fire Department shall not prohibit an employee from passing this medical examination. It shall be the laid off employee's responsibility to notify Clark County Human Resources of any change in their mailing address. Failure to respond to two (2) notices automatically removes the candidate from the layoff list.
4. Any person who has been reduced in grade or laid off shall have the right to be rehired based on the last laid off-the first rehired in the affected classification; or the last reduced in grade-the first reinstated to their previous rank in the affected classification.

**ARTICLE 31**  
**Long Term Disability**

1. The County shall, by insurance or otherwise, provide protection against the hazards of death or permanent disability suffered in the line of duty during work hours.
  - a. The death benefit shall be equal to two (2) years of annual compensation, including the annual base salary as provided in Appendix B of this Agreement, longevity, premium pay, holiday pay, insurance and retirement contributions. This amount shall be paid in a lump sum payment to the employee's named beneficiary.
  - b. The disability benefit shall be sixty percent (60%) of the employee's annual salary (base pay, longevity, premium pay and holiday pay) reduced by income received by the employee, from regular or disability pension benefits and workers' compensation disability benefits. This disability benefit shall begin the day following an elimination period equivalent to the number of sick leave shifts the employee is compensated for upon separation. The employee shall receive this disability benefit in monthly installments until the age of sixty-five (65) unless the employee is subsequently employed in the same occupation held at the time of the application for benefits for this Article.
2. To qualify for the disability benefit, the following procedures shall be adhered to:
  - a. An employee must submit an application package to Clark County Human Resources within six (6) months from: 1) the time of injury, or 2) discovery through examination. The six (6) month period is defined as calendar days. This application package shall include the physician's report of disability, a list of doctors the employee has seen concerning the disability and a signed release of medical records enabling County personnel to obtain records from the listed doctors.
  - b. The County shall send, within ten (10) calendar days after receiving the application packet, a copy of the employee's release of medical records form to each doctor designated by the employee requesting copies of all medical records.
  - c. There shall be two (2) doctors independently selected, one by the employee and one by the County. The employee shall notify Clark County Human Resources within ten (10) calendar days from the date of application for Article 31 benefits of the doctor he/she has selected and has verified shall issue a report of his/her eligibility for long-term disability benefits.
  - d. The county shall send, within ten (10) calendar days after receiving all medical records, a complete packet to both doctors for review and evaluation.
  - e. If the reports from the two (2) doctors are in conflict, these two doctors shall select a third doctor to make an independent determination. This third doctor shall not receive the evaluative reports from the first two doctors. The employee's eligibility for long-term disability benefits provided by this Article shall be determined by two consistent medical reports. The decision based on the two consistent medical reports is final and binding on the parties, and not subject to the arbitration procedure. Each doctor shall send copies of their final reports to the Union and to

the County. The employee and County shall equally pay for all costs incurred in this process, including all medical examinations of the employee and time devoted to overall evaluation of the case.

3.

- a. If any two (2) of these doctors determine that an employee can return to his/her current position, he/she shall be required to do so, and not be eligible for Article 31 benefits under the application submitted for this injury.
  - b. If any two (2) of these doctors determine that an employee cannot perform the duties of his/her current position but can perform the duties of Administrative Fire Fighter, Administrative Fire Engineer, Fire Inspector, Fire Training Instructor, or Administrative Fire Captain, a position shall be offered to that employee by the Fire Chief, without reduction of salary or benefits for a two (2) year period. If the employee does not perform the duties under these conditions, the employee is not entitled to Article 31 benefits. If the employee accepts the position, after the two (2) year period the employee's salary and benefits shall be converted to the salary and benefits provided by this Agreement for the classification and work schedule he/she is working. Therefore, on the first day after the two (2) years in this position, the employee must be converted to 8 or 10-hour benefits. If any two (2) of these doctors determine that an employee cannot perform the duties of Administrative Fire Fighter, Administrative Fire Engineer, Fire Inspector, Fire Training Instructor or Administrative Fire Captain, the employee shall be entitled to the monetary benefits of Article 31. The County shall send, within ten (10) calendar days after receiving two (2) such doctor's reports, a letter summarizing the benefit award. Once Clark County Human Resources notifies an employee of the benefits payment options, the employee must separate from County employment within forty-five (45) calendar days if not already separated. If the employee fails to provide the County with the appropriate information within the time limitations as specified in this Article, the employee shall no longer be authorized vacation or sick leave compensation.
4. If mutually agreed before a deadline, either Clark County Human Resources or the Union may request, in writing, an extension of the time limitations specified in this Article.
  5. Employees who have applied for the Article 31 benefit prior to February 1, 2011, and were approved for the Article 31 benefit prior to or after the effective date of that agreement, but who have not yet received such benefit as of February 1, 2011, are eligible to receive either the current benefit, or the prior benefit in place as of January 31, 2011, but not both. The choice of benefit is the employee's and shall be made in writing to the Human Resources Department within 15 calendar days from February 1, 2011.
  6. Employees who apply for the Article 31 benefit after February 1, 2011 shall be eligible for the award described in this article.

## **ARTICLE 32**

### **Uniforms, Tool Allowance, Uniform Allowance and Linen Allowance**

1. Effective July 1, 2002, and thereafter in July, employees in the bargaining unit shall be given an annual uniform allowance totaling \$1,875 to maintain work and dress uniforms. No longevity pay is available for this allowance. Payment is made as a claim for

reimbursement of expenses for care and maintenance of uniforms.

2. If a change in the Clark County Fire Department Dress Code (dated February 9, 2004) or the most recent dress code policy is imposed upon the Union by the County, then the County shall pay for the cost of said change.
3. If a change in the Clark County Fire Department Dress Code (dated February 9, 2004) or the most recent dress code policy is initiated or imposed upon the County for any reason by the Union, then the membership of the Union shall pay for the cost of said change.
4. If, during the term of this Agreement, a new dress code policy is agreed to by the Union and the County, then the cost of the new uniforms shall be shared equally between the Union and the County.
5. Upon employment, if the employee does not qualify for this Article, the County shall advance \$1,875 to the new hired employee for purchase of uniforms. This \$1,875 shall be deducted from the \$1,875 due to them when the uniform allowance payments are made in July. If the employee terminates prior to the July uniform allowance payment, the \$1,875 advance shall be deducted from the employee's final paycheck.
6. The Union and the County agree that employees hired after July 1, 2002, shall graduate from rookie school in a class "A" uniform.
7. Effective July 1, 2002, and thereafter-in July, each twenty-four (24) hour shift employee shall be given an annual linen allowance of \$125 to purchase and maintain bed linens. No longevity pay is available for this allowance. Payment is made as a claim for reimbursement of expenses for care and maintenance of linens.
8. Effective July 1, 2006, thereafter-in July, each eligible employee covered by this agreement shall be given an annual boot allowance of \$200 to purchase steel toe or composite boots as required in Article 12. No longevity pay is available for this allowance.
9. When an employee leaves the Clark County Fire Department, the employee shall return to the department's payroll division, badges, accessories, and identification cards issued by the Department.
10. Employees assigned to the Mechanics Division that are required to provide tools for their job shall receive a tool allowance of \$600 on their first paycheck in January.

### **ARTICLE 33**

#### **Examination Procedures**

1. Clark County Human Resources shall have full responsibility for the design, development, administration, and security of entry level and promotional examinations.
2. For all classifications (Except for entry level positions of Fire Fighter I, Fire Fighter/Paramedic I, Fire Inspector, Fire Inspector Trainee, and Fire Training Instructor) in Appendix A and for Battalion Chief, the County shall give at least ninety (90) days notice of the study material to be used for promotional examinations, and at least thirty (30) days notice of the date, time, and place of these promotional examinations. Once a thirty (30) day notice has been posted of date, time, place and there are two (2) or more candidates

the written examination shall be administered as posted.

3. For the positions of Fire Engineer and Fire Captain, the County shall automatically give a promotional exam. The County shall establish an Officer's Training Academy, and the County shall maintain an Engineer's Academy, for employees preparing for these examinations. The County agrees to provide on-going training for Engineers and Captains. Promotional examinations shall not use Paramedic certification as a requirement for testing for Engineer or Captain, nor be used as preference for testing for Engineer or Captain. Paramedic certification may be used to reduce the years of service required to test for Fire Captain. Fire Captain shall be tested during the period from March 1<sup>st</sup> to April 30<sup>th</sup>, in every even numbered year. The Fire Engineer exam shall be given during the period from March 1<sup>st</sup> to April 30<sup>th</sup>, in every odd numbered year. Employees must be eligible to test by December 31st of the year prior to the appropriate exam. The eligibility list developed for the Captain and Engineer examination shall be effective for two (2) fiscal years. When only two (2) names remain on a promotional list and the County anticipates that the list shall be exhausted prior to its expiration, the County may give another promotional examination. This examination shall follow all the timelines identified in both Sections 2 and 3, and create a new list that shall remain in effect until the end of the year that the original list would have expired. The County shall continue to follow the schedule for regular Engineer and Captain testing as outlined in this section, ensuring the continuity of the examination process and the maintaining of eligibility lists.

FOR EXAMPLE, AN ENGINEER EXAMINATION GIVEN IN MARCH 2005, SHALL  
**PRODUCE AN ELIGIBILITY LIST THAT SHALL BE EFFECTIVE FROM JULY 1, 2005  
THROUGH JUNE 30, 2007.**

Human Resources shall give at least ninety (90) days notice of the study material to be used for promotional examinations, and at least thirty (30) days notice of the date, time and place of these promotional examinations.

4. The entry level and promotional examination for each classification shall be comprised of the same components for each employee taking the exam for that classification.
5. For any promotional examination covered by this Agreement, in the event that two (2) or more candidates received the same scores, there shall be additional factors to determine which employee is promoted. In this event, promotions shall be determined by considering the following factors:
  - a. Higher ranking employees
  - b. Current in-grade seniority
  - c. Departmental seniority

In the event that factor A is not conclusive, factor B shall govern. In the event that factor B is not conclusive, then factor C shall govern. For example: If a Fire Fighter and Engineer test for Captain's position, and both receive the same score, then the Engineer shall be promoted. If two Engineers test for Captain's position, and both receive the same score, then the Engineer with the highest current in-grade seniority shall be promoted.

6. Human Resources shall provide the union with a copy of the promotional examination procedures for each classification covered by this agreement (including the Battalion Chief examination). Human Resources reserves the right to amend, modify or change said procedures but shall notify and provide the Union a copy of the changes prior to the thirty

30 day notice being posted. If the promotional examination procedures developed by Clark County Human Resources are not followed, the resulting deviation(s) shall be subject to the grievance procedure in Article 23, including binding arbitration.

7. The County shall maintain an active list of Fire Fighter/Paramedic I eligibles, by conducting examinations for this classification on a regular basis.
8. For positions within this bargaining unit, the Union shall be furnished an accurate copy of all job announcements, promotional announcements, agenda items creating new positions, the name of the person filling the new position, monthly report of vacancies, including who vacated the position and the name of the person filling a vacancy.
9. The Union and County agree that they shall continue to mutually establish job descriptions and qualifications required to act in a higher classification as well as to be eligible to take promotional exams.

#### **ARTICLE 34 Premium Pay**

1. Effective July 1, 2006, Fire Captain, Fire Engineer, Fire Fighter, Fire Investigator, Fire/EMS Training Instructor, Fire/EMS Training Officer, EMS Coordinator, EMS Captain, and Fire Department Volunteer Coordinators covered by this Agreement who:
  - a. Have successfully completed Paramedic certification and maintain that certification; and
  - b. Have achieved and maintain licensure by the Southern Nevada Health District as Paramedic, shall receive premium pay at the rate of ten percent (10%) in addition to their scheduled rate of pay. \*Fire/EMS Instructor, \*Fire/EMS Training Officer must obtain and maintain EMS Instructor certification to receive the premium pay.
    - i. Fire Captains who maintain their paramedic certification shall be paid 50% of the paramedic premium and 100% when acting as the primary paramedic. Captain Paramedics may only function as the primary medic for a maximum of 12 hours per shift.
  - c. Those Paramedics who also serve, as EMS instructors shall receive an additional premium pay at the rate of four percent (4%) of their base salary to be used as adjunct EMS instructors and another six percent (6%) while actively precepting a Paramedic student.
  - d. Any newly promoted Fire Investigator shall not be eligible for paramedic premium pay.
2.
  - a. Effective July 1, 2024, an 8% AEMT premium shall be rolled into the base wage of all personnel who receive an EMS premium.
  - b. Effective July 1, 2024, all employees who have achieved and maintain their paramedic licensure continuously for five (5) years shall receive a 0.5% premium

every year to a maximum of two and a half percent (2.5%). Those members who have already served at least five (5) years as a paramedic shall receive the appropriate premium rounded down to the nearest year multiple.

3. If the County and Union agree to staff the HAZMAT under Article 12 the following section 3 (a)(b)(c), section 5, 6(a) apply.

Employees covered by this Agreement who:

- a. Have successfully completed Hazardous Materials Training which include courses conforming to O.S.H.A. 1910.120 and/or N.F.P.A. 472 and recognized by the Nevada State Fire Marshal's Office which may include those offered by private vendors and courses developed and administered by the Clark County Fire Department or its representatives; and
- b. Have successfully completed Hazardous Materials Certification. Initial certification may be either the Hazardous Materials Technician Certificate issued by the Nevada State Fire Marshal's Office or the Hazardous Materials Technician Certificate issued by the Clark County Fire Department upon completion of the in-house training program. All personnel assigned to the Hazardous Materials Team will participate in the in-house training program as a means of either acquiring technician level certification or maintaining technician level certification; and
- c. Are assigned to and working at a fire station, and functioning as permanent members of the Hazardous Materials Team, shall receive premium pay at the rate of five percent (5%) of their base salary in addition to their scheduled rate of pay. Captains bid to this station shall be required to achieve and maintain instructor's level of certification in HAZ-MAT at the technician's level.

4. Technical Rescue premium pay shall be provided as specified below:

- a. Employees bid to a designated Urban Technical Rescue Station, who have obtained and maintained technician-level certification through the Nevada State Fire Marshal's Office in all of the following seven (7) disciplines: Swift Water Rescue, Structural Collapse Rescue, Confined Space Rescue, Trench Rescue, Vehicle and Machinery Rescue, Elevator Rescue, and High/Low Angle Rope Rescue, shall receive a premium of six percent (6%), of their base pay, in addition to their scheduled rate of pay. Captains bid into this station shall be required to achieve and maintain an instructor's level of certification in all assigned disciplines within one (1) year of receiving their certification or forfeit their bid.
- b. Employees bid to the Laughlin fire stations, who have obtained and maintained technician level certification through the Nevada State Fire Marshal's Office in all of the following five (5) disciplines: Swift Water Rescue, High/Low Angle Rope Rescue, Vehicle and Machinery Rescue, Elevator Rescue, and Boat Operations shall receive a premium of three and a half percent (3.5%) of their base pay, in addition to their scheduled rate of pay. Captains assigned to this station shall be required to achieve and maintain an instructor's level of certification in all assigned disciplines within one (1) year of receiving their certification or forfeit their bid.

5. The County agrees that training to acquire and maintain the certifications listed in sections

3, 4a, and 4b shall be provided on duty to those in each program.

6. An employee shall have one (1) year from the awarding of their bid to a Technical Rescue or HAZ-MAT station to obtain the required certification needed to become a technician at that station. If the employee fails to do so, he/she shall forfeit the bid.
  - a. HAZ-MAT Captains shall be required to achieve and maintain the Specialist level certification in Hazardous Materials within three (3) years of occupying that station, or if currently bid to the HAZ-MAT station the employee shall have three (3) years from the signing of this agreement, February 20, 2007. If the employee fails to do so, he/she shall forfeit the bid. Captains shall achieve and maintain an additional Specialist level certification until three (3) Specialist levels are attained. A Specialist refresher class shall be attended bi-annually thereafter while occupying that station. The three (3) Specialist level certifications accepted are, Highway Emergency Response Specialist, Tank Car Specialist, and Intermodal Specialist. All HAZ-MAT Technicians shall attend Office of Domestic Preparedness courses annually until four (4) different courses have been attended. These courses shall be scheduled by the HAZ-MAT Coordinator. There shall be no fewer than eight (8) technicians on duty each shift at the HAZ-MAT station. The combination of eight (8) employees shall include at least one (1) Captain, one (1) Engineer, and four (4) Fire Fighters. The remainder of technicians needed for each shift may be at any rank.
7. Any employee of the Clark County Fire Department who has the assignment of a Department Canine Handler shall receive seven (7) hours of overtime per pay period, in addition to their scheduled rate of pay, and a stipend of seventy-five dollars (\$75.00) per pay period. The stipend and overtime shall be paid to employees who handle the canines to compensate them for their time assigned outside of their regular work schedules. This stipend and overtime constitutes the pay for the specific activities outlined, and that are performed outside of their regular work hours and away from their work site. Animal care includes but is not limited to, feeding, exercising, brushing, and kennel cleaning. It is understood that each employee assigned to a canine shall only be assigned one (1) animal at a time. It is also understood that Professional Veterinarians shall handle major dog grooming and health care needs.
8. Employees covered by this Agreement who are temporarily assigned from the Suppression Division to the Training Division serving as instructors, shall receive premium pay at the rate of ten percent (10%) of their base salary and shall continue to receive any other premium pay they received prior to their temporary assignment to the Training Division. Personnel assigned to the Training Division who are on light duty are not eligible for this premium pay.
9. Employees covered by this Agreement who are bi-lingual in Spanish, and use the second language as part of their work, shall receive a premium pay at the rate of \$50.00 (fifty dollars) per pay period, provided the employee has completed the conversational Spanish skills proficiency exam as administered by County Human Resources.
10. Effective upon the signing of this agreement, February 20, 2007, at no time shall any employee be eligible for or receive premium pay for more than one (1) premium compensated assignment listed in Sections 1 and 2 above, except for Paramedic Preceptors. However, an employee who is certified, as an EMT, AEMT, or Paramedic shall also be eligible to receive premium pay listed in Sections 3, 4, 7, 8, and 9, provided they

meet the eligibility requirements for those premiums.

**ARTICLE 35**  
**Statement of Earnings/Timing of Compensation**

1. The County shall provide bargaining unit employees an itemized statement of earnings and deductions with each bi-weekly payment.
2. Payment shall be made available on payday to all employees. For all employees, pay advices shall be delivered on payday to the employees bid/assigned work location. For employees not working on payday the employee may request to have his/her pay advice held at station 18 to be picked up by the employee.
3. All compensation for merit and promotional increases falling due during the last week of a pay period, or during the first week of the next pay period, shall be paid on the pay day of the second pay period.

**ARTICLE 36**  
**Shift Differential**

40-hour personnel shall be awarded shift differential pay for days worked on a regularly scheduled shift other than a day shift. A day shift is defined as any regularly scheduled work shift that begins no earlier than 5:00 AM, or ends no later than 7:00 PM. Any regularly scheduled shift that begins or ends outside the 5:00 AM to 7:00 PM time period shall be eligible for shift differential pay. The amount of shift differential pay shall be computed as four percent (4%) of base salary.

**ARTICLE 37**  
**Polygraph Examinations**

No member shall be compelled to submit to a polygraph examination against his/her will. No disciplinary action or other recrimination shall be taken against a member for refusing to submit to a polygraph examination. Testimony regarding whether an employee refused to submit to a polygraph examination shall be confined to the fact that, "Clark County does not compel fire safety personnel to submit to polygraph examinations."

**ARTICLE 38**  
**Miscellaneous Leaves**

1. **Military Leave:** Any permanent employee who is a member of the organized U.S. Army, Navy, Air Force, Coast Guard or Marine Reserves, shall be permitted up to fifteen (15) consecutive calendar days per year at annual encampment and be compensated at his/her regular pay from the County during his/her absence on any of those days which fall on his/her normal work cycle. In the event the employee is required to attend weekend drills, and the drills fall on the employees normal work cycle, the employee shall be released from duty with full pay. The employee must notify his/her Battalion Chief or appropriate supervisor as soon as he/she becomes aware of this detail or upon receipt of military orders.
2. **Jury Leave:** Any employee called to serve on jury duty on his/her normally scheduled work day shall be relieved of duty for such time he/she serves on the panel. Any 24-hour shift employee who is selected for jury duty shall not be required to return for the remainder of his/her shift if the employee must report back to jury duty on the following day. When the juror or potential juror is excused, he/she shall call his/her Battalion Chief or appropriate

supervisor to determine where to report for his/her assignment. All jury fees received while working shall be given back to the County. The prospective juror must immediately notify his/her Battalion Chief or appropriate supervisor when he/she becomes aware of the jury assignment.

3. Leave Without Pay: Upon written application to the Fire Chief, and in the County's sole discretion, an employee may be granted leave without pay for up to three (3) calendar months, but no vacation, sick leave, or longevity credit shall accrue during this period of time. The Fire Chief shall render a decision regarding the employee's LWOP request within five (5) working days upon written application to the Fire Chief or designee.
4. Maternity/Parental Leave: Upon written application to the Fire Chief, an employee shall be granted sick leave for up to three (3) months for the purpose of maternity leave, childbearing, caring for newborn children up to six (6) months old or legally adopting a child(ren). If accrued sick leave is exhausted, the employee shall use vacation leave for maternity/parental leave. If accrued sick leave and vacation leave is exhausted, the employee shall use leave without pay for maternity/parental leave. Maternity/Parental leave requests of more than three (3) months may be approved at the discretion of the Fire Chief. Sick leave used for Maternity/Parental leave purposes shall be included in sick leave calculations for bonus shifts in Article 27.
5. Clark County shall provide additional Family and Medical Leave and Catastrophic Leave benefits in accordance with the Family Medical Leave Act of 1993. The program and policies regarding these benefits shall be identified in Fire Department Rules and Regulations.
6. Voting Leave: Any employee who is scheduled for duty on any Election Day shall be entitled to time off in accordance with NRS 293.463 and shall make written notice in accordance with said statute.

#### **ARTICLE 39 Overtime**

1. The County has the authority to schedule overtime and may require employees to work outside their normal work hours at the following overtime premium:
  - a. An employee whose regular schedule is a 24-hour shift shall be paid for overtime at time and one-half (1 ½) for hours worked in excess of twenty-four (24) straight hours.
  - b. An employee whose regular schedule is eight (8) hours per day shall receive overtime at time and one-half (1 ½) for hours worked in excess of eight (8) hours per day.
  - c. An employee whose regular schedule is ten (10) hours per day shall receive overtime at time and one-half (1 ½) for hours worked in excess of ten (10) hours per day.
2. An employee who is required to work their normally scheduled day off shall be granted overtime pay for all hours worked unless the employee has volunteered to take the assignment by trading with another employee.
3. All overtime must be approved in writing by the Fire Chief or their designee.

4. There shall be no pyramiding of overtime pay with recall pay or for the same hours worked.
5. No employee shall receive overtime unless they work at least ten (10) minutes more than their regular shift assignment. Overtime pay shall be calculated in increments of fifteen (15) minutes worked rounded to the nearest quarter (1/4) hour.
6. Employees in Fire Suppression, who return to the work place after completing their shift, or are called in to work overtime on their regular shift off shall be compensated for a minimum of four (4) hours at one and one-half (1 ½) times their regular rate of pay.
7. Subject to the approval of the Fire Chief or their designee, employees covered under the bargaining unit may elect to accrue compensatory time in lieu of cash payments for overtime hours worked. Employees shall notify the Battalion Chief or appropriate supervisor (e-mail) before the end of the overtime shift if they are requesting compensatory time in lieu of cash payments. The Battalion Chief or appropriate supervisor shall make the entry into the appropriate staffing and/or payroll program. Compensatory time shall be accrued at the time and one-half (1 ½) rate and compensatory time off shall be taken or paid at the straight time rate. Usage of compensatory time off must be mutually designated by the Fire Chief or designee and the employee within the following 180 days. The County shall not be unreasonable in the scheduling of this time off. If, however, the employee is not able to use the compensatory time within 180 days, they shall be paid at straight time rate for those hours. Voluntary time shall not be subject to the provisions of this Section.
8. Employees required by the County to appear in any court or before any grand jury as a County witness or to be deposed as a County witness during off-duty time shall be compensated at time and one-half (1 ½) for the time in court. They shall claim any jury, witness, or other fee to which they may be entitled by reason of such appearance and pay such fees, except mileage, to the County Treasurer within three (3) working days of receipt, to be deposited in the applicable fund of the County.
9. Any eight (8) or ten (10) hour employees requested to work immediately prior to or immediately after their normal work shift shall be compensated at one and one half (1 ½) times their normal rate of pay for hours worked outside their normal shift.

If an eight (8) or ten (10) hour employee is required to return to the work place or is called in on their scheduled day off, they shall be compensated for a minimum of three (3) hours at one and one half (1 ½) times their rate of pay which shall include travel time.
10. The employee assigned each shift to the shuttle bus responsibility at Harry Reid International Airport shall be compensated for one-half (½) hour of overtime work each twenty-four (24) hour shift at the rate of time and one-half (1 ½).

#### **ARTICLE 40**

##### **Converting Benefits Due to Shift Changes**

1. Employees permanently reassigned or promoted from a 56-hour workweek to a 40-hour workweek shall, upon the effective date of reassignment or promotion, have the following changes in benefits:
  - a. Sick leave:

- (1) A conversion factor of 1.4 shall be used to convert sick leave benefits.

EXAMPLE:

8 or 10-hour shift converts to 24-hour shift:

$$1714.29 \text{ hours} \times 1.4 = 2400 \text{ hours}$$

24-hour shift converts to 8-hour shift:

$$2400 \text{ hours} / 1.4 = 1714.29 \text{ hours}$$

- (2) When a 24-hour shift employee is converted to an 8 or 10-hour position and the unused sick leave accumulation is in excess of 800 hours after using the 1.4 conversion factor, the converted hours shall become the employee's maximum allowable accumulation for sick leave cash-out purposes.

EXAMPLE:

$$2400 \text{ 24-hour shift hours} / 1.4 = 1714.29 \text{ maximum hours}$$

b. Vacation leave:

- (1) A conversion factor of three (3) 24-hour shift hours for every one (1) 8 or 10-hour shift hours shall be used to convert vacation leave benefits.

EXAMPLE:

24-hour shift converts to 8-hour shift:

$$720 / 3 = 240 \text{ hours}$$

8 or 10-hour shift converts to 24-hour shift:

$$240 \times 3 = 720 \text{ hours}$$

- (2) The difference in hours when a 24-hour shift employee is converted to an 8 or 10-hour shift employee may be used by the employee during the remainder of the calendar year. If the employee does not use these hours by December 31, the employee shall be paid for such hours at the last held and tested 56-hour shift position base rate.

EXAMPLE:

24-hour shift hours are converted to 8 or 10-hour shift hours

$$720 \text{ hours} / 3 = 240 \text{ hours}$$

$$720 \text{ hours} - 240 \text{ hours} = 480 \text{ hours difference}$$

Employee uses 200 of the 480 hours between the date of conversion and December 31.

$$480 \text{ hours} - 200 \text{ hours} = 280 \text{ hours}$$

$$280 \text{ hours} \times \text{last held and tested 56-hour shift position base rate} = \text{cash payment}$$

- (3) An employee converted from an 8 or 10-hour shift to a 24-hour shift position shall have the converted hours reduced by the number of hours the employee received payment for in Paragraph 2 above.

EXAMPLE:

Cash payment received for 280 hours when converted from 24-hour to 8 or 10-hour shift position.

$$\begin{aligned} 240 \text{ hours} \times 3 &= 720 \text{ hours} \\ 720 \text{ hours} - 280 \text{ hours} &= 440 \text{ hours} \end{aligned}$$

- c. All future salary and benefits shall be calculated based on the permanent shift assignment.

#### **ARTICLE 41**

##### **General Savings Clause**

It is not the intent of either party hereto to violate any laws, rulings or regulations, of any governmental authority or agency having jurisdiction of the subject matter of this Agreement; and the parties agree that, in the event that any provisions of the Agreement are finally held or determined to be illegal or void as being in contravention of such laws, rulings or regulations, nevertheless, the remainder of the Agreement shall remain in full force and effect unless the parts so found to be void are fully inseparable from the remaining portion of this Agreement. The parties agree that, if and when any provisions of this Agreement are held determined to be illegal or void, they will then promptly enter into lawful negotiations concerning the substance thereof.

#### **ARTICLE 42**

##### **Substance Abuse Policy**

#### **1. INTENT**

It shall be the intent of Clark County and the Clark County Fire Fighters Union Local 1908 to ensure that its members are afforded the opportunity to work in a safe and drug free environment. The County and the Union are adamantly opposed to the presence or use of drugs and/or alcohol and the adverse influence these substances have on the work performance and safety of its members. The County and the Union recognize that a substance abuse policy shall establish guidelines for the appropriate disciplining of those substance abusers who, through their actions, affect the safety and well-being of others.

#### **GUIDING PRINCIPLES:**

There are four (4) guiding principles underlying the adoption of this policy. They are:

- A Education - The County and Union believe that education and training of all employees in the effects and treatment of substance abuse will contribute to a safer and more efficient workplace for everyone.
- B. Deterrence - The County and Union are committed to eliminating the effects of substance abuse in the workplace. All employees are prohibited from using, possessing, buying or selling drugs or alcohol in the workplace, and are prohibited from reporting to work or being subject to work (specifically on standby or on break) with prohibited drugs active in their systems or while under the influence of alcohol.
- C. Enforcement - The substance abuse policy will be strictly enforced. Violations of the policy or procedures will be cause for discipline, up to and including termination of employment.

- D. Treatment - The County and Union are committed to helping employees with admitted substance abuse problems overcome those problems, and encourage voluntary rehabilitation options. The County and the Union encourage employees with an alcohol and/or drug problem to disclose the problem and seek assistance.

## 2. VOLUNTARY DISCLOSURE OF ALCOHOL AND/OR DRUG PROBLEM

- A. Reporting and testing procedures for self-disclosure (voluntary).

An employee who self-discloses (voluntary) that he/she has an alcohol or drug problem shall not be subject to the disciplinary process, unless he/she does not comply with the testing and reporting procedures as provided below.

1. An employee who voluntarily comes forward to ask for assistance to deal with an alcohol and/or drug problem shall disclose the problem to one of the following: his/her supervisor, the fire department employee assistance program (EAP), the Union president or the fire department's administrative services manager (FASM). If the employee chooses to notify only his/her supervisor, then that supervisor shall then notify his/her supervisor and the FASM. The FASM shall then notify the Fire Chief, EAP and the Union president.
2. An employee shall not be permitted to enter the voluntary disclosure program if any portion outlined in Section 6 of the SAP "Reasonable Suspicion" has been observed and/or if the employee has been involved in a vehicle accident, which may require a drug screening, and if the testing procedures outlined in Section 4 have been properly initiated.
3. If the employee is an eligible member of a Bargaining Unit, the first on scene supervisor shall advise him/her of his/her right to have a Union representative present prior to testing. The supervisor shall allow thirty (30) minutes for a Union representative to appear. If mitigating circumstances warrant, the supervisor may wait up to a maximum of one (1) hour for a Union representative.
4. The employee who voluntarily comes forward to ask for assistance with an alcohol and/or drug problem shall be immediately removed from duty and placed on sick leave. If the employee does not have any sick leave on the books, the employee shall be placed on annual leave. The employee shall remain on the sick or annual leave throughout the treatment and rehabilitation process. If the employee does not have sick and/or annual leave on the books or at some point in the recovery process he/she exhausts all his/her sick and annual leave, he/she shall request any other available leave as provided in Article 38 of the Collective Bargaining Agreement (CBA). The FASM shall notify the employee of his/her ability to apply for family medical leave (FMLA), catastrophic leave, and leave without pay (LWOP), as provided for in the CBA and the Department's Rules and Regulations. The Department shall cooperate in obtaining any such leave.

5. Once an employee enters the voluntary disclosure process, as identified in Section 2.A(1) above, the employee shall enter into the rehabilitation program as identified in section B below.

B. Rehabilitation procedures for voluntary disclosure of an alcohol and/or drug problem.

An employee who voluntarily comes forward to ask for assistance with an alcohol and/or drug problem, shall not receive discipline unless he/she refuses the opportunity for rehabilitation, or fails to complete a rehabilitation program successfully. The employee shall sign a Voluntary Rehabilitation Agreement to participate in this program. If the employee violates any portion of the rehabilitation program, the employee shall automatically be subject to the disciplinary procedures for either alcohol or drugs as provided for in Section SC and SD of the SAP "Disciplinary Procedures" (Not including testing procedures). The following procedures shall be followed:

1. Once the employee voluntarily discloses an alcohol and/or drug problem, the FASM shall have the employee sign a medical release allowing the EAP to verify if the employee is in treatment and adhering to and completing the program.
2. The FASM shall notify the employee to contact the EAP within five (5) working days of self-disclosure.
3. The employee shall achieve compliance with, and satisfactory completion of treatment by the Bureau of Alcohol and Drug Abuse certified rehabilitation program/provider. The EAP shall recommend program/provider options. The employee shall select a program/provider, but is not limited to the recommended programs/providers. However, if the employee selects a program other than the provider under contract with the IAFF Insurance Trust, the employee shall be responsible for all expenses.
4. The employee shall enroll and continue attendance in a rehabilitation program, as deemed necessary by the program/provider.
5. The employee shall provide bi-weekly updates to the EAP as to his/her progress with the rehabilitation program.
6. The employee shall provide a certificate of fitness or return to work form signed by the Bureau of Alcohol and Drug Abuse certified rehabilitation program/provider releasing the employee to return to work.
7. Prior to returning to work the employee shall contact the FASM and shall then submit to one (1) alcohol and/or drug test, based on the type of self-disclosure. Once the test results are received, the employee shall attend a return-to-work meeting with the EAP, FASM and if they chose, a Union representative. The meeting shall facilitate a smooth transition back into the work force and shall also establish a return to work date for the employee.

8. Once the employee has successfully returned to work, he/she shall make himself/ herself available to the EAP once a month, for a one-year period from the start of the program, for any needed aftercare. This may occur on-duty, but if the employee chooses to go to the EAP off-duty then the employee shall do so on his/her own personal time.
9. The employee shall be subject to a maximum of four (4) random tests based on the type of disclosure over a period of one (1) year from the date of returning to duty. The Fire Chief or designee may require this testing any time the employee is on duty. A positive test shall be treated the same as the positive test outlined in Section 4H of this SAP. If an employee tests positive, the employee shall be subject to the disciplinary procedures outlined in Section 5 "Disciplinary Procedures" below.
10. One (1) year after the start of the rehabilitation program, there shall be a combined meeting of the employee, EAP, the FASM and if the employee chooses, the Union president or designee, to evaluate the employee's continued progress of recovery.
11. Employees shall not be permitted to re-enter the Voluntary Rehabilitation Agreement more than once in a three (3) year period. This three (3) year period shall start from the date of this "Voluntary Rehabilitation Agreement".

### 3. SUBSTANCE ABUSE POLICY

#### A. Alcohol:

1. The consumption and possession of an open alcoholic beverage by an employee on the job shall result in immediate termination with no Last Chance Agreement (LCA). The only exception to this policy is the possession and consumption of an alcoholic beverage used in a cooking recipe which evaporates the alcohol before consumption. Such cooking alcohol shall not be purchased while on duty.
2. An employee shall be subject to disciplinary action up to and including termination and may be placed on a LCA when the consumption of alcoholic beverages while off duty causes intoxication while on duty resulting in an adverse effect on his/her work performance, creating a risk of harm to others, or creating a risk of harm to a County vehicle and/or equipment.
3. The use of alcohol while functioning as a County Representative may be cause for discipline where such conduct can be shown to have a direct adverse effect on the County's interests, including public image. A County representative shall be defined as any employee assigned by the Fire Department or invited because of his/her position on the Fire Department to attend an event or conduct County business.
4. If an employee who is required to drive as part of his/her assigned duties has his/her driver's license suspended or revoked, temporarily or permanently, due to a substance related offense, the employee shall notify his/her

supervisor of these circumstances when next reporting for duty. Failure to do so shall be cause for disciplinary action up to and including termination.

5. The felony conviction of an employee as a result of alcohol while off county premises and while not on duty shall be cause for disciplinary action up to and including termination.

B. Drugs:

1. The unlawful manufacture, distribution, dispensation, possession, or use of an illegal drug or controlled substance by the employee in the work place or during work hours is prohibited. Employees in violation of this policy shall be terminated with no LCA.
2. The use of any drug, which negatively affects performance or the ability of an employee to work in a safe manner, may be cause for discipline where the employee knew or should have known that the drug would adversely diminish his/her capabilities to perform the job. For the purpose of this section, the term 'drug' shall include but not be limited to sedatives (i.e. valium, downers), stimulants (i.e. speed, uppers), hallucinogens (i.e. LSD), cocaine, crack, cannabinoids, (i.e. marijuana), opiates, phencyclidine (PCP), and volatile solvents (inhalants).
3. Whenever an employee is prescribed a drug by a licensed physician that may negatively affect his/her performance or ability to perform in a safe manner, the employee shall notify his/her supervisor. Supervisors shall ensure that employees are not placed in positions that may jeopardize the safety of themselves or others.

An employee who fails to notify his/her supervisor may be subject to disciplinary action up to and including termination, and may be placed on a LCA, when the use of drugs by that employee contributes to an accident or incident that results in injury to a person or property damage.

4. If an employee who is required to drive as part of his/her assigned duties has his/her license suspended or revoked, temporarily or permanently, due to a substance related offense, the employee shall notify his/her supervisor of these circumstances when next reporting for duty. Failure to do so shall be cause for disciplinary action up to and including termination.
5. The felony conviction for the possession or use of illegal drugs while off County premises and while not on duty shall be cause for disciplinary action up to and including termination.
6. The conviction of an employee for the sale or possession with intent to sell illegal drugs is cause for immediate termination.
7. Employees must notify their immediate supervisor and/or the Fire Chief of any criminal drug statute convictions no later than five (5) days after such conviction. Failure to notify the immediate supervisor and/or Fire Chief shall result in disciplinary action up to and including termination.

C. Reasonable Suspicion

An employee shall be required to undergo immediate drug and/or alcohol testing in accordance with the procedures below if there is reasonable suspicion that the employee is under the influence of a drug and/or alcohol. Reasonable suspicion that an employee is under the influence of a drug and/or alcohol shall be based on specific facts, and/or reasonable inferences derived from those facts. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. Direct observation of drug or alcohol use. Possession and/or physical symptoms of being under the influence of drugs or alcohol.
2. A pattern of abnormal conduct or erratic behavior.
3. An injury or accident on the job or involvement in any unsafe on-duty job-related activities that pose a danger to other employees or citizens.
4. When a Category II drug vial has been both broken and its container with the tamper proof seal has been compromised or lost three (3) times in a six (6) month period the paramedic(s) with potential access to the medications shall be tested to avoid any suspicion of inappropriate use of these medications. A positive test shall be the same as the positive test outlined below in Section 4H of the SAP. If an employee tests positive, they shall be subject to the disciplinary procedures outlined in Section 6 "disciplinary procedures" of the SAP.

4. TESTING PROCEDURES

- A. Any supervisor evaluating an employee for reasonable Suspicion shall complete the Clark County 'Observation/Incident Report'. The Observation/Incident Report shall be sent to the Fire Chief and the Employee Relations Division of Human Resources. Supervisors and managers shall be subject to the disciplinary process up to and including termination if they engage in harassing behavior towards employees.
- B. If the employee is an eligible member of a bargaining unit, the first on-scene supervisor shall advise him/her of the right to have a Union representative present prior to testing. The supervisor shall allow thirty (30) minutes for a Union representative to appear. If mitigating circumstances warrant, the supervisor may wait up to a maximum of one (1) hour for a Union representative.
- C. The employee shall be afforded the right, if he/she so desires, to request another on duty supervisor (supervisor of equal or greater rank) to provide a second opinion as to reasonable suspicion. The second supervisor must be able to respond within a reasonable time frame not to exceed thirty (30) minutes.
- D. If the second supervisor agrees that a reasonable suspicion of impairment exists, the employee shall be transported to a certified testing facility for a drug screening.

- E. In the event that the second supervisor does not agree that reasonable suspicion exists, the two supervisors shall jointly select a third on duty supervisor of equal or greater rank whose decision shall be final.
- F. The employee suspected of being under the influence of a drug and/or alcohol shall be relieved of duty with pay pending further evaluation.
- G. The employee shall be transported to a drug testing specimen collection site for a drug and alcohol screening. Once the test sample is collected, arrangements shall be made to have the employee transported home. The sample shall be tested and confirmed and the chain of custody maintained by a Substance Abuse Mental Health Administration (SAMHSA) certified laboratory facility. An employee who is incapacitated to the point that he/she cannot provide a sample at the time of the incident shall later provide the necessary authorization for releasing hospital or medical reports that would indicate whether or not the employee was under the influence of a drug and/or alcohol.
- H. The result shall be delivered by mail or carrier to the EAP, who shall then immediately notify and make a copy of the report available to the employee. The Fire Chief or designee shall be notified whether the test results are positive or negative. A drug test shall be considered positive or negative if the confirmation cutoff levels established by SAMHSA are exceeded. An alcohol test shall be considered positive if the blood alcohol content is .05 percent or greater.
- I. Refusal to submit a drug and alcohol test or to provide the necessary authorization for releasing hospital or medical records that would indicate whether or not the employee was under the influence of a drug and/or alcohol shall be considered a positive test and the employee shall be placed on a LCA.

## 5. DISCIPLINARY PROCEDURES

- A. A positive drug and/or alcohol test requested as a result of a serious accident which causes injury to a person or property damage shall be grounds for disciplinary action up to and including termination in accordance with Section C below.
- B. A test resulting in a positive outcome for a legal drug shall result in the following action:
  - 1. The employee may be disciplined for the performance or conduct issue that established reasonable suspicion to test the employee.
  - 2. The employee shall provide within twenty-four (24) hours of request a bona fide verification of a valid, current prescription for the drug identified. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor, the employee shall be subject to disciplinary action in accordance with Section C below.
  - 3. Before the employee may return to work the employee must provide the Fire Chief with a certificate of fitness signed by the prescribing physician

indicating the employment status of the employee. The certificate shall certify that the employee is fit for duty. The certificate of fitness may result in the employee returning to full duty, returning on restricted duty, or receiving a medical separation.

- C. A test resulting in a positive drug screen for an illegal substance or the unlawful use of a controlled substance shall result in the following action:
1. First offense: The employee shall receive a suspension without pay for a period of time based on the severity of the infraction and shall be required to sign and successfully complete the conditions of a LCA, which includes rehabilitation and aftercare.
  2. Before the employee may return to work the employee shall provide the Fire Chief with a certificate of fitness/return-to-duty form signed by the Bureau of Alcohol and Drug Abuse certified rehabilitation program/provider releasing the employee to return to work. This must occur within ninety (90) days of the drug or alcohol test date. Failure to provide a return-to-duty form within ninety (90) days shall result in disciplinary action up to and including termination. The certificate shall certify that the employee is fit for duty. The certificate of fitness may result in the employee returning to full duty, returning on restricted duty, or receiving a medical separation.
  3. Second offense: The employee shall be suspended without pay pending termination.
- D. A test resulting in a positive screening for alcohol shall result in the following action:
1. First offense: The employee shall receive a suspension without pay for a period of time based on the severity of the infraction and shall be required to seek assistance through the EAP. The employee shall be required to provide a certificate of fitness/return-to-duty from the Bureau of Alcohol and Drug Abuse certified rehabilitation program/provider before returning to duty.
  2. Second offense: The employee shall receive a suspension without pay for a period of time based on the severity of the infraction and shall be required to sign and successfully complete the conditions of a LCA which includes a rehabilitation and aftercare program.
  3. Third offense: The employee shall be suspended pending termination. The Fire Chief may decide not to terminate an employee based on mitigating circumstances. If the Fire Chief chooses not to terminate the employee, the Fire Chief shall follow the second offense procedure in this section.
- E. Last Chance Agreement

Refusal to sign a LCA shall be considered just cause for termination. The LCA shall be the final step before termination in the disciplinary process. The treatment and aftercare portion of the LCA shall be monitored for compliance by the EAP. The LCA shall include but not be limited to the following:

1. The Fire Department shall notify the employee to contact the EAP within five (5) working shifts of employee notification of a positive drug or alcohol test.
2. Compliance with and satisfactory completion of treatment by a Bureau of Alcohol and Drug Abuse certified rehabilitation program/provider. The EAP shall recommend program/provider options. The employee shall select a program/provider, but is not limited to the recommended programs/providers. However, if the employee selects a program other than the provider under contract with the IAFF Insurance Trust, the employee shall be responsible for all expenses.
3. Enrollment and continued attendance in an aftercare program, as necessary.
4. Certificate of fitness/return-to-duty form, signed by the Bureau of Alcohol and Drug Abuse certified rehabilitation program/provider releasing the employee to return to work.
5. A Minimum of four (4) random tests over a period of one (1) year from the date of returning to duty. The Fire Chief or designee may require testing at any time the employee is on duty.

#### 6. FIRE FIGHTER APPLICANTS

The Human Resources Department shall identify specific job classifications that require an applicant selected as a new hire to take and pass a drug and alcohol screening. A positive result from the drug and/or alcohol screening may result in the applicant not being hired where the applicant's use of drugs and/or alcohol could affect requisite job standards, duties and responsibilities. If a drug screen is positive, the applicant must provide within twenty-four (24) hours of request bona fide verification of a valid, current prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant's ability to perform the job duties, the applicant shall not be hired.

#### 7. CONFIDENTIALITY

- A. To ensure the confidentiality of employee's medical records, laboratory reports, test results and observation/incident reports shall not appear in an employee's Human Resources file. Information of this nature shall be contained in a separate confidential medical record that shall be securely kept under the control of the Human Resources Department.
- B. With the exception of the laboratory testing facility, the Employee Relations and Employee Assistance divisions of the Clark County Human Resources Department, the tested individual, and the Risk Management division only for workers' compensation incidents, the medical record shall not be released to anyone without express written authorization of the tested individual unless ordered by means of proper legal procedure and appropriate legal authority, such as court ordered subpoena, or in connection with a disciplinary proceeding.

#### 8. TRAINING

Qualified Human Resources personnel shall provide training to all employees regarding how to recognize the signs and symptoms of substance abuse. Training shall be offered at least twice per year; individual consultation by the Employee Assistance staff shall be available upon request.

9. CONFLICT WITH LAWS, STATUTES, OR REGULATIONS

The provisions of any applicable law, statute, regulation or ordinance shall control in the event of any conflict with the provisions of this policy.

**ARTICLE 43**  
**Rookie School Entry Salary**

1. All fire fighters attending rookie school shall be paid Schedule 68 as reflected in Appendix C.
2. Upon completion of rookie school, the employee shall advance to Schedule 69, as reflected in Appendix C.
3. Upon successful completion of the Fire Fighter II training, the employee shall be placed at Step 3 of the Fire Fighter II salary range, schedule 71. Fire Fighter II testing (first attempt) shall be scheduled no later than twelve (12) months from the date of hire.

**ARTICLE 44**  
**Term of Agreement**

Except as otherwise provided, this Agreement shall be effective as of July 1, 2024, and shall remain in effect until June 30, 2027 and shall continue from year to year thereafter, unless either of the parties shall give written notice to the other for Fiscal Year 2028 in accordance with the provisions of NRS 288, of a desire to change, amend, or modify the Agreement.

This Agreement between the County of Clark, State of Nevada, and Local 1908 of the International Association of Fire Fighters, AFL-CIO, is dated this August 20, 2024.

For the County:



Tic Segerblom, Chair  
Clark County  
Board of County Commissioners

For the Association:



Patrick Rafter  
President  
IAFF, Local 1908

**APPENDIX A**  
**List of Classifications**

<u>Class Title</u>	<u>Hours</u>	<u>Schedule</u>
Deputy Fire Marshal	8****/10	78
Emergency Medical Services Coordinator	10	82
Emergency Medical Services Captain	24	77
Emergency Medical Services Training Officer	10	76
Emergency Medical Services Training Instructor	10	72
Fire Auto & Equipment Specialist - CDL	10	58
Fire Auto & Equipment Specialist	10	58
Fire Auto & Equipment Supervisor	10	60
Fire Captain (Fire Training Division)	10	76
Fire Captain (Fusion Center/Special Events)	10	76
Fire Captain	24	77
Fire Captain {L}	24	77(L)
Fire Captain Administrative*	8	76
Fire Chemical Engineer	8****/10	64
Fire Department Health and Safety Officer	10	76
Fire Department Protection Engineer	8****/10	66
Fire Department Training Instructor	10	72
Fire Department Training Officer - Airport	10	76
Fire Department Training Officer	10	76
Fire Department Volunteer Coordinator	10	76
Fire Engineer	24	73
Fire Engineer (L)	24	73(L)
Fire Engineer (J)	24	73(J)

Fire Engineer Administrative*	8	74 (steps 1-2)
Fire Equipment Technician	10	56
Fire Fighter I (Rookie School)**	8	68
Fire Fighter I (Shift)**	24	69
Fire Fighter Paramedic I (Rookie School)**	8	68
Fire Fighter Paramedic I (Shift)**	24	69
Fire Fighter II	24	71
Fire Fighter II (L)	24	71(L)
Fire Fighter II (J)	24	71(J)
Fire Fighter II	8	70
Fire Fighter Administrative *	8	70
Fire Inspector Trainee (One Year)	8****/10	70
Fire Inspector	8****/10	72
Fire Inspector (L)	8****/10	72(L)
Fire Inspector Supervisor	8****/10	74
Fire Investigator	24	77
Fire Investigator	10	76
Fire Investigator Coordinator	10	82
Fire Logistics Officer	10	82
Fire Materials Controller	10	56
Fire Mechanical Supervisor	10	62
Fire Plans Checker	8****/10	74
Fire Systems Coordinator	10	78
HAZ-MAT & Critical Infrastructure Coordinator	10	82
Paramedic	8****/10	70
Public Fire Education Officer	10	74

An employee serving in a non-supervisory classification covered by this Agreement who previously held a rank in Suppression covered by this Agreement shall have the opportunity to revert back to the last held and tested rank in Suppression.

\*Administrative Fire Fighter, Administrative Fire Engineer, and Administrative Fire Captain are classifications only for use in connection with the Article 31 long-term disability process.

\*\* Fire Fighter I (rookie school), Fire Fighter I (shift), Fire Fighter Paramedic I (rookie school), Fire Fighter Paramedic I (shift), are all classifications only for use while a new hire employee is in probationary status. The probationary period for an 8/10-hour employee is 2080 hours worked. For Firefighters hired into the fire recruit academy, the probationary period shall extend 2912 hours after successful completion of the recruit academy. For the purpose of this Article "hours worked" shall be defined as any paid straight time hours performing the duties of their job classification.

\*\*\* The Union and the County agree that if the County permanently staffs a Fire Captain at the fire station in Jean, that the position shall be classified as Remote Captain (J) and receive the same remote pay as provided to Fire Fighter (J) and Fire Engineer (J).

\*\*\*\* Effective July 1, 2016, employees hired or promoted into these classifications may be assigned to an 8-hour shift.

## **APPENDIX B**

### **Salary**

1. The County shall maintain a 12.5% pay differential between the top salaries of the classifications of Fire Fighter, Fire Engineer and Fire Captain.
2. Eligible employees in this bargaining unit shall receive compensation throughout the term of the Agreement as reflected in Appendix C.
3. Effective July 1, 2024, salary schedules covered in Appendix A were adjusted by 3.0% based on the annual percentage increase to CPI-U all items West Size Class B/C, All Urban Consumers, not seasonally adjusted (Series ID CUURN400SA0) for the calendar year ending December 2023. The adjusted percentage increase in salary schedules shall be a minimum of two percent (2%) and a maximum of three percent (3%). In the event the annual percentage increase is equal to or greater than five percent (5%), the adjusted percentage increase in salary schedules shall be four and one-half percent (4.5%). In the event the annual percentage increase is equal to or less than zero percent (0%), the adjusted percentage increase in salary schedules shall be one percent (1%). The adjusted percentage increase is based on the U.S. Bureau of Labor Statistics Data. This represents the total cost-of-living (COLA) increase for fiscal year 2025.

Effective July 1, 2024, the salary schedules covered in Appendix A shall reflect an additional one (1) percent (1.0%) increase.

4. Effective July 1, 2025, salary schedules covered in Appendix A shall be increased by the annual percentage increase to CPI-U all items West Size Class B/C, All Urban Consumers, not seasonally adjusted (Series ID CUURN400SA0) for the calendar year ending December 2024. The adjusted percentage increase in salary schedules shall be a minimum of two percent (2%) and a maximum of three percent (3%). In the event the annual percentage increase is equal to or greater than five percent (5%), the adjusted percentage increase in salary schedules shall be four and one-half percent (4.5%). In the event the annual percentage increase is equal to or less than zero percent (0%), the adjusted percentage increase in salary schedules shall be one percent (1%). The adjusted percentage increase is based on the U.S. Bureau of Labor Statistics Data.

Effective July 1, 2025, salary schedules covered in Appendix A shall reflect an additional one half of one percent (0.5%) increase.

5. Effective July 1, 2026, salary schedules covered in Appendix A shall be increased by the annual percentage increase to CPI-U all items West Size Class B/C, All Urban Consumers, not seasonally adjusted (Series ID CUURN400SA0) for the calendar year ending December 2025. The adjusted percentage increase in salary schedules shall be a minimum of two percent (2%) and a maximum of three percent (3%). In the event the annual percentage increase is equal to or greater than five percent (5%), the adjusted percentage increase in salary schedules shall be four and one-half percent (4.5%). In the event the annual percentage increase is equal to or less than zero percent (0%), the adjusted percentage increase in salary schedules shall be one percent (1%). The adjusted percentage increase is based on the U.S. Bureau of Labor Statistics Data.
6. Effective July 2019, the County shall pay to IAFF, Local 1908, \$97 per covered bargaining unit person monthly for health insurance.

7. The qualifying rate shall be for four percent (4%) less than the permanent rate. Employees shall be moved to the "Q" rate if serving in a qualifying period or the "P" rate if the qualifying period has been completed. Advancement from this "Q" rate to the "P" rate shall be made upon successful completion of a one (1) year qualifying period.

## APPENDIX C1

### REGULAR FIRE PAY (for 8 & 10 Hour Employees)

#### Salary Schedules & Ranges

Effective July 1, 2024

*Reflects 1% Increase*

<b>Schedule F56 (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	54,808.00	58,593.60	62,337.60	66,081.60	69,784.00	73,548.80	77,355.20	81,099.20	84,884.80
BIWEEKLY	2,108.00	2,253.60	2,397.60	2,541.60	2,684.00	2,828.80	2,975.20	3,119.20	3,264.80
NEW HOURLY	26.35	28.17	29.97	31.77	33.55	35.36	37.19	38.99	40.81
<b>Schedule F58 (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	59,196.80	63,273.60	67,288.00	71,364.80	75,420.80	79,518.40	83,616.00	87,651.20	91,748.80
BIWEEKLY	2,276.80	2,433.60	2,588.00	2,744.80	2,900.80	3,058.40	3,216.00	3,371.20	3,528.80
NEW HOURLY	28.46	30.42	32.35	34.31	36.26	38.23	40.20	42.14	44.11
<b>Schedule F60 (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	67,038.40	71,572.80	76,232.00	80,724.80	85,425.60	90,064.00	94,577.60	99,195.20	103,833.60
BIWEEKLY	2,578.40	2,752.80	2,932.00	3,104.80	3,285.60	3,464.00	3,637.60	3,815.20	3,993.60
NEW HOURLY	32.23	34.41	36.65	38.81	41.07	43.30	45.47	47.69	49.92
<b>Schedule F62 (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	72,342.40	77,313.60	82,347.20	87,276.80	92,268.80	97,219.20	102,211.20	107,182.40	112,174.40
BIWEEKLY	2,782.40	2,973.60	3,167.20	3,356.80	3,548.80	3,739.20	3,931.20	4,122.40	4,314.40
NEW HOURLY	34.78	37.17	39.59	41.96	44.36	46.74	49.14	51.53	53.93

<b>Schedule F64 (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step7</b>	<b>Step 8</b>	<b>Step 9</b>
ANNUAL	84,364.80	90,272.00	96,033.60	101,795.20	107,556.80	113,380.80	119,225.60	124,945.60	130,790.40
BIWEEKLY	3,244.80	3,472.00	3,693.60	3,915.20	4,136.80	4,360.80	4,585.60	4,805.60	5,030.40
NEW HOURLY	40.56	43.40	46.17	48.94	51.71	54.51	57.32	60.07	62.88
<b>Schedule F66 (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	91,124.80	97,406.40	103,646.40	109,886.40	116,147.20	122,428.80	128,710.40	134,950.40	141,232.00
BIWEEKLY	3,504.80	3,746.40	3,986.40	4,226.40	4,467.20	4,708.80	4,950.40	5,190.40	5,432.00
NEW HOURLY	43.81	46.83	49.83	52.83	55.84	58.86	61.88	64.88	67.90
<b>Schedule F68 (Regular Retirement)*</b>	<b>Step 1</b>								
ANNUAL	59,363.20								
BIWEEKLY	2,283.20								
NEW HOURLY	28.54								
<b>Schedule F70E (Early Retirement)**</b>	<b>Step 1</b>	<b>Step2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step7</b>	<b>Step 8</b>	
ANNUAL	62,171.20	65,852.80	70,241.60	74,630.40	79,123.20	83,512.00	87,984.00	92,331.20	
BIWEEKLY	2,391.20	2,532.80	2,701.60	2,870.40	3,043.20	3,212.00	3,384.00	3,551.20	
NEW HOURLY	29.89	31.66	33.77	35.88	38.04	40.15	42.30	44.39	
<b>Schedule F70EX (Early Retirement)**</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step7</b>	<b>Step 8</b>	
ANNUAL	67,142.40	71,156.80	75,878.40	80,600.00	85,425.60	90,188.80	95,014.40	99,694.40	
BIWEEKLY	2,582.40	2,736.80	2,918.40	3,100.00	3,285.60	3,468.80	3,654.40	3,834.40	
NEW HOURLY	32.28	34.21	36.48	38.75	41.07	43.36	45.68	47.93	
<b>Schedule F70R (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step7</b>	<b>Step 8</b>	
ANNUAL	62,649.60	66,372.80	70,844.80	75,233.60	79,768.00	84,156.80	88,587.20	92,996.80	
BIWEEKLY	2,409.60	2,552.80	2,724.80	2,893.60	3,068.00	3,236.80	3,407.20	3,576.80	
NEW HOURLY	30.12	31.91	34.06	36.17	38.35	40.46	42.59	44.71	

<b>Schedule F70RX (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step7</b>	<b>Step 8</b>	
ANNUAL	67,662.40	71,656.00	76,502.40	81,265.60	86,132.80	90,875.20	95,700.80	100,443.20	
BIWEEKLY	2,602.40	2,756.00	2,942.40	3,125.60	3,312.80	3,495.20	3,680.80	3,863.20	
NEW HOURLY	32.53	34.45	36.78	39.07	41.41	43.69	46.01	48.29	
<b>Schedule F72E (Early Retirement)°</b>	<b>Step 1</b>	<b>Step2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	65,852.80	70,241.60	74,630.40	79,123.20	83,512.00	87,984.00	95,035.20	98,883.20	103,833.60
BIWEEKLY	2,532.80	2,701.60	2,870.40	3,043.20	3,212.00	3,384.00	3,655.20	3,803.20	3,993.60
NEW HOURLY	31.66	33.77	35.88	38.04	40.15	42.30	45.69	47.54	49.92
<b>Schedule F72EX (Early Retirement)**</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	71,156.80	75,878.40	80,600.00	85,425.60	90,188.80	95,014.40	102,627.20	106,808.00	112,132.80
BIWEEKLY	2,736.80	2,918.40	3,100.00	3,285.60	3,468.80	3,654.40	3,947.20	4,108.00	4,312.80
NEW HOURLY	34.21	36.48	38.75	41.07	43.36	45.68	49.34	51.35	53.91
<b>Schedule F72R (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step6</b>	<b>Step7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	66,372.80	70,844.80	75,233.60	79,768.00	84,156.80	88,587.20	95,804.80	99,694.40	104,624.00
BIWEEKLY	2,552.80	2,724.80	2,893.60	3,068.00	3,236.80	3,407.20	3,684.80	3,834.40	4,024.00
NEW HOURLY	31.91	34.06	36.17	38.35	40.46	42.59	46.06	47.93	50.30
<b>Schedule F72RX (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step8</b>	<b>Step9</b>
ANNUAL	71,656.00	76,502.40	81,265.60	86,132.80	90,875.20	95,700.80	103,438.40	107,681.60	113,006.40
BIWEEKLY	2,756.00	2,942.40	3,125.60	3,312.80	3,495.20	3,680.80	3,978.40	4,141.60	4,346.40
NEW HOURLY	34.45	36.78	39.07	41.41	43.69	46.01	49.73	51.77	54.33
<b>Schedule L72E (Early Retirement)**</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	76,440.00	80,808.00	85,238.40	89,648.00	94,057.60	98,488.00	105,560.00	109,449.60	114,379.20
BIWEEKLY	2,940.00	3,108.00	3,278.40	3,448.00	3,617.60	3,788.00	4,060.00	4,209.60	4,399.20
NEW HOURLY	36.75	38.85	40.98	43.10	45.22	47.35	50.75	52.62	54.99

<b>Schedule L72EX (Early Retirement)**</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	82,555.20	87,297.60	92,060.80	96,803.20	101,587.20	106,350.40	114,004.80	118,206.40	123,531.20
BIWEEKLY	3,175.20	3,357.60	3,540.80	3,723.20	3,907.20	4,090.40	4,384.80	4,546.40	4,751.20
NEW HOURLY	39.69	41.97	44.26	46.54	48.84	51.13	54.81	56.83	59.39
<b>Schedule L72R (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step9</b>
ANNUAL	76,939.20	81,452.80	85,883.20	90,313.60	94,723.20	99,153.60	106,433.60	110,260.80	115,252.80
BIWEEKLY	2,959.20	3,132.80	3,303.20	3,473.60	3,643.20	3,813.60	4,093.60	4,240.80	4,432.80
NEW HOURLY	36.99	39.16	41.29	43.42	45.54	47.67	51.17	53.01	55.41
<b>Schedule L72RX (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Steps</b>	<b>Step9</b>
ANNUAL	83,075.20	87,963.20	92,768.00	97,531.20	102,315.20	107,120.00	114,920.00	119,100.80	124,467.20
BIWEEKLY	3,195.20	3,383.20	3,568.00	3,751.20	3,935.20	4,120.00	4,420.00	4,580.80	4,787.20
NEW HOURLY	39.94	42.29	44.60	46.89	49.19	51.50	55.25	57.26	59.84
<b>Schedule F74E (Early Retirement)**</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>				
ANNUAL	95,035.20	98,883.20	102,856.00	108,784.00	114,233.60				
BIWEEKLY	3,655.20	3,803.20	3,956.00	4,184.00	4,393.60				
NEW HOURLY	45.69	47.54	49.45	52.30	54.92				
<b>Schedule F74EX (Early Retirement)**</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>				
ANNUAL	102,627.20	106,808.00	111,072.00	117,478.40	123,385.60				
BIWEEKLY	3,947.20	4,108.00	4,272.00	4,518.40	4,745.60				
NEW HOURLY	49.34	51.35	53.40	56.48	59.32				
<b>Schedule F74R (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step4</b>	<b>Step 5</b>				
ANNUAL	95,804.80	99,694.40	103,646.40	109,616.00	115,148.80				
BIWEEKLY	3,684.80	3,834.40	3,986.40	4,216.00	4,428.80				
NEW HOURLY	46.06	47.93	49.83	52.70	55.36				

<b>Schedule F74RX (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
ANNUAL	103,438.40	107,681.60	111,924.80	118,372.80	124,342.40
BIWEEKLY	3,978.40	4,141.60	4,304.80	4,552.80	4,782.40
NEW HOURLY	49.73	51.77	53.81	56.91	59.78

<b>Schedule F76E (Early Retirement)**</b>	<b>Step 1</b>	<b>Step 2</b>
ANNUAL	107,016.00	116,771.20
BIWEEKLY	4,116.00	4,491.20
NEW HOURLY	51.45	56.14

<b>Schedule F76EX (Early Retirement)**</b>	<b>Step 1</b>	<b>Step 2</b>
ANNUAL	115,585.60	126,110.40
BIWEEKLY	4,445.60	4,850.40
NEW HOURLY	55.57	60.63

<b>Schedule F76R (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step2</b>
ANNUAL	107,744.00	117,728.00
BIWEEKLY	4,144.00	4,528.00
NEW HOURLY	51.80	56.60

<b>Schedule F76RX (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step2</b>
ANNUAL	116,355.20	127,150.40
BIWEEKLY	4,475.20	4,890.40
NEW HOURLY	55.94	61.13

<b>Schedule F78E (Early Retirement)**</b>	<b>Step 1</b>	<b>Step2</b>	<b>Step 3</b>
ANNUAL	107,016.00	116,771.20	121,472.00
BIWEEKLY	4,116.00	4,491.20	4,672.00
NEW HOURLY	51.45	56.14	58.40

<b>Schedule F78R (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step2</b>	<b>Step3</b>
ANNUAL	107,744.00	117,728.00	122,428.80
BIWEEKLY	4,144.00	4,528.00	4,708.80
NEW HOURLY	51.80	56.60	58.86

<b>Schedule F82E (Early Retirement)**</b>	<b>Step 1</b>	<b>Step2</b>
ANNUAL	133,619.20	139,006.40
BIWEEKLY	5,139.20	5,346.40
NEW HOURLY	64.24	66.83

<b>Schedule F82EX (Early Retirement)**</b>	<b>Step 1</b>	<b>Step2</b>
ANNUAL	144,310.40	150,113.60
BIWEEKLY	5,550.40	5,773.60
NEW HOURLY	69.38	72.17

<b>Schedule F82R (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step2</b>
ANNUAL	134,700.80	140,067.20
BIWEEKLY	5,180.80	5,387.20
NEW HOURLY	64.76	67.34

<b>Schedule F82RX (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step2</b>
ANNUAL	145,475.20	151,278.40
BIWEEKLY	5,595.20	5,818.40
NEW HOURLY	69.94	72.73

<b>Schedule F84E (Early Retirement)**</b>	<b>Step 1</b>	<b>Step2</b>
ANNUAL	147,014.40	152,880.00
BIWEEKLY	5,654.40	5,880.00
NEW HOURLY	70.68	73.50

<b>Schedule F84R (Regular Retirement)*</b>	<b>Step 1</b>	<b>Step 2</b>
ANNUAL	148,137.60	154,065.60
BIWEEKLY	5,697.60	5,925.60
NEW HOURLY	71.22	74.07

## FIRE PAY (for 24 Hour Employees)

### Salary Schedules & Ranges

Effective July 1, 2024

*Reflects 1% Increase*

<b>Schedule 69 (Early Retirement)</b>	<b>Step 1</b>	<b>Step 2</b>						
ANNUAL	67,121.60	71,198.40						
BIWEEKLY	2,581.60	2,738.40						
NEW HOURLY	23.05	24.45						
 <b>Schedule 69J (Early Retirement)</b>	 <b>Step 1</b>	 <b>Step 2</b>						
ANNUAL	70,878.08	74,925.76						
BIWEEKLY	2,726.08	2,881.76						
NEW HOURLY	24.34	25.73						
 <b>Schedule 69L (Early Retirement)</b>	 <b>Step 1</b>	 <b>Step 2</b>						
ANNUAL	78,478.40	82,496.96						
BIWEEKLY	3,018.40	3,172.96						
NEW HOURLY	26.95	28.33						
 <b>Schedule 71 (Early Retirement)</b>	 <b>Step 1</b>	 <b>Step 2</b>	 <b>Step 3</b>	 <b>Step4</b>	 <b>Step 5</b>	 <b>Step 6</b>	 <b>Step7</b>	 <b>Step 8</b>
ANNUAL	67,121.60	71,198.40	75,886.72	80,662.40	85,408.96	90,213.76	94,960.32	99,736.00
BIWEEKLY	2,581.60	2,738.40	2,918.72	3,102.40	3,284.96	3,469.76	3,652.32	3,836.00
NEW HOURLY	23.05	24.45	26.06	27.70	29.33	30.98	32.61	34.25
 <b>Schedule 71J (Early Retirement)</b>	 <b>Step 1</b>	 <b>Step 2</b>	 <b>Step 3</b>	 <b>Step4</b>	 <b>Step 5</b>	 <b>Step 6</b>	 <b>Step7</b>	 <b>Step8</b>
ANNUAL	70,878.08	74,925.76	79,730.56	84,535.36	89,223.68	93,970.24	98,833.28	103,434.24
BIWEEKLY	2,726.08	2,881.76	3,066.56	3,251.36	3,431.68	3,614.24	3,801.28	3,978.24
NEW HOURLY	24.34	25.73	27.38	29.03	30.64	32.27	33.94	35.52

<b>Schedule 71L (Early Retirement)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
ANNUAL	78,478.40	82,496.96	87,272.64	91,990.08	96,824.00	101,395.84	106,317.12	111,063.68
BIWEEKLY	3,018.40	3,172.96	3,356.64	3,538.08	3,724.00	3,899.84	4,089.12	4,271.68
NEW HOURLY	26.95	28.33	29.97	31.59	33.25	34.82	36.51	38.14
<b>Schedule 73 (Early Retirement)</b>	<b>Step 1</b>	<b>Step 2</b>						
ANNUAL	107,889.60	112,199.36						
BIWEEKLY	4,149.60	4,315.36						
NEW HOURLY	37.05	38.53						
<b>Schedule 73J (Early Retirement)</b>	<b>Step 1</b>	<b>Step 2</b>						
ANNUAL	111,704.32	115,897.60						
BIWEEKLY	4,296.32	4,457.60						
NEW HOURLY	38.36	39.80						
<b>Schedule 73L (Early Retirement)</b>	<b>Step 1</b>	<b>Step 2</b>						
ANNUAL	119,188.16	123,527.04						
BIWEEKLY	4,584.16	4,751.04						
NEW HOURLY	40.93	42.42						
<b>Schedule 75 (Early Retirement)</b>	<b>Step 1</b>	<b>Step 2</b>						
ANNUAL	110,539.52	114,994.88						
BIWEEKLY	4,251.52	4,422.88						
NEW HOURLY	37.96	39.49						
<b>Schedule 77 (Early Retirement)</b>	<b>Step 1</b>	<b>Step2</b>						
ANNUAL	121,313.92	126,235.20						
BIWEEKLY	4,665.92	4,855.20						
NEW HOURLY	41.66	43.35						

<b>Schedule 77L (Early Retirement)</b>	<b>Step 1</b>	<b>Step 2</b>
ANNUAL	132,728.96	137,562.88
BIWEEKLY	5,104.96	5,290.88
NEW HOURLY	45.58	47.24

<b>Remote pay</b>	<b>Bi-Weekly</b>
3072 JEAN	135.70
3071 LAUGHLIN	412.10

***24 hr. shi-fts are calculated @ 112 hours bi-weekly & 2912 hours annually***

## **APPENDIX D**

### **Workplace SOP/Committee**

#### **I. Introduction**

Standard Operating Procedures (SOP's) are written guidelines that explain what is expected of fire department employees in the normal course of performing their jobs. The Union and the Fire Department agree that the employees who are affected by SOP's shall be included in the analysis, development, changes and implementation to such workplace SOP's. The committee shall improve the effectiveness and quality of SOP's therefore enhancing the delivery of emergency and non-emergency services to the citizens of Clark County.

#### **II. Committee Responsibilities, Members and Representation**

The SOP Committee shall be responsible for:

- Developing and implementing a plan to rehabilitate existing SOP's.
- The creation of the procedure that will outline how to analyze, develop, implement, and track changes to new and existing SOP's.

It is agreed that the formation and existence of the SOP Committee and the actions of the committee shall not infringe, alter, amend or negate any provision or intent of the current collective bargaining agreement.

It is the goal of the SOP committee to ensure that all employees of the Fire Department are represented on the committee. Adequate representation shall enable the committee to accomplish its goals while minimizing delays.

##### **A. Co-Chairman and Alternates**

The committee shall be co-chaired by two (2) Fire Department employees with one being selected by the Fire Chief and the other selected by the Union President. The Fire Chief and the Union President shall select alternate co-chairs. It shall be the responsibility of the co-chairs to:

1. Maintain a list of current committee members.
2. Preside over meetings of the committee.
3. Establish agendas for meetings.
4. Assign work to committee members.
5. Schedule, as needed, non-committee employee "experts" or "specialists" to present pertinent information related to an SOP on the agenda.

##### **B. Committee Secretary and Administrative Secretary**

The Fire Chief shall appoint an Administrative Secretary. The Administrative Secretary's role shall be as follows:

1. Receiving and disseminating information including feedback and draft comments to committee members.
2. Maintaining a written historical account of committee activities and all changes.
3. Maintaining minutes of committee meetings including the status of current changes to SOP's. Minutes of committee meetings shall be distributed to the committee members, the Fire Chief, and Union President after each meeting for discussion at the next meeting.
4. Maintaining the master documents of the committee and the Fire Department.

5. Distributing to all committee members, the Fire Chief, and Union President a proposed agenda for the next scheduled meeting.

C. Representation

The committee shall be comprised of two (2) co-chairs, a Deputy Chief selected by the Fire Chief and six (6) (four (4) standing and two (2) alternates) selected by the Union President from suppression (fire and emergency medical services), fire prevention, and training,

III. Resources

The committee shall categorize the SOP's into the following resources documents:

1. **Standard Operating Procedures (SOP) Manual**

This is a manual that contains the SOP's encountered in the workplace. SOP's shall follow a specified format.

2. **Form List**

This resource would contain a complete set of all current forms utilized at the Fire Department.

3. **Resource Lists**

Masters of all resource and information lists including phone lists, address lists, etc.

4. **Directives**

A directive is issued by the Fire Chief to address an item of emergency. A directive shall have a life span not to exceed 120 days. The committee shall address the directive at its next scheduled meeting. The co-chairs shall analyze the results of and feedback from the directive, determine whether or not the directive is still needed, and if so, determine if the directive shall become a Rule and Regulation, or an SOP. If they determine that the directive shall become an SOP, the committee shall make necessary changes resulting from the analysis and feedback, and convert the directive into the SOP format. The new proposed SOP shall then go through the process as described in section V. in order to become an SOP. The original directive shall remain in effect if it is an item of emergency until the proposed SOP goes through the new SOP process as described in section V. If the co-chairs determine that a directive is no longer needed or obsolete, then the directive shall expire after a life span of 120 days or upon notification via electronic mail that the directive is no longer in effect, whichever is earlier.

IV. Revisions/Changes

A. Revision/Change Process

The process of revising current SOP's shall be initiated by submitting a Standard Operating Procedure Request form and submitting the request to the Committee Secretary by the 1<sup>st</sup> day of every month. The committee shall review the recommended changes and determine what changes shall be made. Once a change is recommended by the SOP committee, the committee shall have 90 days to make the necessary changes and implement the revised SOP.

B. Revision Rewrite Process

- a. Development - Committee members shall be assigned specific rewrites. The assigned members shall be responsible for developing revisions with input from affected employees. Revisions shall be presented to the committee.
- b. Feedback - Revisions in draft form shall be forwarded to all employees for feedback through the use of committee minutes. Department employees shall be able to provide feedback for one (1) month.
- c. Committee Feedback Review - All feedback shall be reviewed by the committee following a one-month period of draft.
- d. Implementation - The committee shall determine an appropriate implementation plan. All rewrites shall be finalized by placing them into the Fire Department Intranet Form Library.

#### V. Normal Operation

The Union and the Fire Department recognize that SOP's must follow a consistent system for analysis, development, implementation, and tracking. The Department's acceptance and institutionalization of these items is dependent on their existence and use over time. The Union and the Fire Department agree that any changes to those procedures, programs, and resources controlled by the committee shall be accomplished on an annual basis. New procedures, programs, and resources shall be accomplished twice a year.

##### A. New SOP's

New SOP's shall be initiated by submitting a Standard Operating Procedure Request form to the Committee Secretary by the 1<sup>st</sup> day of every month. New SOP's shall follow the process below that requires three (3) months as work. At the completion and acceptance of the SOP by the committee, the new SOP shall be implemented and distributed as specified.

##### B. Normal Operation Process

###### 1. Analysis

- a. Committee receives and reviews requests for changes and new items.
- b. Committee reaches consensus agreement on need for change.

###### 2. Development

- a. Committee assigns responsibility for development to a committee member.
- b. The assigned committee member shall be responsible for developing changes using necessary input from affected employees.
- c. Developed changes shall be presented to the committee.

###### 3. Feedback

- a. Changes in the form of a draft proposed SOP shall be sent via electronic mail to all employees for feedback.
- b. Department members shall be able to provide feedback for thirty (30) days.
- c. All feedback shall be reviewed by the committee following the thirty (30) day period.
- d. Feedback shall be discussed at the next SOP committee meeting. Committee members shall present any proposed changes resulting from feedback for committee review.

###### 4. Implementation

- a. The committee shall determine an appropriate implementation plan.
- b. The new or changed SOP shall be placed onto the Clark County Fire Department Intranet Library, and a copy or link sent electronically to all employees.

## VI. Communications

- A. Email - Email shall be the primary means of communication for all employees of the department. Feedback shall be sent via email to the Committee Secretary for collection and dissemination to the committee members.
- B. Committee Email Groups - All committee members shall have a Clark County email address. Primary communication between committee members shall be accomplished using this email group.
- C. Minutes - Minutes from committee meetings shall be sent to all SOP committee members, the Fire Chief, and the Union President following each meeting. The Administrative Secretary shall maintain a master list of all committee minutes.
- D. Historical Document - A Historical Document shall be maintained to ensure all changes made by the committee are archived. A change tracking form shall be initiated with each change.
- E. Intranet Library - Completed revisions and changes shall be placed and maintained on the Clark County Fire Department Intranet Library by the Administrative Secretary. A hard copy of the resources shall be maintained in each Fire Station Library.

## VII. Implementation

Implementation Process - The final step of implementing a new or changed SOP shall occur with all employees of the Fire Department being notified via electronic mail. The new or changed SOP shall take effect within 30 days of this notification and shall also be posted on the Department's Intranet Information Page.

## **APPENDIX E**

### **RULE AND REGULATION PROCEDURES**

#### **1. Introduction**

- A. A Rule and Regulation is the Fire Department's rule of law that requires certain actions and conduct or restricts certain actions and conduct. A Rule and Regulation differs from Standard Operating Procedures, which serve as a guideline for desired action and conduct.
- B. The Union and the Fire Department agree that before the implementation of any new or changed Rule and Regulation a detailed analysis regarding the changes to workplace rules should be conducted. The Union and the Fire Department are committed to the establishment and maintenance of Rules and Regulation.
- C. All new or modified Rules and Regulations shall only become effective upon approval by the Board of County Commissioners. New Negotiable Rules and Regulations or any changes to existing negotiable Rules and Regulations shall only become effective upon ratification by members of Local 1908 and approval of the Board of County Commissioners. Any proposed Rule and Regulation, which relates to a mandatory subject of bargaining under NRS 288, is subject to negotiation between the parties in accordance with the procedures of NRS 288. Furthermore, any dispute arising between the parties concerning any proposed or implemented modification of a negotiable Rule and Regulation shall be subject to the provisions of Article 23, Grievance and Arbitration procedure. Any dispute arising between the parties concerning any proposed or implemented modification of a non-negotiable Rule and Regulation shall be resolved through the EMRB process.

#### **2. Committee Members and Responsibilities**

- A. The Committee shall be comprised of Four (4) members. Two (2) shall be selected by the Fire Chief and two (2) shall be selected by the Union President.
- B. The Rule and Regulation Committee shall be responsible for:
  - 1. Developing and implementing any new or changed Rule and Regulation.
  - 2. The creation of a procedure that shall outline how to analyze the effect the new or changed Rule and Regulation shall have once implemented.
- C. It is agreed that the formation of a Rule and Regulation Committee and the actions of the committee shall not infringe, alter, amend or negate any provision of the current Collective Bargaining Agreement.

#### **3. Administrative Secretary**

The Administrative Secretary shall be responsible for:

- A. Receiving and disseminating information including feedback and draft comments to committee members.

- B. Maintaining a written historical history of committee activities and all changes.
- C. Maintaining minutes of committee meetings including the status of current changes.
- D. Maintaining the master documents of the committee and the Fire Department.

4. Implementation

The process of implementing a new or changed Rule and Regulation shall occur after its ratification by the Union membership if a negotiable Rule and Regulation, and approval by the Board of County Commissioners. Once approved, all employees of the Fire Department shall be notified via-electronic mail, as well as an attachment to their paychecks. The attached Rule and Regulation must be signed for by the employee. All signed acknowledgements shall be placed in an employee's departmental file for record keeping purposes. The new or changed Rule and Regulation shall also be posted on the Department's Intranet information page.

5. Disciplinary Procedure

Any discipline that results from a violation of any Rule and Regulation shall be subject to the disciplinary procedures contained in Article 23 of the Collective Bargaining Agreement.

## APPENDIX F

### Clark County Fire Department Substance Abuse Observation Form

(A supervisor must individually complete one of these forms)

Employee's Name_____
Name Of Supervisor Observing Behavior _____
Name Of Dept. Head Or Designee _____
Date Of Observation_____

Principal reason for test:

- ☐ Direct observation of drug or alcohol use. Including actual possession and/or physical symptoms of being under the influence of drugs and/or alcohol.
- ☐ A pattern of abnormal conduct or erratic behavior.
- ☐ An injury or accident on the job, or involvement in any unsafe on-duty job-related activities that pose a danger to other employees or citizens.
- ☐ Category II medication incident.

Check each item that best describes the current situation

Current behavioral patterns:

#### EMPLOYEE'S APPEARANCE

- Disheveled
- Dilated Pupils
- \_\_\_ Bloodshot eyes
- Needle Marks
- \_\_\_ Sniffing, runny nose, hoarseness, coughing
- \_\_\_ Deterioration of physical appearance
- Tremors
- Alcoholic beverage or chemical odors
- Drowsiness

**MOOD**

- ☐ Extreme sensitivity/Over reactive
- ☐ Irritability/Short temper
- ☐ Extreme/Quick mood swings
- ☐ Mood is significantly different than normal

**ACTIONS**

- ☐ Physically assaultive or threatening
- ☐ Unusually talkative or unusually quiet
- ☐ Making incoherent statements on the job
- ☐ Frequent emotional outbursts
- ☐ Excessive absenteeism or tardiness

**Brief Summary Of Observed Behavior {Attach And Sign Additional Sheets If Necessary}**

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**Based On The Above Checklist And Observed Behavior, Is There Reasonable Suspicion To Believe This Employee Is Unfit For Duty/Impaired?**

☐ Yes      ☐ No

**Should The Employee Submit To A Substance Abuse Test?**

☐ Yes      ☐ No

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**Observer's Signature**

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**Date**

## **APPENDIXG**

### **Voluntary Rehabilitation Agreement**

This agreement is entered into this "number" day of the "month/year", by and between the Clark County Fire Department (CCFD), IAFF Local 1908 (IAFF) and "employee name" (employee).

This Voluntary Agreement is in accordance with the voluntary disclosure section of the department's Substance Abuse Policy (SAP), and outlines the procedures that must be followed by an employee who enters into a rehabilitation program as a result of self-disclosure for an alcohol or drug problem. The requirements to remain under the Voluntary Rehabilitation Agreement are:

1. The employee signs a medical release allowing the EAP to verify if the employee is in treatment and adhering to and completing the program.
2. Within five (5) working days of being notified of this Voluntary Rehabilitation Agreement, the employee shall contact the department's EAP.
3. The EAP shall recommend program/provider options for the employee. The employee shall select a program/provider, but is not limited to the recommended programs/providers. However, if the employee selects a program other than the provider under contract with the IAFF Insurance Trust, the employee shall be responsible for all expenses.
4. The employee shall agree to be treated by, and shall comply with, a Bureau of Alcohol and Drug Abuse certified rehabilitation program or provider. The costs shall be borne either by the employee's health insurance, if he /she has selected a program or provider under contract with the union's health insurance trust, or by the employee.
5. The EAP shall, on an ongoing basis, monitor compliance and completion.
6. If at any point during the term of this Voluntary Rehabilitation Agreement the employee has not complied with or completed treatment, the EAP shall inform the Fire Chief and IAFF president of this fact. The non-compliance or non-completion shall result in the employee being subject to the disciplinary procedures outlined in Section 5 "Disciplinary Procedures" of the SAP.
7. The employee shall enroll in, and continue to attend an aftercare program, as necessary.
8. The employee shall provide bi-weekly updates to the EAP as to his/her progress with the rehabilitation program.
9. Before the employee may be allowed to return to work, the employee shall provide the Fire Chief with a certificate of fitness/return-to-duty form signed by the Bureau of Alcohol and Drug Abuse certified rehabilitation program/provider, releasing him to return to work. This certificate/form is required to be presented to the Fire Chief within ninety (90) days of receipt of this Voluntary Rehabilitation Agreement.
10. Prior to returning to work the employee must submit to one alcohol or drug test, based on the type of self-disclosure reported under this Agreement. A positive test result shall be the same as a positive test outlined in 4H of the SAP.

11. Once the test results from Section 10 above are received, the employee shall attend a return-to-work meeting with the EAP, FASM and if he/she chooses the Union representative.
12. Once the employee has successfully returned to work, he/she shall make himself/herself available to the EAP once a month for any needed aftercare for a period of one year from the start of the program.
13. The employee shall be subject to a maximum of four (4) random tests based on the type of disclosure over a period of one (1) year from the date of returning to duty. The Fire Chief or designee may require this testing any time the employee is on duty. A positive test shall be the same as a positive test outlined in the SAP.
14. One (1) year after the start of the rehabilitation program, there shall be a combined meeting of the EAP, the FASM and if he/she chooses, the union representative. This meetings purpose shall be to evaluate the employee's continued progress of recovery.
15. The employee understands that either non-compliance with, or non-completion of treatment, and/or a positive test pursuant to the testing required in Sections 10 and 13 above, shall result in the employee being subject to the disciplinary procedures of the SAP.

The employee acknowledges that he has received, read and understands this Agreement, and that he accepts and agrees to be bound by the terms of the Agreement.

**LETTER OF AGREEMENT  
BETWEEN  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 1908  
AND  
CLARK COUNTY, NEVADA**

**REPRESENTATION OF POSITIONS  
FIRE CAPTAIN (BATTALION CHIEF ASSISTANT)**

1. The Union and the County agree that the classification of Fire Captain (Battalion Chief Assistant) in compliance with NFPA 1710 shall be represented by the IAFF, Local 1908 non-supervisory Collective Bargaining Agreement.
2. The Union and County agree that the Fire Captain (Battalion Chief Assistant) classifications shall be placed at Schedule 77 of the salary range.
3. The Union and the County agree to mutually establish the job descriptions, minimum educational and experience qualifications.
4. The Union and the County agree that the County shall determine the number of positions to be created for this classifications and the time frames for funding the positions.

The Union and the County agree that if the positions are created and funded the employees serving in these positions shall receive the salary and benefits, including all appropriate premium pays established in the collective bargaining agreement. These positions shall become full time bid positions for Captains, and shall not be a manpower pool in accordance with Article 29 of the Collective Bargaining Agreement.

**LETTER OF AGREEMENT  
BETWEEN  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF), LOCAL 1908  
AND  
CLARK COUNTY, NEVADA**

**WORKERS' COMPENSATION WORK GROUP**

The Union and the County agree to convene a working group comprised of representatives from IAFF Local 1908, Fire Management, Clark County Risk. Management, and Clark County Finance within 90 days after the execution of this agreement to discuss the impacts of the escalating costs of workers' compensation.

The working group shall identify opportunities to improve processes, enhance working relationships and communication, and decrease costs and lost productive time. Discussions shall include but not be limited to impacts to the County related to recent changes in NRS, particularly the expansion of benefits under NRS 616C.180

The working group shall complete their work within 12 months of convening by submitting their recommendations to County Management for consideration.

**LETTER OF AGREEMENT  
BETWEEN  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 1908  
AND  
CLARK COUNTY, NEVADA**

**WELLNESS/FITNESS PROGRAM**

During the term of this Collective Bargaining Agreement, if the County determines that a Wellness/Fitness program shall be instituted, prior to its implementation the program shall be negotiated between the Union and the County.

**LETTER OF AGREEMENT  
BETWEEN  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 1908  
AND  
CLARK COUNTY, NEVADA**

**STATION SECURITY**

1. The Union and the Fire Chief agree to meet thirty (30) days after the ratification and approval of this Collective Bargaining Agreement to establish an implementation plan for Fire Station security features.
2. The Fire Chief agrees to utilize the current available funds in the Fire Department security budget of FY 2006-07 to purchase necessary security features.
3. The Union and the Fire Chief agree that in order to safeguard the stations that have no perimeter security, a fence shall be erected around the employee parking area at those stations, as the first priority.
4. The Fire Chief shall make Fire Station security features as a priority budget item in his request for capital allocations on an annual basis during the term of this Collective Bargaining Agreement, until no longer necessary.
5. Funds for security features are dependent on the approval by the Board of County Commissioners of the Fire Department capital budget submission.

**LETTER OF AGREEMENT  
BETWEEN  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 1908  
AND  
CLARK COUNTY, NEVADA**

**PAY AND BENEFITS FOR EMPLOYEES DEPLOYED OUTSIDE OF CLARK COUNTY FOR NON-  
FEMA USAR FIRE FIGHTING SERVICES**

1. Under the direct orders of the Fire Chief, the Union (Local 1908) and the County agree that employees covered by the IAFF Local 1908 non-supervisory agreement shall be entitled to all pay and benefits provided through this Collective Bargaining Agreement, regardless of location of deployment of carrying out their fire service duties.
2. The Union and the County further agree that employees shall be eligible for travel time, in accordance with FLSA, regardless of their location in carrying out their fire service duties.

**LETTER OF AGREEMENT  
BETWEEN  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 1908  
AND  
CLARK COUNTY, NEVADA**

**OUTSIDE EMPLOYMENT**

Employees covered by this Agreement may, upon prior written application and approval by the Fire Chief, accept outside employment, provided that no such outside employment conflicts with the employee's duties as may be assigned and, interferes with the availability of the employee for such duties, and does not constitute a conflict of interest. Continued efforts by the County to cooperate with employees in permitting outside employment shall not be construed as a waiver of the County's right to require unscheduled overtime and to require that its employees be available for emergency services and other required duties during off-duty hours. Employees currently engaged in outside employment shall report such employment to the Fire Chief within thirty (30) days of the effective date of this Agreement. Disputes concerning approval or disapproval of outside employment shall be subject to Article 23 *Grievance and Arbitration Procedures*.





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