

AGREEMENT

Between

IOSCO COUNTY

And

**UNITED STEELWORKERS
AFL-CIO-CLC**

On behalf of LOCAL 15157-16

EMERGENCY MEDICAL TECHNICIANS

2008-2011

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AGREEMENT

This Agreement, made and entered into this **15th day of October**, and commencing the **1st day of October 1, 2008**, and remaining in force and effect through the **30th day of September, 2011**, except as otherwise stated herein, by and between the Iosco County Board of Commissioners, hereinafter referred to as the "Employer", and the United Steelworkers, AFL-CIO-CLC, hereinafter referred to as the "Union".

SECTION 1 – RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining in regards to wages, hours and other terms and conditions of employment, for all full-time and regular part-time Emergency Medical Technicians (EMT's), Specialists and Paramedics, but excluding all Managers, and Office Clerical as defined in the Act.

SECTION 2 – AID TO OTHER UNIONS

The Employer will not aid, promote or finance any other labor group or organization which supports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

SECTION 3 – AGENCY SHOP

- A. Membership in the Union is not compulsory. Regular employees have the right to join, not join, maintain, or drop their membership in the Union, as they see fit. Neither party shall exert any pressure on or discriminate against any employee in regard to such matter.
- B. Upon completion of thirty (30) days calendar days of employment, membership in the Union or compliance with payment of the representation fees shall be a condition of continued employment. The Employer agrees to deduct Union dues or Union representation fees to become effective the first payday of the month following the employee's successful completion of thirty (30) calendar days of employment.
- C. The Union agrees to defend, indemnify and save the Employer harmless against any and all claims, lawsuits or other forms of liability arising out of its deduction from an employee's pay of Union dues or representation fee, or in reliance on any list, notice, certification, or authorization furnished under this contract or by the Employer exercising the requirements contained in this Agreement. The Union assumes full responsibility for the disposition of the deductions so made, once they have been sent to the Union.

SECTION 4 – CHECKOFF

Temporary employees and grant funded employees shall not be required to pay union dues or a representation fee, except as otherwise provided in this Agreement. The Employer agrees to deduct from the salary of each individual employee in the bargaining unit either the Union's dues or representation fee, subject to all of the following conditions:

- A. The Union shall obtain from each of its members a completed Check-Off Authorization Form which shall conform to the respective State and Federal law(s) concerning that subject or any interpretation(s) thereof, and provide such forms to the Employer.
- B. All employees covered under this Agreement who do not voluntarily choose membership in the Union shall have deducted from their wages a representation fee equal to dues upon receipt by the employer of a signed written card. Said sum shall accurately represent the amount for said employee due the Union as their fair share of costs attributable to negotiating the terms of this Agreement and servicing the contract and, if more, any additional sum not attributable to the above shall be subject to the Union's internal rebate procedure.
- C. The Employer shall only check-off obligations which come due at the time of check-off, and will make check-off deduction only if the employee has enough pay due to cover such obligation. In that event, payment will be deducted from the next available paycheck. The Employer is not responsible for refund to the employee if he/she has duplicated a check-off deduction by direct payment to the Union.
- D. The Employer's remittance shall be deemed correct if the Union does not give written notice to the Employer within thirty (30) calendar days after a remittance is transmitted of its belief, with reason(s) stated therefore, that the remittance is incorrect.
- E. The Union shall provide at least thirty (30) days written notice to the Employer of the amount of Union dues and/or representation fee to be deducted from the wages of employees in accordance with this Article. Any changes in the amounts determined will also be provided to the Employer at least thirty (30) days prior to its implementation. New Check-Off Authorization Forms shall be submitted to the Employer in the event that an increase in the Union dues or representation fee is made.

SECTION 5 – MANAGEMENT RIGHTS

The management by the Employer, the determination of all matters of management policy; the services to be furnished; the nature and number of facilities and departments to be operated and their location; the direction of the working force, including only by way of illustration and not by way of limitation, the right to hire, discipline, suspend or discharge non-probationary employees for just cause, and to discharge probationary

employees with or without cause, promote, transfer or layoff employees, or to reduce or increase the size of the working force; to establish reasonable rules and regulations, or to make judgments as to the ability and skill, is within the sole prerogatives of the Employer, provided however, that they will not be used in violation of any specific terms or conditions of the Agreement. The Employer shall be the exclusive judge of all matters pertaining to the service that it provides, the methods, processes and means of providing service, the schedules and standards of work, methods, processes, means and materials to be used, and except as prohibited by specific terms or conditions in this Agreement, the Employer shall have the right to continue and maintain its services and operations as in the past and prior to the execution of this Agreement with the Union and it shall also have the right to study and use different methods and equipment and use outside assistance (subcontracting). It is understood that except as expressly limited by the specific terms and conditions in this Agreement, the Employer reserves and retains, solely and exclusively, all of its inherent and customary rights to manage the County' operations.

A. Shift Leaders: Shift leaders may be added or removed by management without regard to seniority and must meet the agreed upon criteria listed in the posting (included as attachment to this Agreement).

SECTION 6 – SPECIAL CONFERENCES

Special conferences for important matters will be arranged between the Unit Chairman of the Union and the Employer or its designated representative, upon request of either party and agreement of both parties. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included on the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences. This meeting may be attended by a representative of the International Union.

SECTION 7 – GRIEVANCE COMMITTEE MEMBER AND ALTERNATE

- A. Grievance Committee Members will be elected by the rules of the Union.
- B. A Grievance Committee Member during working hours, not to exceed one (1) hour per day or two (2) hours per week, without loss of time or pay may in accordance with the terms of this Article investigate and present grievances to the Employer upon receiving permission from his Manager. The privilege of Grievance Committee Members leaving their work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused. It is also understood that in handling grievances, it will not jeopardize the manning of Stations.

SECTION 8 – UNION BARGAINING TEAM

The Union Bargaining Team will consist of no more than three (3) County employees and an outside representative.

SECTION 9 – GRIEVANCE PROCEDURE

A. Definition of Grievances:

The term "grievance" as used in this Agreement is defined as a claim of a violation of a specific Article and Section of this Agreement. Any grievance filed shall name the employee(s) involved, identify the specific provision(s) alleged to have been violated and shall briefly but adequately set forth the facts giving rise to the grievance, shall state the contention of the employee and of the Union, shall indicate the relief desired and shall be signed by the employee(s) where the employee is a grievant. All grievances shall be commended within seven (7) calendar days after the occurrence of the circumstances giving rise to the grievance, or seven (7) calendar days from the date when the employee should reasonably have known of the occurrence.

B. Time Limitation:

The time limits set forth in the grievance procedure shall be followed by the parties. If the time procedures is not followed by the Union, the grievance shall be considered settled on the basis of the Employer's last disposition. If the time procedure is not followed by the Employer, the grievance shall automatically advance to the next step, but excluding arbitration. The grievance may be withdrawn at any step of the procedure. Grievances so withdrawn shall not be reinstated. Any time limit may be extended by written mutual agreement.

C. Procedure for Grievances:

Step 1. The Union shall present the grievance in writing to the employee's Manager or his/her designated representative and a copy to the Executive Committee and/or County Administrator within seven (7) calendar days after the occurrence of the circumstances giving rise to the grievance, or seven (7) calendar days from the date when the employee should reasonably have known of the occurrence with the specifics as required above. The Manager or their representative shall have ten (10) calendar days to answer in writing to the Local Unit Griever with a copy to the International Representative.

Step 2. If the Union is not satisfied with the answer of the Manager, it may appeal to the Executive Committee and/or County Administrator within ten (10) calendar days of receipt of the Manager's answer. Said appeal shall be filed in writing and a copy also filed with the Manager. A meeting shall then be held within twenty-one (21) calendar days of said appeal between the Executive Committee and/or County Administrator, the Manager or his representative, the employee, and the Grievance Committee members from the Union.

The Employer and the Union may have outside representatives present if desired. Such outside representation shall be limited to the Union's attorney and/or Business Representative, and the County attorney and no more than two (2) Commissioners. The Executive Committee and/or County Administrator shall then answer the grievance in writing within ten (10) calendar days of the appeal to the Local Union Unit Griever with a copy to the International Representative.

Step 3. If the Union is not satisfied with the answer of the Executive Committee and/or the County Administrator, it may appeal the grievance to arbitration by notifying the Manager and Executive Committee and/or County Administrator of their desire to arbitrate within fifteen (15) calendar days of receipt of the answer of the Executive Committee and/or county Administrator. If the parties cannot agree upon an Arbitrator they shall select one through the Federal Mediation and Conciliation Service under its rules. The decision of the Arbitrator shall be final and binding upon all parties.

D. The fees and expenses of the Arbitrator and FMCS shall be shared equally by the Employer and the Union.

E. Arbitrators Powers:

The Arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. His powers shall be limited to deciding whether the Employer has violated the express Articles and Sections of this Agreement, it being understood that any matters not specifically set forth herein remain within the reserved rights of the Employer. The Arbitrator shall at all times be governed wholly by the terms of this Agreement and shall have no power or authority to amend, alter or modify this Agreement in any respect. If the issue of arbitrability is raised, the Arbitrator shall only determine the merits of the grievance if arbitrability is affirmatively decided. Any award of the Arbitrator for a continuing violation of this Agreement shall not be retroactive prior to the time the grievance was first submitted in writing. The Arbitrator shall have no power to establish wage scales or change any wage. The Arbitrator's decision, when made in accordance with his jurisdiction and authority established by the Agreement, shall be final and binding upon the Union, the employee or employees involved, and the County.

F. Exclusive Remedy:

The sole remedy available to any employee for any alleged breach of this agreement or any alleged violation of his rights hereunder will be pursuant to the Grievance Procedure; provided that if any employee elects to pursue a legal or statutory remedy under Federal or State Civil Rights legislation or before the Federal or State Administrative Agency, such election will bar any further or subsequent proceedings for relief under the provisions of this Article.

SECTION 10 – NO STRIKE CLAUSE

The Union shall not cause or permit its members to cause nor shall any member of the Union take part in any sit-down, stay-in or slow-down, curtailment of work, concerted use of paid or unpaid work time, restriction of work, or interference with the operations of the Employer. The Union shall not cause nor permit its members to cause nor shall any member of the Union engage in any strike or restriction of work or picketing or refusal to perform work because of a labor dispute between the Employer and any other labor organization whether or not the other labor organization establishes a picket line. The Union agrees it will take prompt affirmative action to prevent or stop strikes, work stoppages, slow-downs of work, picketing or work interference of any kind by notifying the employees that it disavows these acts.

The Union further agrees that the Employer shall have the right to discipline (including discharge) any or all employees who violate this section, provided that the discipline may be the subject of a grievance under the Grievance Procedure. In addition, the Employer shall have the right to obtain injunctive relief in any court of competent jurisdiction in addition to any other remedies it may have. The Employer in consideration of the Union and employees observance of the above agrees not to lockout employees. This provision shall not apply in the event of any violation of the No Strike Clause set forth above.

SECTION 11 – COMPUTATION OF BACK WAGES

No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at his regular rate and in any event, the County shall not be required to pay back wages prior to ten (10) days before the date the written grievance was filed.

SECTION 12 – DEFINITIONS

A. Full-Time Employees:

Full-time Emergency Medical Service employees are scheduled to work an average of 112 hours per two week pay period.

B. Part-Time Employees:

Part-time Emergency Medical Service employees are scheduled to work as needed by management. They must be available at least 72 hours per month.

A. Anniversary Date:

Each unit employee will have a County employment anniversary date as either a full-time or part-time employee. The County employee anniversary date shall be the date the employee was initially hired. Any regular part-time employee who becomes a full-time employee shall retain their original date of hire as their seniority date for all purposes under this

agreement. During the employee's first year as a full-time employee, such employee shall receive accrued benefits earned as a part-time employee in the prior year. At the end of one year of employment as a full-time employee, the employee shall receive benefits based upon his/her date of hire.

C. Continuous Length of Service:

Continuous length of service means that period of time in which an employee continues in County employment without interruption subject to conditions that apply to various leave, layoff, and suspension policies described below.

D. Work Schedule:

The EMS work day begins at 8:00 a.m. on the employee's scheduled day to work and continues for twenty-four (24) hours until 8:00 a.m. the following day.

E. Probationary Period:

The probationary period means that period beginning with the first day of work with the County and continuing during the succeeding one thousand four hundred fifty-six (1456) working hours. This period is a trial period to determine whether the employee is able to perform the functions of the position to which he/she is appointed. Upon successful completion of the probationary period, the employee will be given full status as a County employee unless the position is funded with temporary and special funding. A full time employee is eligible for benefits after the completion of seven hundred twenty (720) working hours.

SECTION 13 – EMPLOYEE RECORDS

A. Employee File:

The County Clerk's Office maintains a personnel file for each employee. This file contains documents relating to all of the formal actions taken with respect to each employee. Among the documents in each file are the application form and any that authorize promotion, demotion, transfer, discipline, leaves, evaluation reports, etc. County actions with respect to employment will be based on records contained in the file. Other files, as required by law, will be maintained by the Manager.

B. Inspection:

Upon written request each employee is entitled to inspect the contents of his/her own file. The records are otherwise confidential and not available for inspection without approval of the Board of Commissioners or its Executive Committee.

C. Changes in Records:

Employees are obligated to report and initiate any changes in the file with respect to personnel status such as address, telephone number, dependents (if such are to be protected under County-provided insurance policies), to the Manager for forwarding to the County Clerk. Such changes should be reported in writing not later than five (5) days from the occurrence.

SECTION 14 – EMPLOYMENT POLICIES

A. Equal Employment Opportunity:

The County is an equal employment opportunity employer and is pledged to non-discrimination in employment on the basis of race, gender, national origin, age, color, marital status, political affiliations, religion, or physical handicap.

B. Equal Pay for Equal Work:

The County shall pay equal wages for equal work without distinction between male and female employees doing similar and equal work.

C. Applicant Information:

To be considered for employment, a person must complete an application form, available in the EMS office. Information supplied on the application form is subject to verification. The County is obligated to accept applications for employment only in respect to positions that have been posted as vacant on a bulletin board designated by the Board and available to the public for that purpose. If applications for employment to positions not posted as vacant are accepted they may be disposed of after ninety (90) days without prior notice to the applicants.

D. Medical Examinations:

A medical examination by an Employer designated physician is a condition of employment, the cost thereof to be paid by the County.

E. Orientation:

Following an employment decision, each Manager or a designated representative (normally that person who will supervise the work of the new employee) will conduct a brief orientation to acquaint each new employee with work responsibilities, procedures, policies, and fellow employees. After such meeting they shall be assigned to a preceptor.

1. Preceptor shall be assigned to conduct orientation of new employees to work responsibilities, procedures, policies, and fellow employees.

2. New employees will have all criteria signed off before being assigned to regular employee status, by preceptor and management.

F. Punctuality:

Employees are expected to be available for work at the scheduled times. Employees who anticipate being more than fifteen (15) minutes late in reporting for work should notify their respective Manager. Tardiness will lead to disciplinary action.

G. Attendance:

It is the employee's responsibility to be ready for work prior to the start of his/her shift. Tardiness will not be tolerated by the management or by fellow employees. Consistent absenteeism and/or tardiness will result in disciplinary measures up to and including discharge.

A two-hour notice is required to the appropriate manager or his/her designee if an employee is going to be absent from your scheduled work shift. The employee must report why and how long you expect to be absent or tardy. If you are going to be absent for more than one day, the employee must report your absence every day before the beginning of your scheduled shift, unless other specific arrangements are approved by your Manager.

If an employee is absent for more than three consecutive days, a statement from the employees care provider may be required before the employee can return to work. Statements may be required for absences of three days or less in case of questionable or chronic absenteeism. Such statements, if required, must list the physical conditions which prohibit you from performing your job.

DEFINITIONS:

Absence: Not being present as scheduled, at the appropriate work station, for a period of time exceeding one hour.

Scheduled Absence: Time taken off from work that has been prearranged and approved according to scheduling policy and will not be counted as an occurrence.

Unscheduled Absence: Time taken off from work that has not been prearranged and approved by management. Any unscheduled absence will be considered an occurrence. Consecutive days off for the same cause shall be considered one (1) occurrence.

Tardy: Not being present as scheduled, at the appropriate work station.

Each manager or his/her designee is responsible for monitoring the attendance for his/her work group. Employees who demonstrate excessive unscheduled

absences or tardiness will first be counseled by their manager. If the pattern persists, the manager will initiate formal corrective action to the employee (as specified below):

5 occurrences in a 12-month period or less – verbal warning

6 occurrences in a 12-month period or less – written warning

7 occurrences in a 12-month period or less – 48 hour suspension without pay

8 occurrences in a 12-month period or less - termination

H. Resignation:

Upon acceptance of employment with the County, employees agree to give notice to the Manager at least fourteen (14) calendar days before the effective date of their resignation. At the employee's request, such resignation shall be accepted for filing by the County Clerk and date stamped accordingly. Failure to give such notice may result in the loss of any benefits that may otherwise have accrued to the employee. Manager may waive or shorten this notification requirement at their discretion.

I. Appointment of Relatives:

Persons related to each other may be appointed to regular full-time and part-time positions in the County, provided that such persons are not placed in positions under the direct supervision of a related person. Relatives, for purposes of this section mean parent, brother, sister (by blood or marriage); children and spouse.

J. Termination of Employment:

Any person whose employment with the County is terminated for any reason shall be required to complete an information form/terminating employees form as provided by the County Clerk for inclusion in the personnel files.

An inventory list of items issued to employees will be completed at the inception of employment, with the employee and the Manager both signing the list.

Upon termination of employment, all County issued uniforms and equipment must be returned to the Manager and checked in prior to the employee receiving their last paycheck.

K. Drugs and Alcohol:

Employees may not use, possess, conceal, manufacture, distribute, dispense, or sell controlled substances, narcotics or drugs, unless such use has been prescribed by a physician. Employees are also prohibited from possessing, using or being under the influence of alcohol at any time between the regularly scheduled time the employee is to report to work and quitting time.

An employee required to submit to a drug and/or alcohol test shall cooperate fully

with the collection process and complete all required forms and documents. Failure to do so will be grounds for immediate discharge.

If an employee refuses to submit to a requested drug and/or alcohol test, or deliberately submits or attempts to submit an adulterated or substituted sample, such conduct will be grounds for immediate discharge.

An employee may be required to submit to drug and/or alcohol testing under this policy under one or more of the following:

- I. Where there exists reasonable suspicion that he or she has used, or is under the influence of, controlled substance(s), narcotic(s), drug(s), or alcohol.
- II. An employee may also be required to submit to a drug and/or alcohol test when the employee sustains an on-the-job injury.
- III. Up to three (3) random drug and/or alcohol tests dates per year of duty crews while working.

All objective facts on hand at the time of the demand for testing which form the basis for the reasonable suspicion shall be disclosed to the employee and the Union at the time, and the employee shall, at the same time, be given the opportunity to explain his or her behavior, actions, and/or appearance. Upon request, the employee shall have the right to Union representation, provided that the procurement of such representation shall not unnecessarily delay testing. The objective facts and reasonable inferences drawn shall be reduced to writing, with a copy given to the employee and the Union, within three (3) working days of the order for testing.

Testing for drugs and/or alcohol under this policy shall be at the expense of the Employer, and shall be conducted in accordance with 49 CFR Part 40, Subparts A, B, C and D as amended from time to time, with the exception of Section 40.1, the reference to "applicant" in the definition of "employee" in Section 40.3 and Section 40.31(d). The "split sample" method of collection, as set forth in those Regulations, shall be used.

An employee who tests positive for drugs and/or alcohol as set forth above shall be immediately discharged from employment.

When a positive drug test may be the result of the use of a prescribed drug, the employee will be required to submit proof of the prescription within forty-eight (48) hours of the test, together with a written statement from his or her care provider approving the use of the drug during working hours.

SECTION 15 – COUNTY LEAVE POLICIES

A. Paid Time Off:

Full-time Employees shall be granted PTO pay per Section B below after

successful completion of one (1) year's employment including the required probationary period. Earned PTO days shall be credited to employees on their employment anniversary dates.

B. Emergency Medical Services PTO Accrual for Full-Time Employees:

Effective Date: January 1, 2009

<u>YEARS OF SERVICE</u>	<u>ACCUMULATED HOURS/MONTH</u>
Less than 1 year and after initial probation	8.00 hours
One year less than 3 years	15.00 hours
3 years less than 5 years	18.00 hours
5 years less than 7 years	21.00 hours
7 years less than 9 years	24.00 hours
9 years to 12 years	28.00 hours
12 years to 16 years	32.00 hours
After 16 years	36.00 hours

In December of each year, an employee has the option of banking 50% of unused PTO hours accumulated during that year. The remainder, if any, may be paid to the employee at his/her earned rate of pay. To participate in the PTO "Buy Back", a minimum level of 50 hours must remain. The maximum number of PTO hours that an employee can bank is 200 hours. After the maximum number has been reached, all remaining unused PTO for that year will be paid to the employee in December.

Employees who have banked PTO hours must use these hours for scheduled or unscheduled time off – time off may not be taken without pay unless prior authorization from management.

Emergency Medical Services Employees will not be entitled to take more than 480 hours of earned and accumulated PTO time per calendar year.

PTO only accrues on hours worked (not short or long term disability or extended leaves of absence; i.e.; workers comp)

C. Paid Time Off (PTO) Accrual for Part-Time Employees:

<u>Hrs Worked/Year</u>	<u>After 1 Year</u>	<u>2-5 Years</u>	<u>6-10 Years</u>
624 – and over	24.00 Hours/year	36.00 Hours/year	48.00 Hours/year

Part-time employees moving to full-time shall convert to full-time scale at years of service.

D. PTO Credits While On Leave:

Employees who are on leave from the County without pay, do not earn further PTO credits. Upon a return from a leave without pay, employees may resume earning PTO credits on the basis of their entitlement immediately prior to the beginning of such leave without pay.

E. Use of PTO Credits:

Use of PTO credits shall be scheduled to meet the requirements of the operation department and requests to use PTO days must be approved by the Manager.

F. Payment While on PTO:

Employees on PTO shall be paid at the same rate and shall be entitled to employee benefits in the same amounts and at the same rates as though they had been at work.

G. Conditions Upon Separation:

Upon separation from County employment, employees shall normally receive payment for any accrued but unused PTO credits, at current rate of pay.

H. Short Term Disability:

Full-time non-probationary Emergency Medical Service employees shall be eligible for Short Term Disability as outlined below:

Short Term Disability with the following benefits:

Day 1 for accident
Day 8 for sickness
26 weeks
66.67%, max \$400/week

I. PTO Credits While On Leave:

Employees who are on leave from the County without pay do not earn further PTO credits. Upon a return from a leave without pay, employees may begin accruing PTO again and have any accrued but unused PTO at the time the leave without pay began reinstated.

J. Use of PTO – Regular:

PTO allowances are provided to permit an employee to recuperate from an illness without loss of compensation. Employees must use PTO days when they are unable to work as scheduled for reasons of their illness. Employees must notify their respective Manager of illness and use of PTO by no later than two (2)

hours before the beginning of the scheduled work period. An employee, whose condition changes and is capable of performing his/her work duties, will contact the respective Manager for work assignment.

If an employee is absent from work for three (3) or more days for reason of the employee's illness, or in case of suspected abuse, the employee shall provide a physician's certification of the illness. Failure to provide such a statement when requested may result in the denial of PTO allowance. Abuse of PTO will result in denial of paid PTO and a verbal warning for the first occasion, written warning for second occasion, three (3) days off without pay for third occasion and immediate dismissal for fourth occasion.

Manager of employees who have been ill for more than two (2) weeks, will require from the employee's physician, a statement indicating the ability of the employee to perform the work of the position prior to returning to work.

K. Workers Compensation – Supplemental:

In the event of an occupational related injury or illness, employees will be covered under the applicable Workers Compensation laws.

L. Continuation of Benefits During Short Term Disability:

Employee benefits with the exception of PTO shall not be affected until such time the employee has exhausted short term disability insurance.

M. Payment During Use of Sick Leave:

Whenever an employee shall be absent from work by reason of the employee's illness and the employee has accrued but unused PTO credits, the County will pay the employee's normal rate of compensation for such periods of illness.

N. Maternity Leave:

Accrued PTO will be charged for absences related to pregnancy and child birth.

An employee may request extended leave by submission of a written request to the Manager. The leave will be granted upon approval of the Board of Commissioners. The employee will utilize PTO earned during such leave; the leave shall be for a period up to ninety (90) days subject to extension upon approval of the Board of Commissioners. The County reserves the right to cover the vacancy with temporary employee(s) and will notify the Union in advance of its intent to do so.

At least thirty (30) days prior to the expiration of the leave, the employee shall notify the County in writing of his/her intent to return to work. Upon expiration of the leave, the employee will be returned to his/her former classification, providing his/her seniority so entitles him/her and he/she can perform the available work.

Upon return, the employee will be placed on the same position of the current salary schedule that was held at the start of the leave.

O. Extended Leave:

During an extended leave, an employee's seniority and employment relationship with the County shall not exceed one (1) year.

P. Private Payment of Insurance Premiums:

The County, at the employee's option and payment of monthly premiums prior to the due date, will continue health insurance coverage for up to eighteen (18) months following the exhaustion of accrued PTO balance.

Q. Longevity Payment:

Any eligible employee on extended sick leave at the time longevity payments are made shall be entitled to payment in proportion to the period of that year for which the employee was compensated by the County.

R. Military Leave – Short Term:

Any County employee required to participate in a branch of the Armed Forces Reserves for either training or emergency duty may request and will be granted a leave of absence for up to ten (10) days or as required by law. Upon the filing of the proper documentation, the County will pay the difference between the amount received for such military duty and the normal compensation for that period if the military payment is lower. This differential compensation shall be limited to ten (10) working days per year.

S. Military Leave – Active Duty:

Upon request, an employee entering active military duty with the Armed Forces of the United States may be granted an unpaid leave of absence. Upon honorable discharge for one (1) period of induction only from military service, such employee will be re-employed in accordance with the applicable Federal and State laws then in effect, within ninety (90) days after discharge provided that changes in circumstances have not made such re-employment impossible or unreasonable.

Requests for military leave of absence shall be made to the Manager at least two (2) weeks prior to the scheduled departure, if possible.

SECTION 16 – OBSERVANCE OF HOLIDAYS

A. The following holidays are observed:

- | | |
|------------------|--------------------------------------|
| New Years Day | Thanksgiving Day |
| Memorial Day | Second half day before Christmas |
| Independence Day | Christmas Day |
| Labor Day | Second half day before New Years Day |
| Veterans Day | |

B. Compensation Conditions:

A full day holiday is defined from 8:00 a.m. to the following 8:00 a.m. For second half day holidays those holidays are defined from 8:00 p.m. to the following 8:00 a.m. Employees working during these holiday hours will be compensated at two (2) times base wage. Employee must work the holiday to receive holiday pay.

SECTION 17 – MONETARY COMPENSATION POLICIES

A. Rate Determination:

The Classification and Compensation Plan of the County shall be that plan adopted in the most recent Union contract.

B. Pay Grades:

New employees will be appointed a beginning grade or rate authorized for the position. Employees shall be paid at the rate specified as per the Union contract.

C. Classification and Compensation Information:

Classification and compensation will be made available for public inspection and available during office hours in the Office of the County Clerk.

D. Longevity Compensation Plan:

All eligible regular full-time employees in the active service of the Employer shall receive an annual longevity payment as follows:

Paid at Anniversary Date	Bonus	Written Warning	Disciplinary Probation or Suspension
After 5 yrs continuous service thru 9 years	\$300	\$150	00
After 10 yrs continuous service thru 14 yrs	\$450	\$225	00
After 15 yrs continuous service thru 19 yrs	\$600	\$300	00
After 20 yrs continuous service	\$750	\$375	00

Payments to employees who have become eligible by their date of hire shall be due the respective longevity bonus on their regular payroll date following their anniversary of date of hire. The Manager shall indicate the amount of the longevity bonus due each employee on the first of each month to the County Clerk's Office. Longevity bonus shall be prorated on a monthly basis for employees who have voluntarily resigned, retired, permanently laid off, or death. Bonuses for employees in corrective action for the previous 12 month period will be paid as noted above (written warning, disciplinary probation or suspension).

E. Compensation for Overtime:

Employees may at various times be required to work additional hours. Any employee required to work in excess of forty (40) hours in any one (1) week period, shall be paid at the rate of one and one-half (1-1/2) times the regular hourly rate for the hours in excess of forty (40).

F. Scheduling Overtime:

Manager/Shift Leader shall provide reasonable advance notice of required overtime when possible. Failure to receive advance notice, however, shall not absolve the employee of responsibility to work additional hours when required. Manager/Shift Leader shall assign required overtime approximately equally among the full-time employees as follows:

1. The Manager/Shift Leader shall fill overtime based on the required license needed to maintain staffing; i.e. paramedic for paramedic or EMT for EMT.
2. In the event the Manager/Shift Leader must staff an ambulance due to short notice call in or system status reaches a minimum, such Manager/Shift Leader shall staff the ambulance based on a first come first serve method. If the time needed to staff the ambulance exceeds five (5) hours, the Manager/Shift Leader will then staff the ambulance based on equal distribution of overtime. Overtime statistics will be reviewed quarterly.
3. The employees will be provided a web based scheduling program which they can monitor at their discretion. The web based scheduling program will allow said employees to review the schedule and any overtime available on a "real time" basis.

G. Pay Periods:

Payment for employment is made on a bi-weekly basis and checks therefore delivered on alternate Wednesday. The check received constitutes payment for the two-week period ending on the previous Friday. Payroll checks will be available to employees no later than 3:00 p.m.

H. Payroll Reporting:

Each employee shall maintain payroll reporting records. Such record shows time worked, PTO time used, time lost and any overtime for which compensation is to be made. These records constitute the basis for issuance of pay checks and any questions regarding errors or benefit accumulations should be first explored at the Department level in which the employee works. Each department shall submit payroll vouchers to the County Clerk's Office by noon on the Monday following the pay period. Time cards not received on time will not be paid in a separate check.

I. Retirement:

All full-time and part-time County employees who work nine (9) or more 24 hour days per calendar month are automatically enrolled in the MERS B-3 Plan. Employees who have acquired a minimum of ten (10) years eligible service become eligible for benefits on or after age 60. An employee who terminates employment prior to age 60 may be eligible for a deferred retirement allowance. Details of the MERS Plan are available at the Office of the County Clerk. All employees hired after **October 1, 2008** shall (in lieu of the retirement program set forth in the paragraph above) be covered by a defined contribution plan under which the County will contribute seven (7%) percent of the employee's base salary each year.

SECTION 18 – COUNTY INSURANCE POLICIES – FULL TIME EMPLOYEES

A. Continuation of Coverage:

Continuation of medical and hospital insurance is limited both by Board policy and by the agreement with the insurance company. County policy permits limited continuation of coverage for certain types of separation from County employment in accordance with the current operation agreement with the insurance company.

1. Medical Coverage:

The County shall provide all non-probationary full-time employees covered under this Agreement and their family if applicable with Blue Cross/Blue Shield Community Blue PPO – Plan 2 Medical Coverage (Generic \$10; Brand \$40 drug co-pay). A Mail Order Prescription Drug rider with one (1) co-pay for 3 months of medicine is also available. A full-time employee eligible for the above coverage who has similar coverage available through a spouse employed by an employer other than Iosco County and who does not elect to participate in the above plan shall receive in lieu thereof \$1,650.00 per premium coverage year. The election may be made each coverage year during the enrollment period.

Notwithstanding any provision of this Section, the County shall have the right to secure equivalent coverage from another insurance carrier in lieu of the

May this document serve as an ADDENDUM to the AGREEMENT between IOSCO COUNTY and UNITED STEELWORKERS AFL-CIO-CLC On behalf of LOCAL 15157-16 EMERGENCY MEDICAL TECHNICIANS 2008-2011

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Letter "I"

Original Language:

Retirement:

All full-time and part-time County employees who work nine (9) or more 24 hour days per calendar month are automatically enrolled in the MERS B-3 Plan. Employees who have acquired a minimum of ten (10) years eligible service become eligible for benefits on or after age 60. An employee who terminates employment prior to age 60 may be eligible for a deferred retirement allowance. Details of the MERS Plan are available at the Office of the County Clerk. All employees hired after October 1, 2008 shall (in lieu of the retirement program set forth in the paragraph above) be covered by a defined contribution plan under which the County will contribute seven (7%) percent of the employee's base salary each year.

Original Addendum:

All full-time and part-time County employees who work nine (9) or more 24 hour days per calendar month are automatically enrolled in the MERS B-3 Plan. Employees who have acquired a minimum of ten (10) year eligible service become eligible for benefits on or after age 60. An employee who terminates employment prior to age 60 may be eligible for a deferred retirement allowance. Details of the MERS Plan are available at the Office of the County Clerk. All Full Time employees hired after October 1, 2008 shall (in lieu of the retirement program set forth in the paragraph above) be covered by a defined contribution plan under which the County will contribute seven (7%) percent of the employee's base salary each year.

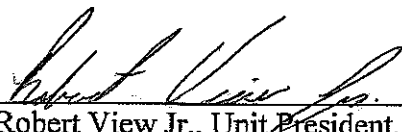
New Addendum:

All full-time and part-time County employees who work nine (9) or more 24 hours days per calendar month are automatically enrolled in the MERS B-3 Plan. Employees who have acquired a minimum of ten (10) years eligible service become eligible for benefits on or after age 60. An employee who terminates employment prior to age 60 may be eligible for a deferred retirement allowance. Details of the MERS Plan are available at the Office of the County Clerk.

This ADDENDUM has been approved and will serve as an attachment to the original agreement that became effective October 15, 2008 and is dated November 4, 2009.



Michael A. Barrow, Executive Director, Iosco County EMS



Robert View Jr., Unit President, Local 15157-16 Iosco EMT's

NANCY J. HUEBEL
IOSCO COUNTY CLERK

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coverage specified above. At least four (4) weeks before putting such equivalent coverage into effect, the County will notify the Union of the equivalent coverage and will provide a written summary regarding such coverage and will, upon request, discuss such coverage at a special conference.

Benefits, eligibility and coverage therefore under the above insurance plans are subject to the terms and conditions including any waiting period or other time limits, contained in the contracts between the County and the carrier. Any refunds on premiums paid by the County shall accrue to the County. No claims dispute between the carrier and the employee shall be subject to the Grievance Procedure.

B. Dental Insurance:

Each full-time non-probationary employee covered by this Agreement and their family if applicable shall be covered by a Dental Plan. The Plan shall be Blue Cross/Blue Shield Traditional Plus Dental Coverage - Plan 3.

C. Life Insurance:

The County provides at no cost to the employee a \$20,000 life/double indemnity life insurance policy for all full-time non-probationary employees. The Basic Life Insurance and Basic Accidental Death and Dismemberment Insurance will reduce 35% on the Insured Person's 65th birth date, an additional 15% on the Insured Person's 70th birth date and an additional 25% on the Insured Person's 75th birth date. All insurance provided under the Group Policy will terminate on the Insured Person's date of retirement.

Part-time and temporary employees are not eligible for this benefit.

D. Each full-time non-probationary employee covered by this Agreement and their family if applicable shall be covered by Blue vision Care (A80) Coverage.

E. All regular part time employees may, at their option, purchase medical coverage through the County at cost.

SECTION 19 – WORKERS' COMPENSATION INSURANCE

The County is subject to the Michigan Workers' Disability Compensation Act which provides compensation for work related injury or illness. There is no cost to the employee for this program. Potential claims for work-related injuries or illness must be reported promptly to the Manager and the Clerk's Office. The Clerk's Office can supply additional information about the program.

SECTION 20 – UNEMPLOYMENT INSURANCE

The County participates in the State/Federal Unemployment Compensation Plan. Benefits under this plan are subject to State and Federal regulation.

SECTION 21 – PAYROLL DEDUCTIONS/FINANCIAL INSTITUTIONS

The County cooperates with several financial institutions as a service to its employees. The County, upon an employee's instruction and approval, will make regular deductions from the pay check and pay the amount to the financial institution. A list of institutions may be obtained in the County Clerk's Office.

SECTION 22 – JURY SERVICE AND EMS RELATED SUBPOENAS

- A. Employees summoned by a court to serve as jurors shall receive from the County the difference between the amount paid by the court for jury service and the normal daily amount aid to the employee by the County for days the employee usually works. Once excused from daily jury service, the employee will contact the employer for work assignment.

Employees will be expected to complete the last 12 hours of their scheduled shift not affected by jury service.

The employee should give reasonable advance notice of their summons to serve as possible juror and periodic updates in respect to anticipated completion time. Upon completion of the jury service, the employee must present a record of the salary payment received for such service.

- B. EMS Related Subpoenas:

When employees receive subpoenas for EMS related cases, the employee will receive the difference between the amount paid by the subpoena and their regular rate of pay for actual time during the subpoena.

The employee should give reasonable advance notice of their summons to a subpoena. Upon completion of the subpoena services, the employee must present a record of the salary payment received for such services and a time slip signed by the subpoena agency of actual time spent.

SECTION 23 – PERSONAL CONDUCT

Government, unlike private businesses, will not go out of business because it renders its services badly. However, government can suffer from inefficiency and discourteous service. Employees are encouraged to make suggestions for improving County operations. Such suggestions should be made to the respective Manager or the Chairperson of the Board's Executive Committee.

Employees, especially those having contact with the public, are expected to treat the members of the public respectfully and courteously. When employees find themselves becoming involved in a dispute with a member of the public in which they are asked to go beyond the limits of their authority, they should refer the matter to their Manager.

Prompt, courteous and attentive service, either in person or by mail, will help head off many of these kinds of problems.

SECTION 24 – LOSS OF SENIORITY

An employee's seniority and employment relationship with the Employer shall terminate for any of the following reasons.

- A. If he/she quits or retires.
- B. If he/she is discharged for just cause.
- C. If he/she is absent for three (3) consecutive working days without properly notifying the employer and without supplying a satisfactory reason for such absence.
- D. If he/she fails to return to work within three (3) calendar days from the specified date following the termination of any leave of absence or PTO, unless otherwise excused.

SECTION 25 – LAYOFF PROCEDURE

- A. Strict seniority shall prevail in the layoff and recalling of employees. Layoffs shall be determined by the Board of Commissioners. In reducing the work force, the last part-time employee hired or transferred into the classification affected by the layoff shall be the first employee laid off. The last employee laid off shall be the first employee recalled. If any employee is laid off under this provision, he/she shall be afforded an opportunity to demonstrate his/her ability to perform in another classification within the Department occupied by an employee with less departmental seniority than the employee with less departmental seniority than the employee so laid off if in the determination of the Manager the employee requesting such trial opportunity possesses the minimum qualifications for the position.
- B. In the event of a layoff, an employee so laid off shall be given two (2) weeks notice of layoff by mail or in person. In the event of recall, two (2) weeks notice mailed to his/her last known address shall be made. If not available for work at the end of said two (2) weeks after notice of recall, he/she shall lose all seniority rights and right to recall under this Agreement.

SECTION 26 – PROMOTIONS

- A. Prior to filling a vacancy within the bargaining unit, it shall be posted for five (5) working days. Employees interested shall apply in writing within the five (5) day posting period. The Employer will promote the person who has the seniority, qualifications, and past performance to the position from within the bargaining

unit. If no one is qualified, then the Employer reserves the right to hire from outside the bargaining unit.

B. Employees of Iosco County not covered by this Agreement who are promoted or transferred into the bargaining unit covered by this Agreement shall retain their anniversary date for purposes of PTO and longevity determination under this Agreement. In no event shall such benefits exceed those allowable under this Agreement.

C. Vacant Positions:

Any position not filled will remain at its current pay grade and shall be considered open for a period of twenty-four (24) months at which time it shall be considered a non-position.

SECTION 27 – PROGRAMS FUNDED BY STATE OR FEDERAL GOVERNMENT

The Employer reserves the right to hire or use the services of persons whose positions are funded by a State or Federal grant and those persons shall not be subject to the terms and conditions of employment set forth herein nor covered by this Agreement unless such employee is continuously employed in excess of one (1) year.

SECTION 28 – CO-OP STUDENTS

A maximum of two (2) co-op students shall be utilized at any one time by the Employer and shall be excluded from and not subject to the provisions of this Agreement. Additional co-op student placement shall be considered and determined by special conference as provided by Section 6.

SECTION 29 – LEAVES OF ABSENCE

All leaves of absence request shall be made in writing.

Leaves of absence, if mutually agreed upon by the Union, the Board of Commissioners and the employee's Manager, for reasonable periods not to exceed one (1) calendar year may be granted for good cause without loss of seniority. Seniority will not accrue while on a leave of absence. Requests for consideration for additional leaves of absence must be submitted in writing and will be considered separately. All leaves of absence shall be without pay and without continuation and/or accrual of fringe benefits such as but not limited to PTO and insurance. Insurance coverage will terminate for employees on unpaid leave of absence or lay off upon expiration of the premium period which immediately follows the premium in which the last day worked prior to the leave or layoff occurs. If the employee desires to continue their health insurance coverage, he/she shall pay the premiums.

SECTION 30 – PHYSICAL AND MENTAL EXAMINATION

The Employer reserves the right to require an employee, at the Employer's expense, if not covered by insurance, to take a physical or mental examination (1) if it should appear that said employee is having difficulty in performing his/her duties, or (2) if following return from sick leave it appears that the employee is having difficulty in performing his/her duties. The physical or mental examination shall be given by a doctor selected by the Employer. If the employee is not satisfied with the determination of the designated physician of the employer, he/she may submit a report from a doctor of his/her own choosing at the employee's cost. If the dispute still exists, at the request of the Employer or Employee, the designated physician of the Employer and the employee's doctor shall agree upon a third doctor to submit a report to the Employer and the employee, and the decision of such third party shall be binding on all the parties. The expense of the third shall be shared equally by the Employer and the employee if not covered by the employee's insurance.

SECTION 31 – UNION LEAVE

Members of the Union elected to Local Union positions or selected by the International Union to do work which takes them from their employment with the Employer shall at the written request of the Union receive temporary leaves of absence for periods not to exceed ten (10) days per year and upon their return shall be re-employed at work with accumulated seniority and no loss of benefits.

SECTION 32 – FUNERAL LEAVE

In the event of death in the immediate family, an employee shall be allowed up to forty eight (48) consecutive hours paid leave. The immediate family means wife, husband, child, brother sister, father, mother, father-in-law, mother-in-law, step-children, grandparents, grandchildren, or permanent member of the employee's family. One (1) day, twenty-four (24) hours, paid leave will be allowed for the day of the funeral for a sister-in-law, brother-in-law, aunt, uncle, niece, or nephew of the employee. Additionally, time shall be granted for extenuating circumstances with the approval of the Manager. In any case, total paid leave is not to exceed five (5) consecutive working days.

SECTION 33 – HOURS OF NEGOTIATION

Hours of negotiation will be at the convenience of both parties.

SECTION 34 – SAVINGS PROVISION

If any provision of this Agreement is invalid by operation of law or found invalid by any Board or Court of competent jurisdiction, or if compliance with or enforcement of any provision should be permanently restrained by any such court, the remainder of this Agreement and any supplements thereto, shall remain in full force and effect, and the

employer and the Union at the request of either party shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for such provision.

SECTION 35 – NON-DISCRIMINATION

The County and the Union agree not to discriminate against any employee because of race, color national origin, religious or political affiliation, sex, age, marital status, Union membership, non-membership, participation or non-participation in the Grievance Procedure as required by law.

SECTION 36 – JOB RELATED COURSES

The County will provide computers and/or computer access in each station in order for employees to complete required on-line training programs.

Reimbursement for course work initiated or requested by a full-time employee may be paid up to \$150 per year for tuition/books for any course or other related costs related to an employee's job with the written approval of the Manager, and upon successfully completing such courses. Part-time employees who have accumulated 624 hours worked within the past 12 months are also eligible.

SECTION 37 – MANNING

Employees in full-time positions at the signing of this contract will maintain those positions until such time those positions are vacated through the provisions of this contract.

SECTION 38 – CAPTIONS

The captions used in each section of this Agreement are for purposes of identification and are not a substantive part of this Agreement.

SECTION 39 – RECLASSIFICATION AND NEW CLASSIFICATION

Requests by the Union for reclassification will be considered once a year and shall be reviewed by a joint committee consisting of the Executive Committee and/or County Administrator, the Manager, and three (3) Union Representatives. The Board of Commissioners within its sole discretion shall make the final determination on a request for reclassification following consideration of the recommendation made by the joint committee. If the County desires to establish new classifications for existing filled positions during the life of this Agreement, the County agrees to meet with the Union Bargaining Committee to define the classifications and the rate of pay.

SECTION 40 – UNIFORM

Full-time employee will be issued:

- 1 Coat (as needed)

- 3 Long sleeve shirts
- 3 Short sleeve shirts
- 3 Slacks
- 1 Belt (as needed)

Part-time employee will be issued:

- 1 Coat (as needed)
- 2 Long sleeve shirts
- 2 Short sleeve shirts
- 2 Slacks
- 1 Belt (as needed)

Maintenance of uniforms is employee's responsibility. Uniforms will be replaced as needed (torn, stained, holes, or by management's request) by the employer.

SECTION 41 – GENDER CLAUSE

Whenever the masculine is used in this Agreement, it shall also mean the feminine, and vice versa.

SECTION 42 – WAGES

Wage structure for new hires as of 10/1/2008 will be as follows. Employees will be paid only at the level they are eligible to function at, regardless of license level.

Pay Grades	A	B	C	D	E	F	G	H	I	J	K	L
EMT-BASIC	7.66	7.89	8.13	8.37	8.62	8.88	9.15	9.42	9.70	9.99	10.29	10.60
SPECIALIST	8.28	8.53	8.78	9.05	9.32	9.60	9.89	10.18	10.49	10.80	11.13	11.46
PARAMEDIC	9.88	10.18	10.48	10.80	11.12	11.45	11.80	12.15	12.52	12.89	13.28	13.68

RANGE OF PAY 10/1/2008 – 9/30/2011

BASIC:	Starting:	\$25,492.48	Maximum:	\$35,287.55
SPECIALIST:	Starting:	\$27,555.84	Maximum:	\$38,143.73
MEDIC:	Starting:	\$32,880.64	Maximum:	\$45,514.50

Current employees will receive an increase as follows:

	Year	Increase
October 1, 2008 – September 30, 2009	1	\$1.00/hour
October 1, 2009 – September 30, 2010	2	3% of current rate
October 1, 2010 – September 30, 2011	3	3% of current rate

Shift Leaders:

Shift Leaders will receive \$1.00 per hour in addition to their regular hourly pay rate for performing such duties.

SECTION 43 – TERMS OF THIS AGREEMENT

This Agreement shall become effective **October 15, 2008**, and it shall continue in full force and effect until **11:59 p.m.** on the **30th day of September 2011**.

Upon the written request of any party to this Agreement, the parties shall commence negotiations for a new Agreement within ninety (90) days prior to the expiration thereof.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have set their hand this 15th day of October, 2008.

IOSCO COUNTY BOARD OF COMMISSIONERS

Robert Cudney
Robert Cudney, Chairman

UNITED STEEL WORKERS, AFL-CIO-CLC

Leo W. Gerard, Int'l President

IOSCO COUNTY EMS

Michael A. Barrow
Michael A. Barrow, Executive Director

James D. English, Int'l Secretary/Treasurer

Nicholas Bernelis
Nicholas Bernelis, Operations Manager

Thomas Conway, Int'l Vice President (Admin)

Scott R. Gerber
Scott R. Gerber, Committee

Fred Redmond, Int'l Vice President (Human Affairs)

Matthew Hoffcamp
Matthew Hoffcamp, Committee

Michael H. Bolton, District 2 Director

Michael A. Flora
Michael A. Flora, USW Staff Representative

LOCAL 15157-16 (IOSCO EMT'S)

Matthew Burley
Matthew Burley, President

Robert View, Jr.
Robert View, Jr., Unit President

Gordon Barnhart
Gordon Barnhart, Committee

Brian Golden
Brian Golden, Committee

**IOSCO COUNTY EMS
JOB DESCRIPTION**

TITLE: Shift Leader

SUPERVISED BY: Works directly under the Supervision of the Operations Manager

EMPLOYEES SUPERVISED: All Field Operations staff on duty during the assigned shift

ACCOUNTABILITY: The primary duty of the Shift Leader is to provide and facilitate the patient care process. The Shift Leader is responsible for the System Status of Field Operations staff on their assigned shifts and has discretionary authority over personnel to ensure Iosco County EMS Policies and Procedures are adhered to. ICEMS Shift Leaders will be considered as Lead FTO's for all field personnel.

DESCRIPTION OF JOB DUTIES:

1. Knows and supports Policies and Procedures and standards of ICEMS.
2. Regularly participates in the interview and orientation process with new and prospective employees.
3. Charged with the responsibility to direct new employees through completion of the employee's orientation.
4. Acts as a mentor for the Probationary Employee, as well as active employees as the situation demands. Facilitates interaction between the Field Training Coordinator, Field Training Officer and the Probationary Employee.
5. Responsible to supervise the proper flow of documentation regarding each Probationary Employee.
6. Provides input on ICEMS employees' evaluations.
7. Reviews and acts upon, as necessary, all incidents, accidents, deviations/ exceptions and other reports from Field Employees.
8. Checks reports for accuracy and completeness.

Ensures that vehicles and equipment are assigned to Field Personnel, and mobilizes additional resources when system demands require it.

Attachment A
Agreement Between Iosco County and United Steelworkers AFL-CIO-CLC
2008-2011

9. Keeps themselves informed of events in the field affecting ICEMS, including accidents, injuries, breaches of policy, inter agency relations, morale, newsworthy events and superior/inferior performance by Field Personnel.
10. Performs other duties as agreed upon between Management and Bargaining Committee.
11. Performs all duties of a Field Paramedic

JOB REQUIREMENTS:

1. State of Michigan certification as EMT-Paramedic. Must maintain requirements of EMT-Paramedic licensure.
2. Minimum of three (3) years as an "active" paramedic.
3. Must wear company issued pager at all times while on duty. ICEMS recommends that Shift Leaders keep in contact via pager while off duty in case of disaster situation or call ins.
4. Must be flexible in work schedule to meet the demands of the company.
5. Must be able to report within a reasonable timeframe when requested.
6. Must attend scheduled and called meetings.
7. May be appointed to position without Critical Care Certification. However, ICEMS requires Shift Leaders obtain a Critical Care Certification within 12 months of being appointed.

The job description has been reviewed by me. I understand that I am responsible for its contents and for maintaining compliance to this job description.

Employee Signature

Date

