

# Memorandum of Agreement

between the  
City of Albany  
and the  
Albany Fire Fighters, Local #845 IAFF

Updated June 17, 2019

This Memorandum of Agreement is entered into between the City of Albany (City) and the Albany Fire Fighters, Local #845, International Association of Fire Fighters (Union), collectively the "Parties."

The City is currently in the process of implementing a new financial information system that includes Payroll and Human Resources modules (hereafter collectively referred to as "HRIS"). The implementation of the HRIS modules necessitates a change from the current monthly pay practice to a semimonthly pay practice.

Upon moving to the new semimonthly payroll cycle, an employee will receive pay on the following schedule for the January 31, 2020, paycheck and semimonthly each paycheck going forward.

December 31, 2019	January 17, 2020	January 31, 2020	February 15, 2020
Final Paycheck old system  (full month's pay for December 1 - December 31)	Timesheets due new system	1st paycheck new system  (pay for January 1 - January 15 timesheet plus any pay adjustments, including overtime, for December 16 to December 31)	2nd paycheck new system  (pay, including overtime, for January 16 - January 31 timesheet)

Due to the impact of "trueing up the timesheet" and change in payroll cycles, the Parties agree to the following adjustments to pay and accrual practices as a one-time non-precedent setting option:

- A) The City will provide an optional January 15, 2020, payroll. A Union member may choose to sell back any combination of paid leave (vacation, holiday, personal, sick leave) accrual hours and compensatory hours up to their regularly scheduled hours in a two-week period, with the maximum accrual sellback being 120 hours for a 56-hour employee and 88 hours for a 40-hour employee.

1. The following leave accruals will apply to this one-time sellback option:

- a. Compensatory time: maximum accrual will be capped at 220 hours. Increasing the maximum accrual hours from 100 to 220 until the completion of the optional payroll on January 15, 2020, at which time the maximum accrual will be reduced back down to 100 hours as per current Article 7.6 of the Collective Bargaining Agreement. Only employees requesting in advance to sell compensatory time will be allowed to increase their compensatory time bank. This overage will be allowed from February 1, 2019, through January 15, 2020, only.
- b. Vacation
- c. Holiday
- d. Personal Leave
- e. Sick Leave (Old or New)

All compensatory hours above the maximum allowed of 100 hours will be cashed out first on January 15, 2020. If an employee requested to sell back more hours than available in their compensatory accrual bank, additional hours will be paid out of whichever remaining leave bank the employee requested.

B) Fire Union employees may borrow up to a maximum 120 hours of vacation for a January 15, 2020, accrual payout.

1. Borrowing must be in increments of 10 hours.
2. Monthly pay back will be 10 hours per month beginning January 31, 2020, payroll.  
(Payback ends December 31, 2020, payroll unless the amount owed is 0 prior to this date.)
3. An employee may only pay back 10 hours per month due to system tracking limitations.
4. Should an employee leave City of Albany employment prior to paying back the balance of hours owed, the employee agrees to have the dollar value of hours owed deducted from their final paycheck.

<b>Month</b>	<b># Payrolls per Month</b>	<b>Amount to be deducted from Vacation</b>	
January 31, 2020	1	10 hours (one payroll)	
February 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
March 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
April 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
May 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
June 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
July 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
August 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
September 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
October 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
November 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
December 2020	2	5 hours each payroll	<i>Total of 10 hours</i>
		<b>Maximum Hours allowed</b>	<i>120 hours</i>

C) The City will provide a form to Union-represented employees. This form will allow a Union-represented employee to select the number of accrual hours to be paid out and from which account(s) (vacation, holiday, personal leave, old or new sick accrual(s) and/or compensatory time); the option to borrow vacation from future accruals; or an employee may choose a combination of both options – payout and borrowing up to a maximum of 120 hours. Payouts will be made for the optional January 15, 2020, paycheck. The form will be due in the Fire Administration office no later than 5:00 p.m., June 28, 2019.

This form will also include a declination that the Union-represented employee has been offered a January 15, 2020, payout and the employee is choosing to decline the option. An employee who fails to return a signed selection form by the June 28, 2019, deadline forfeits his/her right to this one-time sellback; however, Union-represented employees hired after June 28, 2019, may make a one-time election to receive a payout and/or to borrow vacation on their January 15, 2020, paycheck within 10 calendar days of their date of hire. A form will be provided to new hires by the City.

Union-represented employees choosing to be paid out for actual leave accruals will only be paid out for accruals on record as of January 1, 2020, and only from the accrual types requested on the payout form. If an employee requests payout for hours not accrued as of January 1, 2020, the employee will only receive payment for actual hours available in the accrual bank they have requested. Employees will be allowed a two week window period (November 1, 2019, to November 15, 2019) to change the accrual bank out of which hours are to be paid (vacation, holiday, personal leave, old or new sick accrual(s) and/or compensatory time) or decrease the total number of hours requested, but will not be allowed to increase the total hours requested to be paid out after the June 28, 2019, deadline. Changes may be made by completing a new form and submitting it to payroll. The Parties agree to modify Union members’ monthly accrual earnings to semimonthly accrual earnings as follows. (Union members will continue to earn the equivalent monthly accruals on a semimonthly basis.)

**Article 9.1 – Emergency Services Personnel Paid Leave**

**A. Shift Vacation/Personal/Sick Leave Accrual**

<b>Shift</b>			
<u>Months of Service</u>	<u>Vacation</u>	<u>Personal Leave</u>	<u>Sick Leave</u>
1 through 60	23 hours monthly	2 hours monthly	12 hours monthly
	11.5 each payroll	1 hour each payroll	6 hours each payroll
61 through 120	27 hours monthly	2 hours monthly	12 hours monthly
	13.5 each payroll	1 hour each payroll	6 hours each payroll
121+	32 hours monthly	2 hours monthly	12 hours monthly
	16 each payroll	1 hour each payroll	6 hour each payroll

B. Day Vacation/Personal/Sick Leave Accrual

<b>Day</b>			
<u>Months of Service</u>	<u>Vacation</u>	<u>Personal Leave</u>	<u>Sick Leave</u>
1 through 60	16 hours monthly	2 hours monthly	10 hours monthly
	8 hours each payroll	1 hour each payroll	5 hour each payroll
61 through 120	22 hours monthly	2 hours monthly	10 hours monthly
	11 hours each payroll	1 hour each payroll	5 hour each payroll
121+	28 hours monthly	2 hours monthly	10 hours monthly
	14 hours each payroll	1 hour each payroll	5 hour each payroll

Vacation leave accruals includes seven (7) holiday hours for Shift and 6.58 hours for Day Emergency Services personnel.

Article 10.2 – Day Personnel Paid Leave

A. Day Vacation/Holiday/Sick Leave Accrual

<u>Months of Service</u>	<u>Vacation</u>	<u>Holiday Leave</u>	<u>Sick Leave</u>
1 through 48	6.67 hours monthly	2 hours monthly	8 hours monthly
	3.34 hours each payroll	1 hours each payroll	4 hours each payroll
49 through 94	9.34 hours monthly	2 hours monthly	8 hours monthly
	4.67 hours each payroll	1 hours each payroll	4 hours each payroll
95 through 168	10.67 hours monthly	2 hours monthly	8 hours monthly
	5.34 hours each payroll	1 hours each payroll	4 hours each payroll
169 through 228	12.67 hours monthly	2 hours monthly	8 hours monthly
	6.34 hours each payroll	1 hours each payroll	4 hours each payroll
229+	14 hours monthly	2 hours monthly	8 hours monthly
	7 hours each payroll	1 hours each payroll	4 hours each payroll

\* The following listed holidays shall be observed on the calendar date determined by the City:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

D) The Parties also agree to modify the Union members' insurance premium contribution to a semimonthly frequency. Union members will continue to pay the equivalent monthly employee premium, per Article 8.1, on a semimonthly basis. (The example below is based on the July 1, 2019, insurance premium cost.)

**Fire Health Insurance Premiums  
Regence BlueCross BlueShield  
Effective July 1, 2019**

	Total Premium	Paid Coverage	
Medical	<b>\$1,606.50</b>	<b>Monthly City Pays</b>	<b>\$1,9441.02</b>
RX	<b>\$178.70</b>	<b>Monthly IAFF Member Pays</b>	<b>\$80.88</b>
Dental/Orthodontist	<b>\$212.70</b>	Employee Contribution 1-15th	\$40.44
Vision	<b>\$24.00</b>	Employee Contribution 16th-end of month	\$40.44
<b>Total</b>	<b>\$2,021.90</b>		

E) Effective July 1, 2019, the Parties agree to discontinue the practice of rounding base salaries for Fire Union salary schedules and all salary and benefit calculations based off of the salary schedule. (i.e., certification pays, special team pay, field trainer pay, etc.).

Upon the date of the last signature below, this MOA will become the status quo for the Parties and continue in effect until the Parties mutually agree otherwise.

For any other modifications to pay practices by virtue of the City's move to HRIS, the City will provide written notice to the Union under ORS 243.698. Upon receipt of any bargaining demand from the Union, the Parties will comply with the PECBA midterm bargaining obligations.

For City of Albany:

For Albany Fire Fighters, Local #845 IAFF:

Danette Jamison  
Danette Jamison,  
Human Resources Director

Jason Katzenstein  
Jason Katzenstein, President

Dated: 6-19-19

Dated: 6-19-2019

Ben Cooper  
Ben Cooper, Vice President

Dated: 19 JUNE 2019

**ALBANY FIRE UNION**

**Salary Schedule**

*Effective July 1, 2019 through June 30, 2020*

2.0% Salary Adjustment

Classification	Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	121 thru 180	181 thru 240	241+
								months of service Longevity Step (Step* +3%)	months of service Longevity Step (Step* +6%)	months of service Longevity Step (Step*+9%)
Firefighter/EMT (Day) <i>[94% of FF/EMT]</i>	F100	\$4,842.96	\$5,095.92	\$5,322.36	\$5,570.22	\$5,836.44	\$6,121.02	\$6,304.65	\$6,488.28	\$6,671.91
Firefighter/EMT	F101	\$5,151.00	\$5,421.30	\$5,663.04	\$5,925.18	\$6,207.72	\$6,511.68	\$6,707.03	\$6,902.38	\$7,097.73
Community Paramedic	F103	\$5,472.30	\$5,735.46	\$6,011.88	\$6,301.56	\$6,605.52	\$6,924.78	\$7,132.52	\$7,340.27	\$7,548.01
Deputy Fire Marshal - Risk Reduction Specialist/PIO	F105	\$5,475.36	\$5,729.34	\$5,994.54	\$6,271.98	\$6,566.76	\$6,877.86	\$7,084.20	\$7,290.53	\$7,496.87
Apparatus Operator	F107	\$5,525.34	\$5,775.24	\$6,044.52	\$6,332.16	\$6,635.10	\$6,967.62	\$7,176.65	\$7,385.68	\$7,594.71
Deputy Fire Marshal - Compliance	F108	\$5,884.38	\$6,159.78	\$6,449.46	\$6,761.58	\$7,095.12	\$7,458.24	\$7,681.99	\$7,905.73	\$8,129.48
Lieutenant Sr. Deputy Fire Marshal - Compliance	F109	\$6,125.10	\$6,422.94	\$6,727.92	\$7,063.50	\$7,412.34	\$7,770.36	\$8,003.47	\$8,236.58	\$8,469.69

\*Column calculated at Step 6 or based on individual step assignment plus longevity

Single Role Classifications							
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Medical Technician Basic Certification	F110	\$15.68	\$16.47	\$17.29	\$18.15	\$18.69	\$20.01
Emergency Medical Technician Advanced Certification	F111	\$16.73	\$17.56	\$18.44	\$19.36	\$20.33	\$21.35
Emergency Medical Technician Intermediate Certification	F112	\$17.77	\$18.66	\$19.59	\$20.58	\$21.60	\$22.68
Paramedic	F113	\$20.91	\$21.96	\$23.05	\$24.20	\$25.42	\$26.69

Effective July 1, 2019 through June 30, 2020 EMT P Premium Pay (as per Article 7.7) Only for Apparatus Operator, Firefighter/EMT, & Lieutenant Classifications
<b>56-Hour Personnel</b>
EMT P = \$651.17 per month
EMT I = \$390.70 per month
EMT-A = \$130.23 per month
<b>Day Personnel</b>
EMT P (Day) = \$612.10 per month
EMT I (Day) = \$367.26 per month
EMT-A (Day) = \$122.42 per month

Hourly rate (shift) = Base wage + premium pay ÷ 1.13 ÷ 222