

MEMORANDUM OF UNDERSTANDING

FIREFIGHTERS LOCAL #34

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS



EST. 1918

AFL-CIO

AND

CITY OF LITTLE ROCK, ARKANSAS

JANUARY 1, 2025 – DECEMBER 31, 2026

TABLE OF CONTENTS

	ARTICLE	PAGE
PREAMBLE		1
RECOGNITION	1	1
TERMS OF MEMORANDUM	2	2
WAGES	3	3
SEVERABILITY	4	3
MANAGEMENT RIGHTS	5	3
GRIEVANCE PROCEDURE	6	4
MEET AND CONFER	7	6
IMPASSE PROCEDURES	8	7
RULES AND REGULATIONS	9	8
UNION BUSINESS	10	8
DUTIES OUTSIDE THE SCOPE OF FIREFIGHTING	11	9
MINIMUM STANDARDS	12	9
WORK SCHEDULE	13	10
WORKING OUT OF CLASSIFICATION	14	11
RIGHT OF ACCESS	15	11
SAFETY AND EQUIPMENT COMMITTEE	16	12
INCLEMENT WEATHER	17	13
STATIONS AND STATION BUSINESS	18	14
VACANCIES AND LAYOFFS	19	14
TRADING TIME	20	15
OVERTIME	21	16
HOLIDAY PREMIUM PAY	22	23
DETAIL COMPENSATION	23	23
AUTHORIZED LEAVE	24	23
VACATION	25	24
SUSPENSION	26	26
INSURANCE	27	26
ON THE JOB INJURIES	28	27
SICK LEAVE	29	30
FUNERAL LEAVE	30	33

UNIFORM ISSUANCE	31	34
PAYCHECK DISTRIBUTION	32	35
CABLE TELEVISION	33	35
PHYSICAL HEALTH	34	36
NO SMOKING / VAPING REQUIREMENT	35	36
JURY DUTY	36	37
VOTING PRIVILEGES	37	37
MILITARY LEAVE	38	37
SENIORITY	39	38
LABOR MANAGEMENT COMMITTEE	40	39
PERSONAL ITEM REPAIR AND REPLACEMENT	41	39
RETIREMENT	42	39
GROOMING STANDARDS	43	40
SENIORITY BID SYSTEM	44	40
INTERNAL AFFAIRS INVESTIGATIONS	45	43
SIGNATURE PAGE		44
SALARY, LONGEVITY, EMT PAY	APPENDIX A	45
48/96 IMPLEMENTATION	APPENDIX B	48
PARENTAL LEAVE POLICY	APPENDIX C	56

PREAMBLE

This agreement is entered into by and between the Mayor of Little Rock hereinafter referred to as the "City" and Firefighters Local #34, International Association of Firefighters, A.F.L. - C.I.O., hereinafter referred to as the "Union."

It is the purpose of this Memorandum of Understanding to achieve and maintain harmonious relations between the City and the Union; to provide for equitable and peaceful procedures for the resolution of differences; to maintain a spirit of cooperation, professionalism and mutual respect and a willingness to work together to best serve this community, and to establish proper standards of wages, hours and other conditions of employment.

It is understood that this Memorandum applies to all covered employees without distinction of gender and without discrimination. It is also understood that the term Firefighter applies to all covered ranks unless otherwise specified.

ARTICLE 1 RECOGNITION

SECTION 1. – Recognition: The City recognizes the Union as the exclusive bargaining agent for all uniformed employees up to and including the rank of Captain of the Little Rock Fire Department. Any changes shall be based upon mutual agreement between the City and the Union.

SECTION 2. – Union Security: The City will not discriminate in any way against members of the Firefighters Local 34 because of membership in the Union or because of lawful Union activities. Employees shall have the right to join or not to join the Union.

SECTION 3. – Dues Deduction: The City agrees to deduct, once each month, dues and assessments in an amount certified to be current by the Secretary-Treasurer of the Union Local from the pay of those employees, who authorize such deductions by signing deduction cards approved by the City. The total amount of deductions shall be remitted each month by the City to the Secretary-Treasurer of the Local. The Payroll Deductions Procedure Guideline in effect on the effective date of this agreement will remain in effect during the duration of this agreement. The Union will maintain its current eight (8) slots plus one for a total of nine (9) slots.

SECTION 4. – Dues Withdrawal: Each employee shall be permitted to withdraw the authorization for withholding union dues and assessments by written notice delivered to the City and the IAFF Local 34 from March 2nd through 10th, and September 1st through 10th.

SECTION 5. – Decertification: If questions should arise as to whether the employees of the Fire Department wish to be represented by Local 34, International Association of Firefighters or any other group, or if any rank of the Department wishes not to be included in the bargaining unit, then an election may be held in the following manner:

- (1) A petition must be submitted by at least thirty percent (30%) of the employees in the present bargaining unit between ninety (90) and sixty (60) days before the expiration of this Memorandum;
- (2) the Federal Mediation and Conciliation Service or any other third party, which is agreeable to both the City and the Union, will conduct an election and fifty-one percent (51%) of those in the bargaining unit must vote for decertification;
- (3) any decertification will not dissolve the Local, which will continue to exist under the Constitution and Bylaws of the International Association of Firefighters; and
- (4) in case of decertification, employees who were covered under this Memorandum shall be governed by the Administrative Personnel Policy and Procedure Manual.

ARTICLE 2

TERM OF THE MEMORANDUM

SECTION 1. – Term of Agreement: This Memorandum shall be effective as of January 1, 2025, and shall remain in full force and effect through December 31, 2026, unless otherwise provided herein. It shall automatically be renewed from year to year thereafter, unless either party shall have notified the other, in writing, at least one hundred twenty (120) days prior to the expiration date that it desires to modify the Memorandum. In the event such notice is given, it is the goal to start negotiations no later than one hundred twenty (120) days prior to the expiration date, but no later than October 1st. Any matter covered by this Memorandum which occurs between January 1, 2025, and the date of execution are hereby ratified by both parties upon execution of this Memorandum.

SECTION 2. – Extension of Terms: The terms and conditions of this agreement shall remain in effect beyond the stated date of expiration and until a new agreement is reached.

ARTICLE 3

WAGES

SECTION 1. – The salary schedule is set out and attached as Appendix A, which shall be a part of and subject to all provisions of this Memorandum.

SECTION 2. – Longevity Pay, Stand-by Pay, and Emergency Medical Technician (EMT) Pay are shown in Appendix A.

ARTICLE 4

SEVERABILITY

SECTION 1. – If any provision of this Memorandum or the application of such provision should be rendered or declared invalid by any existing or subsequently enacted legislation, the remaining parts or portions of this Memorandum shall remain in full force and effect.

ARTICLE 5

MANAGEMENT RIGHTS

SECTION 1. – The City of Little Rock possesses the sole right to operate and manage the affairs of the City. Such management rights, except as may be modified or limited by the express provisions of this Memorandum include:

1. to determine the mission of the City government,
2. to direct the work forces,
3. to hire, assign or transfer employees,
4. to determine the methods, means and number of personnel needed,
5. to carry out the public services of the City government,
6. to discipline or discharge for just cause,
7. to assign positions to the classification plan and to allocate the grades assigned thereto.
8. to change existing methods of operation or facilities,
9. to introduce new or improved work methods or facilities,
10. to take whatever actions may be necessary to carry out the activities of the City government so long as they are not precluded by any federal, state or local ordinances and the provisions of this Memorandum.

ARTICLE 6

GRIEVANCE PROCEDURE

SECTION 1. – The Union or any employee may file a grievance within twenty (20) calendar days of the incident giving rise to the grievance, or within twenty (20) calendar days from the time the Union or the employee becomes aware of the grievance, as hereinafter defined, and shall be afforded the full protection of this Memorandum.

SECTION 2. – Any controversy or dispute between the City and the Union or any employee concerning the interpretation, enforcement, or application of any provision of this Memorandum may be an occurrence giving rise to a grievance which shall be settled in the following manner. Employees should first discuss the issue with their immediate supervisor to try to resolve the issue. If the supervisor fails to resolve the issue, the employee should proceed to Step 1. The grievance procedure is as follows:

Step 1: An employee shall first discuss a grievance with the employee's immediate supervisor. In this step, employees have a right to Union representation. In this step, it is not required that the grievance be written. Supervisors are encouraged to counsel with their employees who present grievances as well as confer, as necessary, with their own supervisors to ensure that grievances are resolved at this step whenever possible. A supervisor's decision shall be made orally to the employee and the Union representative if there is one, within five (5) calendar days of the first notification of the grievance. The majority of grievances should be resolved at this step.

Step 2: If the grievance is not settled by the provision of Step 1, it shall be submitted in writing on the appropriate form within ten (10) calendar days from the receipt of the supervisor's response in Step 1 to the Union Grievance Committee, as provided for in the Union Bylaws.

Within ten (10) calendar days, the Union Grievance Committee shall determine, in their discretion and judgment, whether or not a grievance exists as defined in Section 2 above. If the Union Grievance Committee finds a grievance does exist, the procedure of Step 3 shall apply.

Matters that must be resolved outside the Fire Department affecting a general problem area may proceed directly to Step 3.

Step 3: If the Union Grievance Committee finds a grievance does exist, the Committee and/or the employee shall forward the grievance within five (5) calendar days to the Fire Chief for settlement.

The grievant and the Fire Chief, or their designee, shall have a right to a conference at this step, at which the employee shall have the right to the Union representative of their choice.

Step 4: The Fire Chief shall submit their answer, in writing, to the employee involved and the Union Grievance Committee within seven (7) calendar days. If the grievance has not been settled at this step, it shall be sent to the Mayor within seven (7) calendar days for settlement.

Step 5: The Mayor's designee shall jointly meet with the Union Representative and the Fire Chief or Department Representative to attempt to resolve the grievance. The Mayor's designee shall submit an answer to the Fire Chief, the employee involved and the Union Grievance Committee within seven (7) calendar days. If the Mayor and the Union Grievance Committee have not settled the grievance within that time, it shall then be submitted to mediation within twenty (20) calendar days, as follows:

1. The party bringing the grievance shall contact the Federal or State Mediation and Conciliation Service and request a mediator. According to the Mediator's schedule, the Chief People Officer or a member of the Human Resources Department and the Union Grievance Subcommittee shall meet to enter into the Mediation Process. At the conclusion of the Mediation Process, the Mediator will give an oral opinion regarding the resolution of the grievance. Both sides shall transcribe the context of the Mediator's oral opinion and the President of the Local and the Chief People Officer or a member of the Human Resources Department shall sign a written statement, in the presence of the Mediator, which both parties agree is an accurate depiction of the Mediator's opinion.
2. The signed statement will then be sent jointly by the Chief People Officer or a member of the Human Resources Department, and the Union Grievance sub-committee to the Mayor for their review. The Mayor will then issue a final written decision, which will be distributed to the employee involved, and the Union Grievance Committee within ten (10) calendar days.
3. At any time during the process, if a resolution is reached that is agreeable by both the City and the Union Grievance Committee, the remedy shall be written and implemented, after which the grievance shall be considered resolved.

SECTION 3. – The Union President, or their authorized representative, may report an impending grievance to the Fire Chief in an effort to forestall its occurrence.

ARTICLE 7

MEET AND CONFER

SECTION 1. – The City and the Union agree to meet as needed at a mutually convenient time to discuss any and all subjects of concern to the Firefighters affected, Local No. 34 of the Little Rock Fire Department or the City government together with any other matters which may improve the relationship between the City and its employees. Individual grievances will not be dealt with in these meetings. The meetings shall be held during normal working hours on the City's premises, without loss of pay to the employees involved.

SECTION 2. – The City and the Union agree to limit the number of representatives for Meet and Confer sessions to not more than three (3) participants each plus two (2) members of a City recognized firefighter minority organization. Exceptions to this limit may be granted if either party requires additional participants, such as advisory personnel.

SECTION 3. – Such meetings will normally be conducted by the Fire Chief or their designated representative. On occasions where matters of citywide policies are concerned, the Mayor or their designee may be invited to participate.

SECTION 4. – The Union, Fire Chief, and City Officials agree to make all efforts to exchange agendas at least twenty-four (24) hours prior to the meeting date.

(A.) Within five (5) calendar days after the conclusion of a Meet and Confer Session, the Union shall present a record of the items discussed, the progress on these and other items of interest, as well as any agreement on items or any other news for review by the Fire Chief.

(B.) The report must be an accurate account of the Meet and Confer Session and will be signed by the Fire Chief within five (5) calendar days of receipt before the Union may distribute it to its members.

(C.) The Fire Department will distribute the signed minutes through the DMS system requiring confirmation of receipt.

ARTICLE 8

IMPASSE PROCEDURES

SECTION 1. – In the event of an impasse in negotiations between the City and the Union, both parties will appeal to the Federal Mediation and Conciliation Service for mediation to assist in reaching a voluntary resolution of the impasse. The appeal will be made within five (5) calendar days after either party notifies the other in writing that an impasse exists.

SECTION 2. – If an impasse continues fifteen (15) calendar days after mediation, either party may, by written notice to the other, request Fact-Finding.

SECTION 3. – The Fact-Finding procedure shall be conducted by a Fact Finder to be selected by the City and the Union within seven (7) calendar days after notice has been given.

SECTION 4. – If the parties fail to agree on a Fact Finder, the Federal Mediation and Conciliation Service shall be requested by both parties to provide a panel of five (5) Fact Finders. Both, the City and the Union, shall have the right to strike two (2) names from the panel, with the grieving party initiating the process of striking. The remaining person shall be the Fact Finder.

SECTION 5. – The Fact Finder shall transmit their findings of fact and any recommendations for the resolution of the dispute to both parties within ten (10) days after they are selected.

SECTION 6. – If the dispute remains unresolved five (5) calendar days after the transmittal of the findings of fact and recommendations, the Fact Finder shall publish the findings of fact and any recommendations for public information.

SECTION 7. – The cost of the Fact Finder shall be shared equally by the City and the Union.

ARTICLE 9

RULES AND REGULATIONS

SECTION 1. – The Union agrees that its members shall comply with all Fire Department Rules and Regulations, including those relating to conduct and work performance. The City agrees that departmental rules and regulations which affect this Memorandum shall be subject to the Meet and Confer sessions. New rules, or changes in rules, shall be posted in a conspicuous place prior to becoming effective, except those of an emergency nature. Copies of all existing and future rules and regulations shall be maintained at all duty stations and a copy shall be sent to the Union office.

SECTION 2. – All posted Fire Department Informational Bulletins, Department Directives, Standard Operating Procedures, memoranda, orders, procedure guidelines, transfers, promotions, civil service proposals or changes, certified lists, and retirements shall be emailed to the Union Office, President, Vice-President, and Secretary Treasurer.

ARTICLE 10

UNION BUSINESS

SECTION 1. – Employees elected to union office shall be granted time to perform their union functions, and employees acting as union representatives may be granted time to perform union functions, including attendance at union functions including but not limited to MDA events, Camp Sunshine, conventions, conferences and seminars without loss of pay, not to exceed nine hundred sixty (960) hours per year that can be used at any time and an additional two hundred eighty (280) non-overtime hours per year that can be used when the Fire Department is not in an overtime situation. Unused days (except the non-overtime hours) may be carried over to the next year and added to the total allowed. The members of the negotiating team shall be allowed time off for all meetings which shall be mutually set by the City and the Union. The members of the Union Executive Board (President, Vice-President and Secretary-Treasurer) shall be granted authorized leave to attend meetings with City Officials including the Mayor, City Manager, Human Resources Department staff, Fire Department Management while on duty without the loss of pay. The Union must provide prior notification of the meeting, as soon as possible. Union Executive Board members agree to go off the clock when working voluntary overtime for union meetings.

ARTICLE 11

DUTIES OUTSIDE THE SCOPE OF FIREFIGHTING

SECTION 1. – The City agrees that employees in the bargaining unit of the fire department shall not be used to perform any duties except as outlined in their respective job class specifications and/or departmental rules and regulations as approved by the Civil Service Commission and City Board.

SECTION 2. – Members of the union will not be required to perform any duties outside the scope of firefighting which violate the rights of any other labor organization.

SECTION 3. – Assistance shall be given to other city departments if such assistance is limited to City functions, City-owned facilities or properties, or is for the benefit of City employees. Whenever possible, operations departments shall provide assistance with these tasks. It is understood that this assistance by Fire Department personnel is not intended to replace any assigned function, specific equipment nor employees of any other City department.

SECTION 4. – Firefighters shall not be required to use their personal vehicle to report to or relieve at a fire scene nor transport firefighting equipment or personnel to or from a fire scene.

ARTICLE 12

MINIMUM STANDARDS

SECTION 1. – The Chief of the Fire Department will be responsible for selecting a representative committee of experienced Firefighters, Firefighting Supervisors, and at least one (1) member of the Union Executive Board to serve on a committee to establish Uniform Minimum Training Standards for all Fire Apparatus Engineers and Captains.

SECTION 2. – These Minimum Standards will be used as a guideline in determining if a probationary Fire Apparatus Engineer or probationary Captain has acquired the necessary skills and training to meet the required standards to achieve a permanent appointment as specified in the Civil Service Rules and Regulations. An incumbent of a position in the Little Rock Fire Department established prior to the adoption of the standards shall be considered qualified and eligible for future progression in accordance with the standards.

ARTICLE 13

WORK SCHEDULE

SECTION 1. – Fire suppression personnel shall be on a three (3) platoon system with an average workweek of fifty-six (56) hours. The platoons will be twenty-four (24) continuous hours on duty and have forty-eight (48) continuous hours off. The employees of the Administration and Planning, Fire Prevention and Community Outreach, and Training and Professional Development Divisions shall be on a standard forty (40) hour workweek.

SECTION 2. – Before a firefighter can be transferred from one shift to another, he must be given at least three (3) calendar days notice prior to such transfer, except for transfers associated with promotions or the seniority bid system or when in the Fire Chief's judgment an emergency exists.

SECTION 3. – Before a firefighter can be involuntarily transferred from forty (40)-hour to fifty-six (56)-hour or from fifty-six (56) hour to forty (40) hour a minimum of thirty (30) calendar days notice will be given.

SECTION 4. – On March 1, 2025 at 0800 Fire Department administration will distribute through the DMS system a survey to determine the level of support for the 48/96 schedule change on the Little Rock Fire Department. The survey will be co-created by Fire Department Administration and the Union and will remain open until March 9, 2025 at 2000 hours. The survey will only be accessible one time to each firefighter. If the survey approval is 65% but less than 70%, the Little Rock Fire Department suppression personnel will begin a 48/96 schedule on January 9, 2026 on a trial basis for a one year period (Part A). If that survey approval reaches 70% or above, the 48/96 schedule will be implemented as the work schedule for the Little Rock Fire Department on a trial basis on June 13, 2025 (Part B) until the end of 2025. The Union will make station visits to explain the changes related to the schedule change and educate the bargaining unit about the schedule change. If that survey does not reach 65% approval, the 24/48 shift schedule will remain the work schedule for the Little Rock Fire Department through the end of this agreement. Language changes related to the schedule change will be found in Appendix B of this agreement and will be implemented if and when the schedule change to 48/96 takes place. In October of 2026 for Part A or October of 2025 for Part B, Fire Department Administration and the Union will co-create a survey to measure the overall approval of the schedule that will take into account the operational effects on the Fire Department and the mental and physical effects on fire department personnel. If that survey reaches 70% approval, 48/96 will be implemented as the work schedule for the Little Rock Fire Department.

Exit Clause

Both parties agree that either party can terminate the trial period by serving notice on the other party, after meeting through the labor management system to discuss the reason(s) for termination and allowing for corrective action to be made by either party. The exit clause cannot be initiated until three (3) months after the start of the trial period. A minimum of three (3) months notice shall be given to all employees before reverting back to the 24/48 work schedule.

Reasons must be limited to budgetary concerns

SECTION 5. – The official time for platoon change for fifty-six (56) hour employees on the Little Rock Fire Department shall be 7:00 a.m.

ARTICLE 14

WORKING OUT OF CLASSIFICATION

SECTION 1. – Any person covered by this Memorandum who is required to accept the responsibilities and carry out duties of a position or rank above that which they normally hold shall be paid at the entry-level rate for that position while so acting.

SECTION 2. – It is agreed that when an employee works out of classification that employee shall be paid acting pay in fifteen (15) minute increments.

ARTICLE 15

RIGHT OF ACCESS

SECTION 1. – Union officials shall have access to enter Fire Department facilities for the purpose of conducting official business. Such right of access shall not interfere with normal departmental operations.

SECTION 2. – The City agrees to furnish and maintain suitable bulletin boards adjacent to or in close proximity to the department bulletin boards. The minimum size of the bulletin boards shall be twenty-four (24) inches by thirty-six (36) inches. Material posted on these boards shall be the responsibility of the Union and shall relate to Union matters to include meetings, union elections, social events, reports and decisions.

SECTION 3. – The Union shall have access to Fire Department electronic mail, voice mail, or any other innovative communication systems at the Union office. Installation and utilization of such systems shall be at the Union's expense. The Union may use these systems if given prior approval by the Assistant Fire Chief or the Battalion Chief in charge of Central Station to communicate with members via email, which does not conflict with the city policies on email usage nor conflict with departmental policies and directives, on matters pertaining to union business.

SECTION 4. – The Fire Department will maintain an index page on the city computer system with links to all pertinent fire department documents, i.e., Memorandum of Understanding, Department Rules and Regulations, Policy and procedures, City's Administrative Policies and Procedures Manual and Civil Service Commission Rules and Regulations.

SECTION 5. – The Executive Committee of Local No. 34 will have direct access, by appointment, to the Chief of the Department and to the Chief People Officer of the City for such matters that are official Union business.

SECTION 6. – Executive Board scheduling meetings directly with other City officials will notify the Office of the Fire Chief in advance.

SECTION 7. – Employees will have access by appointment to review both their Departmental and City Personnel files. Employees will be provided copies of all non-routine items placed in either file.

ARTICLE 16

SAFETY AND EQUIPMENT COMMITTEE

SECTION 1. – There shall exist in the Little Rock Fire Department, a Safety Committee comprised of nine (9) members. The Committee shall provide input on and make recommendations to the Fire Chief on such health and safety matters as: specifications for the purchase of apparatus, equipment, personal protective clothing, tools and uniforms; policies and procedures related to safety throughout the Fire Department; methods of reducing accidents involving Fire Department personnel, equipment and apparatus. The Committee shall review reports of all accidents, injuries, and deaths involving Fire Department personnel and may make recommendations to the Fire Chief with respect to any such reports reviewed by the Committee.

SECTION 2. – The Committee may recommend to the Fire Chief that field-testing of apparatus, equipment, personal protective clothing, tools or uniforms be conducted prior to preparing specifications for the purchase of such items. If field testing occurs, the Committee shall make recommendations to the Fire Chief with regard to the degree and duration of such field tests, and the Committee shall prepare a written report to the Fire Chief within thirty (30) days of the completion of any such field testing.

SECTION 3. – The Committee shall consist of the following nine (9) members:

- a. Four (4) "at-large" members of Local 34, appointed by the Union Executive Board;
- b. Four (4) fire personnel selected by the Fire Chief;
- c. A member of the Human Resources Department appointed by the Chief People Officer.

SECTION 4. – The Committee shall elect a chairman, vice-chairman, and recording secretary at the first meeting of each calendar year, and the Committee shall meet on the first Wednesday of each month. Any change in the date or time of meeting must be sent to all committee members seventy-two (72) hours prior to the change. Written minutes of all meetings shall be prepared and distributed to Committee members and throughout the Fire Department, to the Union, and to the Human Resources Department within two (2) weeks of the date of each meeting.

SECTION 5. – Employees will be relieved of duty to attend committee meetings.

ARTICLE 17

INCLEMENT WEATHER

SECTION 1. – Efforts will be made to avoid hydrant testing, fire hose testing, physical activities involving outdoor training, and exterior building and grounds maintenance during extreme weather conditions. Extreme weather conditions shall include such conditions as when the current wind chill is forty (40) degrees Fahrenheit or below, when the current heat index is ninety-five (95) degrees Fahrenheit or higher, when frequent lightning is in the vicinity, or when continuous wind speed exceeds twenty-five (25) knots. These limitations will not exclude duties to ensure public safety.

SECTION 2. – In the event that there becomes a question of the current weather conditions, a call will immediately made to the National Weather Service 501-834-0308 to obtain current weather conditions.

ARTICLE 18
STATIONS AND STATION BUSINESS

SECTION 1. – Livable Work Area: The City will maintain fire stations in a manner that will afford safe and sanitary living areas; this will include adequate climate control. Firefighters will be allowed the use of the kitchen facilities at each station.

SECTION 2. – Parking: The City shall provide, without cost to the employees on duty, adequate parking space adjacent to all fire stations and Fire Department facilities. Parking will be free of charge for promotional testing.

SECTION 3. – Use of Vehicles and Apparatus: Fire Department personnel may utilize Fire Department vehicles and apparatus to travel to grocery stores and restaurants located within their first- in response districts; however, trips to the grocery store will be limited to two (2) times per shift and a member must remain with the apparatus. In addition, personnel at restaurants for purchasing and/or consumption of food, the apparatus must remain in clear view or a member must remain with the vehicle.

SECTION 4. – At no time will any fire apparatus (engine, aerial, rescue, similar vehicle) be left unattended while all members of the crew enter a store to purchase groceries.

SECTION 5. – No other station business shall be conducted without the express prior approval of the Battalion Chief in whose area the station is located.

ARTICLE 19
VACANCIES AND LAYOFFS

SECTION 1. – Vacancies in the firefighting ranks shall be anticipated by the City so that the Department of Human Resources will be able to maintain promotional eligibility lists and new hire lists as specified by State and Civil Service Law.

SECTION 2. – If a Firefighter serves in a continuous acting capacity and is subsequently promoted on a permanent basis, such Firefighter's date of rank shall commence from the date of the acting promotion, provided that such date of promotion does not supersede the date of anyone else who is ranked higher on the Civil Service promotional list and is promoted on a permanent basis prior to the permanent promotion of the employee in question.

SECTION 3. – Firefighters may submit their preference for job assignments in writing through the chain-of-command. The three (3) employees making up the Union's Executive Board will not be transferred unless at the member's request, upon promotion, or in case of an emergency as determined by the Fire Chief.

SECTION 4. – Layoff: In the event that it becomes necessary to lay off employees for any reason, the employees shall be laid off in the inverse order of their seniority. Such layoffs shall be restricted to the lowest rank. Regular, non-probationary employees shall receive a thirty (30) day written notice of the impending layoff. Whenever possible, probationary employees will receive the same consideration.

(A.) Laid off employees will be allowed to keep group medical insurance at their own expense for the length of time established by Federal or State Law, but not less than one hundred twenty (120) days.

SECTION 5. – Recall: Employees shall be recalled from layoff according to their seniority in rank. No new employees will be hired into a classification until all employees who are laid off have been offered recall. Such recall rights shall be in effect for two (2) years.

SECTION 6. – Employees, when recalled, will receive credit for all seniority and/or probationary time accumulated before layoff. Notice of recall shall be sent to the employee at their last known address, by certified mail. If the employee fails to notify the office of the Fire Chief within seven (7) calendar days after receipt of such recall that the employee intends to return to work, and/or if the employee, after giving such notice of intent to return, fails to return to work within twenty-one (21) calendar days after receipt of recall notice, such employee shall be deemed to have resigned.

ARTICLE 20 TRADING TIME

SECTION 1. – Employees shall have the right to exchange time when the change does not interfere with the operation of the Fire Department. The employee exchanging time must obtain permission from their immediate supervisor prior to the exchange. Permission must be obtained from the Battalion Chief in order for a Firefighter to exchange four (4) consecutive tours of duty or to trade time with an employee assigned to a different company. The trading of time over four (4) consecutive shifts must be approved by the Fire Chief or designee. Trading Time is not allowed when an employee has accepted Voluntary Overtime.

ARTICLE 21

OVERTIME

SECTION 1. – Overtime shall be paid for hours worked by Firefighters, up to and including the rank of Fire Captain, as established by the Fair Labor Standards Act. All paid leave except sick leave will count as hours worked for FLSA purposes.

SECTION 2. – Overtime Formula for 56-Hour Employee:

(A.) For each 14-day work cycle, the following formula will be used to compute the overtime pay rate for hours worked in excess of 106 hours:

$$\frac{\text{Base Pay} + \text{Holiday} + \text{Acting Pay} + \text{Holiday Premium Pay} + \text{Longevity Pay} + \text{EMT Pay}}{106} \times 1.5 = \text{OT}$$

SECTION 3. – Callback:

(A.) Employees on fifty-six (56) hour workweeks who are called back to Fire Department duty from off duty status shall be paid a minimum of three (3) hours or the actual time worked, whichever is greater, at time and one-half.

(B.) Employees on forty (40) hour workweeks who are called via phone when off duty will be paid for all time worked at time and one-half. Employees who are physically required to return back to work from off duty status shall receive a minimum of four (4) hours or the actual time worked, whichever is greater, at time and one-half in compensatory time. Call back time cannot run in conjunction with regularly scheduled work time.

(C.) For forty (40) hour employees, compensatory time may be accumulated to a maximum of one hundred (100) hours. Once one hundred (100) hours of compensatory time has been accumulated, the Fire Chief has the option to grant either compensatory time or dollars for overtime worked in excess of forty (40) hours in a work week. Every reasonable effort will be made to grant employees time off without unduly disrupting departmental operations.

(D.) An employee who has accumulated compensatory time shall, upon termination of their employment, be paid for all accumulated unused compensatory time at the employee's final regular rate of pay.

SECTION 4. – Holdover: All employees who are required to work past their official relief time shall be paid overtime time and one-half for the time that they are held over. Any part of an hour shall be rounded to the nearest quarter of an hour (7 minutes or less round down, and 8 minutes or more round up). Time worked will be counted as hours worked under Section 2 of this Article.

SECTION 5. – Voluntary Overtime (56 Hour Personnel):

(A.) There shall be three (3) separate lists per shift (Captain, Engineer, and Firefighter). The Overtime Distribution List shall be arranged and maintained according to the number of hours worked/offered, lowest to highest.

(B.) Overtime opportunities will be offered to Firefighters after completing their one-year post-hire probationary period.

(C.) When a Firefighter has completed their one-year post-hire probationary period, the Firefighter may request to be placed on the Overtime Distribution List in the proper sequence according to seniority and then credited with the amount of hours that will place them 16th on the list. It will be the Firefighters responsibility to request through the chain of command placement on the Overtime Distribution list.

(D.) When an individual has been promoted, but has not received their assignment, the individual will be placed on the bottom of the Overtime Distribution List on their respective shift. After the bid process has been completed and the individual receives their assignment, they shall be placed on the Overtime Distribution List according to seniority and credited with the amount of hours that will place them 16th on the list.

(E.) When an individual transfers, in rank, to another shift, after the bid process has been completed and the individual receives their assignment, they shall be placed on the Overtime Distribution List on their respective shift and credited with the amount of hours that will place them 16th on the list.

(F.) When Voluntary Overtime is being paid, Captains and Engineers shall not be detailed, unless to fill specialty company positions with on-duty personnel. ARFF is an exception, Captains shall not be detailed to the ARFF Station on their duty day.

(G.) Overtime shall not be paid on any company from which any individual has been detailed, unless to fill Specialty Company positions.

(H.) If an opening is created once the daily roster is set, overtime shall be paid in the rank that is vacated, whether actual or acting.

(I.) The Overtime Distribution List will be arranged by seniority and the total number of hours worked/offered. The individual who has the lowest number of hours shall determine who is offered overtime. For example, if Employee #1 has 48 hours and Employee #2 has 24 hours; Employee #2 shall be the next individual eligible for overtime. Individual overtime hours worked/offered shall be recorded and the accumulated total placed on the Overtime Distribution List. An individual on top of the list shall have their choice of all available overtime positions for that day in their rank, partial or full. If an individual turns down any overtime offered, they shall be charged the highest hours offered. On February 1st of each year, the Overtime Distribution List for each shift's hours shall be adjusted to zero but the current ranking of individuals from the previous year's overtime distribution list shall remain the same.

(J.) If no individual can be found for Voluntary Overtime on the off-going shift, then the Fire Department shall utilize the on-coming shift's Overtime Distribution List, in the position to be filled. At this time, if no individuals can be found for voluntary overtime, overtime shall be filled at management's discretion and no hours charged. Individuals will be paid one and one-half times in the rank hired or the rank they hold, whichever is highest.

Definitions:

On-duty shift: Shift working

Off-going shift: Shift that was relieved in the a.m.

On-coming shift: Shift that has been off for twenty- four (24) hours

(K.) In the event the Overtime Distribution List cannot be utilized because of specialized training restrictions, the Fire Department shall offer the overtime to the individual with required specialized training who has the fewest number of hours worked/offered, only after all available, on-duty, qualified individuals have been utilized. There is one exception to on-duty qualified individual. Captains shall not be detailed to ARFF on their duty day. Specialty companies shall consist only of ARFF, HAZMAT, Swiftwater, and USAR. The Engineer positions on the Tiller Ladder Truck companies shall be filled with qualified individuals designated on the Overtime Distribution List.

(L.) If an individual would like to be eligible for overtime on the off-going shift the procedure is as follows:

1. Log into the Overtime Call Log Portal on your normal duty day between the hours of 7:00 a.m. (the start of your shift) and 6:59 a.m. the next day (the end of your shift).
2. Indicate you want to work overtime by clicking the appropriate drop-down menu selection "I will accept overtime".
3. If you would like to accept overtime but are on another form of leave as discussed below in this section, then simply select one of the other appropriate choices.
4. This will place the individual on a call log that will be accessed at 7:00 a.m. at the beginning of the oncoming shift to be considered for overtime that day.
5. If an individual does not want to be considered for overtime that day, then do not log into the Overtime Call Log Portal. This will be equivalent to that individual being a verbal turn down if the Fire Department gets to their position on the Overtime Distribution List.

This call log will not affect the Overtime Distribution List which is based on number of hours worked. Beginning at 7:00 a.m. each day the Overtime Distribution List will be used as normal starting with the least number of hours worked and moving down the list in rank. If an individual has indicated on the Call Log Portal that they want to be considered for overtime, then the Fire Department will contact that individual when they get to their position on the Distribution List. If the individual did not place their name on the Call Log then when the Fire Department gets to that name on the Distribution List they will be charged a turn down as if they were contacted and turned it down.

(M.) In the event that an individual must be offered Voluntary Overtime, the Fire Department shall first attempt to contact the individual at the station where they worked the day prior and secondly call the number the individual furnished to the Fire Department. Offers for overtime after 0730, only (1) one call shall be made to the number the individual furnished to the Fire Department. If the employee cannot be contacted, the opportunity will be offered to the next individual with the lowest number of hours worked/offered who indicated via the Overtime Call Log they are available to be considered for overtime. In the event that voice mail is contacted, the incoming call log on the individual's phone will be notification that an overtime call was attempted. The Fire Department will not be required to leave a voicemail.

(N.) If an individual has decided to be removed from the Overtime Distribution List because they no longer want to be considered for overtime, they shall request to be placed on the Do Not Call List via electronic notification to all Battalion One Chiefs via chain of command. The individual shall remain on the Do Not Call List for a minimum (6) six-month period. Anytime thereafter, an individual may choose to be reinstated to the Overtime Distribution List via electronic notification to all Battalion One Chiefs. The individual shall be reinstated to the Overtime Distribution List at the sixteenth (16th) position and hours adjusted accordingly.

(O.) TURN-DOWN: A Turn-down shall equal the number of hours offered. A turn down shall consist of:

1. If an individual states he does not want the overtime;
2. If an individual cannot be contacted at the station or at the number the individual furnished to the Fire Department.
3. If an individual is on sick leave for personal or family use, an employee must return to work prior to being eligible for an overtime opportunity;
4. If an individual is on disciplinary leave;
5. If an individual is on Administrative Leave pending disciplinary action.

If an individual has been charged a Turn-down and is cleared of charges, the hours charged shall be removed.

(P.) In the event that an individual has previously committed to being on duty due to a Time Trade for twelve (12) or more hours for that day and wanted to be considered for overtime, they shall log into the Overtime Call Log Portal and indicate they are on a Time Trade that meets the hours under that rule. If the Distribution Overtime list gets to this individual, they shall not be charged a Turn-down. If the individual does not indicate they want to be considered for overtime in the Call Log Portal, even if the time trade hours have occurred, they will be charged a turn down.

(Q.) When an individual is on Authorized Leave on their duty day, Authorized Injury, Modified Duty, paid military duty, Honor Guard for a member or retiree funeral, or paid Union Business Leave they shall not be charged a Turn down. If the individual has advanced notice of any type of leave they shall log into the Overtime Call Log Portal and indicate the type of leave they are on so that a Turn Down is not charged to them; however, hours will be adjusted accordingly once individuals have returned to work and are offered overtime. No hours charged or unused hours accrued.

(R.) In the event that an individual is committed to another category of overtime (see section 7) that coincides with any portion of the Voluntary Overtime being offered, they shall log into the Overtime Call Log Portal and indicate they are on "Another Form of Overtime", and that individual will not be charged a turn down.

(S.) If an individual is offered overtime and accepting the overtime will cause them to work more than forty-eight (48) consecutive hours, he/she shall have the option to work the overtime and be charged for the hours worked or turn it down with no hours charged. If this individual wants to be considered for overtime, then they shall log into the Overtime Call Log Portal and make the appropriate selection indicating they want to be considered for overtime, otherwise they will be charged a turn down. At no time may an employee voluntarily work more than seventy-two (72) hours out of any consecutive eighty-four (84) hour period.

(T.) All known vacancies for each shift will be filled starting at 7:00 a.m. each day until all vacancies have been filled. If a known overtime is needed on or after 1900 hours on the second shift of a 48-hour tour while the roster is being set, it shall be offered first to the on-coming shift, in the position that was vacated, on the company where the overtime is needed, regardless of the Overtime Distribution List. The next offer of overtime shall be made to the on-coming shift, in the position that was vacated, utilizing only the Overtime Distribution List. If the overtime is accepted, hours shall not be charged. If an individual is not available for overtime, a Turn-down shall be charged for the hours offered. This procedure shall be followed until the vacated position has been filled. After the roster is set for the day if an individual must leave his/her duty assignment creating an overtime situation that occurs after 1300 hours then only the oncoming shift Overtime Distribution List will be used, prior to 1300 the off going Call Log will be used. This will be filled in the same process as stated for the 1900 vacancy.

(U.) If an individual accepts overtime that is six (6) hours or less, it shall not affect their position on the Overtime Distribution List. If an individual is not available for overtime, a Turn-down shall be charged for the hours offered.

(V.) If an individual is on or expected to be on any type of extended leave (other than vacation leave) for eight (8) shifts or more, that individual will be removed from the Overtime Distribution List. Once the individual has returned to work, they will notify Battalion Chief One via chain of command stating they want to be placed back on the Overtime Distribution List. Once an email has been received that individual will be placed on the list in the number one (#1) position, once they have

accepted or turned down an overtime offer, they will be moved to the sixteenth (16th) position and hour adjusted accordingly. Example: modified duty assignment for forty (40) hour work week extending more than eight (8) shifts. Remove from list and placed back on once entire assignment of modified duty has been completed.

(W.) The Battalion Chief shall update the Overtime Distribution List daily. At the time the daily roster is complete, a roster complete announcement shall be made. The list shall be electronically distributed by email to the "Fire Department Email" distribution list and the email address supplied for Local 34 as soon as the roster is complete. The list shall include the overtime details (who, what, where).

(X.) If a vacancy at a certain rank is unable to be filled utilizing the Overtime Distribution List for that rank and an individual on the unit where the vacancy exists is eligible to act in that position, the vacancy will be filled by that individual and overtime will be paid in their position.

SECTION 6. – Court Appearances: Firefighters required to appear in court during off- duty hours on departmental business at the city's request or when subpoenaed for Civil Service Commission hearings during off-duty hours will receive a minimum of three hours or actual time worked, whichever is greater, at time and one-half. All time worked will be counted as hours worked under Section 2 of this Article. Any firefighter required to be absent from work by a lawful subpoena issued by a court or legally constituted commission, which compels their presence as a witness in a case to which they are not a direct party shall be granted administrative leave with pay for such absence. Employees shall notify their supervisor immediately of the need to be off work and provide documentation of their attendance.

SECTION 7. – Overtime for Emergencies and Special Events:

Overtime for emergencies and special events is defined as overtime that is offered due to additional personnel being needed, over and above, the required minimum staffing due to inclement weather, major fire, riot, or other major event of this nature or that is created due to an event that is either endorsed by the City or Fire Department. Any overtime that is required above the normal staffing levels of the Department will be filled at the discretion of the Fire Chief. It is agreed that management will use the most expedient method possible in filling overtime positions, which is in the best interest of public safety. All time worked will be counted as hours worked under Section 2 of this Article.

ARTICLE 22
HOLIDAY PREMIUM PAY

SECTION 1. – The parties agree to be bound by Arkansas State Law with respect to the payment of holiday pay for the duration of this Memorandum.

SECTION 2. – Holiday Premium Pay: The City agrees to pay holiday premium pay equivalent to ten (10) days pay. For fifty-six (56) hour employees a daily rate of pay shall be computed by dividing the base pay, including holiday pay, by two hundred twenty-eight point seven (228.7). The ten (10) days will be accrued and paid on a fourteen (14) day cycle basis along with regular payroll cycles for fifty-six (56) hour employees. For forty (40) hour employees a daily rate of pay shall be computed by dividing the base pay, including holiday pay, by two hundred sixty (260). The bi-weekly payroll calculation for forty (40) hour employees will be at a rate of 2.7692 times the employee's hourly rate.

ARTICLE 23
DETAIL COMPENSATION

SECTION 1. – Any Firefighter who reports for duty and is detailed to work at a station other than the station to which they are assigned and provides their own transportation will be compensated at a rate of twenty dollars (\$20.00) per detail, including any additional detail in the same tour. Longer term assignments (those exceeding ten (10) tours of duty on any one assignment) shall not be eligible for detail pay after the tenth (10th) tour.

ARTICLE 24
AUTHORIZED LEAVE

SECTION 1. – Authorized leave may be granted for activities beneficial to the Fire Department and the City, as determined by the Fire Chief. Such activities may include schools and seminars on firefighting practices, Pension Board and Health Fund Board meetings, legislative hearings and community meetings.

SECTION 2. – No employee will be held responsible for any time lost while attending such activity or be required to furnish relief personnel.

SECTION 3. – Every effort will be made to ensure that personnel who have completed twenty (20) or more years of service to the City and who are receiving a service recognition award are able to attend the employee appreciation event sponsored by the City.

ARTICLE 25

VACATION

SECTION 1. – Vacation:

(A.) Firefighters will accrue vacation as follows:

Year of Service	56-hour Employees	40-hour Employees
1 year - 4 years	7 shifts	15 shifts
5 years - 9 years	8 shifts	17 shifts
10 years - 14 years	10 shifts	21 shifts
15 years - 17 years	12 shifts	25 shifts
18 years plus	13 shifts	27 shifts

Leave accrues one year earlier than stated above so that the time is already accrued by the time these years of service designations are reached.

(B.) Vacation schedules will start on February 1 and will be governed by the following policy. Firefighters will bid by seniority, in rank, by shift, each person selecting one (1) period before any employee selects a second period. No more than two (2) Firefighters, regardless of rank, on the same company and shift, may request the same calendar day for vacation during the selection process. The selections process will use a file that will be viewable by employees at each station and be updated each time a selection is made. Vacation usage may be split into the maximum number of full days available per year. After all full vacation days have been selected, each person will select one (1) increment before anyone selects a second. Employees may advance bid two (2) vacation days in one-hour increments with a minimum of six (6) hours. Leave which occurs after 10:00 p.m. (regardless of starting or ending times) must be for the remainder of the shift. Firefighters who have the same employment date shall draw for selection of opportunity prior to the scheduling each year. Engineers and Captains who have the same promotion date shall be placed on the seniority list in accordance with their rank on the certified eligibility list from which they were promoted. Once the days have been selected and confirmed, no employee will be allowed to bump another employee from scheduled vacation dates. However, after all days have been selected and confirmed, a Firefighter may change scheduled days if it does not conflict with the vacation or bonus leave time that has been previously selected and scheduled. No employee will be denied their choice due to another employee's mandatory scheduling (new employees, military leave, etc.).

(C.) Every Firefighter who has completed one (1) year of service with the City and who has accrued unused vacation leave shall have such time paid by adding that amount to the last payroll check when they leave employment, whether by resignation, retirement, death, or discharge.

SECTION 2. – Vacation Carryover:

A maximum balance of four hundred forty-eight (448) hours may be carried over for fifty-six (56) hour employees and three hundred twenty (320) hours may be carried over for forty (40) hour employees. Reduction of excess vacation leave shall be computed on January 31st of each year.

SECTION 3. – General Information Pertaining to Vacation and Bonus Leave:

(A.) The Fire Chief shall designate the maximum number of employees who may take vacation during a given period, such that firefighting effectiveness is not impaired. Except for emergency situations twelve-point-two (12.2%) percent of the average authorized positions available for each shift of fifty-six (56) hour personnel can be scheduled for vacation per day (with the exception of personnel assigned to Station 22 and the Bomb Squad and it is agreed those positions will be scheduled separate and those assigned position be removed from the calculation of authorized positions). For example, 445 authorized fire department full time equivalents, minus seven civilian employees, minus twenty-three 40-hour personnel, minus three bomb squad, minus twelve ARFF positions, equals four hundred (400) authorized positions divided by (3) three platoons equal one hundred and thirty-three point three three (133.33) employees times 12.2% = sixteen point two six (16.26) personnel off per day shall be able to schedule vacation. It is agreed that on the initial selection of vacation days ("First Pick"), all members will be allowed to select until the maximum allowable number of personnel is reached on each day. Changing vacation shall be based on sixteen (16) personnel allowed off on vacation for the time requested.

(B.) Conversion of accumulated vacation hours shall be divided/multiplied as appropriate, by a factor of one and four-tenths (1.4) for firefighter transfers from fifty-six (56) to forty (40) hour and forty (40) to fifty-six (56) hour positions.

(C.) No more than two (2) employees assigned to Station 22 shall be allowed to schedule off on vacation or bonus leave in any one (1) day.

(D.) If an employee is promoted or transferred non-voluntarily, the employee will be allowed to keep their previously scheduled vacation days with their option to move the leave one shift forward or one shift backwards if assigned to a different shift.

(E.) If an employee wins a bid under the Seniority Bid System and their shift platoon assignment does not change that employee shall maintain their previously scheduled vacation and bonus days. If an employee wins a bid under the Seniority Bid System and their shift assignment does change, every effort shall be made to allow the employee to maintain their previously scheduled vacation as long as it does not create an overtime situation.

ARTICLE 26 SUSPENSION

SECTION 1. – An employee may request, in writing, to forfeit accrued vacation and/or bonus days on a shift for shift basis in lieu of serving the suspension. Forfeiture of leave may not exceed five (5) shifts in a calendar year. Such substitution shall be at the discretion of the Fire Chief.

ARTICLE 27 INSURANCE

SECTION 1. – The City will pay the full cost of the employee only base plan premium City's health coverage for those employees who participate in the wellness component of the health care plan. Any employee who does not participate in the wellness plan will pay a cost established by the City towards individual coverage. The City will make available optional dependent health coverage, which may also include a requirement to participate in a wellness component. The City's contribution may vary based upon the dependents participation in the wellness component.

SECTION 2. – The City agrees to consult with the Union prior to changing insurance carriers or making benefit changes to the plan. The City will have the discretion to select a health insurance plan; however, in no event will the coverage or premiums paid by the City for Firefighters be less than those of any other employee group or management.

SECTION 3. – The City will provide employee dental insurance at no cost to the employee. The City will pay six dollars (\$6) per month toward the cost of family dental coverage for the duration of this memorandum.

SECTION 4. – The City will make payroll deductions for any additional or supplemental insurance provided by the Little Rock Fire Department Health Fund.

SECTION 5. – The City will provide, from the first day of hire, at no cost to the employee, \$25,000 life and \$25,000 A D & D insurance, or an amount equal to the employee's annual salary, whichever is greater.

SECTION 6. – The City will provide vision insurance at no cost to the employee and will make available dependent vision insurance.

ARTICLE 28

ON-THE-JOB INJURIES

SECTION 1. – The City shall make all reasonable provisions for the safety and health of its employees during the hours of employment.

SECTION 2. – Application for on-the-job injury leave shall be made as established by procedure guideline.

SECTION 3. – Disability, as it relates to this Article, shall be defined as any condition which precludes the employee from performing all duties of their job, as outlined in their job description.

SECTION 4. – Injuries Peculiar to Firefighting:

(A.) Injuries peculiar to firefighting shall be defined as any injury or illness that occurs while responding, on or returning from an alarm or during simulated rescues or firefighting activities while training.

(B.) Injuries deemed not peculiar to firefighting may be subject to review by the Chief People Officer based on material submitted by the injured employee's treating physician. In cases of such review, a recommendation will be made to the Mayor whose decision shall be final.

(C.) An employee who suffers an injury or illness which is peculiar to firefighting will receive their full salary for a period of up to ten (10) months. No leave shall be charged during the initial ten (10) month period, and leave will continue to accrue at the normal rate. During the ninth (9th) month of the disability, a City designated physician shall make a determination of the degree of disability.

(D.) If the diagnosis results in the determination that the employee will not be able to return to work within twenty-four (24) months from the date of illness/injury, they shall apply for disability retirement and be separated from the City's employment.

(E.) If the diagnosis results in the determination that the employee may be able to return to work within twenty-four (24) months from the date of illness/injury, they shall receive their Workers' Compensation benefit amount, which they may supplement with available leave. Employees will be charged one-third (1/3) of the hours normally worked in a regular tour of duty for each day used.

(F.) During the fifteenth (15th) month of disability, a City designated physician shall make a determination of the degree of disability. If the diagnosis results in the determination that the employee will not be able to return to work within twenty-four (24) months from the date of illness/injury, they shall apply for disability retirement and be separated from the City's employment.

(G.) If the diagnosis results in the determination that the employee may be able to return to work within twenty-four (24) months from the date of illness/injury, they shall receive their Workers' Compensation benefit amount, which they may supplement with available leave for the duration of the fourth six-month period. Employees will be charged one-third (1/3) of the hours normally worked.

(H.) During the twenty-third (23rd) month of disability, a City designated physician shall make a determination as to whether the employee will be able to return by the end of the twenty-fourth (24th) month of disability. If the diagnosis results in the determination that the employee will not be able to return to work within twenty-four (24) months from the date of illness/injury, they shall apply for disability retirement and be separated from the City's employment. If the diagnosis results in the determination that the employee will be able to return to work within twenty-four (24) months from the date of illness/injury, they shall return to work on the date specified by the physician. Employees who have been determined able to return to work and who fail to do so, shall be separated from the City's employment.

SECTION 5. – Injuries Not Peculiar to Firefighting:

(A.) An employee who suffers an injury or illness which is not peculiar to firefighting will receive their full salary for a period of thirty (30) calendar days. Prior to the expiration of this thirty (30) calendar day period, a City designated physician shall make a determination of the degree of disability.

(B.) If the diagnosis results in the determination that the employee will not be able to return to work within twelve (12) months from the date of illness/injury, they shall apply for a disability retirement and be separated from the City's employment. If the diagnosis results in the determination that the employee may be able to return to work within twelve (12) months from the date of illness/injury, they shall receive their Workers' Compensation benefit amount, which they may supplement with available leave. Employees shall be charged one-third (1/3) of the hours normally worked.

(C.) During the eleventh (11th) month of disability, a City designated physician shall make a determination of the degree of disability. If the diagnosis results in the determination that the employee will not be able to return to work within twelve (12) months from the date of illness/injury, they shall apply for disability retirement and be separated from the City's employment. If the diagnosis results in the determination that the employee will be able to return to work within twelve (12) months from the date of illness/injury, they shall return to work on the date specified by the physician. Employees who have been determined able to return to work and fail to do so shall be separated from the City's employment.

SECTION 6. – General Information Pertaining to All On-the-Job Injuries:

(A.) If it is determined that the illness or injury was not job related, all absences related to that incident shall be retroactively charged against the employee's accrued leave. All times mentioned under peculiar or not peculiar injuries are only counted as authorized injury leave time when an employee chooses or is required to use authorized injury leave instead of modified duty.

(B.) The contracted Workers' Compensation service company will furnish all salary continuation benefit checks to the City. That check will be distributed to the affected employee along with the payroll check for the balance of the employee's regular payroll amount. These checks shall be issued on a regular payroll date. Under no circumstances will the combined checks exceed the employee's regular amount as set forth in Arkansas Workers' Compensation statutes.

(C.) Medical costs relating to the on-the-job injury/illness shall be covered by Workers' Compensation.

(D.) At any time during the period the employee is off work, the employer may order, at the City's expense, physical or psychological examinations of the injured employee to determine the degree of disability. The type of examination required shall be based on the nature of the illness or injury and the symptoms causing the continued absence. Employees failing to submit to such examination shall be separated from the City's employment. Should there be a difference in findings between those of the employee's personal physician and the City designated physician, the City will request a third opinion prior to making any decision regarding the employee's degree of disability. The third physician shall be selected by the two physicians, and the majority findings shall be the decisive factor. If after administrative review of the medical opinions from the majority findings, it is determined that the employee is able to return to work, a date will be set for that employee to return to work. Employees who have been determined able to return to work and fail to do so shall be separated from the City's employment.

(E.) Recurring leave of absence relating to a previous injury shall be considered one and the same injury, if the leave occurs within three hundred sixty-five (365) days, subject to administrative analysis and diagnosis of the injury reported by the attending physician. However, if recurring leave related to a previous injury is required after one (1) year (365 days) from the date of release and return to work, such leave will be treated as a new injury case.

(F.) Employees who are on injury leave shall participate only in activities that are expressly permitted by the attending physician. They shall not participate in activities causing a delay in their recovery.

ARTICLE 29

SICK LEAVE

SECTION 1. –

(A.) All fifty-six (56) hour Firefighters will accrue sick leave at the following rate: Up to 4 years= 15 shifts per year (13.8500 hours per pay period)

4 years and over= 12 shifts per year (11.080 hours per pay period)

(B.) All forty (40) hour Firefighters will accrue sick leave at the following rate: Up to 4 years= 15 shifts per year (4.617 hours per pay period)

4 years and over= 12 shifts per year (3.700 hours per pay period)

SECTION 2. – Unused sick leave will accumulate up to a maximum of one thousand seven hundred fourteen (1,714) hours for forty (40) hour employees and two thousand four hundred (2,400) hours for fifty-six (56) hour employees.

SECTION 3. – Sick leave may be used for an employee's illness and/or medical, dental and optical exams. It may be used for pregnancy and any other related disability. When sick leave is used for exams, the employee shall return to duty upon completion of the exam or treatment unless determined by the employee's physician that the employee is medically unable.

SECTION 4. – Sick leave may be used for an employee's immediate family's illness or disability and non-routine medical or dental appointments (immediate family is defined as spouse, children, mother, father, grandchildren and grandparents) which requires the presence of the employee, not to exceed six (6) shifts or one hundred forty four (144) hours of duty in a calendar year for fifty-six (56) hour employees. For forty (40) hour employees, leave for family illness or disability shall not exceed one hundred two point eight five (102.85) hours of duty in a calendar year. Employees shall be required to submit documentation which verifies the dates of treatment or hospital confinement after seventy-two (72) hours of undocumented use for fifty-six (56) hour employees and forty-eight (48) hours for forty (40) hour employees. Employees shall return to duty upon completion of the appointment/treatment unless the employee's presence is required as documented by the physician.

SECTION 5. – Employees shall be compensated in cash for accrued sick leave at their employment termination due to retirement or death if they have completed twenty (20) years of service. Payment for sick leave shall not exceed four one-half (4.5) months of salary; (780 hours for

40-hour employees; 1092 hours for 56-hour employees). The amount of payment for unused sick leave is to be calculated at the employee's rate of pay in effect on the pay day immediately preceding the employee's retirement (or death).

SECTION 6. – Employees who have completed ten (10) through nineteen (19) years of service will be eligible to receive a prorated payment if they have accrued the total of sixty (60) shifts [1440 hours for fifty-six (56) hour firefighters or 1040 hours for forty (40) hour firefighters], six (6), months prior to the onset of any illness/injury leading to retirement or death. Employees with ten (10) years of service shall receive fifty percent (50%) of their remaining accrued sick leave not to exceed four and one-half (4.5) months of salary, [one thousand ninety-two (1092) hours for fifty-six (56) hour firefighters, seven hundred eighty (780) hours for forty (40) hour firefighters]. Each year of service thereafter shall increase the rate by five percent (5%).

SECTION 7. – The procedure stated above shall not prohibit an employee from using their total accrued leave.

SECTION 8. – Employees requiring additional time off after exhausting all available sick leave may use all other available paid leave. Employees may request leave under the Family Medical Leave Act (FMLA) as defined in the City's Administrative Policies and Procedures Manual. If an employee is granted FMLA for a FMLA covered family member's illness or disability, they shall be allowed to use up to eight (8) weeks of paid sick leave four hundred forty-eight (448) for fifty-six (56), three hundred twenty (320) hours for forty (40) hour employees for approved illnesses or disabilities.

SECTION 9. – Employees who are in leave-without-pay status and do not return to work and who are not eligible for disability benefits may be terminated at the discretion of the Fire Chief, with prior approval of the Chief People Officer.

SECTION 10. – When an employee is absent during three (3) consecutive tours of duty or more (for 40-hour employees, it shall be after the fifth tour of duty), or after an employee has 72 hours of undocumented (no physician note) sick leave in a six (6) month period. Six (6) month periods will be January 1 to June 30 and July 1 to December 31. The employee shall be required to provide a physician's statement upon returning to work or by the fourth (4th) consecutive shift of the absence, see Section 11 below. The physician's statement shall include the date the employee was seen by the physician and a statement releasing the employee to work.

SECTION 11. – Suspicion of sick leave abuse, excessive sick leave usage, or established patterns of sick leave usage will justify reasonable investigation, denial of unjust claims and disciplinary action. They also may result in a request for a physician's statement for each subsequent illness which occurs within the following six (6) months. The physician's statement shall include, dates of treatment, the anticipated length of absence and a statement releasing the employee to work and be provided upon returning to work. When an employee is being investigated for sick leave abuse, management will meet with the employee to give them an opportunity to provide documentation to support past sick leave usage.

SECTION 12. – During an extended illness, it is the responsibility of the employee to ensure that their supervisor is informed and kept current of their status including the next appointment with their physician. An employee must provide documentation regarding the length of anticipated absence by the third (3rd) consecutive shift of the absence. Once the documentation is received, a member of Fire management will confirm receipt of the documentation and notify the employee that they do not have to call the Hotline to report the absences, for the period of time the documentation covers. The Fire Chief may require the employee to be examined by a City appointed physician.

SECTION 13. – An employee who is on sick leave shall only participate in activities that are expressly permitted by the attending physician. The employee shall not participate in activities which might cause a delay in their recovery. An employee who does not return to work after being released by the physician may be separated from the City's employment at the discretion of the Fire Chief, after consulting with the Chief People Officer.

SECTION 14. – While on vacation, bonus leave, or compensatory time an employee may have that portion of their vacation, bonus leave or compensatory time which was interrupted by the employee's or the employee's family's illness rescheduled. It shall be the employee's responsibility to provide documentation for said illness to their immediate supervisor upon their return to duty. The absence will be charged to the employee's sick leave and if applicable, charged toward the total amount of time available for family illness or disability.

SECTION 15. – Conversion of accumulated sick leave hours shall be divided/multiplied as appropriate by a factor of one and four-tenths (1.4) for Firefighter transfers from fifty-six (56) to forty (40) hours and forty (40) to fifty-six (56) hour positions.

SECTION 16. – Bonus Leave: For firefighters that have completed their first year probation:

Bonus leave is for perfect attendance (no sick leave/family leave or leave without pay) – one-half day (twelve (12) hours for fifty-six (56) hour employees, four (4) hours for forty (40) hour employees) bonus time earned every three (3) months January 1 to March 31, April 1 to June 30, July 1 to September 30, and October 1 to December 31 to be used once earned when the department is in a non-overtime situation or be paid out. If employees contribute to the Catastrophic Leave Bank, those hours will not count against perfect attendance to qualify for Bonus leave. The Fire Department will develop a policy to cover usage and payoff.

**ARTICLE 30
FUNERAL LEAVE**

SECTION 1. – In the event of a death in the immediate family of any employee, the employee shall be allowed time off with pay from the time of death through one day after the funeral. Time not to exceed two (2) tours of duty for fifty-six (56) hour employees or five (5) shifts of duty for forty (40) hour employees.

SECTION 2. – The immediate family shall be defined as spouse and children of the member, mother, father, grandparent, grandchildren, and brother, sister of the member and those of the member's spouse.

SECTION 3. – An employee who has a death in their immediate family while they are on vacation, bonus leave, or compensatory time, may have that portion of their vacation, bonus leave, or compensatory time which was interrupted rescheduled. It shall be the employee's responsibility to report the death to their immediate supervisor.

SECTION 4. – A firefighter shall be granted six (6) hours funeral leave if asked to be an active pallbearer for a City employee or City official.

ARTICLE 31

UNIFORM ISSUANCE

SECTION 1. – The City will provide at no cost to the employee protective (turnout) outer clothing and safety equipment, designed and labeled in accordance with applicable NFPA standards, that is required in the performance of their duties. The Fire Department clothing room shall be open as necessary to permit the immediate replacement of required protective clothing and safety equipment (i.e., helmets, coats, boots, and gloves). In the event of an emergency when the needed protective clothing or equipment items are not available in the clothing room, the Fire Department will utilize emergency purchasing procedures to obtain the necessary items.

SECTION 2. – The City must supply work uniforms to each employee which shall consist of a minimum of three (3) work shirts, five (5) pairs of work pants (pants must be designed and labeled in accordance with applicable NFPA standards), seven (7) T-shirts, and two (2) FDNY style job shirts. New employees will be issued the full complement of uniforms when they are hired (with reasonable time allowance for issues outside the department's control). Thereafter, new work uniform components will only be received as replacements for old components on an as-needed basis. Employees needing items replaced due to reasons other than normal wear and tear may be required to provide a signed statement explaining the reason that the item needs to be replaced. The uniform components provided by the City shall only be worn while on-duty. The requirement for dress uniforms will be limited to those employees designated by the Fire Chief and the Department will issue any required dress uniforms.

SECTION 3. – The provided t-shirts may be worn at any time day or night, except when the regular uniform shirt is required. The provided FDNY style job shirts may be worn during cooler weather, however the job shirt may not be worn under the turnout coat during a firefighting activity. This t-shirt/job shirt wear policy does not change the current policy governing the appropriate time for wearing the regular uniform shirt, i.e., code inspections, school programs, tours and other times when the public may be visiting.

SECTION 4. – To provide for relative uniformity, the Department shall approve a design for the embroidery and or screen-printing for the t-shirts and job shirts that it provides to employees. Other adornments or insignia(s) applied to the t-shirts and/or job shirts must be in accordance with an approved standard, which shall be set by the Department.

SECTION 5. – Any miscellaneous work uniform components shall be designed and labeled in accordance with applicable NFPA standards or be 100% cotton, with the exception of the job shirts which may be no less than 80% cotton. The Fire Department must approve a vendor to supply items for employee purchase.

SECTION 6. – Footwear Allowance: The City agrees to pay each non-probationary employee a Uniform Allowance in the amount of two hundred dollars (\$200.00) for the purchase of footwear. The payment will be effective February 1, of each calendar year. Footwear will be provided for probationary firefighters.

ARTICLE 32 PAYCHECK DISTRIBUTION

SECTION 1. – Paychecks shall be delivered to the fire stations in their respective districts and made available to the employees no later than 12:00 p.m. each payday. The City will stop printing paystubs upon implementation of an electronic method where employees can secure the information.

ARTICLE 33 CABLE TELEVISION

SECTION 1. – The City will arrange with the company having the cable T.V. franchise to furnish all basic cable services to each Fire Station, without cost to the employees.

SECTION 2. – Under no circumstances, should there be viewing of explicit, illicit, obscene, or pornographic materials. Programming available from any cable T.V. company that has a franchise contract with the City shall normally be considered acceptable except programs exceeding an "R" rating are specifically prohibited.

ARTICLE 34
PHYSICAL HEALTH

SECTION 1. – Both parties renew their commitment to promote physical fitness in the interest of all Firefighters' health; the following conditions have been incorporated in a physical fitness program developed by the City along the lines of existing programs successfully implemented by other U.S. cities:

- a) its intent shall be to raise the level of firefighting capability;
- b) the City does not intend the program to serve as a tool to terminate individuals, but rather to ensure defined levels of fitness are maintained throughout the department. Such built-in standards shall be determined by the Physical Fitness Committee.

SECTION 2. – Provisions for Cancer:

(A.) Beginning in 2026, the City will provide at no cost to the member a clinically validated multi-cancer early detection test on a biennial basis to all members with either seven (7) years of service or who are at least thirty (30) years of age. This testing shall also be made available to all other members who do not meet that criteria at their own expense. In the event that an eligible member declines this offering, they will not be eligible for compensable claims under Workers' Compensation.

(B.) The City and the Union acknowledge that cancer is the leading cause of line of duty deaths in the fire service and agree that limiting exposures is one of the most important steps to reduce the incidence of cancer among firefighters. The City agrees to discontinue the purchase of personal protective equipment (PPE) that contains PFAS effective January 1, 2026, and replace any PPE containing PFAS by January 1, 2031.

ARTICLE 35
"NO SMOKING/VAPING" REQUIREMENT

SECTION 1. – In an effort to contain health care costs and promote a healthy work environment, the Safety Committee shall review and determine locations for the use of smoke-less tobacco products in each fire station.

ARTICLE 36

JURY DUTY

SECTION 1. – An employee required to serve on jury duty shall be compensated as established by State law, at their regular rate of pay. Employees will be required to provide verification of the actual time spent for jury selection and/or duty.

ARTICLE 37

VOTING PRIVILEGES

SECTION 1. – Employees who are scheduled to work on election days are encouraged to use their early voting procedures first. Employees will have the opportunity to vote prior to reporting to duty, without the loss of pay. Employees on the previous shift will be held over for a reasonable amount of time, not to exceed two (2) hours, to accommodate employees exercising their voting privileges. Employees will only be allowed time off to vote in elections that are held in districts where they are registered voters.

ARTICLE 38

MILITARY LEAVE

SECTION 1. – Annual Training and Duties Performed in an Official Duty Status:

(A.) A regular employee who is a member of the Armed Forces Reserve or National Guard shall be granted a paid leave of absence for the purpose of participating in annual military training programs or performing other duties in an official duty status.

(B.) The employee will be entitled to such a leave of absence for the duration of the training programs or assignment, including necessary travel time not to exceed one hundred sixty-eight (168) hours in any one calendar year. Necessary travel time is calculated based on the authorized mode of travel listed on the employee's order and the Official Table of Distances published by the federal government.

(C.) Multiple Unit Training Assembly (Drill) is covered under "Performance of Other Duties in an Official Duty Status." An employee who is scheduled to attend drill during scheduled workdays may elect to count this time towards meeting the one hundred sixty-eight (168) hours allotment mentioned in Paragraph (B) above.

(D.) After an employee has exhausted his/her one hundred sixty-eight (168) hours in a calendar year, their participation in annual training programs or assignments shall be considered as leave without pay for the remainder of that calendar year. The employee's insurance and pension plan, and their seniority, leave accrual, longevity, and anniversary dates shall not be affected by such absences.

(E.) The Chief has the discretion to grant the use of vacation leave or bonus leave after the military leave has been exhausted.

SECTION 2. – Emergency Leave Not Exceeding 30 Days:

(A.) Any regular employee who is a member of the Armed Forces Reserve or National Guard, who is called to duty in an emergency situation by the Governor or by the President of the United States, shall be granted a paid leave of absence.

(B.) The employee will be entitled to a leave of absence for the duration of the emergency situation, but not to exceed thirty (30) workdays.

(C.) Emergency situation is defined as any case of invasion, disaster, insurrection, riots, breach of peace, or imminent danger thereof, threats to the public health or security, or threats to the maintenance of law and order.

(D.) The employee's insurance and pension plan, and their seniority, leave accrual, longevity, and anniversary dates shall not be affected by such absence.

SECTION 3. – Military Leave Exceeding 30 Days:

(A.) Military leave for periods exceeding thirty (30) consecutive workdays shall be treated as Veterans' Reinstatement.

**ARTICLE 39
SENIORITY**

SECTION 1. – Seniority is defined as a regular, full-time Firefighter's length of continuous service with the City since their most recent date of hire.

SECTION 2. – In-rank seniority is defined as a regular, full-time Firefighter's length of continuous service with the City since is most recent date of hire or promotion into their current rank.

SECTION 3. – Seniority dates shall be adjusted in cases of suspensions and unpaid leaves of absence (except military leave).

ARTICLE 40
LABOR MANAGEMENT COMMITTEE

SECTION 1. – There shall be a Labor Management Committee consisting of City employees: three (3) representatives of Local 34 and three (3) representatives selected by Fire Chief. The purpose of the Committee is to facilitate positive Labor Management relationships by providing a forum for the free discussion of mutual concerns, problems or modification pertinent to the welfare of the Department and employees. The Fire Chief and the President of Local 34 must agree on the need for meetings and the agenda.

ARTICLE 41
PERSONAL ITEM REPAIR AND REPLACEMENT

SECTION 1. – The City shall provide for the replacement or repair of selected personal property of employees which are lost or damaged in the performance of their job duties. The intent is to provide reimbursement for the cost or repair of the item up to \$200 per item. The Department can request documentation to demonstrate the purchase price of a similar item, the cost of repair, or the out of pocket expense of the employee if it is an item covered by insurance.

SECTION 2. – Items eligible under this Article for replacement or repair will be limited to eyeglasses, watches, hearing aids, dentures and contact lenses which are worn or carried by the employee in the course of their employment.

ARTICLE 42
RETIREMENT

SECTION 1. – Upon retirement each member shall be allowed to retain their Department issued helmet, badge, collar insignia and name tag.

ARTICLE 43

GROOMING STANDARDS

SECTION 1. – The purpose of grooming standards is to provide a reasonable degree of freedom of choice in personal appearance without sacrificing any measure of safety for Fire personnel while engaged in the performance of their duties.

SECTION 2. – All department members shall, while on duty, be neat, clean and maintain professional appearance at all times. Supervisors will be responsible for the grooming and appearance of their subordinates.

SECTION 3. – Facial hair is not permitted when it interferes with the ability to maintain a seal or otherwise impairs the effectiveness of mask-to-skin contact with a self-contained Breathing Apparatus face piece.

SECTION 4. – Hair shall be styled or restrained at all times and not cause delay in emergency response or performance of duties.

ARTICLE 44

SENIORITY BID SYSTEM

SECTION 1. – In the event of a position opening (Captain, Engineer, Firefighter) due to the promotion, demotion, retirement, termination, resignation or demise of an employee, or the staffing of additional fire companies or new fire stations, it shall be filled by a lateral transfer (excludes 40 hour positions unless approved by the Fire Chief and probationary personnel in the rank of firefighter), such transfer shall be made in accordance with the following provisions:

(A.) All positions to be filled by lateral transfer and the opening created by the first winning bid (the opening created by the second winning bid will be filled at management's discretion) shall be announced by a Fire Department generated Informational Bulletin distributed on the City e-mail mail system for a period of at least three (3) calendar days. Such announcement must include a description of the position to be filled, the opening date of the application period, and the closing date of the application period. The announcement will include the name of the retired or promoted member creating the opening when applicable. Such positions shall be considered open for application for this three (3) calendar day period. Applications and withdrawals for bid are to be submitted to the firedeptsenioritybidemail@littlerock.gov, no later than 1400 hours on the date of

expiration of the application period. The applications for bid must be sent by the employee via city e-mail. The Assistant Chief of Operations or their designee shall send a reply of confirmation of receipt via City e-mail. Fire management will post notification of known upcoming retirement (members that have submitted a letter of intent) within two weeks of retirement date. Fire management will post first and second tier notification on all announcements of positions to be filled through the seniority bid system. If simultaneous openings occur, the senior employee's position shall be posted and bid first and progress until the simultaneous openings are all posted for bid. Fire management will stagger the bids by one (1) hour based on seniority.

(B.) In the event that more than one employee submits an application for the position, the position shall be filled by the bidding employee with the greatest seniority, in rank, providing that the transfer of the employee will not violate the City's Nepotism policy as outlined in the current City's Administrative Policy and Procedure Manual.

(C.) In the event that no application is received for a posted open position for Captain and Engineer, management will assign the position to the most junior employee of that rank. In the event that no application is received for a posted open position for Captain and Engineer on a specialty company, management rank will assign the position to the most junior employee of that rank. In the event that no bid is received for a posted position for Firefighter, management may assign any Firefighter to fill this position.

(D.) An employee (excluding 40-hour and probationary personnel in the rank of firefighter) may submit their own position for bid application. The submitting of bids shall consist of a two-tier bid process. The employee so doing shall be transferred to the final vacancy created by this process. Employees may submit their position for bid application during two (2) open bid submission periods per year. The bid submission periods will be May 1st through May 15th and September 1st through September 15th. Upon being transferred, the employee submitting their position for bid and the employee who won the bid shall be restricted under the provisions of Section G. The employee may not bid on another position during the period that the employee's position is open for bid.

(E.) Seniority shall be defined as continuous service in current rank. Should the date of rank be the same for two or more employees, the determining factor shall be their rank on the certified eligibility list from which they were promoted. Should the length of continuous service be equal, the employees' names will be placed in a hat and the winner will be the employee's whose name was

drawn. This process will be done in the presence of both a management and labor representative

(F.) If an employee wins a bid application for transfer on multiple open positions, they will be granted the position that closes first and any other winning bids by said employee will be voided.

(G.) If an employee is deemed to be the successful bidder and receives the transfer, they shall be ineligible to submit a request for transfer, submit their own position for bid application, bid on an open position or bid on a position submitted for bid application for a period of two (2) years from the effective date of transfer. All unsuccessful bids shall be destroyed.

(H.) This language in no way restricts the right of management to reassign employees on a needed basis. Transfers by management shall not limit the employee in the right to bid for another position or offer their position for bid. If management subsequently transfers an individual within two (2) years of that individual's successful transfer bid, they will then become eligible to bid on open positions, positions submitted for bid application and have the ability to place their position in consideration under Section D of this Article and the position will be opened for bid as outlined in Section A of this article.

(I.) No probationary personnel in the rank of firefighter shall be eligible to submit an application for bid transfer or place their position in consideration under Section B of this article.

(J.) All personnel who submit a bid application to work on a specialty company (as defined under Article 21 of this Memorandum of Understanding) must be willing to receive all training required on the specialty company for which they are bidding. Employees assigned to specialty companies cannot bid on positions put up for bid unless the employee offering their position for bid is willing to receive all training required to work on the specialty company. The Training Division will determine specialty company qualifications, as approved by the Fire Chief. Employees that receive a bid transfer to a specialty company will be disqualified from submitting a bid application on an open position or placing their position up for bid for three (3) years from the date of their transfer. If no application is received for a posted open position for Captain or Engineer on a specialty company, management will assign the position to the most junior employee of that rank.

(K.) Upon multiple bids affecting the staffing on a specialty company, the Department may utilize the following guidelines to ensure the integrity of the company:

- i. ARFF Station- the department shall be allowed to make a temporary transfer from any available trained personnel for not more than TWELVE (12) MONTHS while the

successful bidder receives the required basic training to allow them to work in this assignment.

- ii. Rescue 2- the department shall be allowed to make a temporary transfer from any available trained personnel for not more than TWELVE (12) MONTHS while the successful bidder receives the required basic training to allow them to work in this assignment.
- iii. HAZMAT 11- the department shall be allowed to make a temporary transfer from any available trained personnel for not more than SIX (6) MONTHS while the successful bidder receives the required basic training to allow them to work in this assignment.
- iv. Swiftwater - the department shall be allowed to make a temporary transfer from any available trained personnel for not more than TWELVE (12) MONTHS while the successful bidder receives the required basic training to allow them to work in this assignment.

(L.) No promotion shall be postponed due to the bidding process.

(M.) Forty (40) hour personnel will have the ability to bid on positions if they receive permission from Management. Forty (40) hour positions may be bid on if approved by Management.

ARTICLE 45

INTERNAL AFFAIRS INVESTIGATIONS

The IAFF Local 34 in this article recognizes the necessity for internal affairs investigations to be under the control of Management. Management recognizes the necessity to conduct investigations in a proper confidential manner, in accordance with rules and regulations established by the Civil Service Commission. All complaints will be signed by the complainant or investigations may be ordered by the Fire Chief. The City will ensure due process requirements are recognized and met, including all constitutional rights under current U.S. Supreme Court decisions, and the members will be treated in a fair, dignified, and humane manner. Members will be made aware of the nature of the complaint or investigation that they are named in when their initial interview is scheduled and will also be made aware at that time that they have the right to representation. Nothing in this provision deals with the release of internal affairs investigations that have resulted in an action which makes the information subject to disclosure pursuant to a proper request under the Arkansas Freedom of Information Act.

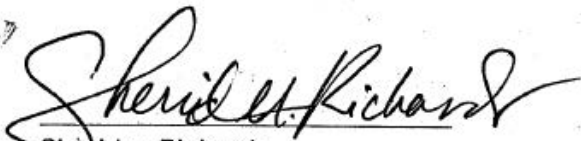
The effective date of this Memorandum of Understanding shall be January 1, 2025, except as otherwise provided. It is understood that if formal ratification by the Little Rock Board of Directors occurs, it may not actually be final until one of the meetings to be held in January 2025, but such approval will necessarily include ratification as of January 1, 2025, as stated in this agreement. The negotiating teams for Firefighters Local #34, International Association of Firefighters consisted of the following persons:

CITY OF LITTLE ROCK

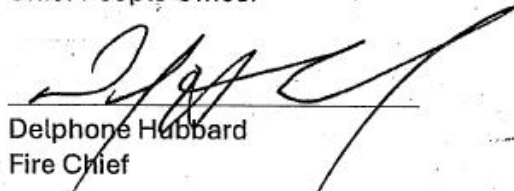
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

A.F.L.-C.I.O.

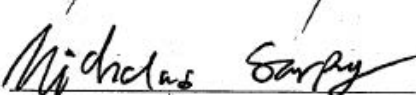
LOCAL #34



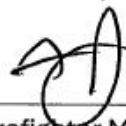
Sheridan Richards
Chief People Officer



Delphone Hubbard
Fire Chief



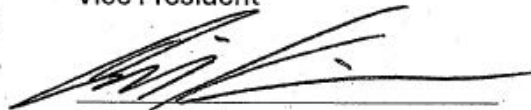
Nicholas Sarpy
Chief Financial Officer



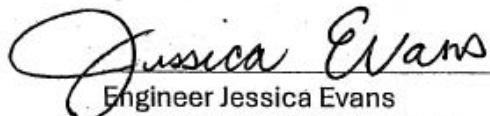
Firefighter Matthew Stallings
President



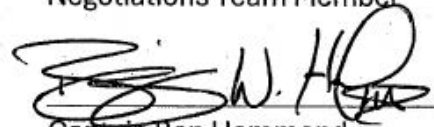
Engineer Mark Walthall
Vice President



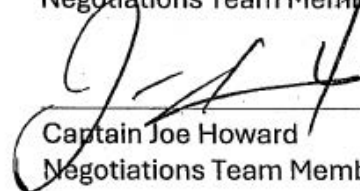
Captain Cain Harrison
Secretary / Treasurer



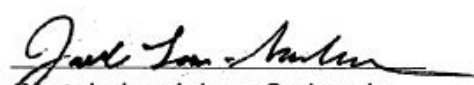
Engineer Jessica Evans
Negotiations Team Member



Captain Ben Hammond
Negotiations Team Member



Captain Joe Howard
Negotiations Team Member



Captain Jacob Lear-Sadowsky
Negotiations Team Member

APPENDIX A
SALARY SCHEDULE, LONGEVITY PAY, AND EMT PAY

SECTION 1. – Salaries:

(A.) For the 2025 Salary Adjustment, Firefighters, Fire Apparatus Engineers, and Captain shall receive a five percent (5%) salary adjustment.

(B.) For the 2026 Salary Adjustment, Firefighters, Fire Apparatus Engineers, and Captains shall receive a five percent (5%) salary adjustment. The hourly rates listed below are what will be used for payroll purposes. The annual salary amounts are informational only based on working 2912 or 2080 hours in a calendar year

SECTION 2. – Longevity Pay: Firefighters will receive longevity pay as follows: Five (5) dollars per month for each year of service up to and including the fifteenth (15th) year, Six (6) dollars per month for each year of service from the sixteenth (16th) year through the completed twenty-fifth (25th) year.

SECTION 3. – EMT (Emergency Medical Technician Pay): Firefighters certified as EMT personnel shall receive an annual allowance of two thousand four hundred (\$2,400.00) dollars; payments shall be made on a prorated basis of pay periods per year.

SECTION 4. – Stand By Pay: Forty (40) hour employees required to stand by for work shall be compensated at the rate of \$5.00 per hour as scheduled by the department. In order to qualify for standby pay, an employee must be readily accessible at all times during the standby period. An employee shall not be placed on standby and cannot be paid standby pay while on paid or unpaid leave. Any time spent by the employee responding to an alarm shall be considered time worked and shall be compensated at the employee's applicable rate of pay.

APPENDIX A – CONTINUED 56-HOUR EMPLOYEES

Firefighter	Step 1 Entry	Step 2 Year 1	Step 3 Year 2	Step 4 Year 3	Step 5 Year 4	Step 6 Year 5
01/01/2025 5%						
Hourly Rate	16.03	18.13	19.18	20.48	21.94	23.39
Annual Salary	46,679.36	52,794.56	55,852.16	59,637.76	63,889.28	68,111.68
Fire Apparatus Engineer						
	Step 1 Entry	Step 2 Year 1				
01/01/2025 5%						
Hourly Rate	24.61	25.48				
Annual Salary	71,664.32	74,197.76				
Fire Captain						
	Step 1 Entry	Step 2 Year 1				
01/01/2025 5%						
Hourly Rate	26.83	29.09				
Annual Salary	78,128.96	84,710.08				

40-HOUR EMPLOYEES

Firefighter	Step 1 Entry	Step 2 Year 1	Step 3 Year 2	Step 4 Year 3	Step 5 Year 4	Step 6 Year 5
01/01/2025 5%						
Hourly Rate	22.95	25.88	27.39	29.25	31.34	33.43
Annual Salary	47,736.00	53,830.40	56,971.20	60,840.00	65,187.20	69,534.40
Fire Apparatus Engineer						
	Step 1 Entry	Step 2 Year 1				
01/01/2025 5%						
Hourly Rate	35.87	36.41				
Annual Salary	74,609.60	75,732.80				
Fire Captain						
	Step 1 Entry	Step 2 Year 1				
01/01/2025 5%						
Hourly Rate	38.35	41.57				
Annual Salary	79,768.00	86,465.60				

APPENDIX A – CONTINUED 56-HOUR EMPLOYEES

Firefighter	Step 1 Entry	Step 2 Year 1	Step 3 Year 2	Step 4 Year 3	Step 5 Year 4	Step 6 Year 5
01/01/2026 5%						
Hourly Rate	16.84	19.04	20.14	21.51	23.04	24.56
Annual Salary	49,038.08	55,444.48	58,647.68	62,637.12	67,092.48	71,518.72
Fire Apparatus Engineer						
	Step 1 Entry	Step 2 Year 1				
01/01/2026 5%						
Hourly Rate	25.85	26.76				
Annual Salary	75,275.20	77,925.12				
Fire Captain						
	Step 1 Entry	Step 2 Year 1				
01/01/2026 5%						
Hourly Rate	28.18	30.55				
Annual Salary	82,060.16	88,961.60				

40-HOUR EMPLOYEES

Firefighter	Step 1 Entry	Step 2 Year 1	Step 3 Year 2	Step 4 Year 3	Step 5 Year 4	Step 6 Year 5
01/01/2026 5%						
Hourly Rate	24.10	27.18	28.76	30.72	32.91	35.11
Annual Salary	50,128.00	56,534.40	59,820.80	63,897.60	68,452.80	73,028.80
Fire Apparatus Engineer						
	Step 1 Entry	Step 2 Year 1				
01/01/2026 5%						
Hourly Rate	37.67	38.24				
Annual Salary	78,353.60	79,539.20				
Fire Captain						
	Step 1 Entry	Step 2 Year 1				
01/01/2026 5%						
Hourly Rate	40.27	43.65				
Annual Salary	83,761.60	90,792.00				

APPENDIX B

IMPLEMENTATION OF THE 48/96 WORK SCHEDULE

On March 1, 2025 at 0800 Fire Department administration will distribute through the DMS system a survey to determine the level of support for the 48/96 schedule change on the Little Rock Fire Department. The survey will be co-created by Fire Department Administration and the Union and will remain open until March 9, 2025 at 2000 hours. The survey will only be accessible one time to each firefighter. If the survey approval is 65% but less than 70%, the Little Rock Fire Department suppression personnel will begin a 48/96 schedule on January 9, 2026 on a trial basis for a one year period (Part A). If that survey approval reaches 70% or above, the 48/96 schedule will be implemented as the work schedule for the Little Rock Fire Department on a trial basis on June 13, 2025 (Part B) until the end of 2025. The Union will make station visits to explain the changes related to the schedule change and educate the bargaining unit about the schedule change. If that survey does not reach 65% approval, the 24/48 shift schedule will remain the work schedule for the Little Rock Fire Department through the end of this agreement. Language changes related to the schedule change will be found in Appendix B of this agreement and will be implemented if and when the schedule change to 48/96 takes place. In October of 2026 for Part A or October of 2025 for Part B, Fire Department Administration and the Union will co-create a survey to measure the overall approval of the schedule that will take into account the operational effects on the Fire Department and the mental and physical effects on fire department personnel. If that survey reaches 70% approval, 48/96 will be implemented as the work schedule for the Little Rock Fire Department.

Exit Clause

Both parties agree that either party can terminate the trial period by serving notice on the other party, after meeting through the labor management system to discuss the reason(s) for termination and allowing for corrective action to be made by either party. The exit clause cannot be initiated until three (3) months after the start of the trial period. A minimum of three (3) months notice shall be given to all employees before reverting back to the 24/48 work schedule.

Reasons must be limited to budgetary concerns.

ARTICLE 20 TRADING TIME

SECTION 1. – Employees shall have the right to exchange time when the change does not interfere with the operation of the Fire Department. The employee exchanging time must obtain permission from their immediate supervisor prior to the exchange. Permission must be obtained from the Battalion Chief in order for a Firefighter to exchange three (3) consecutive tours of duty or to trade time with an employee assigned to a different company. The trading of time over three (3) consecutive tours must be approved by the Fire Chief or designee. Trading Time is not allowed when an employee has accepted Voluntary Overtime.

ARTICLE 21 OVERTIME

SECTION 5. – Voluntary Overtime (56 Hour Personnel):

(A.) There shall be one overtime distribution list separated by rank (Captain, Engineer, and Firefighter). The Overtime Distribution List shall be arranged and maintained according to the number of hours worked/offered, lowest to highest.

(B.) Overtime opportunities will be offered to Firefighters after completing their one-year post-hire probationary period.

(C.) When a Firefighter has completed their one-year post-hire probationary period, the Firefighter may request to be placed on the Overtime Distribution List in the proper sequence according to seniority and then credited with the amount of hours that will place them 16th on the list. It will be the Firefighters responsibility to request through the chain of command placement on the Overtime Distribution list.

(D.) When an individual has been promoted but has not received their assignment, the individual will be placed on the bottom of the Overtime Distribution List in their respective rank. After the bid process has been completed and the individual receives their assignment, they shall be placed on the Overtime Distribution List according to seniority and credited with the amount of hours that will place them 16th on the list.

(E.) When Voluntary Overtime is being paid, Captains and Engineers shall not be detailed, unless to fill specialty company positions with on-duty personnel. ARFF is an exception, Captains shall not be detailed to the ARFF Station on their duty day.

(F.) Overtime shall not be paid on any company from which any individual has been detailed, unless to fill Specialty Company positions.

(G.) If an opening is created once the daily roster is set, overtime shall be paid in the rank that is vacated, whether actual or acting.

(H.) The Overtime Distribution List will be arranged by seniority and the total number of hours worked/offered. The individual who has the lowest number of hours shall determine who is offered overtime. For example, if Employee #1 has 48 hours and Employee #2 has 24 hours; Employee #2 shall be the next individual eligible for overtime. Individual overtime hours worked/offered shall be recorded and the accumulated total placed on the Overtime Distribution List. An individual on top of the list shall have their choice of all available full time equivalent overtime positions for that day in their rank, partial or full. If an individual turns down any overtime offered, they shall be charged the highest hours offered to the individual. On February 1st of each year, the Overtime Distribution List hours shall be adjusted to zero but the current ranking of individuals from the previous year's overtime distribution list shall remain the same.

(I.) If no individual can be found for Voluntary Overtime utilizing the overtime distribution list, overtime shall be filled at management's discretion and no hours charged. Individuals will be paid one and one-half times in the rank they hold, or the position they fill, whichever is highest.

(J.) In the event the Overtime Distribution List cannot be utilized because of specialized training restrictions, the Fire Department shall offer the overtime to the individual with required specialized training who has the fewest number of hours worked/offered, only after all available, on-duty, qualified individuals have been utilized. There is one exception to on-duty qualified individual. Captains shall not be detailed to ARFF on their duty day. Specialty companies shall consist only of ARFF, HAZMAT, Swiftwater, and USAR. The Engineer positions on the Tiller Ladder Truck companies shall be filled with qualified individuals designated on the Overtime Distribution List.

(K.) If an individual would like to be eligible for overtime the procedure is as follows:

1. Log into the Overtime Call Log Portal before 6:59 a.m. and indicate you want to work overtime on your off-duty day or days by clicking the appropriate drop-down menu selection "I will accept overtime".
2. If you would like to accept overtime but are on another form of leave as discussed below in this section, then simply select one of the other appropriate choices.
3. This will place the individual on a call log that will be accessed at 7:00 a.m. at the beginning of the shift to be considered for overtime that day.

4. If an individual does not want to be considered for overtime that day, then do not log into the Overtime Call Log Portal. This will be equivalent of that individual being a verbal turn down if the Fire Department gets to their position on the Overtime Distribution List.

This call log will not affect the Overtime Distribution List which is based on number of hours worked. Beginning at 7:00 a.m. each day the Overtime Distribution List will be used as normal starting with the least number of hours worked and moving down the list in rank. If an individual has indicated on the Call Log Portal that they want to be considered for overtime, then the Fire Department will contact that individual when they get to their position on the Distribution List. If the individual did not place their name on the Call Log then when the Fire Department gets to that name on the Distribution List they will be charged a turn down as if they were contacted and turned it down.

(L.) In the event that an individual must be offered Voluntary Overtime, the Fire Department shall first attempt to contact the number the individual furnished to the Fire Department. If the employee cannot be contacted, the opportunity will be offered to the next individual with the lowest number of hours worked/offered who indicated via the Overtime Call Log they are available to be considered for overtime. In the event that voice mail is contacted, the incoming call log on the individual's phone will be notification that an overtime call was attempted. The Fire Department will not be required to leave a voicemail.

(M.) If an individual has decided to be removed from the Overtime Distribution List because they no longer want to be considered for overtime, they shall request to be placed on the Do Not Call List via electronic notification to all Battalion One Chiefs via chain of command. The individual shall remain on the Do Not Call List for a minimum (6) six-month period. Anytime thereafter, an individual may choose to be reinstated to the Overtime Distribution List via electronic notification to all Battalion One Chiefs. The individual shall be reinstated to the Overtime Distribution List at the sixteenth (16th) position and hours adjusted accordingly.

(N.) Turn-down: A Turn-down shall equal the number of hours offered. A turn down shall consist of:

1. If an individual states he does not want the overtime;
2. If an individual cannot be contacted at the number the individual furnished to the Fire Department;
3. If an individual is on sick leave for personal or family use, an employee must return to work prior to being eligible for an overtime opportunity;
4. If an individual is on disciplinary leave;
5. If an individual is on Administrative Leave pending disciplinary action.

If an individual has been charged a Turn-down and is cleared of charges, the hours charged shall be removed.

(O.) In the event that an individual has previously committed to being on duty due to a Time Trade for twelve (12) or more hours for that day and wanted to be considered for overtime, they shall log into the Overtime Call Log Portal and indicate they are on a Time Trade that meets the hours under that rule. If the Distribution Overtime list gets to this individual, they shall not be charged a Turn-down. If the individual does not indicate they want to be considered for overtime in the Call Log Portal, even if the time trade hours have occurred, they will be charged a turn down.

(P.) When an individual is on Authorized Leave on their duty day, Authorized Injury, Modified Duty, military duty, Funeral leave, Honor Guard for a member or retiree funeral, or Union Business Leave they shall not be charged a Turn down. If the individual has advanced notice of any type of leave they shall log into the Overtime Call Log Portal and indicate the type of leave they are on so that a Turn Down is not charged to them; however, hours will be adjusted accordingly once individuals have returned to work and are offered overtime. No hours charged or unused hours accrued.

(Q.) In the event that an individual is committed to another category of overtime (see section 7) that coincides with any portion of the Voluntary Overtime being offered, they shall log into the Overtime Call Log Portal and indicate they are on "Another Form of Overtime", All overtime at the discretion of the Fire Chief above normal staffing levels shall be reported to Battalion 1 to be reflected on the overtime distribution list.

(R.) At no time may an employee voluntarily work more than seventy-eight (78) hours out of any consecutive ninety-six (96) hour period.

(S.) All known vacancies for each shift will be filled starting at 7:00 a.m. each day until all vacancies have been filled.

(T.) If an individual accepts overtime that is six (6) hours or less it shall not affect their position on the Overtime Distribution List. If an individual is not available for overtime, a Turn-down shall be charged for the hours offered.

(U.) If an individual is on or expected to be on any type of extended leave (other than vacation leave) for four (4) tours or more, that individual will be removed from the Overtime Distribution List. Once the individual has returned to work, they will notify Battalion Chief One via chain of command stating they want to be placed back on the Overtime Distribution List. Once an email has been received that individual will be placed on the list in the number one (#1) position, once they have accepted or turned down an overtime offer, they will be moved to the sixteenth (16th) position and

hour adjusted accordingly. Example: modified duty assignment for forty (40) hour work week extending more than eight (8) shifts. Remove from list and placed back on once entire assignment of modified duty has been completed.

(V.) The Battalion Chief shall update the Overtime Distribution List daily. At the time the daily roster is complete, a roster complete announcement shall be made. The list shall be electronically distributed by email to the "Fire Department Email" distribution list and the email address supplied for Local 34 as soon as the roster is complete. The list shall include the overtime details (who, what, where).

(W.) If a vacancy at a certain rank is unable to be filled utilizing the Overtime Distribution List for that rank and an individual on the unit where the vacancy exists is eligible to act in that position, the vacancy will be filled by that individual and overtime will be paid in their position.

SECTION 6. – Court Appearances: Firefighters required to appear in court during off- duty hours on departmental business at the city's request or when subpoenaed for Civil Service Commission hearings during off-duty hours will receive a minimum of three hours or actual time worked, whichever is greater, at time and one-half. All time worked will be counted as hours worked under Section 2 of this Article. Any firefighter required to be absent from work by a lawful subpoena issued by a court or legally constituted commission, which compels their presence as a witness in a case to which they are not a direct party shall be granted administrative leave with pay for such absence. Employees shall notify their supervisor immediately of the need to be off work and provide documentation of their attendance.

SECTION 7. – Overtime for Emergencies and Special Events:

Overtime for emergencies and special events is defined as overtime that is offered due to additional personnel being needed, over and above, the required minimum staffing due to inclement weather, major fire, riot, or other major event of this nature or that is created due to an event that is either endorsed by the City or Fire Department. Any overtime that is required above the normal staffing levels of the Department will be filled at the discretion of the Fire Chief. It is agreed that management will use the most expedient method possible in filling overtime positions, which is in the best interest of public safety. All time worked will be counted as hours worked under Section 2 of this Article. All overtime at the discretion of the Fire Chief above normal staffing levels shall be reported to Battalion 1 to be reflected on the overtime distribution list.

ARTICLE 23

DETAIL COMPENSATION

SECTION 1. – Any Firefighter who reports for duty and is detailed to work at a station other than the station to which they are assigned and provides their own transportation will be compensated at a rate of twenty dollars (\$20.00) per detail, including any additional detail in the same tour. Longer term assignments exceeding three (3) tours, the firefighter shall be notified, and it documented as a transfer, either temporary or permanent, if awaiting a bid or promotion for the vacated position.

ARTICLE 25

VACATION

(B.) Vacation schedules will start on February 1 and will be governed by the following policy. Firefighters will bid by seniority, in rank, by platoon, each person selecting one (1) period before any employee selects a second period. No more than two (2) Firefighters, regardless of rank, on the same company and shift, may request the same calendar day for vacation during the selection process. The selections process will use a file that will be viewable by employees at each station and be updated each time a selection is made. Vacation usage may be split into the maximum number of full shifts available per year. After all full vacation shifts have been selected, each person will select one (1) increment before anyone selects a second. Employees may advance bid two (2) vacation shifts in one hour increments with a minimum of six (6) hours. Leave which occurs after 10:00 p.m. (regardless of starting or ending times) must be for the remainder of the shift. Firefighters who have the same employment date shall draw for selection of opportunity prior to the scheduling each year. Engineers and Captains who have the same promotion date shall be placed on the seniority list in accordance with their rank on the certified eligibility list from which they were promoted. Once the shifts have been selected and confirmed, no employee will be allowed to bump another employee from scheduled vacation dates. However, after all days have been selected and confirmed, a Firefighter may change scheduled days if it does not conflict with the vacation or bonus leave time that has been previously selected and scheduled. No employee will be denied their choice due to another employee's mandatory scheduling (new employees, military leave, etc.).

(C.) Every Firefighter who has completed one (1) year of service with the City and who has accrued unused vacation leave shall have such time paid by adding that amount to the last payroll check when they leave employment, whether by resignation, retirement, death, or discharge.

SECTION 2. – Vacation Carryover:

A maximum balance of four hundred forty-eight (448) hours may be carried over for fifty-six (56) hour employees and three hundred twenty (320) hours may be carried over for forty (40) hour employees. Reduction of excess vacation leave shall be computed on January 31^s of each year.

SECTION 3. – General Information Pertaining to Vacation and Bonus Leave:

(A.) The Fire Chief shall designate the maximum number of employees who may take vacation during a given period, such that firefighting effectiveness is not impaired. Except for emergency situations twelve-point-two (12.2%) percent of the average authorized positions available for each platoon of fifty-six (56) hour personnel can be scheduled for vacation per shift (with the exception of personnel assigned to Station 22 and the Bomb Squad and it is agreed those positions will be scheduled separate and those assigned position be removed from the calculation of authorized positions). For example, 445 authorized fire department full time equivalents, minus seven civilian employees, minus twenty-three 40-hour personnel, minus three bomb squad, minus twelve ARFF positions, equals four hundred (400) authorized positions divided by (3) three platoons equal one hundred and thirty-three point three three (133.33) employees times 12.2% = sixteen point two six (16.26) personnel off per day shall be able to schedule vacation. It is agreed that on the initial selection of vacation days ("First Pick"), all members will be allowed to select until the maximum allowable number of personnel is reached on each shift. Changing vacation shall be based on sixteen (16) personnel allowed off on vacation for the time requested.

(B.) Conversion of accumulated vacation hours shall be divided/multiplied as appropriate, by a factor of one and four-tenths (1.4) for firefighter transfers from fifty-six (56) to forty (40) hour and forty (40) to fifty-six (56) hour positions.

(C.) No more than two (2) employees assigned to Station 22 shall be allowed to schedule off on vacation or bonus leave in any one (1) shift.

(D.) If an employee is promoted or transferred non-voluntarily, the employee will be allowed to keep their previously scheduled vacation choices with their option to move the leave one shift or tour forward or backwards if assigned to a different shift.

(E.) If an employee wins a bid under the Seniority Bid System and their platoon assignment does not change that employee shall maintain their previously scheduled vacation and bonus days. If an employee wins a bid under the Seniority Bid System and their shift assignment does change, every effort shall be made to allow the employee to maintain their previously scheduled vacation as long as it does not create an overtime situation.

**ARTICLE 30
FUNERAL LEAVE**

SECTION 1. – In the event of a death in the immediate family of any employee, the employee shall be allowed time off with pay. Time not to exceed one (1) tours of duty for fifty-six (56) hour employees or five (5) shifts of duty for forty (40) hour employees.

**ARTICLE 44
SENIORITY BID SYSTEM**

SECTION 1. –

(A.) All positions to be filled by lateral transfer and the opening created by the first winning bid (the opening created by the second winning bid will be filled at management's discretion) shall be announced by a Fire Department generated Informational Bulletin distributed on the City e-mail mail system for a period of at least five (5) calendar days. Such announcement must include a description of the position to be filled, the opening date of the application period, and the closing date of the application period. The announcement will include the name of the retired or promoted member creating the opening when applicable. Such positions shall be considered open for application for this five (5) calendar day period. Applications and withdrawals for bid are to be submitted to the firedeptsenioritybidemail@littlerock.gov, no later than 1400 hours on the date of expiration of the application period. The applications for bid must be sent by the employee via city e-mail. The Assistant Chief of Operations or their designee shall send a reply of confirmation of receipt via City e-mail. Fire management will post notification of known upcoming retirement (members that have submitted a letter of intent) within two weeks of retirement date. Fire management will post first and second tier notification on all announcements of positions to be filled through the seniority bid system. If simultaneous openings occur, the senior employee's position shall be posted and bid first and progress until the simultaneous openings are all posted for bid. Fire management will stagger the bids by one (1) hour based on seniority.

**APPENDIX C
CITYWIDE PARENTAL LEAVE POLICY**

In place of adding an Article to the IAFF Agreement, a City-wide parental leave policy will be created for all employees which will include a revision of the breastfeeding policy. Fire will be invited to have a mother/female representative assist with cocreation of the parental leave policy, and revision of the existing breastfeeding policy.