

**CITY OF KIRTLAND**

**ORDINANCE NUMBER 21-O-71**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE KIRTLAND PROFESSIONAL FIREFIGHTERS LOCAL 3735, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Administration has conducted negotiations with the Kirtland Professional Firefighters Local 3735 as the bargaining representative for members of the Fire Department; and

**WHEREAS**, such negotiations have provided an agreement between the parties; and

**WHEREAS**, Council and the Administration have reviewed such proposal and do desire to ratify and adopt such Agreement.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Kirtland, County of Lake, State of Ohio, that:

**SECTION I:** The Mayor be and he is hereby authorized and directed to enter into an Agreement with the Kirtland Professional Firefighters Local 3735 on behalf of members of the Fire Department, a copy of which Agreement is attached hereto and made a part hereof as though fully rewritten herein as Exhibit "A."

**SECTION II:** Any and all Ordinances in conflict with the express provisions of this Ordinance and attached Agreement are superseded by this Ordinance and attached Agreement.

**SECTION III:**

(a) It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were passed in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

(b) This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason to facilitate payment of compensation to certain employees of the City; wherefore, this Ordinance shall be in full force and effect immediately upon its passage by the affirmative vote of five (5) members of Council and approval by the Mayor, otherwise this Ordinance shall be in effect from and after its adoption at the earliest period allowed by law.

First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Third Reading: \_\_\_\_\_

DATE PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

Submitted to the Mayor for his  
Approval on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2021.

ATTEST:

Approved by the Mayor, this \_\_\_\_\_  
day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Clerk of Council  
KFD Contract 2022-2023

\_\_\_\_\_  
Mayor Kevin F. Potter

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**AN AGREEMENT**

**BETWEEN**

**THE CITY OF KIRTLAND**

**AND**

**KIRTLAND PROFESSIONAL FIREFIGHTERS  
LOCAL 3735**

**EFFECTIVE: JANUARY 1, 2022  
EXPIRES: DECEMBER 31, 2023**

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ARTICLE I            PREAMBLE

1.01            This Agreement is hereby entered into by and between the City of Kirtland, hereinafter referred to as the "Employer" and the Kirtland Professional Firefighters Association, Local 3735, hereinafter referred to as the "Union" on behalf of the members of the collective bargaining unit hereinafter referred to as employee(s).

ARTICLE II           PURPOSE AND INTENT

2.01            In an effort to continue harmonious and cooperative relationships with its employees and to insure the orderly and uninterrupted efficient operations of government, the Employer now desires to enter into an agreement reached through collective bargaining which will have for its purposes, among others, the following: 1) to recognize the legitimate interests of the employees of the Employer to participate through collective bargaining in the determination of the terms and conditions of their employment; 2) to promote fair and reasonable working conditions; 3) to promote individual efficiency and service to the citizens of the City of Kirtland; 4) to avoid interruption or interference with the efficient operation of the Employer's business; and 5) to provide a basis for the adjustment of matters of mutual interest by means of amicable discussion.

ARTICLE III           MANAGEMENT RIGHTS

3.01            Not by way of limitation of the following paragraph, but to only indicate the type of matters or rights which belong to and are inherent to the Employer, the Employer retains the right to: 1) hire, discharge, transfer, suspend and discipline employees; 2) determine the number of persons required to be employed, laid off or discharged; 3) determine the qualifications of employees covered by this Agreement; 4) determine the starting and quitting time and the number of hours to be worked by its employees; 5) make any and all rules and regulations; 6) determine the work assignments of its employees; 7) determine the basis for selection, retention, and promotion of employees to or for positions not within the bargaining unit established by this Agreement; 8) determine the type of equipment used and the sequence of work processes; 9) determine the making of technological alterations by revising either process or equipment, or both; 10) determine work standards and the quality and quantity of work to be produced; 11) select and locate buildings and other facilities; 12) establish, expand, transfer, and/or consolidate work processes and facilities; 13) transfer or subcontract work; 14) consolidate, merge, or otherwise

transfer any or all of its facilities, property, processes or work with or to any other municipality or entity or effect or change in any respect the legal status, management or responsibility of such property, facilities, processes or work; 15) terminate or eliminate all or any part of its work or facilities.

3.02 In addition, the Union agrees that all of the functions, rights, powers, responsibilities, and authority of the Employer in regard to the operation of its work and business and the direction of its workforce which the Employer has not specifically abridged, deleted, granted or modified by the express and specific written provisions of this Agreement are, and shall remain, exclusively those of the Employer and shall not be subject to the grievance procedure herein contained.

#### ARTICLE IV RECOGNITION

4.01 The Employer hereby recognizes the Union as the sole and exclusive bargaining agent with respect to wages, hours, and other terms and conditions of employment, as provided by the State Employment Relations Act, for all full-time employees employed and occupying the position of Firefighter/Paramedic and Captain which shall constitute the bargaining unit, excluding all part-time, seasonal, and temporary employees. All other employees of the Employer are excluded from the bargaining unit. Said recognition shall continue for a term as provided by law.

4.02 The Employer will furnish the Union with a list of all employees in the classifications covered by this Agreement indicating their starting date of employment. Such list will be furnished no less than annually and will be supplemented by the names of all new employees as hired.

#### ARTICLE V NON-DISCRIMINATION

5.01 The Employer and the Union agree not to discriminate against any employee(s) on the basis of race, color, religion, creed, national origin, age, sex, handicap, or sexual orientation.

5.02 The Union expressly agrees that membership in the Union is at the option of the employee and that it will not discriminate with respect to representation between members and nonmembers.

ARTICLE VI DUES DEDUCTIONS

6.01 During the term of this Agreement, the Employer shall deduct regular monthly Union dues from the wages of those employees who have voluntarily signed dues deductions authorization forms permitting said deductions. The dues deductions shall be made from the first pay check of each month. If the employee's pay for that period is insufficient to cover the amount to be deducted, the Employer will make the deduction from the next pay check, providing the employee's check is sufficient to cover the deduction.

6.02 The Employer agrees to supply the Union with a list of those employees for whom dues deductions have been made.

6.03 A check in the amount of the total dues withheld from those employees authorizing a dues deduction shall be tendered to the Treasurer of the Union within thirty (30) days from the date of making said deductions.

6.04 The Union hereby agrees to hold the Employer harmless from any and all liabilities or damages which may arise from the performance of its obligations under this Article and the Union shall indemnify the Employer for any such liabilities or damages that may arise.

ARTICLE VII AGENCY SHOP

7.01 All members of the bargaining unit, as identified in Article IV of this Agreement, shall either (1) maintain their membership in the Union, (2) become members of the Union, or (3) pay a service fee to the Union in an amount equivalent to the annual dues for membership in the Union, as a condition of employment, all in accordance with Ohio Revised Code Section 4117.09.



7.02 In the event that a service fee is to be charged to a member of the bargaining unit, the Employer shall deduct said fee in the same manner as dues are deducted as specified in Article VI of this Agreement, entitled "Dues Deduction".

ARTICLE VIII NO-STRIKE

8.01 The Union hereby affirms and agrees that it will not, either directly or indirectly, call, sanction, encourage, finance or assist in any way, nor shall any employee instigate or participate, either directly or indirectly, in any strike, slowdown, walkout, work stoppage, or other concerted interference with or the withholding of services from the Employer.

8.02 In addition, the Union shall cooperate at all times with the Employer in the continuation of its operations and services and shall actively discourage and attempt to prevent any violation of this article. If any violation of this article occurs, the Union shall immediately notify all employees that the strike, slowdown, work stoppage, or other concerted interference with or the withholding of services from the Employer is prohibited, not sanctioned by the Union and order all employees to return to work immediately.

8.03 It is recognized by the parties that the Employer is responsible for and engaged in activities which are the basis of health and welfare of its citizens and that any violation of this article would give rise to irreparable damage to the Employer and the public at large. Accordingly, it is understood and agreed that in the event of any violation of this article, the Employer shall be entitled to seek and to obtain immediate injunctive relief, along with the Union holding the Employer harmless from any and all costs arising from the violation of this article.

8.04 It is further agreed that any violation of the above shall be automatic and sufficient grounds for immediate discharge or other disciplinary action.

8.05 The Employer shall not lock out any employee for the duration of this Agreement.

ARTICLE IX            PROBATIONARY PERIOD

9.01            All newly hired members of the bargaining unit will be required to serve a probationary period of one year (365 days). During such period, the Employer shall have the sole discretion to discipline or discharge such employee(s) and any such action shall not be appealable through any grievance or appeal procedure contained herein, to the State Personnel Board of Review or to any Civil Service Commission.

9.02            All newly promoted employees will be required to serve a promotional probationary period of one (1) year. During such period, the Employer shall have the sole discretion to demote such employee(s) to his previous position and any such demotion shall not be appealable through any grievance or appeal procedure contained herein to the State Personnel Board of Review or to any Civil Service Commission.

9.03            If any employee is discharged or quits while on probation and is later rehired, he shall be considered a new employee and shall be subject to the provisions of paragraph 9.01, above.

ARTICLE X            ASSOCIATION REPRESENTATION

10.01           The parties recognize that it may be necessary for an employee representative of the Union to leave a normal work assignment while acting in the capacity of representative. The Union recognizes the operational needs of the Employer and will cooperate to keep to a minimum the time lost from work by representatives. Before leaving an assignment pursuant to this section, the representative must obtain approval from the officer in charge of the shift. The Employer will compensate a representative at the normal rate for the time spent in the good faith processing of grievances, and at any meetings at which the employee requests a representative to be present. The processing of grievances shall not include investigation of grievances.

ARTICLE XI           EMPLOYEE RIGHTS

11.01           An employee has the right to the presence and advice of a Union representative at any and all disciplinary interrogations.

11.02 Before an employee may be charged with any violation of the Rules and Regulations for a refusal to answer questions or participate in an investigation, he shall be advised that his refusal to answer such questions or participate in such investigation will be the basis of such a charge.

11.03 Questioning or interviewing of an employee in the course of an internal investigation will be conducted at hours reasonably related to the employee's shift, unless operational necessities require otherwise. Interrogation sessions shall be for reasonable periods of time and time shall be provided for rest periods and attendance to physical necessities.

11.04 An employee will be informed of the nature of any investigation of himself prior to any questioning. If the employee being questioned is, at that time, a witness and not under investigation, he shall be so advised.

11.05 An employee may request an opportunity to review his personnel file, add memoranda to the file clarifying any documents contained in the file, and may have a representative of the Union present when reviewing his file. A one-time request for copies of items included in the file shall be honored by the employer. All items in an employee's file with regard to complaints and investigations will be clearly marked with respect to final disposition.

11.06 All complaints by civilians against an employee of the City shall be reduced to writing by the person receiving such complaint, and signed by the complaining witness if possible, and immediately transmitted to the Fire Chief or his designee.

Should the complaint be resolved, it shall be so noted on the complaint.

In the event a citizen complaint shall result in formal disciplinary action against an employee, said employee may, upon written request, be given a copy of the complaint, and the name of the complainant, if available. Employees shall have the right to respond to citizen complaints or adverse documents by placing a written response in the personnel file. Such responses must be made within ten (10) days of a document placed in the personnel file by the Employer.

11.07 Records of disciplinary action, not resulting in time off, which are two (2) years old, shall not be used against an employee in a future disciplinary action so long as there has been no occurrence of a similar type incident within the two (2) year period.

11.08 The Employer will explain to all bargaining unit employees; new policies, procedures, rules or regulations prior to implementation.

## ARTICLE XII DISCIPLINE

12.01 A non-probationary employee who is suspended, demoted or discharged shall be given written notice regarding the reason(s) for the disciplinary action within a reasonable time after the Employer has knowledge of the conduct for which an employee is being disciplined. In the case of suspension or discharge, the employee has the right to confer with a representative of the Union.

12.02 Disciplinary action taken by the Employer shall only be for just cause.

12.03 Any disciplinary suspension may be grieved through arbitration as set forth in Article XLV. Reprimands are grievable only through the last step of the Grievance Procedure. The decision of the Mayor at that point shall be final and binding.

## ARTICLE XIII WORK WEEK

13.01 The regular work period for all employees covered by this Agreement will be 50.9 hours per week.

Employees may be placed on a 40-hour work schedule for injuries, light-duty, and/or any other administrative details as determined by the Fire Chief. In this case all benefits will be converted to the 40-hour formula.

ARTICLE XIV            TRADE OF TIME

14.01            Employees may switch schedules or "trade" shifts with one another, with the advance written approval of the Fire Chief. The Chief or his designee must be notified not less than one (1) day prior to the proposed change. The trading of shifts shall not create or cause overtime.

ARTICLE XV            KELLY DAYS

15.01            Employees will receive a Kelly Day every 11 shifts, a total of 11 per year. Kelly Days may only be moved with the approval of the Fire Chief or his designee. The moving of Kelly Days shall not create a staffing shortage.

ARTICLE XVI           COMPENSATORY TIME

16.01            Compensatory time will be granted to all employees for any and all extra duty (call-backs, drills, approved training, etc.) at a rate of one and a half times the hours worked. Compensatory time may be accumulated up to a maximum of ninety-six (96) hours. A maximum of seventy-two (72) hours of compensatory time may be carried over to the next calendar year. Compensatory time may be taken as time off or converted to cash up to a maximum of 240 hours per calendar year.

Members of the bargaining unit who have earned overtime shall have the option to take the time earned as paid overtime or compensatory time. All members of the bargaining unit who work overtime shall be compensated at a rate of one and one-half (1 ½) times the employee's regular hourly rate. For purposes of overtime, sick time shall not be construed as time worked; however, vacation leave, holiday, compensatory time, personal days and Kelly days shall count as time worked

ARTICLE XVII           COURT TIME

17.01            Any employee who must appear in court in a capacity related to his official duties as an employee in the City of Kirtland, prior to or after leaving work, or on a day when he is not

scheduled to work, shall be compensated a minimum of four (4) hours of compensatory time, for such court appearance.

17.02 Any employee who must appear in any court must use a City vehicle for transportation purposes to and from the court appearance to be eligible for court time compensation as set forth in paragraph 17.01, above. Personal vehicles are not to be used by employees for court appearances. Only in the event that a City vehicle is not available, an employee may use his personal vehicle, with approval by the Fire Chief or a designee, for court appearances. An employee who uses his personal vehicle shall be compensated a mileage allowance at the rate applicable to all City employees.

#### ARTICLE XVIII HOLIDAYS

18.01 Employees who work a 24/48-hour schedule will be entitled to five (5) twenty-four hour holidays, to be taken as time off at any time during the calendar year, provided such time off is approved by the Fire Chief.

18.02 Any employee who actually works the following holidays shall receive an additional twelve (12) hours of compensatory time;

New Year's Eve, New Year's Day, St. Patrick's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

\*New Year's holiday begins at 19:00 hours on New Year's Eve and ends at 19:00 hours on New Year's Day.

ARTICLE XIV        VACATIONS

19.01        Each full-time employee shall earn and be entitled to paid vacation in accordance with the following schedule:

<u>Upon completion of</u>	<u>24 Hour Shifts</u>
One (1) Year	5 Shifts
Five (5) Years	7 Shifts
Ten (10) Years	8 Shifts
Fifteen (15) Years	9 Shifts
Twenty (20) Years	11 Shifts

19.02        Earned vacation shall be awarded on the employee's anniversary date in accordance with the above schedule, provided the employee is employed by the Employer at that time.

19.03        Employees will choose vacation dates by seniority.

19.04        An employee who has earned vacation time by reason of being employed in this department shall be able to transfer his vacation time to another department should he elect such a transfer.

19.05        Vacation time shall not be carried over from one year to another without express written authorization of the Employer. Any vacation time that is unused within the year granted, shall be deemed forfeited unless authorized for approved carryover.

19.06        Any employee of the Employer who has accumulated and earned vacation time from being employed by the State of Ohio or any other political subdivision of the State of Ohio and who has become employed by the Employer within one (1) year from his termination from such other public employer shall be allowed to transfer said vacation time and credit to his accumulated vacation time with the Employer, not to exceed three (3) years.

ARTICLE XX            SICK LEAVE

20.01            Sick leave shall be defined as an absence with pay necessitated by: 1) illness or injury to the employee; 2) exposure by the employee to a contagious disease communicable to other employees; and/or 3) serious illness, injury or death in the employee's immediate family.

20.02            Employees will earn sick time at a rate of 4.6 hours for every eighty hours worked, employees that work a twenty-four/forty-eight (24/48) hour schedule will be allowed to accumulate sick time up to one hundred fifty-four (154) hours per year, as opposed to those other employees who work a forty (40) hour schedule and earn up to 120 hours per year.

20.03            An employee who is to be absent on sick leave shall notify the Employer of such absence and the reason therefore at least one (1) hour before the start of his work shift each day he is to be absent.

20.04            Sick leave may be used in segments of not less than one (1) hour.

20.05            Before an absence may be charged against accumulated sick leave, the Employer may require such proof of illness, injury or death as may be satisfactory to him, or may require the employee to be examined by a physician designated by the Employer and paid by the Employer. In any event, an employee absent for more than three (3) consecutive days may be required to supply a physician's report to be eligible for paid sick leave.

20.06            If an employee fails to submit adequate proof of illness, injury or death upon request, or in the event that upon such proof is submitted or upon the report of medical examination, the Employer finds there is not satisfactory evidence of illness, injury or death sufficient to justify the employee's absence, such leave may be considered an unauthorized leave and shall be without pay.

20.07            Any abuse or patterned use of sick leave shall be just and sufficient cause for disciplinary action.



20.08 The Employer may require an employee who has been absent due to personal illness or injury, prior to and as a condition of his return to duty, to be examined by a physician designated and paid by the Employer, to establish that he is not disabled from the performance of his duties and that his return to duty will not jeopardize the health and safety of other employees. Should there be a conflict between the employee's physician and the physician designated by the Employer over an opinion concerning the employee's ability to return to work, a third physician, who will be chosen by mutual agreement between the Employer and the Union, shall examine the employee and decide the matter in question. This jointly appointed physician shall be paid by the Employer and the Union with said fee being equally shared by the parties.

20.09 When the use of sick leave is due to illness or injury in the immediate family, "immediate family" shall be defined to only include the employee's spouse, children and parents residing with the employee. When the use of sick leave is due to death in the immediate family, "immediate family" shall be defined to only include the employee's parents or parents-in-law, spouse, child, grandchild, brother, sister, or person residing in the household to whom the employee is in loco parentis.

20.10 Upon the retirement of an employee who has not less than ten (10) years of continuous employment with the Employer and who has qualified for retirement benefits from a State of Ohio public employee retirement system, such employee shall be entitled to receive a cash payment equal to his hourly rate of pay at the time of retirement multiplied by one-third (1/3) the total number of accumulated but unused sick hours earned by the employee, as certified by the Employer, providing that such resulting number of hours to be paid shall not exceed six hundred twenty-four (624) hours. Any remaining sick hours after the 624-hour conversion payout shall be paid to the retiring employee at the rate of Twenty Dollars (\$20.00) per each additional eight hours of sick time.

\*Example: Employee A retires with 2,100 hours of earned sick time. Multiply the 624-hour maximum at the current hourly rate of \$26.27 to equal \$16,392.48. 1,476 hours of sick time remain and are now divided by 8 to equal 184.5. 184.5 is multiplied by \$20 to equal \$3,690.00. Employee A will receive a total of \$20,082.48 in sick leave upon retirement.

20.11 Any employee who utilizes zero (0) hours of sick leave in a calendar year shall receive an additional twenty-four (24) hour personal day in the subsequent calendar year. Such personal day must be utilized by the employee with the approval of the Employer.

ARTICLE XXI            FUNERAL LEAVE

21.01            All full-time employees shall be entitled to funeral leave, not deducted from sick leave, one (1) twenty-four (24) hour shift, for each death in the employee's immediate family.

21.02            Immediate family shall be defined to the same parameters as in Sick Leave, Article 20.09.

ARTICLE XXII           PERSONAL SICK DAY

22.01            All full-time employees shall be entitled to one (1) twenty-four (24) hour personal sick day per calendar year, to be deducted from the employee's accumulated sick leave. This personal sick day shall not count as "Sick Time" however, the hours will be deducted as sick leave and employees will still receive the bonus provision set forth in Section 20.11.

ARTICLE XXIII           INJURY LEAVE

23.01            When an employee is injured in the line of duty while actually working for the Employer, he shall be eligible for paid leave, not to exceed sixty (60) calendar days from the injury date, providing that he files for Workers' Compensation and signs a waiver assigning to the Employer those sums of money he would ordinarily receive as weekly compensation as determined by law for that number of weeks he receives benefits under this Article. Such leave shall commence after the employee utilizes his sick leave for the first three (3) twenty-four (24) hour shifts. Sick leave will be reimbursed to the extent of the Workers' Compensation benefits received by the Employer.

23.02            If at the end of this sixty (60) calendar day period, the employee is still disabled, the leave may, at the Employer's sole discretion, be extended for an additional sixty (60) calendar day period.

23.03            The Employer shall have the right to require the employee to have a physical exam by a physician appointed and paid by the Employer, resulting in the physician's certification that

the employee is unable to return to work due to the injury as a condition precedent to the employee receiving benefits under this Article. The designated physician's opinion shall govern whether the employee is actually disabled or not, but shall not govern whether the Employer shall extend the period of leave.

ARTICLE XXIV      JURY DUTY

24.01            Any employee who is called for jury duty; Federal, County or Municipal, shall be paid his or her regular salary provided the employee signs over to the City any fees received for such jury duty.

ARTICLE XXV      INSURANCE

25.01            The Employer shall continue to provide employee health insurance through the Lake County consortium of participating public entities. The Employer shall be subject to the health insurance plan(s) and plan documents as determined by Lake County. The Employer shall have the right to change insurance carriers or coverage so long as employees retain comparable coverage of the Lake County Plan(s) at the time the Employer opts out of the Lake County consortium.

25.02            Effective January 1, 2022 and for all times thereafter, any employee on the "single" plan shall pay twelve percent (12%) of the health care premium up to a maximum of two hundred (\$200.00) dollars per month through payroll deduction.

                    Effective January 1, 2022 and for all times thereafter, any employee on the "family" plan shall pay twelve percent (12%) of the health care premium up to a maximum of three hundred (\$300) dollar per month through payroll deduction.

ARTICLE XXVI      LONGEVITY

26.01            All employees shall receive longevity payments after completion of the required length of continuous full-time service, pursuant to the following schedule:

After completion of:

5 years	\$ 550.00
10 years	\$1,100.00
15 years	\$1,650.00
20 years	\$2,100.00

26.02 Longevity payments shall be made in lump sum on the basis of completion of the appropriate full year of service in the first full pay period in January of each year.

ARTICLE XXVII WAGES

27.01 Effective at the beginning of the first full payroll period, as listed herein of each year of the Agreement, all full-time Firefighter/Paramedics shall receive wages according to the following schedule:

	<u>Year</u>	<u>January 2022</u>	<u>January 2023</u>
(4 <sup>th</sup> Class)	Start	\$60,048	\$61,249
(3 <sup>rd</sup> Class)	After 1 year	\$60,644	\$61,857
(2 <sup>nd</sup> Class)	After 2 years	\$63,994	\$65,274
(1 <sup>st</sup> Class)	After 3 years	\$68,572	\$69,943

27.02 Effective at the beginning of the first full payroll period, as listed herein of each year of the Agreement, all full-time Lieutenants shall receive wages in accordance with the following schedule: (2<sup>nd</sup> class = 1.05 X 1<sup>st</sup> class Firefighter/Paramedic, 1<sup>st</sup> class = 1.065 X 1<sup>st</sup> class Firefighter/Paramedic).

	<u>January 2022</u>	<u>January 2023</u>
2 <sup>nd</sup> Class Lieutenant	\$72,001	\$73,440
1 <sup>st</sup> Class Lieutenant	\$73,029	\$74,489

Lieutenants shall progress from 2<sup>nd</sup> Class to 1<sup>st</sup> Class after completion of a one (1) year probationary period.

27.03 Effective at the beginning of the first full payroll period, as listed herein of each year of the Agreement, all full-time Captains shall receive wages in accordance with the following schedule: (2<sup>nd</sup> class = 1.1 X 1<sup>st</sup> class Firefighter/Paramedic, 1<sup>st</sup> class = 1.13 X 1<sup>st</sup> class Firefighter/Paramedic).

	<u>January 2022</u>	<u>January 2023</u>
2 <sup>nd</sup> Class Captain	\$75,429	\$76,937
1 <sup>st</sup> Class Captain	\$77,486	\$79,036

Captains shall progress from 2<sup>nd</sup> Class to 1<sup>st</sup> Class after completion of a one (1) year probationary period.

27.04 All 3<sup>rd</sup> Class Firefighter/Paramedics shall receive one thousand dollars (\$1,000.00) annually as professional pay.

27.05 All 2<sup>nd</sup> Class Firefighter/Paramedics shall receive two thousand dollars (\$2,000.00) annually as professional pay.

27.06 All 1<sup>st</sup> Class Firefighter/Paramedics, 1<sup>st</sup> and 2<sup>nd</sup> Class Lieutenants, and 1<sup>st</sup> and 2<sup>nd</sup> Class Captains shall receive three thousand dollars (\$3,000.00) annually as professional pay.

27.07 All employees who have completed their probationary period shall receive an additional one thousand five hundred dollars (\$1,500.00) of competency pay each year of the agreement when it is confirmed that they have met all required competencies for the prior calendar year. Any qualifying employees shall be entitled to this competency payment by the end of January of the following year.

For the purposes of this Agreement, all eligible employees shall be entitled to competency pay in the amount of \$1,500.00 in January 2022 for successfully completing all required competencies in 2021.

27.08 The hourly rate for employees regularly assigned to twenty-four/forty-eight (24/48) hour schedule will be the employee's annual salary, listed above, divided by two-thousand six-hundred and forty-seven (2,647) hours.

27.09 Beginning the first pay period in January of 2022 employees shall be paid their salaries in bi-weekly installments at an average of 50.9 hours per week.

27.10 A minimum of one full-time member must be on-duty at all times.

ARTICLE XXVIII CALL BACKS

28.01 All employees will receive a minimum two (2) hours which converts to three (3) hours of compensatory time for all call-backs for emergency calls and manpower. If the call-back lasts longer than two (2) hours, the actual hours worked will be documented and converted to compensatory time. During the event of a call-back, employees are considered on-duty and shall complete any work that is in process, such as vehicle, station or exterior maintenance. Any and all work related to the call-back shall be completed prior to leaving the station. This may involve washing vehicles, restocking EMS supplies, loading hose and any other tasks assigned by the shift officer.

ARTICLE XXIX PENSION "PICK-UP"

29.01 As permitted by the Internal Revenue Service and Police and Fire Disability and Pension Fund, the Employer agrees to implement the "salary reduction" method for pension "pick-up." Such plan will take effect upon approval of the Pension Board.

ARTICLE XXX UNIFORM ALLOWANCE

30.01 All full-time employees shall receive an annual uniform allowance in the amount of one thousand two hundred dollars (\$1,200) each year of the Agreement. Uniform allowance shall continue to be through a voucher/purchase order system. The Employer shall select the

store(s) at which employees may purchase such uniforms. Uniform allowances for newly hired employees shall be pro-rated.

30.02 All employees may cash in one-fourth (1/4) or three-hundred (\$300) dollars of their clothing allowance by October 31<sup>st</sup> each calendar year, with approval of the Fire Chief.

## ARTICLE XXXI VACANCIES AND PROMOTIONS

31.01 Vacancies in all positions above Firefighter/Paramedic, except the Chief, shall be filled if practicable, by promotions. No member of the bargaining unit shall be eligible to take the written examination unless he/she qualifies in one of three preconditions:

1. Three (3) years of continuous full-time employment with the City of Kirtland Fire Department; or
2. Two (2) years of continuous full-time employment with the City of Kirtland Fire Department AND at least three (3) years of continuous part-time employment with the City of Kirtland Fire Department; or
3. Two (2) years of continuous full-time employment with the City of Kirtland Fire Department AND at least five (5) years of part-time or full-time employment as a Firefighter/Paramedic with other political subdivision(s) and/or the City of Kirtland.

31.02 All promotional job vacancies, except any position of Executive Officer (designated as Executive Captain, see 31.06), shall be filled according to merit and fitness ascertained through an objective, written, open-competitive examination, administered by the Civil Service Commission, oral interviews, and other selection criteria (seniority, assessment center, etc.) established by the Employer. The score attained on the written examination shall account for not greater than fifty (50%) percent of the total cumulative score from which the appointee shall be selected.

31.03 The appointee shall be selected from the top three (3) cumulative passing scores and for more than one vacancy from groups of three passing scores thereafter. Once a person has been passed over twice for the vacancy, his name shall be removed from the eligibility list.

31.04 An employee who is promoted shall be required to satisfactorily complete the applicable probationary period. He will be considered to have qualified on the new job when he

satisfactorily performs the required duties with no more supervision than is required of other employees on the same or similar jobs and when his record as to quality and quantity of work meets the standards applicable to the job. If, during the probationary period or at the end of the probationary period, it is determined, at the Employer's sole discretion, that the employee cannot satisfactorily perform the new job, he may be returned to his previously held position. Such reversion to an employee's prior position, during the probationary period, shall not be appealable to any grievance/arbitration procedure, civil service procedure, or any other forum, legal or administrative.

31.05 Effective upon the execution of this Agreement, any presently existing promotional list shall be voided and a new promotional list will be developed pursuant to this Article.

31.06 Executive Officer – The Fire Chief shall, at his discretion, select up to one (1) officer to fill the position/assignment of “Second in Command” or officer who is authorized to perform the duties of the Fire Chief in his absence. The officer serving in this capacity will act as the Executive Officer of the agency and shall be exempt from the bargaining unit. Assignment to the position of Executive Officer is revocable at the discretion of the Fire Chief or upon request of the assigned officer. This assignment shall not be deemed a vacancy or promotion pursuant to Article XXXI (Vacancies and Promotions). Should the Executive Officer be removed, or request removal, from the assignment of Executive Officer, he will return to the bargaining unit with no loss of seniority or rank.

## ARTICLE XXXII LAY-OFF AND RECALL

32.01 Where, because of economy, consolidation or abolishment of functions, curtailment of activities or otherwise, the Employer determines that it is necessary to reduce the size of its work force, such reduction shall be made in accordance with the provisions set forth, herein, below.

32.02 Employees within the effected job classification shall be laid off according to their departmental seniority with the least senior being laid off first.



32.03 Employees who are laid off from one job classification may displace (bump) another employee with lesser departmental seniority in an equal or lower rated job classification within the department.

32.04 In all cases where one employee is exercising his seniority to displace (bump) another employee, his right to displace (bump) is subject to the condition that he is qualified for the position and able to perform the functions and duties of the position into which he is attempting to displace (bump).

32.05 Recalls shall be in the inverse order of lay-off and a laid-off employee shall retain his right to recall for eighteen (18) months from the date of his lay-off. Notice of recall shall be sent to the employee's address listed on the Employer's records and shall be sent via certified mail, return receipt requested. An employee who refuses recall or does not report to work within five (5) calendar days from the date the employee receives the recall notice, shall be considered to have resigned his position and forfeits all rights to employment with the Employer.

#### ARTICLE XXXIII MISCELLANEOUS

33.01 In any instance where the Employer sends an employee for a medical examination, the Employer shall pay the cost of the examination and shall pay the employee for the time expended taking such examination to the extent that such time is beyond the employee's shift.

33.02 The Union will be allowed one (1) bulletin board for official Union notices, to be located in at each fire station. Any materials placed on the bulletin board shall be signed by a representative of the Union and a copy provided to the Employer at the time of posting. There shall be no posting of inflammatory material or material which may be defamatory in nature.

33.03 Employees shall be permitted to work off duty assignments subject to approval, and scheduling requirements as established by the Employer. This shall not be construed as preventing the Employer from assigning responsibility for scheduling to a bargaining unit member. The employee's part-time commitments shall not interfere with his/her full-time job.

33.04 The Employer agrees, to the extent possible, to give employees reasonable notice of any departmental meetings or mandatory special details. In the event an employee is subpoenaed to appear in court, the Employer agrees to notify said employee as soon as is reasonably possible after receipt of the subpoena by the City.

33.05 The Employer agrees that personal or confidential mail of the employee delivered to the Fire Department, and designated or denominated as such, shall not be opened by the Employer or its agents.

33.06 The City agrees that in the event it is required to make deductions for child support payments the City shall not charge a poundage payment or service fee to the employee for such deduction or service.

#### ARTICLE XXXIV ACTING OFFICER IN CHARGE (OIC) PAY

34.01 During the absence of a Captain, the Fire Chief will designate an acting OIC. The acting OIC will receive (.0625) hours of compensatory time for each hour worked, beginning at a minimum of four (4) hours. If a Lieutenant is on-duty, he/she will be the designated OIC and no acting OIC compensatory time will be awarded.

#### ARTICLE XXXV DRUG TESTING

35.01 Drug screening/testing shall be conducted at times of pre-employment, annual physical if instituted, randomly, and upon reasonable suspicion. Drug screening/testing shall be conducted solely for administrative purposes and the results obtained shall not be used in any criminal proceeding. Under no circumstances may the results of drug screening or testing be released to a third party. The following procedure shall not preclude the Employer from other administrative action but such actions shall not be based solely upon the test results.

35.02 All drug screening tests shall be conducted by medical laboratories licensed by the State of Ohio. The procedure utilized by the test lab shall include a chain of custody procedure and mass spectroscopy confirmation of any positive initial screening.

35.03 Drug screening tests shall be given to employees to detect the illegal use of controlled substances as defined in the Ohio Revised Code. If the screening is positive, the employee shall be ordered to undergo a confirmatory test of blood by the gas chromatography-mass spectrophotometry method which shall be administered by a medical laboratory licensed by the State of Ohio. The employee may have a second confirmatory test done at a medical laboratory licensed by the State of Ohio of his choosing, at his expense. This test shall be given the same evidentiary value as the two previous tests.

35.04 Upon the findings of positive test results for an illegal controlled substance by the chemical tests, the Employer shall conduct an internal investigation to determine if facts exist to support the conclusion that the employee knowingly used an illegal controlled substance. Upon the conclusion of such investigation, the Employer shall have the right to disciplinary action. The Employer may require the employee to participate in a rehabilitation or detoxification program, as determined by appropriate medical personnel. An employee who participates in a rehabilitation or detoxification program shall be allowed to use sick leave, vacation leave, and personal days for the period of the detoxification program. If no such leave credits are available, such employee shall be placed on a medical leave of absence without pay for the period of the rehabilitation or detoxification program. Upon completion of such program and a retest that demonstrates the employee is no longer illegally using a controlled substance, the employee shall be returned to his position. Such employee may be subject to periodic retesting at the discretion of the employer upon his return to his position. Any employee in the above-mentioned rehabilitation or detoxification programs will not lose any seniority or benefits should it be necessary that he be required to take a medical leave of absence without pay for a period not to exceed ninety (90) days.

35.05 If the employee refuses to undergo rehabilitation or detoxification, or if he fails to complete a program of rehabilitation, or if he tests positive at any time within two (2) years after his return to work upon completion of the program of rehabilitation, such employee shall be subject to disciplinary action. Except as otherwise provided herein, costs of all drug screening tests and confirmatory tests shall be borne by the City. For the purpose of this article, "periodic" shall mean not more than six (6) times per year, except that drug tests may be performed at any time upon "reasonable suspicion" of drug use.

35.06 No drug testing shall be conducted without the authorization of the Department Head. If the Department Head orders, the employee shall submit to a toxicology test in accordance

with the procedure set forth below. Refusal to submit to toxicology testing after being ordered to do so may result in disciplinary action.

35.07 The employee and the Union shall be given a copy of the laboratory report of both specimens before any discipline is imposed.

#### ARTICLE XXXVI CONFORMITY TO LAW

36.01 This Agreement shall be subject to and subordinated to any applicable present and future Federal and State laws, the invalidity of any provision(s) of this Agreement by reason of any such existing or future law shall not affect the validity of the surviving provisions.

36.02 If the enactment of legislation, or a determination by a court of final and competent jurisdiction (whether in a proceeding between the parties or in one not between the parties but controlling by reason of the facts) renders any portion of this Agreement invalid or unenforceable, such legislation or decision shall not affect the validity of the surviving provisions of this Agreement, which shall remain in full force and effect as if such invalid provisions(s) thereof had not been included herein.

#### ARTICLE XXXVII TOTAL AGREEMENT

37.01 This Agreement represents the entire agreement between the Employer and the Union and unless specifically and expressly set forth in the express written provisions of this Agreement, all rules, regulations, benefits and practices previously and presently in effect may be modified or discontinued at the sole discretion of the Employer, without any such modification(s) or discontinuance(s) being subject to any grievance or appeal procedure herein contained.

#### ARTICLE XXXVIII OBLIGATION TO NEGOTIATE

38.01 The Employer and the Union acknowledge that during negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

38.02 Therefore, for the life of this Agreement, the Employer and the Union each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain/negotiate collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they bargained/negotiated and signed this Agreement.

ARTICLE XXXIX GENDER AND PLURAL

39.01 Whenever the context so requires, the use of words herein in the singular shall be construed to include the plural, and words in the plural, the singular, and words whether in the masculine, feminine or neuter gender shall be construed to include all of said genders. By the use of either the masculine or feminine genders it is understood that said use is for convenience purposes only and is not to be interpreted to be discriminatory by reason of sex.

ARTICLE XL HEADINGS

40.01 It is understood and agreed that the use of headings before articles or sections is for convenience only and that no heading shall be used in the interpretation of said article or section nor effect any interpretation of any article or section.

ARTICLE XLI LEGISLATIVE APPROVAL

41.01 It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given its approval.

ARTICLE XLII      MILITARY LEAVE

42.01            Any employee who is a member of a reserve force of the United States, or the State of Ohio and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States, or the State of Ohio, shall be granted leave of absence during the period of such activity.

42.02            Such leave shall not reduce the employee's seniority status, vacation, sick leave or other benefits.

42.03            Employees will be paid the difference between their normal weekly wage and military pay, providing the military pay is less than their normal weekly wage and such payments do not continue for a period of greater than thirty-one (31) days.

ARTICLE XLIII      DURATION

43.01            This Agreement shall become effective at 12:01 a.m. on **January 1, 2022** and shall continue in full force and effect, along with any amendments made and annexed hereto, until midnight, **December 31, 2023**.

ARTICLE XLIV      GRIEVANCE PROCEDURE

44.01            Every employee shall have the right to present his grievance in accordance with the procedures provided herein, free from any interference, coercion, restraint, discrimination or reprisal and shall have the right to be represented by a person of his own choosing at all stages of the Grievance Procedure. It is the intent and purpose of the parties to this Agreement that grievances shall be settled, if possible, at the lowest step of this procedure.

44.02 For the purposes of this procedure, the below listed terms are defined as follows:

- a) Grievance - A "grievance" shall be defined as a dispute or controversy arising from the alleged misapplication or misinterpretation of only the specific and express written provision of this Agreement.
- b) Aggrieved party - The "aggrieved party" shall be defined as only any employee or group of employees within the bargaining unit actually filing a grievance.
- c) Party in Interest - A "party in interest" shall be defined as any employee of the Employer named in the grievance who is not the aggrieved party.
- d) Days - A "day" as used in this procedure shall mean calendar days, excluding Saturdays, Sundays or Holidays as provided for in this Agreement.

44.03 The following procedures shall apply to the administration of all grievances filed under this procedure.

- a) Except at Step 1, all grievances shall include: 1) the name and position of the aggrieved party; 2) the identity of the provisions of this Agreement involved in the grievance; 3) the time and place where the alleged events or conditions constituting the grievance took place; 4) the identity of the party responsible for causing the said grievance, if known to the aggrieved party; and 5) a general statement of the nature of the grievance and the redress sought by the aggrieved party.
- b) Except at Step 1, all decisions shall be rendered in writing at each step of the grievance procedure. Each decision shall be transmitted to the aggrieved

party and his representative, if any.

- c) If a grievance affects a group of employees working in different locations, with different principals, or associated with an employer-wide controversy, it may be submitted at Step 3.
- d) The preparation and processing of grievances shall be conducted only during non-working hours.
- e) Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having said matter informally adjusted without the intervention of the Union, provided that the adjustment is not inconsistent with the terms of this Agreement and the employee shall follow the chain of command for purposes of notification only. Such notification shall not be construed as request to go further. In the event that any grievance is adjusted without a formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respects, be final, said adjustment shall not create a precedent or ruling binding upon the Employer in future proceedings.
- f) The grievant may choose whomever he wishes to represent him at any step of the grievance procedure.
- g) The existence of this Grievance Procedure, hereby established, shall not be deemed to require any employee to pursue the remedies herein provided and shall not impair or limit the right of any employee to pursue any other remedies available under law, except that any employee who pursues any other available remedy other than provided by this procedure, shall automatically have waived and forfeited any remedies provided by this procedure.



- h) This procedure shall not be available for disputes concerning any type of discipline or discharge actions.
- i) The time limits provided herein will be strictly adhered to and any grievance not filed initially or appealed within the specified time limits will be deemed waived and void. If the Employer fails to reply within the specified time limit, the grievance shall automatically move to the next step. The time limits specified for either party may be extended only by written mutual agreement.
- j) This procedure shall not be used for the purpose of adding to, subtracting from, or altering in any way, any of the provisions of this Agreement

44.04 All grievances shall be administered in accordance with the following steps of the grievance procedure:

Step 1:

An employee who believes he may have a grievance shall notify his immediate supervisor of the possible grievance within five (5) days of the occurrence of the facts giving rise to the grievance. The supervisor will schedule an informal meeting with the employee and his representative, if the representative's presence is requested by the employee, within five (5) days of the date of the notice by the employee. The supervisor and the employee, along with the employee's representative, if his presence is requested by the employee, will discuss the issues in dispute with the objective of resolving the matter informally.

Step 2:

If the dispute is not resolved informally at Step 1, it shall be reduced to writing by the aggrieved party and/or his representative, if any, and presented as a grievance to the Fire Chief within five (5) days of the informal meeting or notification of the supervisor's decision at Step 1, whichever is later, but not later than seven (7) days from the date of the meeting if the supervisor fails to give the aggrieved party an answer. The Fire Chief shall give his answer to the aggrieved party, with a

copy to the aggrieved party's representative, if any, within five (5) days of the receipt of the written grievance.

Step 3:

If the aggrieved party is not satisfied with the written decision at the conclusion of Step 2, a written appeal of the decision may be filed with the Mayor within five (5) days from the date of the rendering of the decision in Step 2. Copies of the written decisions shall be submitted with the appeal. The Mayor or his designee shall convene a meeting within ten (10) days of the receipt of the appeal. The meeting will be held with the aggrieved party, his representative, if any, and any other party necessary to provide the required information for the rendering of a proper decision. The Mayor or his designee shall issue a written decision to the employee, with a copy to the employee's representative, if any, within fifteen (15) days from the date of the meeting. If the aggrieved party is not satisfied with the decision at Step 3, he may proceed to arbitration pursuant to the Arbitration Procedure herein contained.

ARTICLE XLV            ARBITRATION PROCEDURE

45.01            In the event a grievance is unresolved after being processed through all of the steps of the Grievance Procedure, unless mutually waived or having passed through the various steps by time limit default(s) of the Employer, then within ten (10) days after the rendering of the decision at Step 4, or a time limit default by the Employer at Step 4, the aggrieved party may submit the grievance to arbitration. Within this ten (10) day period, the parties will meet to attempt to mutually agree upon an arbitrator. If such agreement is not reached, the arbitrator shall be selected in accordance with the rules and regulations of the Federal Mediation and Conciliation Service (FMCS), and the arbitrator ultimately designated shall hear the grievance in question.

45.02            The arbitrator shall have no power or authority to add to, subtract from, or in any manner alter the specific terms of this Agreement, or to make any award requiring the commission of any act prohibited by law, or to make any award that itself is contrary to law or violates any of the terms and conditions of this Agreement.

45.03            The arbitrator shall not decide more than one (1) grievance on the same hearing day or series of hearing days, except by the mutual written agreement of the parties.

45.04 The hearing(s) shall be conducted pursuant to the Rules and Regulations of the FMCS.

45.05 The fees and expenses of the arbitrator and the cost of the hearing room, if any, shall be borne by the party losing the grievance. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for any of the expenses incurred by the other party.

45.06 The arbitrator's decision and award will be in writing and delivered within thirty (30) days from the date the record is closed. The decision of the arbitrator shall be final and binding upon the parties.

45.07 The Union agrees to indemnify and hold the Employer harmless against any and all claims, demands, suits or other forms of liability that may arise out of any determination that the Union failed to fairly represent a member of the bargaining unit during the exercise of his rights as provided by the Grievance and Arbitration Procedures herein contained.

ARTICLE XLVI EXECUTION

46.01 IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed this \_\_\_\_ day of \_\_\_\_\_, 2021.

FOR THE KPF LOCAL 3735:

FOR THE CITY OF KIRTLAND:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
KEVIN F. POTTER, MAYOR