

ORDINANCE NO. 5833

**AN ORDINANCE RATIFYING A LABOR AGREEMENT BETWEEN THE
CITY OF FAIRBANKS AND THE AFL-CIO CRAFTS BARGAINING UNIT
AND SETTING AN EFFECTIVE DATE**

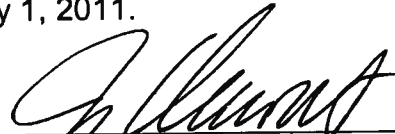
WHEREAS, the Collective Bargaining Agreement between the City and the AFL-CIO Craft Unit expired on December 31, 2008; and

WHEREAS, a tentative agreement has been reached for a new three-year agreement which incorporates the labor goals of the City Council, is consistent with the terms of other recently adopted labor contracts, and has been approved by the membership of the bargaining unit.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

Section 1. That the attached collective bargaining agreement is hereby ratified.


Section 2. That the effective date of this ordinance shall be March 12th, 2011; the agreement is effective January 1, 2011.



Jerry Cleworth, City Mayor

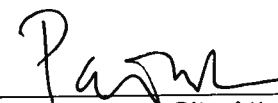
AYES: Matherly, Roberts, Stiver, Gatewood, Eberhart
NAYS: None
ABSTAIN:
ABSENT: Bratcher
ADOPTED: March 7, 2011

ATTEST:



Janey Havenden, CMC, City Clerk

APPROVED AS TO FORM:



Paul J. Ewers, City Attorney

6/4

AGREEMENT

Between

THE CITY OF FAIRBANKS

and

FAIRBANKS AFL-CIO CRAFTS COUNCIL

January 1, 2011 – December 31, 2013

AGREEMENT

This Agreement, made and entered into effective January 1, 2011, by and between the **CITY OF FAIRBANKS**, hereinafter referred to as "the City" or "Employer," and the **FAIRBANKS AFL-CIO CRAFTS COUNCIL**, hereinafter referred to as "the Union." The parties have mutually agreed as follows:

PURPOSE OF AGREEMENT

The purpose of this Agreement is to assure a supply of competent and capable workers to promote the settlement of labor disagreements by conference, to prevent strikes and lockouts, to avoid interruption or interference with the efficient operation of the City, to promote fair, safe and healthful working conditions, to assure amicable labor-management relations, to encourage the growth and development of the City employees, and to record the terms of agreement with respect to rate of pay, hours of work and other conditions of employment arrived at through the process of collective bargaining.

1. DURATION, MODIFICATIONS AND CHANGES

- 1.1 This agreement shall become effective on January 1, 2011, and shall remain in effect until December 31, 2013. Any retroactivity contained herein shall affect only those employees covered by this Agreement and actually employed by the Employer on the effective date of this Agreement.
- 1.2 (a) Either party desiring a change or modification in this Agreement shall notify the other party in writing between one hundred twenty days and prior to the anniversary date of this Agreement. Upon receipt of such notice, negotiations shall begin within fifteen (15) days. Changes or modifications mutually agreed to may be made at any time during the life of the agreement subject to member ratification and City Council approval.

(b) In the event that the parties commence negotiations for a new contract or for amendment of the current contract, each party craft may have a negotiator present at negotiations. Three represented employees may attend such negotiations on duty, and others are free to attend if off duty on approved leave.
- 1.3 In the event that the termination date of this Agreement shall occur during the course of negotiations for a renewal of the Agreement, the terms and conditions of this Agreement shall be binding upon the parties until the renewal Agreement is negotiated and executed by the parties.
- 1.4 If retroactive pay is negotiated, same will be paid within thirty (30) days of contract signing.

2. COVERAGE

- 2.1 The City recognizes the AFL-CIO Crafts Council as the bargaining representative for all classifications listed under Article 23, Schedule A, of this Agreement. All personnel matters for Union members covered by this contract will be controlled and regulated by this Agreement.

3. EMPLOYER-UNION RELATIONS

- 3.1 The City under this Agreement has and will retain the sole right to represent and manage the City, and to direct the working forces, including, but not limited to, the right to determine the City's mission, policies, and to set forth all standards of service offered to the public; the right to plan, direct, control, and determine the operations and services to be conducted by employees of the City; the right to determine the methods, means, and number of personnel needed to carry out the City's mission; the right to hire, to promote and demote, to discipline, to reclassify and/or discharge any personnel in its employ for good and just reason in the interest of the City, provided it does not conflict with the provisions of this Agreement. Nothing in this Agreement is intended to, or is to be construed in any way, to interfere with the recognized prerogative of the City to manage and control the business.
- 3.2 (a) The Union assumes the responsibility to supply the City with competent qualified workers with no discrimination of race, sex, age, color, religion, disability or national origin for those classifications listed in Article 23 of this Agreement. Recognizing the mutual benefits derived from the process of democratic collective bargaining, the City will not discourage new employees from joining the Union. The City may reject any employee it finds unsatisfactory.
- (b) It is hereby agreed that there shall be no discrimination by the City, or the Union, against any employee because of race, sex, age, color, religion, disability or national origin or because of membership in or lawful activity on behalf of the Union. To the extent allowed by law, the City further agrees to give priority of hire and job tenure to residents of the Fairbanks, Alaska, area when such possess the requisite skills and abilities and are available.
- 3.3 The City will recognize five (5) Shop Stewards including one Teamster, one Operator, one Trade Specialist, and two Laborers. Stewards will be selected by the Union and recognized by the City as authorized representatives of the Employees or groups for whom they are selected. The Union shall notify the City within 24 hours as to the appointment or official status of any Shop Steward.
- 3.4 The City shall furnish bulletin boards for the use of the Union.

- 3.5 The authorized Union Business Representatives shall be granted access to the City's premises during which any employees represented by this Agreement are on duty, but shall not interfere with operations.
- 3.6 The Union agrees that its members, who are employees of the City, shall individually and collectively perform loyal and efficient service and that they shall use their influence and best efforts to protect the property and interests of the City and to cooperate with the City to this end at all times.
- 3.7 It is agreed that work shall be assigned in accordance with craft jurisdiction. Any jurisdictional disputes between labor organizations affiliated with the AFL-CIO Crafts Council shall be settled in accordance with the rules and procedures established by the Council. However, it is recognized by the parties that conditions of public employment do not always permit work to be performed on the basis of strict craft lines:
- (a) Employees may be required to work out of classification for a period of up to, but not exceeding three (3) work days in any one (1) calendar month per classification (Trade Specialist, Operator, Teamster, and Laborer). If it is deemed that the project/work will take longer than three (3) days, the City must contact the affected labor organization and mutual agree on an extension or request a member from the Union Hall with adequate job skills. Nothing in this sub-section authorizes work to be performed in an unsafe manner in violation of Section 17.1.
 - (b) It is also understood that to promote maximum efficiency on certain operations/projects that the composite crew concept may be employed by the City where it does not conflict with Section 3.7(a) above.
 - (c) Periodic review of such work assignments shall be made for purposes of adjusting such assignments, as appropriate, to take care of changing needs.
- 3.8 Any provision of the Agreement or subsequent amendments thereto, found to be in violation of any applicable State or Federal law shall be null and void, but all other provisions of the Agreement shall remain in full force and effect. In the event any provision of this Agreement is declared unlawful, in a manner described above, the parties hereto agree to meet within fifteen (15) days and for a reasonable period thereafter until final negotiations or appropriate substitute clauses have been ratified by the parties.
- 3.9 The masculine pronoun as used herein shall be equally applicable to both men and women, and words used in the singular are intended to include the plural form, whenever appropriate.

- 3.10 The Union agrees that it will not engage in any work stoppage because of any jurisdictional dispute with any labor organization.

4. GRIEVANCE PROCEDURES

- 4.1 It is the mutual desire of the City and the Union to provide for the prompt adjustment of grievances in a fair and reasonable manner, with a minimum amount of interruption of the work schedules. Every reasonable effort shall be made by both the City and the Union to effect the resolution of grievances at the earliest step possible. In the furtherance of this objective, the City and the Union have adopted the following procedure.
- 4.2 A grievance is defined as any dispute involving the interpretation, application or alleged violation of any provision of this Agreement. However, any dispute involving the commencement date or termination date of this contract shall not be considered a grievance, and shall not be submitted to the grievance-arbitration procedure set forth therein, but any such questions concerning commencement or termination of this Agreement shall be specifically reserved for judicial review. A Grievance may be initiated by the Union or the City as hereafter specified.
- 4.3 FIRST STEP. When an employee has a grievance, the employee (accompanied by the steward, if the employee so chooses) shall verbally discuss the matter with the immediate supervisor and attempt to resolve the problem. The grievance must be brought to the attention of the immediate supervisor within thirty (30) calendar days after its occurrence or within thirty (30) calendar days of the employee having, through the exercise of reasonable diligence, gained knowledge, or should have gained knowledge, that a grievance exists. If the grievance cannot be resolved through verbal discussion, the grievance shall be reduced to writing, signed by the employee, and presented to his immediate supervisor. The immediate supervisor shall investigate the grievance and shall indicate thereon, in writing, his response to the grievance within three (3) working days following the day on which the written grievance was presented. The written grievance containing the response of the immediate supervisor shall be delivered to the Union, with a copy to the aggrieved employee(s), for further handling at the next step of this procedure.
- 4.4 SECOND STEP. If the grievance is not settled to the satisfaction of all concerned parties in the first step, the written grievance and response thereto with a written statement as to why the response to Step One was not acceptable shall, within five (5) working days, be delivered to the department head who shall attempt to settle or have settled the grievance. If the grievance is not settled the department head shall deliver his written response, with the original grievance and all previous responses attached, to the appropriate Union, a copy to the President of the Fairbanks AFL-CIO

Crafts Council and the aggrieved employee(s) within five (5) working days after the submission of the grievance to him. If the written answer of the department head is not satisfactory, then the employee shall have five (5) working days to decide if he wishes to appeal the grievance to the third step of this procedure.

4.5 THIRD STEP.

(a) If the dispute is not settled to the satisfaction of all concerned parties, then the written grievance with responses thereto shall be submitted by the Union's business agent to the personnel director, who shall investigate and report his findings and recommendations to the City Mayor within five (5) working days after the matter has been submitted to him. The City Mayor shall attempt to settle the grievance, but if he is not successful, the City Mayor shall have five (5) working days after the grievance has been submitted to him by the personnel director to answer. If the answer of the City Mayor is not satisfactory, and before going to arbitration as provided in 4.6 below, those matters which are unresolved shall be discussed at a meeting between the parties (the employee involved, the Union's business agent, the City Mayor, the personnel director, the department head and such other persons as may be mutually agreeable to the parties) during which time all pertinent facts and information will be reviewed in an effort to resolve the matter through conciliation.

(b) An employer grievance will be filed with the Union's business agent at the Third Step. A grievance may be filed by the Union at the Third Step. A Grievance initiated by the Union or the City shall be in writing and shall state the section number of this Agreement alleged to have been violated and the manner it has been violated.

4.6 ARBITRATION. The moving party shall make demand in writing upon the other party for binding arbitration within fourteen (14) calendar days from the date of delivery of the final response of the City Mayor or of the Union, as the case may be. Such notice shall include the nature of the matter to be arbitrated and the contract provision(s) allegedly violated.

(a) ARBITRATOR SELECTION. When a grievance is submitted to binding arbitration, the Union and the City shall meet at a mutually agreeable date and time within fourteen (14) calendar days to select an arbitrator.

(1) Upon the failure of the parties to agree upon an arbitrator, both parties agree to request the Federal Mediation and Conciliation Service or the American Arbitration Association to submit a list of seven (7) names of persons who are available for services as arbitrators.

- (2) Within five (5) working days of receipt of the list, the City and the Union representatives shall alternately strike one (1) name from the list until one name remains. The side to strike the first name shall be chosen by lot. The person whose name has been chosen shall become the Arbitrator.
- (b) TIME LIMITS OF ARBITRATION. Unless mutually agreed otherwise, arbitration shall commence within forty-five (45) days after first notification that the grievance is to be submitted to binding arbitration or the arbitrator shall hear the case within thirty-five (35) working days after the arbitrator has been selected, whichever is the earlier. Should the arbitrator selected be unable to hear the case within these time limits the previously struck arbitrator under (a) above will hear the case and so on until these time limits can be met. Arbitration shall commence as soon as the selected arbitrator is available. The arbitrator shall make a written report of his/her findings to the Union and the City within thirty (30) working days after the hearing is concluded, unless mutually agreed otherwise.
- (c) RULES GOVERNING THE ARBITRATION. Said arbitrator will be governed by "Voluntary Labor Arbitration Rules of the American Arbitration Association as amended. The decision of the arbitrator shall be final and binding on both parties to the dispute.
- (d) IMPLEMENTATION OF DECISION. The final decision of the arbitrator shall be implemented as soon as possible, but no later than thirty (30) days after the final decision is rendered.
- (e) AUTHORITY OF ARBITRATOR. The authority of the arbitrator shall be limited to the application and interpretation of this Agreement. He shall have no authority to amend, alter, modify or otherwise change the terms or scope of this Agreement. However, by mutual agreement of the City and Union, the Grievance procedure set forth above may be used in other matters.
- 4.7 SEPARATE ARBITRATORS. Each grievance or dispute will be submitted to a separately convened arbitration proceeding, except where the City and the Union mutually agree to have more than one grievance or dispute submitted to the same arbitrator. Multiple grievances filed over the same issue will be combined.
- 4.8 ARBITRATION EXPENSE. The City and the Union shall equally share the expense of the arbitrator and shall share equally the other expenses involved in such arbitration proceedings, including stenographic expenses except each party shall bear the expense of their respective non-employee witnesses.

- 4.9 **WITNESS EXPENSE.** Any City employee called as a witness by either side will continue to receive his regular rate of pay while attending such hearings, not to exceed regular working hours. Should such meetings be scheduled outside of regular working hours, or extended beyond such regular working hours, no compensation shall be paid by the City for the time outside such hours.
- 4.10 **WORKING CONDITIONS/AWARD LIMITS.** When any matter in dispute has been referred to the Grievance Procedure set forth above, the conditions and provisions prevailing prior to the time the dispute arose shall, insofar as it is possible and consistent with normal operations, not be changed until the decision is rendered. When the subject matter warrants, the decision shall be made retroactive to the time the dispute began. In cases where it is determined an employee has been discharged unjustly and without cause, the Arbitrator shall order the City to return the employee to his position without loss of seniority or pay.
- 4.11 **DEFAULT.** In the event that the City fails to answer a grievance within the time required at any step of the Grievance Procedure, or the Union fails to appeal the answer given to the next step of the Grievance Procedure within the time allowed, then the grievance will be considered settled against the side which has defaulted. However, any of the time limits to the grievance-arbitration procedures may be extended by mutual agreement. Grievances resolved by default cannot be the basis of establishing precedent for the settlement of any other grievances.
- 4.12 Any grievance that originates from a level above the first step of the Grievance Procedure shall be submitted directly to the step or level from which it originates.

5. EMPLOYEE BENEFITS

- 5.1 **RETIREMENT.** Employees covered under this Agreement shall participate in their respective unions' retirement trust funds.

The City agrees to contribute to the applicable trust funds the amount set forth in Schedule A for each compensable hour credited to employees for the purpose of retirement benefits as specified in said trust agreements. It is understood and agreed that the contributions are to be computed solely on the total number of compensable hours, including personal leave and paid holidays and are not to be included in wages or the computations of overtime. Except for the making of hourly contributions under this agreement, the City has no responsibility or liability for the administration or operation of the trust funds, eligibility for employees to receive pension benefits, future payment of pension benefits to retirees. The AFL-CIO Crafts Council and each member Union further agrees that the employer trustees named in the trusts and those

successors in trust are and shall be the firm's representatives and consents to be bound by the actions and determinations of the trustees.

The City agrees to allow employees to participate in the City's deferred compensation plan. Employees will designate the amount to be deducted from their paycheck each week. Deductions will be deposited in the employees deferred compensation account at least monthly.

- 5.2 The City agrees to make available to the employee and also with the employee's permission to the Union, Business Manager or his appointed representative his individual records, upon reasonable notification.
- 5.3 HEALTH AND SECURITY. The City agrees to make a monthly contribution, as set forth in Schedule A, to the respective Union Health and Welfare Trusts. Except for the making of monthly contributions under this agreement, the City has no responsibility or liability for the administration or operation of the Health & Welfare Health Trusts, eligibility for employees to receive plan benefits, or the level or terms of future plan benefits. The AFL-CIO Crafts Council and each member Union further agrees that the employer trustees named in the trusts and those successors in trust are and shall be the firm's representatives and consents to be bound by the actions and determinations of the trustees. The City's contribution to each Union's respective Health and Welfare Trust will be as specified on Schedule A of this agreement.
- 5.4 PREPAID LEGAL. The City agrees to participate in the various Union-Employer prepaid legal trust plans and to be bound by the Trust Agreements creating and controlling such plans as may be amended from time to time. Contributions, in an amount designated by the participating crafts involved, shall be submitted by the City on or before the 15th day of the month following the month in which the contributions were earned. The contribution reduces the rate of that particular craft. Said contribution, and any subsequent increases in contributions, shall be deducted from the employee's negotiated wage.
- 5.5 PHYSICAL EXAMINATIONS. Employees' Union health care plans may provide for physical examinations. A yearly physical examination is offered to employees of the city, beginning during their second year of employment, and subject to the approval of specific application for such physical examination to the City Mayor. The inclusion or exclusion of any tests or procedures will be determined by the physician conducting the physical after consultation with the employee. The results of these test shall be confidential between the employees and the examining physician.

When in the opinion of the City there arises specific question as to the physical or mental ability of an employee to perform his normal work assignment, a physical examination may be ordered by the City. If such

examination demonstrates, in the opinion of the examining physician, that the employee is physically incapable of performing his normal work assignment, the employee shall be allowed to seek a second opinion from a local licensed physician of his choice. If the results of these two examinations are not in agreement, then a third opinion shall be solicited from a physician mutually agreeable to the City and the employee. The results of this third examination shall be final and shall be binding on both parties. The employer shall pay for all physical examinations and connected expenses involved with this section.

5.6 For any employee whose physical condition prevents him from performing his normal work assignment, the Employer agrees to make an effort to place him in a classification he can perform within his craft under this Agreement.

5.7 CLOTHING REIMBURSEMENT. (employees working more than 1,000 hours per year); The City will reimburse eligible employees as follows for reimbursement of the expense of replacing work boots, and work clothing in recognition of the wear and tear due to City employment.

(a) Gloves and coveralls will be provided for employees engaged in road oiling, sewer work, garbage collection, vehicle repair, and maintenance operations, or other similar types of work.

(b) The employees assigned to oiling and patching for forty (40) hours will be reimbursed by the City for the cost of one (1) pair of boots per person, per year, as approved by the City not to exceed two hundred (\$200.00) dollars.

(c) Employees assigned to work in conditions that damage or permanently soils personal clothing will be reimbursed the cost of replacing clothing used at work, provided that the items for which reimbursement is requested shall be at the discretion of the Public Works Director and will not exceed \$200.00.

(d) A washer/dryer and detergent will be furnished by the employer for those employees wishing to launder the above-listed items of clothing during their off-duty hours or the employer may, at its option, provide cleaning for gloves and coveralls.

5.8 The City shall furnish lockers for clothes and equipment and space reserved for drying personal effects and other equipment for public works employees.

6. WORKING RULES

6.1 (a) WORK WEEK. The work week may be either "unmodified" or "modified". The "unmodified" work week shall consist of five (5) consecutive days of eight (8) hours per day, Monday through Friday. The "unmodified" work

day shall be eight (8) consecutive hours, exclusive of a lunch break. Regular starting times shall be established for each employee, which may be adjusted for operational needs.

- (b) The work week schedule may be modified by the City (i.e. four tens, Tues.-Sat., Sun.-Thur., or some variation thereof). The 4-10 schedule shall consist of four(4) consecutive days of ten (10) hours per day, exclusive of a lunch break with regular starting times that may be adjusted for operational needs. Prior to establishing a modified work week, volunteers in the needed classifications will be sought, volunteers being assigned to the modified work week will be equitably rotated based on seniority. If insufficient employees in the needed classifications volunteer, the required number of least senior employees will be assigned. The provisions of 6.13 shall apply.
- (c) By mutual agreement, between the Union and the City, variations of the normal unmodified work week may be established (i.e. flex schedule, split shift, etc).

6.2 SHIFTS

- (a) The day shift is any shift with starting times between the hours of 6:00 a.m. and 11:59 a.m.
- (b) The swing shift is any shift with starting times between the hours of 12:00 noon and 6:59 p.m.
- (c) The graveyard shift is any shift with starting times between the hours of 7:00 p.m. and 5:59 a.m.
- (d) With prior mutual agreement between the Union and the City, other shifts may be worked and/or scheduled.

6.3 OVERTIME.

Overtime shall be paid for all work performed outside the regularly scheduled workday, however, overtime shall not be pyramided. If overtime performance is less than one-half (1/2) hour, the time shall be considered at one-half (1/2) hour and paid accordingly. If overtime performance is more than one-half (1/2) hour, but less than one (1) full hour, the extent of time shall be considered as one (1) full hour and paid accordingly.

- (a) For those employees working under the unmodified schedule as outlined in 6.1(a). Overtime will be paid at the time and one half(1.5) rate for hours worked in excess of eight hours per day or forty (40) hours per week when employees work a five (5) day per week eight (8) hour per day

schedule. After forty (40) hours of work during a week overtime will be paid at 1.5 times the employee's pay.

- (b) For those employees working under a "4-10" modified schedule as outlined in 6.1(b). Overtime will be paid at the time and one half (1.5) rate for hours worked in excess of ten (10) hours per day or forty (40) hours per week when employees work a four (4) day per week ten (10) hour per day schedule. After 40 hours of work during a week overtime will be paid at 1.5 times the employees pay rate.
- (c) All work performed on Sunday shall be paid at the time and one half (1.5) rate unless that employee is assigned to modified work schedule that includes Sundays.
- (d) Employees who work overtime may elect, in lieu of being paid overtime, to accrue compensatory time at the rate of 1.5 hours for every hour of overtime. Compensatory time may be taken and used in the same manner and terms as Personal Leave. If not used by the end of each year, compensatory time balances will be paid by the City to the employee. [Union option on Comp Time].
- (f) It is recognized that due to the nature of municipal operations, employees may be required from time to time to work overtime to accomplish pressing public need such as snow removal, pumping during spring thaw, removal of construction hazards and other public needs as may be determined by the City. The City agrees to give reasonable notice to employees that overtime is necessary to accomplish pressing public needs and further agrees that when such emergency situations are corrected, overtime shall not be mandatory. The City agrees to give recognition to situations which may arise from time to time which may prohibit an employee from working overtime.
- (g) The City agrees to fairly distribute overtime to its employees and agrees that regular employees shall have first refusal of overtime, if the safety and welfare of employee or public are in question (examples; prescribed medication or 14 hours of continuous operation), the Supervisor must assess the situation and assign the overtime in a fair and equitable manner. However, it is understood that when employees have been assigned to tasks during the course of the day and overtime is required to complete those tasks, employees assigned to those tasks shall have the right to work the overtime necessary to complete the assigned task.

6.4 **REPORTING TIME.** Employees required to report to work and not put to work shall receive two (2) hours pay at their regular straight time rate, unless notified not to report at the end of their previous shift or two (2) hours prior to the start of the shift.

- 6.5 **LUNCH BREAK.** Lunch periods will be at least thirty (30) minutes in duration and will be scheduled at the midpoint of the shift. If the work requires the lunch period to start at a time other than the midpoint of the shift, then the employee shall be paid for such period at the applicable overtime rate. Poor weather lunch periods shall be taken in the warm and dry, normally at nearest employer facility or in heated enclosed vehicles at the discretion of the craft supervisor. Except, because of special conditions which exist that are not compatible with the above clause concerning lunch periods, by mutual agreement between the Employer and the Union those particular lunch periods may be altered to fit a specific purpose. Whenever an employee is required to work more than ten (10) hours, not including his lunch break, or is required to work more than two (2) hours before or after this regular scheduled shift, he shall be allowed the necessary time to complete a meal, not to exceed thirty (30) minutes, while remaining on the payroll at the applicable rate and at intervals of not more than four (4) hours thereafter while he continues to work any hours not a part of his regular shift. He shall be compensated for each meal at the rate of ten dollars (\$10.00) per meal. Said compensation to be included in the employee's next pay check.
- 6.6 **RELIEF PERIOD.** All employees shall be allowed one (1) relief break not to exceed fifteen (15) minutes in duration during the first half of the shift and fifteen (15) minutes during the second half of the shift. The Union and the Employer shall mutually agree on reasonable rules governing the taking of such relief periods as provided herein. When working other than the regular shift, relief breaks shall be taken each two (2) hours.
- 6.7 In Public Works, when three (3) or more union personnel work on one job location without a foreman (excepting maintenance workers and packer crews), one of the employees will be designated as a working lead worker, and it will be his responsibility to direct the work force. The City may at its option, designate a working lead worker for a lesser number of employees. There shall be permanent non-working craft foremen for each of the following classifications: laborers, operators, mechanics, and all Trade Specialists collectively only when the City employs more than four regular trade Specialists. If fewer than five regular Trade Specialists are employed, one shall be selected and paid as a lead worker who will take direction as designated by the City. Each craft supervisor foreperson shall have a permanent lead worker who will replace the supervisor when on personal sick leave and cover the shift when double-shifting. A minimum of one lead worker will be appointed in the absence of the permanent lead worker for the following classifications: laborers, operators, mechanics, and trade specialists. A foreman with vehicular access to several crews will be considered to have direct supervision over those crews. Employees shall take instructions from whichever supervisor, foreman or lead worker, is designated by management. See Schedule A for pay of foreman and lead workers.

- 6.8 (a) The employer agrees to the utilization of employees within their respective classifications, with the further understanding that should it become necessary to work an employee in a higher rated classification; said employee will be paid at the higher rate of pay for working in said classification. An employee will be paid one-half (1/2) shift at the higher rate of pay for any period of work not exceeding one-half (1/2) shift duration and will be paid the whole shift at the higher rate of pay for work in excess of one-half (1/2) shift duration, with the further understanding that should it become necessary to work an employee in a lower rated classification, said employee will continue to be paid at his regular rate of pay.
- (b) An Engineering Technician who is assigned the responsibility for computer software documentation coordination and maintenance will be paid a four percent (4%) premium above scheduled pay. Such assignment does not affect seniority and is at the option of the City.
- 6.9 Gloves and coveralls will be provided for employees engaged in road oiling, sewer work, garbage collection, vehicle repair and maintenance operations, or other similar types of work. The employees assigned to oiling and patching for forty (40) hours will be reimbursed by the City for the cost of one (1) pair of boots per person, per year, as approved by the City not to exceed two hundred (\$200.00) dollars. A washer/dryer and detergent will be furnished by the employer for those employees wishing to launder these items of clothing during their off-duty hours or the employer may, at its option, provide cleaning for gloves and coveralls.
- 6.10 The City shall furnish lockers for clothes and equipment and space reserved for drying personal effects and other equipment for public works employees.
- 6.11 No permanent employees covered by this Agreement shall as a result of inclement weather, be caused to lose any pay, provided they report to work in the regular manner contained herein. If, due to inclement weather, employees are unable to perform their regular work, they shall, at the option of the City, perform other miscellaneous work as directed.
- 6.12 CALL BACK. A minimum of two (2) hours at the applicable overtime rate shall be paid when employees are called back to work after the regular shift.
- 6.13 CALL OUT. If an employee is called to report to work on a scheduled day off, the employee will be paid a minimum of two (2) hours at the applicable overtime rate.
- 6.14 ON CALL. An employee on call (standby) will be paid two (2) hours at the applicable overtime rate for covering the phone or radio, with the further

understanding that this time will be in addition to call out time. Call out time will be a minimum of one (1) hour.

6.15 SHIFT CHANGE.

- (a) An employee changing shifts when the employer requests it with less than forty-eight (48) hours prior notification shall receive 1.5 times the employee's regular rate of pay for all hours worked on the first shift. The premium pay does not apply when changing back to the employee's normal shift from short term changes. For the purpose of this provision, an employee's shift is changed when his starting time is moved to one of the other defined shifts.
- (b) Unless mutually agreed otherwise by the City and employee, starting times for employees shall not be changed without forty-eight (48) hours prior notification. Should an employee's regular starting time be changed without forty-eight (48) hour's notice to the employee all hours worked on the employee's first new workday shall be paid at one and one-half (1-1/2) times the employee's regular rate of pay. This premium pay does not apply when changing back to the employee's normal starting time from short term changes. For the purpose of this provision, an employee's starting time is changed if his starting time is moved to a time different from his regular starting time, within the hours of any given shift listed in 6.2.

7. HOLIDAYS

- 7.1 The following days shall be considered holidays: New Year's Day, President's Day, Memorial Day, Fourth of July (Independence Day), Labor Day, Alaska Day (which shall be observed as a floating holiday in the same manner as the personal holiday; not on the actual date of the State holiday) Veteran's Day, Thanksgiving Day, Christmas Day, and one personal holidays which must be used in the year accrued or otherwise lost without cash value, and such other days as the City Council, by resolution may fix for City employees.
- 7.2 When a holiday falls on an employee's first scheduled day off, or second day for employees working a four day a week schedule, the preceding non-premium work day shall be considered to be the employee's holiday and paid as such. When a holiday falls on an employee's last scheduled day off, the following non-premium work day shall be considered the employee's holiday and paid as such.
- 7.3 Holiday pay, in the amount of eight hours for each holiday shall be paid regular employees at the employee's regular rate of pay if not worked; employees working on a 4-10 schedule may use personal leave or leave

without pay for two hours on such holiday. If mutually agreeable, the City will schedule two extra straight time work hours during a work week, not to exceed 11 hours a work day. Temporary employees shall not receive holiday pay.

- 7.4 Regular employees, who work on any of the above named holidays shall be paid at the rate of one and one half (1.5) times their regular rate of pay, in addition to the holiday pay as set forth above.
- 7.5 Employees on leave with pay shall receive pay for a recognized holiday occurring during such leave with pay at their regular rate.
- 7.6 Employees on leave without pay shall not receive pay for a holiday occurring during such leave without pay.
- 7.7 ELIGIBILITY FOR HOLIDAY PAY - In order to receive pay for an observed holiday an employee must not have been absent without authorized leave on the workday before or after the holiday.

8. PERSONAL LEAVE

- 8.1 All employees covered by this Agreement shall be entitled to Personal Leave in accordance with the following:
- 8.2 Personal leave will be paid for at the employee's contract regular rate for his regular classification.
- 8.3 (a) PERSONAL LEAVE ACCRUAL. For those employed as regular employees prior to June 1 2007, Personal leave shall accumulate as follows at the rate of two hundred forty (240) working hours per calendar year. Ten (10) hours shall be credited per pay period.

(b) Persons hired after June 1, 2004 of this agreement shall accrue leave according to the following schedule:
 - 1) One – Two Years: 160 hours per calendar year;
 - 2) Three – Five Years: 200 hours per calendar year;
 - 3) Over Five Years: 240 hours per calendar year

Employment for less than a full pay period shall be pro-rated for the purpose of computing personal leave.

- 8.4 LEAVE REQUESTS. Personal leave shall be taken at any time mutually agreeable to the department head and the employee and shall not be unreasonably withheld by the employer. Requests for leave exceeding 160 continuous hours will not be granted unless approved by the Department

Head. An employee shall notify his department head at least one (1) day in advance, when not more than two (2) days leave are desired, except in the case of any emergency. When longer periods of leave are desired, at least one (1) week advance notice shall be given. Notification of scheduled personal leave shall be made at least thirty (30) days in advance. (Scheduled annual leave is defined as any leave which is scheduled 30 or more days in advance). Leave will be granted, if, in the opinion of the department head, the employee can be spared from his job for the time requested, however, such leave shall not be unreasonably withheld. Upon notification of scheduled personal leave to the City by the employee, the City agrees to approve or disapprove the employee's scheduled personal leave in writing within ten (10) working days of submittal. If the City fails to reply to a leave request within (10) ten days such leave request will be considered approved. Scheduled personal leave may also be taken in conjunction with approved travel on City business so long as any additional expenses to the city are reimbursed by the employee. When personal leave is used for illness or bereavement, the employee shall notify the foreman as soon as possible, but in no case later than 8:00 am on a day they are scheduled to work. Leaving a message on the assigned voice mail number satisfies notice. If the City believes an employee is abusing the use of sick leave the union agrees to meet with the City and the effected employee to discuss leave usage with the goal of correcting any perceived abuse.

- 8.5 No employee shall absent himself from the job without providing good and sufficient reasons, unless he has complied with the provisions of Section 8.4. Nothing in this section shall preclude the employer from exercising reasonable restraints on excessive absences and lateness from work.
- 8.6 TERMINATION CASH-OUT. Upon termination of any employee covered by this agreement, accrued leave shall be paid in accordance with Article 8, Section 8.7, at the employee's then current rate of pay. In the case of termination, leave in excess of 160 hours will not be granted: all remaining personal leave hours will be cashed out with pension contributions as provided by Section 8.7
- 8.7 DRAW DOWN OF PERSONAL LEAVE. Subject to the "cash-out value cap" provision set forth below, any employee covered by this agreement may cash out their personal leave in accordance with the following schedule. Member "cash-out" requests must be submitted to the City Mayor. The cashed out hours will be paid on a separate check within fifteen (15) days. In addition, the City will contribute pension payments to the appropriate trust at the rate in effect on the date of approval for all hours cashed out.

LEAVE USAGE. All personal leave hours have full leave usage and leave usage is not reduced at any time regardless of the total number of hours accrued.

Total Personal Leave Hours for Draw Down:

0 - 200 hours	Cannot cash out. (except in case of emergency hardship, or at termination 100%)
200+	100% cash out value.

- 8.8 PERSONAL LEAVE DONATIONS.** The parties recognize that it is desirable from time to time to have a means for employees to assist other employees in time of need. The following shall be the vehicle for that purpose.
- (a) Each employee wishing to donate personal leave will fill out, date and sign a leave slip showing the amount of leave the employee wishes to donate in increments of not less than four (4) hours and deliver said leave slip to the Finance Department.
 - (b) Each leave slip will have written or typed along the bottom, "Leave donated to (employee name)."
 - (c) The employer will convert the hourly rate to a dollar value and transfer that amount to the recipient's personal leave account where it will be converted into the recipient's hourly rate for use as personal leave.
 - (e) All personal leave donation requests are subject to the approval of the City Mayor.
 - (f) Once personal leave is donated and approved, it is irretrievable by the donor.
- 8.9 LEAVE VALUE CONVERSION.** A laid off or reclassified employee who has bumped or moved into a lower paying job classification shall be credited with personal leave at the value it accrued prior to reclassification. The dollars will be converted to leave at the lower hourly rate of the reclassified employee and the appropriate hours of leave will be added to the employee's personal leave account.
- 8.10** Employees serving a probationary period on an original appointment leaving the city service without satisfactory completion of the probationary period shall not be compensated for any accrued personal leave.
- 8.11** Employees serving a probationary period on an original appointment shall accrue personal leave in accordance with the provisions of this section. Such employees shall not be granted paid personal leave until they have completed their probationary period as defined in Section 13.7, but may take unpaid leave upon mutual agreement.

- 8.12 Only earned personal leave may be taken by an employee.
- 8.13 At the expiration of all personal leave, an additional period of leave, as required, without pay may be granted at the request of the employee, and such leave privilege will be subject to verification by a doctor's certificate.
- 8.14 Seniority rights accrued by an employee up to the date of commencement of a sickness or disability which requires absence from work shall not accrue during any period of leave without pay attributable to a non-work related sickness or disability, except as provided for under the family leave provisions of this agreement.
- 8.15 In the event case of job-incurred injury or serious illness to a regular employee, within the coverage of the Alaska Workers' Compensation Act in effect at the time of injury, the employee's position shall be held for him until it has been established that he will be unable to return to work or one year whichever is sooner and his seniority shall be in full force during the period. An award to the employee of Workers' Compensation Permanent Disability shall be deemed to establish that the employee will be unable to return to work unless the employee, by actually returning to work, or by the report of a competent physician establishes that a permanent partial disability will not preclude his or her return to the job in question.

The City will compensate regular employees that portion of the difference between Workers' Compensation as required by State Statute and eighty percent (80%) of the employee's regular rate of pay until the employee is able to return to duty or is medically retired; provided, however, that such time does not exceed nine (9) months. The employee shall be required to submit to his foreman a weekly report from the attending physician.

9. OTHER APPROVED ABSENCES

All employees covered by this Agreement shall be entitled to paid personal leave in conformity with the following:

- 9.1 MATERNITY/PATERNITY/FAMILY LEAVE shall be granted when the employee can be certified for such leave by a competent physician. A pregnant employee may work as long as she is certified to be in good health by a competent physician. Absences due to or contributed to by "pregnancy, miscarriage, abortion, childbirth, and recovery" are the same as any other temporary disability and should be treated that way under health and disability insurance or sick leave plans. City Mayor may grant a regular employee leave without pay. The employee must either return to full employment status at the end of such leave without pay or terminate. Approved leave without pay shall not constitute a break in service and the employee shall be restored to the same job classification without loss of seniority.

- 9.2 **ELECTIONS**. Any employee shall be given the necessary time off, without loss of pay, for the purpose of voting when polls are not open at least (2) hours before or after the employee's scheduled hours of work.
- 9.3 **BEREAVEMENT LEAVE**. All regular employees shall be permitted to use personal leave in the event of illness or death in the immediate family of the employee to make household adjustments, arrange for medical services or to attend funeral services. "Immediate family" is defined as: husband, wife, daughter, son, mother, father, sister, brother, step-mother, step-father, step-children, foster children, mother-in-law, father-in-law, grandparents and grandchildren. Nothing in this section shall preclude the use of leave for such bereavement when approved in advance by the City.
- 9.4 **MILITARY RESERVE TRAINING OR EMERGENCY NATIONAL GUARD SERVICE**. All employees covered under this Agreement shall be entitled to administrative leave without pay for any active duty in any Armed Forces component including units of the National Guard or Reserve. Provided that, in accordance with applicable State and Federal laws and regardless of any language or provision of this Agreement, to the contrary, there shall be no adjustment of any affected employee's anniversary date for any active duty period up to the Federal statutory limit so as to cause loss of seniority or longevity, or to deny the accrual of sick or annual leave as provided by law. Employees are to present a copy of official orders for active duty as soon as possible to the City to comply with the law and to allow the City to reschedule the work force.
- 9.5 **LEAVE WITHOUT PAY**. The City Mayor may grant to a permanent employee leave without pay not to exceed ninety (90) calendar days if, when it is in the best interest of the City to do so, and the employee can be spared from his job for the time requested. During the employee's approved leave of absence his position may be filled by temporary promotion, or temporary reassignment of any employee. At the expiration of the leave without pay the employee has the right to, and shall be reinstated to, the position he vacated if the position still exists; or, if not, to any other vacant position in the same class. Approved leave without pay shall not constitute a break in service. Longevity credits for the purpose of completing probation, pay anniversary date and accumulation of leave benefits shall be suspended during the periods of leave without pay exceeding one work day.
- 9.6 Personal leave shall be granted to employees for the birth or adoption of a child. In addition, employees will be entitled to LWOP in accord with the Family and Medical Leave Acts.

10. PAY DAYS

Pay days shall be established covering payroll periods from the first (1st) to the fifteenth (15th) day of the month inclusive (for which the payday is by month end) and from the sixteenth (16th) day of the month to the last day of the month (for which the payday is the 15th of the following month except when pay day falls on Saturday or holidays. When the payday falls on a Saturday, Sunday, or Monday City Holiday, the payday will be Friday. The City reserves the right to establish a bi-weekly pay period upon thirty (30) calendar days' notice to the Union. If established, pay day shall fall on every other Friday. If the designated pay day falls on a holiday, pay checks will be available for distribution the day preceding the holiday. However, no employee shall lose any wages or benefits accruing under this Agreement as a result of the change from semi-monthly to by-weekly pay periods. Each check shall have a stub, or duplicate, itemizing all legal and authorized deductions, hours worked, rate of pay for straight time and overtime hours worked.

11. UNION MEMBERSHIP AND DUES

11.1 The Union shall assume all obligations and responsibilities for the collection of any Union dues, fees or assessments except as agreed to by the Employer and set forth herein.

The Employer will deduct membership working dues from the employees' pay checks for each compensable hour in an amount so designated by the particular Unions involved, with proper authorization submitted to the Employer by the employees so affected.

All moneys collected for working dues by the Employer shall be paid to the appropriate Unions. The working dues which are deducted shall be paid monthly by the fifteenth (15th) of the month following the month in which they were deducted.

11.2 No employee shall be discriminated against for the upholding of Union principles, and any employee who heeds the instructions of the Union, or who serves on a committee, shall not lose his position or be discriminated against for this reason. The Union shall not discourage any employee from carrying out his work assignment for the City.

11.3 The Employer agrees that he will not in any manner, directly or indirectly, attempt to interfere between any of the employees covered under the terms of this Agreement and the Union, and that he will not in any manner, restrain or attempt to restrain any employee from belonging to the Union or from taking an active part in Union affairs, and that it will not discriminate against any employee because of the employee's Union membership or lawful Union activity.

- 11.4 All employees covered by this Agreement shall be required as a condition of continued employment, to apply for and become members of, and to maintain membership in the appropriate craft union within thirty-one (31) days following the beginning of their employment or the effective date of this Agreement, whichever is later.
- 11.5 The City will within five (5) working days after receipt of written notice from the Union discharge any employee who is not in good standing in the union as required in Section 11.4. If the employee signs an authorization to the City to withhold working dues and pays his initiation fee and monthly dues to the union before the expiration of the five (5) working days, he shall be considered in good standing with the union, and not be discharged for that reason.

12. HIRING HALL

- 12.1 The Union agrees to maintain a hiring hall and to solicit qualified workers, both Union and non-Union, in order to fill necessary requisitions for workers. The Employer agrees to use the services of such hiring hall and will call upon the Union to furnish all the qualified workers he may require in the classifications herein mentioned, subject to the following terms and conditions.
- 12.2 Selection of applicants for referral to jobs shall be on a non-discriminatory basis and shall not be based on, or in any way affected by, Union membership, By-laws, rules, regulations, constitutional provisions, or any other aspect or obligation of Union membership, policies or requirements.
- 12.3 The Employer retains the right to reject any job applicant referred by the Union. The employer will apply the terms of its current nepotism policy, as provided in the Fairbanks General Code. ta2/6/09
- 12.4 All employees covered by this Agreement, that operate heavy equipment and packers shall be required, as a condition of employment, to possess and maintain a Commercial Driver's License as required by law. The City will annually reimburse permanent employees for the cost of renewal of any licenses or training required by law or required by the City to perform their duties while in City employ, with the exception of personal drivers licenses.
- 12.5 The Union agrees that it will not discriminate against non-Union workers in referring workers to the Employer, and the Employer agrees that it will not discriminate against Union workers in selecting job applicants referred to it by the Union.

- 12.6 The Union and the Employer agree to post in places where notices to employees and applicants for employment are customarily posted, all provisions relating to the functioning of these hiring arrangements.
- 12.7 In the event the Union is unable to supply the Employer with qualified workers when called upon by the Employer within seventy-two (72) hours, exclusive of Saturdays, Sundays, and holidays, the Employer may procure workers from other sources; provided, however, that in such instances the Employer shall furnish the Union with the names of workers, their classifications and date of hiring.

13. SENIORITY

13.1 Seniority shall be established by craft for the following seniority groups:

- (a) laborer
- (b) operator
- (c) mechanic
- (d) electrician
- (e) carpenter
- (f) plumber
- (g) dispatcher & network coordinator
- (h) engineering employees
- (i) supply specialist/expediter
- (j) warehouse/records coordinator
- (k) custodian
- (l) inventory specialist/material handler
- (m) or other seniority groups mutually agreed to by the City and the Craft Council.

The employee having the longest term of service with the Employer shall be number one on the seniority list subject to the provisions of Section 13.7, and all other employees, likewise, shall be listed according to length of service with the Employer; such lists shall be posted. Date of hire as a permanent employee will be the criterion used to establish the length of service for new employees.

- 13.2 Lay-offs due to reduction in force shall be made in reverse order of seniority subject to Section 13.1. In rehiring, seniority shall apply. When calling back laid-off employees, the City will recall, through the Union, the employees in the proper order of seniority recall rights.
- 13.3 Promotions, including promotions to newly created jobs, and reclassification to positions of different responsibilities shall be in order of seniority, provided the employee is qualified and competent to perform the work in the proposed classification. This provision shall not apply to the selection of General

Foreman or Craft Supervisor. Lead worker and Craft Supervisor shall be selected by the City from among the regular permanent employees. The City shall be the judge of the employee's qualifications and competency.

- 13.4 Employees under this Agreement shall be allowed to transfer into another bargaining unit with the City, provided they are qualified to perform the work and the position vacancy has been first offered to existing employees in that bargaining unit and no employees are interested or qualified. It is understood that such transferring shall be within the appropriate Unions and all parties in the bargaining unit(s) concur. Employees transferred thus shall carry continuous service credits (longevity) but will lose division or unit seniority.
- 13.5 City seniority shall be terminated and the employer-employee relationship shall be severed by the following conditions:
- (a) Discharge for cause
 - (b) Lay-off of eighteen (18) months duration
 - (c) Resignation or retirement
- 13.6 In the event an employee is not worked in his rightful position of seniority pursuant to Section 13.1, 13.2 and 13.3, he shall be compensated in the amount that was earned by the employee who has worked in his stead, unless otherwise mutually agreed upon by the Union and the Employer.
- 13.7 Each new employee shall be hired as a probationary employee and shall not have seniority until the end of a probationary period of one hundred eighty (180) days, unless the employee has worked in a position in the bargaining unit within eighteen (18) months of the appointment. The employee who has worked in a position in the bargaining unit within eighteen (18) months of the appointment shall have his probationary period reduced by the amount of time he has worked in a position in the bargaining unit within eighteen (18) months of his appointment, but in no case shall the probationary period be less than ninety (90) calendar days. Upon completion of such period, the employee shall have seniority from date of hire with full accrual of personal leave. A probationary employee shall not be terminated for the sole purpose of defeating the accrual of such.

14. LAY-OFF AND DISCHARGE

- 14.1 When an employee is terminated, or effects a separation, he shall be paid all accrued earnings in accordance with State law, or within forty-eight (48) hours, whichever is earlier, excluding Saturday, Sunday and holidays.
- 14.2 Written notice of lay-off will be given to the affected employees by the Employer. Employees having less than ninety (90) days continuous service shall receive two (2) days' notice prior to termination. The employees having

ninety (90) days continuous service but less than twelve (12) months continuous service shall receive six (6) working days' notice prior to termination. Employees having twelve (12) months or more continuous service shall receive twelve (12) working days' notice. In instances where notice is not given by the Employer prior to termination, the employee shall receive in lieu thereof, pay at the basic rate for the time established herein. Employees effecting a separation without prior notice to the Employer shall forfeit severance pay. Temporary employees hired for twenty-one (21) days or less will receive twenty-four (24) hours of notification prior to termination.

15. SHOP STEWARD

- 15.1 A Shop Steward shall be appointed from among the employees of the Employer at any given point by the Union at the Union's discretion and shall be the last employee terminated unless such employee is discharged for cause.
- 15.2 The Shop Steward shall be allowed to handle requests, complaints and grievances arising under this Agreement during the Shop Steward's working hours without loss of compensation for time spent in the pursuit of Shop Steward's duties. There may be occasions when the work load will prevent the granting of such times until a later time. In the absence of compelling circumstances to the contrary, the employee will be made available. The Steward will be the last employee terminated in the respective craft as long as there is work available which such employee is capable of performing.
- 15.3 Shop Stewards and aggrieved employees shall, upon notification to their foreman or immediate supervisor, be given time during working hours and without loss of pay to handle grievances. It is further agreed that Shop Stewards shall be given time during working hours and without loss of pay to attend Union negotiations and other authorized joint employer-Union conferences.

16. JURY DUTY

- 16.1 Employees required to serve on jury duty will suffer no loss in regular earnings, but shall be compensated during their service at the rate of forty (40) hours per week. Fees paid the juror, while serving such jury duty, will be returned to the employer by the employee. An employee, other than a regular day shift employee shall be considered to be a regular day shift employee while serving on jury duty. Such an employee who was required to serve on jury duty on his previously scheduled day off shall not be required to work on the following Saturday or Sunday. It is agreed that an employee reporting for jury duty who is then released for the day shall return to work for the rest of the work shift.

A certificate of attendance shall be obtained by the employee from the jury clerk and made available to the department head upon request.

Temporary employees will only be paid for jury duty if they are not granted a deferral to a later date.

17. SAFETY

- 17.1 All work should be executed in a safe and proper manner. The "Alaska State General Safety Code" will serve as minimum standards.
- 17.2 The employer shall furnish such safety equipment as is necessary for the safety of the employees. Safety devices and first-aid equipment as may be needed for safety and proper emergency medical treatment, shall be provided and be available for employees working under adverse conditions.
- 17.3 When any work is being done in a manhole, there shall be an employee stationed at the street level as a minimum safety precautionary measure in accordance with "Alaska State General Safety Code" regulations and City of Fairbanks Safety Policy Manual.
- 17.4 A Safety and First-Aid Program, as required by the State Safety Code, shall be instituted and regular safety meetings for each department shall be held once each month during working hours, without loss of pay to the employee.
- 17.5 It shall not be considered a violation of this Agreement where employees refuse to work with or ride in unsafe equipment or where safeguards are not provided, or when the facilities are not being maintained in a reasonable sanitary condition.
- 17.6 It is agreed that when one (1) employee is on shift alone the employees supervisor will call to check on the employee should the employee fail to report every two (2) hours. It will be the employee's responsibility to notify public works dispatch that he is working alone that shift. Nothing in the section applies to work in a confined space or other hazardous conditions.

18. TRAINING - EMPLOYEE UPGRADING

The parties agree that it is in their mutual interest and in the interest of the industry that employees be trained in the fields of work and equipment covered by this Agreement.

The Employer may utilize training courses, technical publications, specifications and training schools of equipment manufacturers and vendors, as the Employer deems necessary, to develop and upgrade their employees to the state of the art skills regarding the latest products, equipment, systems and their operation, maintenance

and repair. When specialized training is provided by the employer seniority will be considered when offering such training to employees. When training for a specialized skill is provided by the City to a junior employee, senior employees will not be laid off because they lack such specialized skill. When an employee is sent for special training the Employer will pay all authorized expenses. Upon prior written approval the costs for any training beneficial to job requirements and after satisfactory completion will be reimbursed to the employee.

19. MAINTENANCE OF PRIVILEGE AND REMUNERATION

It is understood and agreed by and between the City of Fairbanks and the Fairbanks AFL-CIO Crafts Council that, except as provided by this agreement, no employee, covered by this Agreement, will suffer a loss in privileges or rights which they now enjoy due to signing of this Agreement by and between the City of Fairbanks and the Fairbanks AFL-CIO Crafts Council. Any future changes in working conditions that will affect the employees covered under the terms of the Agreement will be mutually agreed to between Management and the Union prior to implementation. This clause does not preclude the signatory parties to this Agreement from negotiating changes in the Agreement.

19.1 Shift premiums for classification under this contract will be five percent (5%) for swing shift and five percent (5%) for a work week which includes work on Saturday. Ten percent (10%) for graveyard shift and ten percent (10%) for a work week that includes work on Sunday.

20. MISCELLANEOUS

20.1 The parties agree that all permanent employees hired prior to January 1, 1996 will receive longevity pay on the basis of three percent (3%) of the employee's basic wage rate for three (3) years of service, and an additional one percent (1%) for each year's service thereafter up to a maximum \$2.72 dollars an hour without regard to any changes in the CPI.

Permanent employees hired after January 1, 1996 shall not receive longevity pay as specified in the preceding paragraph.

20.2 Mechanics, carpenters, and electricians shall furnish their own tools and provide a complete inventory, but shall not be required to furnish special tools as follows: Air or electric wrenches, gear and bearing pullers, electric drills, reamers, taps dies, oxyacetylene hoses, gauges, torches and tips, thirty-six inch pipe wrenches, socket wrench drives over 3/4", wrenches over 2", coffin hoists, hydraulic jacks, etc. The Employer agrees to reimburse employees for tools lost provided that such loss was not intentional or due to recklessness. Such reimbursement shall be for the full amount of the prior agreed inventory of such tools lost, and will be based upon the current price for tools of the same brand. Such tools will be replaced with tools of the same brand. Tools

broken in the course of employment shall be replaced with tools of the same brand at no cost to the employee, provided the broken tool is turned in to the Employer and further provided that such damage was not intentional or due to recklessness.

- 20.3 **PARKING**. The City will make every effort to provide adequate parking facilities and electrical connections for head-bolt heaters at existing installations. Such facilities shall be provided at any newly constructed installation.
- 20.4 Upon the proper written authorization by an employee, the City agrees to deduct the amount so designated from the employee's wages and submit the amount so indicated to the appropriate union's political, educational or charitable committee. Forms shall be supplied by the employee's union. Such amount shall be submitted to the union on the fifteenth (15) day of the month following the month in which the deductions were made.
- 20.5 (a) Except in the case of an emergency, Employer agrees to refrain from transferring work normally being performed by employees in job classifications falling within the scope of this agreement to any supervisor or unrepresented position unless mutually agreed upon between the employer and the union. The foregoing shall not operate to prohibit the employees of a manufacturer or supplier from warranty work, trouble-shooting or working on equipment or apparatus supplied or leased to the Employer. No regular employee shall be laid off, terminated, or discharged by the Employer as a result of the Employer sub-contracting any work currently performed by the bargaining unit.
- (b) Efforts by community groups, such as Festival Fairbanks or the Downtown Association, to improve the community are encouraged and supported by both the Employer and the Union. Such efforts will not result in the layoff of any craft employees.

21. PERSONNEL RECORDS

- 21.1 An employee's personnel record shall include, but shall not be limited to, the employee's application, reports of results of employment investigations, reports of work performance, progress and disciplinary actions, personnel actions and survivor benefit forms. The employee's personnel file shall be maintained by the City Mayor or designee.
- 21.2 Employees shall be given access to their personnel file upon reasonable request. Copies of additions or other date changes to their individual personnel files shall be provided to the employee upon request and upon reasonable time notifications.

- 21.3 Personnel records will not be used as a private dossier on employees nor shall they contain any materials which an employee has not seen.
- 21.4 Recognizing the employers need to discipline and the employee's desire for fair and equal discipline the employer agrees to remove letters of reprimand, not related to public safety, from an employee's personnel file twenty four (24) months after being placed in such file.

22. TEMPORARY EMPLOYEES

- 22.1 A temporary employee is one who is called for occasional work or for a limited period not to exceed eight calendar months in any year. Unless mutually agreed otherwise by the Union and the City, at the end of this period the employee shall be placed in a regular position or laid off.
- 22.2 (a) Temporary employees shall be paid in accord with Schedule "A" for their classification, plus per hour pension contributions and Health & Welfare contributions.
- (b) Whenever temporary employees are needed under this provision, the City shall first attempt to contact and hire their trained and experienced temporary workers before hiring workers new to the City system. Should such workers decline employment, or not be available for employment, the City shall contact the appropriate hiring hall for referrals.
- 22.3 Temporary employees shall not accrue seniority, be paid for holidays, or receive paid personal leave, but shall be eligible for unpaid leave upon mutual agreement.
- 22.4 Temporary employees shall not be hired if there is a permanent employee of the appropriate craft on lay-off who has seniority recall rights and is available.
- 22.5 Temporary employees shall be considered for regular positions which are created or become vacant after the position has been closed to all regular employees and before the City places a call to the Union.

23. SCHEDULE "A" WAGES

- 23.1 In 2011, employees shall be compensated as provided in the attached Appendix "A" which provides a 2.5% increase to the package rate after certain adjustments which are shown.
- 23.2 Each Local may allocate the package rate to wages, pension and health and welfare as it sees fit.

- 23.3 Application of the Package Rate Concept. The parties recognize that computing a full package rate, in which actual wages, health care and pension costs are computed on the basis of annual compensable hours, is a more accurate method of reflecting the actual cost to the City. The parties agree that future percentage increases will be applied to the package rate.
- 23.4 This agreement is effective until December 31, 2013 PROVIDED THAT the parties agree to reopen negotiations on economic issues only for 2012 and 2013. Such negotiations will commence in October of 2011 for 2012 and 2012 for 2013. The parties agree to utilize mediation and arbitration if the re-opened negotiations result in impasse.

SIGNED FOR THE FAIRBANKS
AFL-CIO CRAFTS COUNCIL:

Lake Williams, President
AFL-CIO Crafts Council

Date: _____

SIGNED FOR THE CITY OF
FAIRBANKS:

Jerry Cleworth
Mayor, City of Fairbanks

Date: _____

Patrick B. Cole
Chief of Staff

Date: _____

Michael Schmetzer
City Engineer/Public Works Director

Date: _____