Agreement Between
The City of Framingham, Massachusetts
And
The Framingham Deputy Fire Chiefs
LOCAL 1652 - IAFF - AFL-CIO

July 1, 2017 - June 30, 2020
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ARTICLE I - PREAMBLE

This agreement is entered into by and between the City of Framingham Massachusetts, a municipal corporation chartered by The Commonwealth of Massachusetts, hereinafter referred to as the “City,” and the Framingham Deputy Fire Chiefs Local 1652 IAFF, AFL-CIO, hereinafter referred to as the “Union” or “Deputy Fire Chiefs”.

ARTICLE II - RECOGNITION

The City of Framingham recognizes Local 1652, IAFF, AFL-CIO, as the sole and exclusive bargaining representative for the Deputy Fire Chiefs and Fire Marshal of the Framingham Fire Department.

The city agrees that it will not enter into any individual agreements with any employee who is covered by this agreement.

All station and house privileges previously enjoyed by the Deputy Fire Chiefs that are not covered by this agreement shall be retained, with the exception that any abuse of such rights and or privileges shall be reason for the Fire Chief to revoke any such rights or privileges that have been abused.

ARTICLE III – MANAGEMENT RIGHTS

The listing of the following specific rights of management in this article is not intended to be a waiver of any of the rights of the City not listed herein. Such inherent rights shall remain with the City except as they may be shared with the Union by specific provisions of this agreement. Among the management rights vested in the city are the right in accordance with applicable law, to hire, promote, transfer, suspend, demote, discharge, and to relieve employees from duty, and other such rights as are granted by law.

ARTICLE IV – NON DISCRIMINATION

The City and the Union agree to not discriminate against any employee because of union membership or activities, nor shall either discriminate based on the lack of union membership or participation. The city and union will not discriminate against any employee due to race, color, religion, age, or sex.

ARTICLE V – UNION DUES

In accordance with Chapter 180, Section 17A of the General Laws of the Commonwealth of Massachusetts, the City shall deduct, each pay period, Union membership dues, from all employees who authorize such deductions. The City will remit all such sums deducted, to the Treasurer of the Union, with a list of the Union members from whom dues have been deducted.

Pursuant to General Law, Chapter 150E, Section 12, it shall be a condition of employment that every member of the bargaining unit shall pay to the Union any agency service fee, which shall be proportionally commensurate with the cost of collective bargaining and contract administration.
The agency fee shall be deducted each pay period and shall not exceed the amount paid by Union members as their regular membership dues. The City will remit all such sums deducted, to the Treasurer of the Union, with a list of the employees from whom such fees have been deducted.

The Union shall indemnify and hold the City harmless against any claim or other form of liability that may arise out of action taken by the City for the purposes of complying with this section.

ARTICLE VI – INDEMNIFICATION

The City agrees to indemnify, hold harmless and defend the employees covered by this agreement from all claims and liability of third parties in any causes of action that arise out of the employees performance of their duties with the city. These provisions shall not apply in the case of willful, wanton, or illegal conduct.

ARTICLE VII - CIVIL SERVICE LAWS

Nothing in this agreement shall abridge, alter, or diminish any rights established by and contained in the Civil Service Laws of Massachusetts as set forth in Massachusetts General Laws Chapter 31, and any amendments thereto which become effective during the term of this agreement. In cases where this agreement and Civil Service Law are effective, or both of such provisions or procedures shall be utilized by the party or parties concerned to resolve such disputes.

ARTICLE VIII - SENIORITY

Seniority between the Deputy Fire Chiefs shall be computed by the date the employee was appointed to the permanent rank of Deputy Fire Chief.

ARTICLE IX – INSURANCE

Health insurance and group life insurance coverage shall be made available to all bargaining unit employees on the same basis as to other city employees.

ARTICLE X – WORK SCHEDULE

There shall be four Deputy Fire Chiefs assigned to shift duty, one Deputy Fire Chief assigned to each of the four fire suppression groups. The work schedule for Deputy Fire Chief’s assigned to such shift duty shall consist of a forty-two hour workweek averaged over an eight-week cycle. The duty cycle shall consist of one twenty-four (24) hour on duty shift, followed by forty-eight (48) hours off duty, followed by a twenty four (24) hour on duty shift, followed by ninety six (96) hours off duty.

The four Deputy Fire Chief’s assigned to shift duty, may be required to fill in for vacation coverage for other Deputy Fire Chiefs who are assigned to shift duty, up to a maximum total of four hundred eighty (480) hours each calendar year (January 1-December 31). The Deputy Fire Chiefs
will schedule and assign any coverage required to fill these vacation periods with the approval of the Fire Chief. The City of Framingham shall provide coverage for any vacation time required beyond the four hundred eighty (480) hours that will be covered by the four Deputy Fire Chief's who are assigned to shift duty.

The shift Deputy Fire Chief's will provide shift coverage for the first twenty-four (24) hour shift of each occasion of any work shift that a Deputy Fire Chief is absent from work due to illness. There will be no compensation for this coverage. The city will provide coverage for any additional absence due to illness.

The city will provide coverage for all personal days off taken by the Deputy Fire Chief's who are assigned to shift duty.

The city will provide coverage for the absence of a Deputy Fire Chief who is assigned to shift duty, due to bereavement leave as defined in ARTICLE 32.

The city will provide coverage for any Deputy Chief who is assigned to shift duty that is absent due to a job related injury.

The city will provide coverage for any time off required by the Deputy Fire Chiefs for jury duty as specified in the current Fire Department policy for time off for juror duty.

Deputy Fire Chiefs shall be able to turn in one week of unused vacation time, to be credited against the (120) hours of coverage. (FY-12 MOU)

ARTICLE XI - SALARY SCHEDULE

Salary schedule: SEE APPENDIX A.

The Deputy Chief's agree to bi weekly pay if the city decides to implement it. (FY-09 MOU)

Appendix A, salary schedule as follows:

a. Effective July 1, 2017, increase all base wages by 1%.
b. Effective July 1, 2018, increase all base wages by 1%.
c. Effective July 1, 2019, increase all base wages by 2%.

ARTICLE XII – HOLIDAY PAY

The Deputy Fire Chiefs shall receive an additional twenty five percent (25%) of a week's base pay for each of the eleven holidays listed below. Holiday pay shall be paid over and above the employee's regular salary whether the holiday is during an employee's vacation leave, sick leave, or injury leave. Holiday pay shall be paid in two payments, six (6) days pay on the first pay period of June, and five (5) days pay on the first pay period of December. Holiday payments shall be included for the purposes of pension computation and educational incentive computation any employee who
currently receives holiday pay based on the payroll date in which the holiday falls, shall continue to be compensated in this manner.

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ARTICLE XIII - EDUCATIONAL INCENTIVE

Employees covered by this agreement shall receive additional compensation as educational incentive, in increments or amounts equal to the percent of base pay, predicated upon the following schedule. For the purposes of educational incentive only, base pay shall include holiday pay, weekend premium, night differential, and longevity pay. Educational incentive payments shall be included for the purposes of pension computation.

Not less than ten (10) semester hour credits toward baccalaureate or associates degree, one and one half percent (1 ½%) of base pay.
Not less than twenty-five (25) semester hour credits toward baccalaureate or associates degree, three percent (3%) of base pay.

Not less than forty (40) semester hour credits toward baccalaureate or associates degree, five percent (5%) of base pay.

Associate Degree in Fire Science or Fire Management, Business Administration/Management, or Public Administration seven and one half percent (7 ½%) of base pay. (FY-12 MOU)

Baccalaureate Degree in Fire Science or Fire Management, Business Administration/Management, or Public Administration, ten percent (10%) of base pay.

Masters Degree in Fire Science, Fire Management, Business Administration/Management, Public Administration, or a related specialty, approved by the Fire Chief and the Human Resources Department, fifteen percent (15%) of base pay.

A copy of transcript or other appropriate evidence of credits or degree earned must be presented to the Chief of the Fire Department, with copy to the Director of Human Resources, who will maintain complete and on-going records for participants. Credit for individual courses will be given only if a grade of “C” or better is achieved.

Employees receiving benefits and/or credits toward payment under this section who have earned such credits prior to June 30, 1980 shall continue to receive such said benefits and/or credits.

Any employee who takes a course in this program after July 1, 1980 shall be required to earn a grade of “C” or better to claim credit even if previously participating in this program prior to July 1, 1980.
The requirement of a grade of “C” or better shall only apply to those employees seeking payment for forty (40) semester hours or less. Credit claimed for Associate, Baccalaureate, or Masters Degrees, once awarded shall be unaffected by individual course grades.

All education credits must be turned in by June 1 for the then current fiscal year. Any member who anticipates earning credits hours that will be compensable shall notify the Fire Chief in the prior fiscal year. Employees who leave the employment of the city prior to receiving their educational pay shall receive their educational incentive on a pro rated basis.

ARTICLE XIV - HAZARDOUS DUTY PAY

Rolled into base 2013 (FY-12 MOU)

ARTICLE XV - NIGHT SHIFT DIFFERENTIAL

The Deputy Fire Chiefs shall receive a night shift differential paid weekly in the following amounts. Effective July 1, 2007 4.25% of firefighters 1 step 6. Night shifts differential payments shall be included for the purposes of pension computation and educational incentive computation.

Effective July 1, 2015 the night shift differential shall be rolled into base pay (FY-15 MOU)

ARTICLE XVI - WEEKEND PREMIUM

The Deputy Fire Chiefs shall receive a nine percent (9%) hourly differential for all regularly scheduled hours between Saturdays at 8:00 AM to Monday at 8:00 AM. Weekend premium payments shall be included for the purposes of pension computation and educational incentive computation.

Effective July 1, 2015 weekend premium, shall be rolled into base pay (FY-15 MOU)

ARTICLE XVII - EMT COMPENSATION

Rolled into base 2013 (FY-12 MOU)

ARTICLE XVIII - LONGEVITY PAY

Longevity pay shall be paid to any employee covered by this agreement as follows. Longevity pay shall be payable in the pay week that includes the anniversary date of the completion of the eligible years of service. Longevity payments shall be included for the purposes of pension computation and educational incentive computation.

Ten (10) to fourteen (14) years of service – Two Hundred dollars ($200) each year.

Fifteen (15) to nineteen years (19) of service – Two hundred fifty dollars ($250) each year.

Twenty (20) to twenty four (24) years of service – Three hundred dollars ($300) each year.
Twenty five (25) and additional years of service—Four hundred fifty dollars. ($450) each year.

ARTICLE XIX – DEFIBRILLATOR TRAINING

Rolled into base 2013 (FY-12 MOU)

ARTICLE XX – CLOTHING ALLOWANCE

Any Deputy Fire Chief required to wear full dress uniform during the performance of their duties will receive eighty-two ($82) paid on the first pay period in August. Upon permanent promotion to the rank of Deputy Fire Chief, the employee shall receive an additional one hundred dollars ($100) allowance in the year of promotion only.

The city shall be responsible for replacing turnout gear that the Fire Chief determines is worn out and otherwise unusable. Turnout gear shall be fire helmet, fire coat, fire pants, suspenders, fire boots, fire gloves, and SCBA mask. (FY-09 MOU, $650.00 rolled into base salary)

ARTICLE XXI – TRAINING INCENTIVE

Rolled into base 2013 (FY-12 MOU)

ARTICLE XXII – PAID DETAILS

The Deputy Fire Chiefs shall be eligible to work paid details, as are other members of the Fire Department with approval from the Fire Chief. Detail pay rates shall be as stated in the detail policy with Local 1652. The Deputy Fire Chiefs shall assume the responsibility of obtaining coverage for all detail assignments.

ARTICLE XXIII – SICK LEAVE INCENTIVE

In any fiscal year that an employee covered by this agreement uses no sick leave, they shall be entitled to a sick leave incentive payment of one thousand four hundred dollars ($1400) payable in December following the close of the fiscal year. Members using 24 hours or less shall be entitled to five hundred dollars ($500) payable in December following the close of the fiscal year. A member of the bargaining unit may not receive both the $1400 $1900 payment and the $500 payment for the same fiscal year. Injured on duty leave shall not preclude a member from receiving this incentive. (FY-12 MOU)

ARTICLE XXIV – VACATION LEAVE

Vacation leave of two (2) weeks with pay shall be granted to any employee who has been employed by the city for at least one (1) year but less than five (5) years.
Vacation leave of three (3) weeks with pay shall be granted to any employee who has been employed by the city for at least five (5) years but less than ten (10) years.

Vacation leave of four (4) weeks with pay shall be granted to any employee who has been employed by the city for at least ten years but less than twenty years.

Vacation leave of five (5) weeks with pay shall be granted to any employee who has been employed by the city for twenty years or over.

Vacation period will be from January 1 December 31 excluding carry over hours.

Vacation leave must be taken on a twenty-four (24) hour tour basis. Each Deputy will be allowed to break one (1) week of vacation into individual tours of ten (10) hour day shifts, or fourteen (14) hour night shifts.

Effective upon the execution of this agreement, all vacation tours shall be converted to hours, with one tour equaling twelve (12) hours. However, the current procedures for accruing vacation leave shall not otherwise change. Any vacation hours remaining that are less than a full tour shall be combined with the employee’s vacation allowance for the following year. This time may be carried over in accordance with the vacation carryover provision.

Any earned, unused vacation leave may be carried over into the next year of vacation allowance for a period up to April 15. Any carried over vacation hours less than a full shift may be combined with the employees earned vacation time for the following year to equal a full shift of duty.

Employees covered by this agreement who are eligible for earned vacation leave under this agreement, whose employment is terminated for any reason, voluntary or involuntary, shall be paid vacation pay equivalent to any unused earned vacation leave credited to them at the time of their severance. Upon voluntary retirement, vacation pay shall be pro-rated for the calendar year in which the employee retires.

Employees covered by this agreement that are assigned to shifty duty shall be allowed a minimum of three twenty four (24) hour tours vacation leave during the twelve week period that coincides with public school vacation period (Prime Time). Vacation for this prime time period shall be bid for and awarded on basis of seniority. If vacation periods remain open during the prime time period, vacation in addition to the three twenty four (24) hour tours granted, may be taken.

Any Deputy Chief assigned to shift duty who requests vacation during a period containing one of the eleven recognized holidays, must arrange for coverage of these shifts with the Chief’s approval. If no Deputy Chief is willing to voluntarily provide coverage during this period the vacation request will not be granted.

Additional Base Compensation in Lieu of Vacation. Effective July 1, 2014 Deputies may elect to receive additional base compensation in each calendar year not to exceed forty-eight (48)
hours pay provided that prior to November 1st of such calendar year, the deputy notifies the
department that he/she elects such additional compensation. In such cases, the deputy's accrued
vacation allotment shall be reduced by the hourly equivalent of additional compensation received.
Payment shall be made the first pay period of December of the year in which the vacation reduction
was made.
ARTICLE XXV – PERSONAL DAYS

Employees covered by this agreement shall be granted one (1) personal leave day (PLD) each calendar year. Such PLD shall be taken Monday through Friday. Employees covered by this agreement must schedule such PLD in advance and the Chief must approve such PLD. Loss of PLD is not a grievable offense.

ARTICLE XXVI – SICK LEAVE

Employees covered by this agreement shall be allowed sick leave with pay for non-duty related injuries or sickness accrued at the rate of fifteen (15) hours per month, one hundred eighty hours (180) per year, accumulation unlimited, with one hour equaling twelve (12) hours. However, the current procedures for accruing sick leave shall not otherwise change.

The Fire Chief, in his discretion, may require a doctor’s certificate indicating the employee is fit to return to duty with or without accommodation (describing restrictions if any) from an employee who has taken more than four (4) consecutive tours of sick leave. Such note shall be produced within seven (7) days of the request. In addition, the Fire Chief, in his discretion, may require an employee covered by this agreement who has used sick leave on five (5) or more occasions during the previous twelve (12) month period to submit satisfactory evidence on each subsequent occasion outlining the nature of the employer’s illness, the date and nature of the treatment and the prognosis, including whether the employee is fit to return to duty with or without accommodation (describing restrictions if any).

ARTICLE XXVII – SICK BANK

Employees covered by this agreement shall participate in the sick bank established for Local 1652 members. All rules and requirements pertaining to the sick bank shall apply to members covered by this agreement, provided the Deputy has exhausted his vacation and personal hours before applying to the bank.

ARTICLE XXVIII – SICK LEAVE BUY BACK

Upon ordinary retirement or death, an employee covered by this agreement or their heirs shall be entitled to a buy back of their unused accumulated sick leave over one hundred (100) days accumulation at the rate of one day for every five (5) days. The maximum number of days, which can be bought back, is twenty (20) and the maximum value of any such buy back is three thousand dollars ($3000). For purposes of sick leave buy back, one (1) day shall consist of twelve (12) hours.

Notwithstanding the limits set out above, an employee who takes ordinary retirement, after giving the city at least four months written notice of his intent to retire accompanied by the actual filing of their retirement papers, shall be entitled to buy back an additional twenty (20) days of unused, accumulated sick leave, using the formula as set forth above. In such case, the maximum value of such sick leave buy back shall be ten thousand dollars ($10,000).
Effective July 1, 2010 upon completion of 25 years of service, the maximum value of sick leave buy-back shall be reduced by the sum of $277 per month for each calendar month of service thereafter. (FY-09 MOU)

ARTICLE XXIX - INJURED LEAVE

Employees covered by this agreement who are injured in the line of duty shall receive full salary while incapacitated from such injury, or until they are placed on disability retirement. Job related injury or sickness shall not be charged against the employee’s accumulated sick leave. All job related injuries shall be reported to the City as required by Fire Department regulations.

Employees covered by this agreement are duly sworn firefighters, and therefore entitled to injured on duty benefits provided in M.G. L. 41 Section 111F.

ARTICLE XXX - BEREAVEMENT LEAVE

Employees covered by this agreement shall be granted forty-eight hours off duty, with pay, in the event of a death in their immediate family. The eligible time period for bereavement leave shall consist of the seven consecutive days commencing with, and including the date of the death. The immediate family shall consist of the employees spouse, child, mother, father, sister, brother, stepson, step-daughter, mother-in law, father-in law, grandfather, grandmother, grandchild, or a person living in the employees immediate household. Immediate family shall also include the mother, father, child, or grandchild of the employee’s spouse.
In the event of a death of a brother-in-law, sister-in-law, stepmother, stepfather, aunt, uncle, or the grandparents of the employee’s spouse, the employee shall be permitted ten (10) hours off duty to attend the funeral.
The Fire Chief may grant additional bereavement leave if satisfactory evidence is presented for the necessity of such additional leave.

ARTICLE XXXI – FUNERAL AND BURIAL EXPENSES

Pursuant to M.G.L. Chapter 41, Section 100GH, the City shall provide for the payment of funeral and burial expenses of any Deputy Fire Chief killed in the line of duty up to a maximum of two thousand dollars ($2000).

ARTICLE XXXII - DEFERRED COMPENSATION

Employees covered by this agreement shall have the right to participate in the city’s deferred compensation retirement system in the same manner as any other city employee.

ARTICLE – XXXIII GRIEVANCE PROCEDURES

A grievance is a claim based upon an alleged violation of the contract or a question involving the interpretation or the application of this contract.
STEP 1: The grievance must be filed in writing by the union with the Chief of the Fire Department within fourteen (14) days (exclusive of Saturdays, Sundays, and Holidays) of the occurrence of the event upon which the grievance is based. A written response to the grievance shall be made within (7) seven days (exclusive of Saturdays, Sundays, and Holidays) unless either the Fire Chief or the Union agree to a meeting to discuss the grievance. A written response shall be given within seven (7) days (exclusive of Saturdays, Sundays, and Holidays) of the meeting.

STEP 2: If the grievance is not resolved at Step 1 it shall be submitted in writing to the Mayor within seven (7) days (exclusive of Saturdays, Sundays, and Holidays) of the Step 1 response. A written response to the grievance shall be made within seven (7) days unless either the Union or Mayor agrees to a meeting to discuss the grievance.

STEP 3: If the grievance is not resolved at Step 2, either party to the American Arbitration Association, who upon such submission shall administer the matter in accordance with its rules and procedures, may submit it. The arbitrator’s decision shall be final and binding and the arbitrator shall have no authority to add, subtract, or modify the provisions of this agreement. Failure of the city to respond at any step of the grievance procedure shall be taken by the union to be a negative response and the union may proceed to the next higher step. The parties by Mutual agreement may extend the time limits set forth in this agreement at any step in the grievance procedure.

ARTICLE XXXIV – NO STRIKE CLAUSE

It shall be unlawful for any employee to engage in, induce, or encourage any strike, work stoppage, slowdown or withholding of services by themselves or by any other employee of the Framingham Fire Department. This section shall be subject to enabling legislation authorizing any or all such activities or other changes in statutory law.

ARTICLE XXXV – LIMITED DUTY

The Parties agree to institute a new light duty program as described below. If a Deputy Chief has been out on injury leave or sick leave for a period of 60 45 days, then the chief may, subject to the procedures set forth, and the City’s Family Medical Leave Policy, order a Deputy Chief to perform light duty. Additionally,

A Deputy Chief who is out on injury or sick leave may request to be temporarily placed on the following light duty as set forth herein.
1. Training
2. Fire Prevention
3. Administration
4. Other limited or light duty tasks agreed upon by the Chief and the Union.

In the event that the deputy chief requests light duty, or the Chief, after the deputy chief has been out 60 45 days, believes that light duty may be appropriate, the Chief shall furnish a job description of the proposed light duty assignment to the deputy chief who shall take it to his or her treating physician for approval. If the treating physician believes that the deputy chief is capable of performing the light duty assignment, the deputy chief requesting such light duty shall be permitted
to perform the assignment, and in the case of the Chief requesting such light duty, he may so order it, subject to the City's Family Medical Leave Act.

If the treating physician believes that the deputy chief should not, consistent with his or her injury or illness, perform such duty assignment, the deputy chief will not be required to perform such duty, provided that if the Chief disagrees with the opinion by the treating physician, the Chief may order the employee to see the City physician or his specialist designee (if the condition involves a specialty which the City physician believes is best considered by another). If the City physician determines that the deputy chief can perform the light duty assignment provided to the physician by the Chief, then the Chief may order such deputy chief to perform such light duty assignment, provided, however, that if the deputy chief disagrees with that determination, he shall so inform the Chief. In that case, the treating physician and the City-designated physician shall promptly confer and agree on a third independent doctor to examine the deputy chief to determining his or her ability to perform the light duty assignment. The decision of the third independent physician shall be final and binding.

A deputy chief may voluntarily participate in light duty work prior to the 60th 45th day of such illness or injury, with the Chief's consent.

Such light duty shall not apply to deputy chiefs who are injured, and who have applied for superannuation, disability or accidental disability retirement benefits. Such light duty shall not apply to Deputy Chiefs who are out on FMLA leave pursuant to the City's Family Medical Leave Policy; however, a deputy chief who has so applied for retirement benefits ask may voluntarily to participate in this light duty program.

ARTICLE XXXVI – SAFETY PROGRAM

Effective July 1, 2017, the Chief may require unit members to assist administration with coordination of following matters during their on-duty hours without additional bargaining:

a) PPE – maintenance/repair, inventory and procurement

b) Fire Alarm/Dispatch – evaluation and refinement of dispatching SOPs, coordination of dispatcher administrative issues, coordination/contract admin for maintenance/repair vendors for dispatch/fire alarm equipment

c) SCBAs – coordination/contract admin of vendor maintenance/repairs

d) Stations – coordinate with City Facilities Dept and the 5 Station Captains for station maintenance/repairs/upkeep
ARTICLE XXXVII – CIVIL SERVICE COMMITTEE

The parties agree to the creation of a labor-management committee to discuss issues related to potential withdrawal from civil service. Said committee shall meet from time to time prior to the commencement of bargaining for a successor agreement.

ARTICLE XXXVIII - DURATION

Except where otherwise provided herein, the provisions of this agreement shall be effective July 1, 2017 and will remain in full force and effect through June 30, 2020, or until such time there after as a new agreement is signed.

At the request of either party, collective bargaining negotiations shall begin on or before September 15 of the year prior to expiration of this agreement and continue thereafter until an agreement is reached. Every attempt shall be made to conduct meetings on weekdays during regular business hours.
IN WITNESS THEREOF, the City has caused this instrument to be signed and sealed by its proper officers hereunto duly authorized and the Union has caused this instrument to be signed and sealed by its proper officers hereto duly authorized, this 6th day of, August, 2019

FRAMINGHAM FIREFIGHTERS LOCAL #1652, IAFF, AFL-CIO

CITY OF FRAMINGHAM

Yvonne Spicer, Mayor

APPROVED AS TO FORM:

Christopher J. Petrini, City Solicitor
# Appendix A

Salary Schedule Deputy Chief

July 1, 2017 - June 30, 2018

1% COLA

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
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<th>Step 7</th>
<th>Step 8</th>
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July 1, 2018 - June 30, 2019

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July 1, 2019 – June 30, 2020

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