

**Agreement  
Between the  
Town of Needham  
and the  
Needham Firefighters Local 1706 for Unit C**

**July 1, 2022 through June 30, 2023  
and  
July 1, 2023 through June 30, 2026**

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**THIS AGREEMENT** made and entered into this 1<sup>st</sup> day of July, 2022, by and between the Town of Needham (hereinafter called the "Town") acting by and through its duly designated representatives, and Local 1706, International Association of Firefighters, AFL-CIO, Unit C (hereinafter called "Local 1706"), under and pursuant to the provisions of Massachusetts General Laws, Chapter 150E, as amended.

## **PREAMBLE**

**WHEREAS** Chapter 150E of the General Laws, as amended, grants to municipal employees the right to bargain collectively with the Town through representatives of their own choice; and

**WHEREAS** by virtue of an election held on February 25, 1974, the Local 1706 was duly certified as the exclusive bargaining agent for all Deputy Fire Chiefs excluding the Fire Chief, Captains, Lieutenants and Firefighters, and all other municipal employees of the Town of Needham; and

**WHEREAS** the parties to this agreement desire to establish a state of amicable understanding, cooperation and harmony compatible with any law or by-law applicable to the Town in the fulfillment of the obligation of the Town to protect the safety and welfare of all of its inhabitants.

**NOW, THEREFORE**, in consideration of the mutual agreements herein contained, the parties hereto mutually covenant and agree as follows:

## **ARTICLE 1**

### **RECOGNITION**

#### **PERSONS COVERED BY THIS AGREEMENT**

Pursuant to the certification by the Massachusetts Labor Relations Commission, the Town recognizes Local 1706 as the sole and exclusive bargaining agent for the Deputy Fire Chiefs for the purpose of collective bargaining with a view toward reaching a mutual understanding and agreement relative to questions of wages, hours and other conditions of employment.

All other municipal employees of the Town of Needham are excluded from the terms and provisions of this Agreement.

It is understood and agreed between the parties hereto that the provisions of this Article shall be subject to any changes in the structure or composition of the employee unit as may at any time be made by a decision of a court of competent jurisdiction, by legislation, or by decision of an appropriate commission or other agency of the Commonwealth of Massachusetts.

## **ARTICLE 2**

### **UNION SECURITY – DUES DEDUCTIONS**

**Section 1.** The Town agrees not to discharge or discriminate in any way against employees covered by this Agreement on account of union membership, union affiliation or lawful union activities.

## Section 2.

- (a) The Town agrees that through its duly authorized representative in accordance with the provisions of Chapter 180, Section 17A of the General Laws of Massachusetts, as amended, it will request the Town Treasurer to deduct membership dues from the salaries of firefighters who have voluntarily submitted a written authorization in the form set forth below and all other conditions have been complied with as prescribed by said Section 17A.
- (b) Dues, as aforesaid, will be deducted in equal monthly payments. No such monthly deduction shall be required prior to thirty (30) days from the date of receipt of the appropriate authorization forms as provided for in the preceding paragraphs (a) and (b) of this Section 2. For this purpose any authorization heretofore furnished the Town shall meet this requirement until revoked in writing.

The amount so deducted will be remitted in accordance with such authorization to Local 1706, provided that the Town shall be under no obligation to make any such deduction after the termination of the term of this Agreement or after the receipt of revocation, in accordance with the terms thereof.

- (c) Local 1706 shall indemnify and save the Town harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Town in reliance upon documents or cards or other information furnished to the Town by Local 1706 in complying with any of the provisions of this Article. Further, the Town shall incur no liability for loss of dues or monies after the Union receives said monies in person from the Town Treasurer.
- (d) Dues Authorization Card

### DUES AUTHORIZATION CARD

TO: Town of Needham  
Town Treasurer  
Needham, Massachusetts 02192

I hereby request and authorize the Town Treasurer to deduct from my earnings and transmit to Local 1706 any amount sufficient to provide for the regular payment of monthly membership dues as certified by Local 1706.

This authorization shall remain in effect (1) until the termination of the Agreement between the Town and Local 1706 for such deductions or, (2) my written revocation of this authorization, which shall become effective 30 days after the receipt of such revocation by the Town Treasurer.

I hereby waive all rights and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Town and all of its officers and agents from any liability therefor.

Date

Signature

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3.** Local 1706 or its duly authorized representative will certify to the Town Treasurer in writing the current monthly rate of its membership dues. Local 1706 further agrees that it will notify the Town Treasurer of any changes in monthly rate of its membership dues at least 60 days prior to the effective date of such change.

### **ARTICLE 3** **MANAGEMENT RIGHTS**

The listing of the following specific rights of management is not intended to be in limitation of the rights of the Town, the Select Board, the Town Manager and the Fire Chief. Responsibilities which are inherently those of management shall remain such whether or not specifically listed hereafter.

- (a) Among such management responsibilities as are vested exclusively in the Town, the Town Manager and the Fire Chief are the following: The right to hire, promote, transfer, assign and retain employees in positions and to suspend, demote, discharge or take other disciplinary action against employees for just cause, to relieve employees from duty because of lack of work or other reasons, to determine the method, means and personnel by which such operations are to be conducted and to take whatever action may be necessary to carry out the work of the Fire Department.
- (b) The Town, the Town Manager and the Fire Chief shall have the freedom of action to discharge their responsibility for the operation of the Fire Department, including the scheduling of operations, the method and materials used in carrying out the function of the Fire Department and the extent to which its own or other facilities and/or personnel shall be used.

### **ARTICLE 4** **ADVANCED LIFE SUPPORT PROGRAM**

The Town agrees to upgrade to the Advanced Life Support level of Emergency Medical Services subject to the following conditions:

If, in the discretion of the Town, the ALS program, or the implementation of the ALS program, shall result in a situation in which the net increase in costs associated with ALS is not offset by a net increase in revenue associated with ALS, or shall be deemed otherwise not financially feasible, the Town may unilaterally discontinue the ALS program or program implementation, which decision shall not be grievable.

The Town shall have the discretion to determine the appropriate number of Paramedics necessary for the operation of the Emergency Medical Service.

**EMT Certification** It is a condition of employment that all firefighters appointed after July 1, 1991 must obtain EMT certification during the applicable probationary period, and maintain such certification thereafter. Failure to obtain or maintain certification as an EMT will result in termination from Town service, unless waived by the Fire Chief and Town Manager in extraordinary circumstances.

Paramedic Certification Employees hired on the basis of paramedic certification or who received tuition and/or the Paramedic Certification Incentive Payment are required as a condition of employment to maintain the Paramedic Certification thereafter except as set forth below. Failure to maintain such Paramedic Certification will result in termination from Town service, unless waived by the Fire Chief and Town Manager in extraordinary circumstances.

Firefighter/Paramedics who are promoted in rank or special assignment and thereby removed from the ambulance rotation, and who remain certified, will receive out of rotation paramedic differential that is 4.5% higher than the current EMT differential. Paramedics out of rotation must maintain their paramedic certification as a condition of employment.

## **ARTICLE 5**

### **HOURS OF WORK AND OVERTIME**

#### **Section 1.**

- (a) The average regular work week over an eight week cycle as established by the Fire Chief for all employees covered by this agreement shall be 42 hours. The regular work schedule shall consist of one twenty-four hour shift commencing at 8:00 a.m. and concluding at 8:00 a.m. the following day. The regular work week shall consist of one (1) 24 hour period on duty followed by three (3) 24 hour days off duty.
- (b) The applicable provisions of Chapter 48, Section 58C of the General Laws of Massachusetts, as amended, shall apply to hours of duty in excess of the average regular work week. The Fire Chief shall be solely responsible for determining whether an employee is given time off or such employee is paid for such period of overtime duty as provided in Section 58C.
- (c)
  - 1. It is understood that the conversion to the "twenty-four hour shift" shall not apply to the Deputy Chief of Operations or bargaining unit members assigned to temporary modified work programs in accordance with Article 14, Section 5 of this Agreement.
  - 2. The average regular workweek on an eight-week cycle for Deputy Chief of Operations shall be forty (40) hours. For the Deputy Chief of Operations, one "shift," "tour," or "day" shall mean eight (8) hours.
  - 3. The Deputy Chief of Operations shall be charged eight (8) hours for each tour of accrued or other leave use.
- (d)
  - 1. The twenty-four hour shift shall retain all aspects of the current 10 and 14 hour schedule so that current practices with regard to leave time remain intact. The terms "shift," "tour," and "day" as appearing in this Agreement are synonymous and shall continue to mean one (1) 10 hour day or one (1) 14 hour night and not the full 24 hour period unless specifically indicated as such.

2. Vacation An employee will be charged 10 hours for a day tour (8:00 a.m. to 6:00 p.m.) and 14 hours for the night tour (6:00 p.m. to 8:00 a.m.) in accordance with the provisions of Article 8.
  3. Sick Leave An employee will be charged one "tour" for each day or night absent due to illness in accordance with the provisions of Article 12.
  4. Personal Leave An employee will be charged one day or one night, as appropriate in accordance with the provisions of Article 9.
  5. Union Business An employee will be charged one day or one night, as appropriate, in accordance with the provisions of Article 9.
- (e) Nothing shall prohibit the Fire Chief from conducting training sessions for employees in the evening and/or on weekend hours.
- (f) The 24 hour shift shall not serve to increase or decrease the benefit level of any section of the contract not specifically enumerated herein.

**Section 2.** The overtime rate of pay is figured by taking the hourly rate of pay in classification, and multiplying it by one and a half.

**Section 3.** The payroll week shall consist of any 7 consecutive days used by the Town for payroll purposes.

**Section 4.** An employee called back to work shall be guaranteed a minimum of four (4) hours work at time and one half. This guarantee of four (4) hours shall not apply if any employee is called to work within the four (4) hour period immediately prior to the regular starting time of his/her shift.

**Section 5.** Any employee who completes his/her regular shift, then is recalled back for court appearance, shall be guaranteed a minimum of four (4) hours of work at overtime rate of pay.

## **ARTICLE 6**

### **DETAIL ASSIGNMENTS**

**Section 1.** Detail assignments outside of the Fire Department consist of those performed for another Town department or private organization or individual.

**Section 2.** All such detail assignments shall in each instance be offered by the Fire Chief or his or her designee to those who are willing to volunteer and the Fire Chief will endeavor to maintain on an evenly distributed and rotating basis consistent with the right to volunteer concept.

**Section 3.** It is the policy of the Town to allow additional detail assignments outside of the department to be voluntarily worked as herein authorized, provided that the physical capacity and well being of the individual firefighter, within the judgment of the Fire Chief, is not impaired or such work does not adversely affect the performance capability during regular tours of duty or official duties when assigned by the Chief.

**Section 4.** In no event shall any additional detail assignments be performed without the prior approval of the Fire Chief or his or her designee in part due to the following:

- (a) It is the duty and responsibility of the Fire Chief to protect the interest of the Town to see that certain risks and liabilities are adequately assumed by appropriate private organizations or individual as determined by the Chief.
- (b) The fiscal responsibility of the Fire Chief and the Finance Department to comply with the provisions of M.G.L. c 44 Section 53C accepted under Article 20 of the 1973 Annual Town Meeting.

**Section 5.** Detail Rates shall be paid according the following schedule:

|            |      |
|------------|------|
| Basic Rate | \$55 |
|------------|------|

**Section 6.** Details worked for the Town of Needham shall be paid according to the following schedule:

|            |      |
|------------|------|
| Basic Rate | \$48 |
|------------|------|

For the purposes of this section, Town details shall be defined as work performed at the request of and paid for by a Town department, excluding work performed at the request of outside contractors.

**Section 7.** Administrative Fee The Town of Needham reserves the right to assign an administrative fee to the extent authorized by state law on non-Town details, excluding details worked pursuant to Town contracts.

**Section 8.** Firefighters working paid details shall be guaranteed a minimum of four (4) hours pay. Firefighters working between four (4) and six (6) hours for Town details shall be paid for a minimum of six (6) hours. Those working between six (6) and eight (8) hours for Town details shall be paid for a minimum of eight (8) hours. Firefighters working non-Town details beyond four (4) hours shall be guaranteed four (4) hours additional pay for hours worked between four (4) and eight (8) hours. Hours worked beyond eight (8) hours shall be paid on an hour for hour basis. Those details which last for more than eight (8) hours of continuous duty by the Firefighter shall be paid at an additional half time for all hours or a portion thereof, worked in excess of eight (8) hours.

## **ARTICLE 7**

### **HOLIDAYS**

**Section 1.** The Town recognizes the following holidays for the purpose enumerated below, for all employees covered by this Agreement:

|                                  |                                           |
|----------------------------------|-------------------------------------------|
| New Year's Day                   | Labor Day                                 |
| Martin Luther King Day           | Columbus Day                              |
| Presidents' Day                  | Veterans' Day                             |
| Patriots' Day                    | Thanksgiving Day                          |
| Memorial Day                     | Half Holiday the Day before Christmas Day |
| Juneteenth (effective 6/19/2022) | Christmas Day                             |
| Independence Day                 |                                           |



**Section 2.** For the purposes of this Article, any of the above-mentioned holidays which fall on Sunday shall be deemed to fall on the following Monday, except the day before Christmas, Christmas, and New Year's Day. A holiday shall be deemed to be the 24 hour period from midnight of the day on which the holiday falls.

**Section 3. Holiday Pay** Members of the bargaining unit shall receive one fourth of a week's pay (10.5 hours) for each of the twelve (12) holidays and 5.25 hours pay for the half-holiday the day before Christmas day, to be paid weekly. It is understood that Holiday Pay will not be included in the calculation of overtime.

**Section 4. Holiday Premium** Any employee, covered by this agreement, who is scheduled to work either the 8 a.m. - 6 p.m. or the 6 p.m. - 8 a.m. shift on the holiday, and who works on such holiday, shall be paid an additional 5.25 hours pay for one of the twelve (12) holidays or 2.625 hours for working the day before Christmas.

**Section 5.** If an employee assigned to work on a holiday shall not report for duty because of non-occupational illness, he/she shall not be entitled to holiday premium.

**Section 6.** Any member of the bargaining unit who, when on his/her non-scheduled work day, performs overtime work on any of the above holidays shall be entitled to holiday premium for both holiday shifts as well as overtime pay, if applicable.

## **ARTICLE 8**

### **VACATIONS**

**Section 1. Scheduling** Vacation time may be taken by an employee after 72-hour notice.

**Section 2. Eligibility** Employees must be on the payroll as of July 1 of any fiscal year in order to be eligible to receive vacation leave allowance credit for the prior fiscal year, except as provided in Section 4.

**Section 3. Use and Accumulation** The vacation year for all employees shall be the period from July 1 to June 30. Vacation leave allowance must be taken in the vacation year immediately following the one in which it is earned. Vacation leave credit shall not be cumulative from one vacation year to another except when an employee's vacation scheduled for the month immediately preceding the date on which it is due to expire is canceled by the Fire Chief to meet an emergency or offset a critical personnel shortage. In such instances, the amount of such canceled vacation leave may be carried over into the next vacation year.

**Section 4.** Members of the bargaining unit on approved Injury on Duty status in accordance with Article 10 after March 1<sup>st</sup> of the fiscal year, and who have been on approved IOD status for more than thirty (30) days in that fiscal year may have the Town buy back the remainder of their vacation leave, at their regular rate of pay, available as of June 30<sup>th</sup> of the fiscal year.

**Section 5. Employee Termination or Death** Whenever employment is terminated through dismissal through no fault on the part of the employee, or by retirement, or by an employee eligible

to receive a vested pension from the Needham retirement system, or by entrance into military service under orders, or by death, the employee shall be paid an amount equal to the vacation allowance as earned and not yet granted in the vacation year prior to such termination. In addition, payments shall be made for that portion of the vacation leave earned in the vacation year during which the termination occurred, up to the time of the employee's separation from the payroll.

**Section 6. Amount of Paid Vacation Leave Allowance**

- (a) Employees who have been employed for less than twelve (12) months as of July first (1st) shall be granted paid vacation leave allowance at the rate of one shift for each complete calendar month of continuous employment in the prior fiscal year, up to but not exceeding eight (8) shifts.
- (b) Vacation leave allowance shall be granted to eligible employees after one year of continuous service, as follows:

| <u>Length of Continuous Service</u>            | <u>Vacation Leave Allowance July 1</u> |                      |
|------------------------------------------------|----------------------------------------|----------------------|
|                                                | <b>24-Hour Shifts</b>                  | <b>8-Hour Shifts</b> |
| One (1) Year but less than Five (5) Years      | 4D 4N                                  | 80 hours             |
| Five (5) Years but less than Ten (10) Years    | 6D 6N                                  | 120 hours            |
| Ten (10) Years but less than Twenty (20) Years | 8D 8N                                  | 160 hours            |
| Twenty (20) or more Years                      | 10D 10N                                | 200 hours            |

- (c) Granting of the third, fourth, and fifth vacation weeks to eligible employees with the required length of service shall be made as of July 1 of the fiscal year in which the employee's fifth, tenth or twentieth anniversary occurs, respectively, for use during that fiscal year.

**ARTICLE 9**  
**AUTHORIZED UNPAID LEAVE OF ABSENCE**

**Section 1. Unpaid Leave of Absence**

- (a) At the discretion of the Fire Chief, members of the bargaining unit may be permitted an unpaid leave of absence of up to two weeks duration, upon submission of a written request therefore stating the reason and length of the requested leave.
- (b) Requests for leaves of absence of longer than two weeks duration must be submitted in writing and approved in advance by the Town Manager, as well as the Fire Chief.
- (c) Employees granted leaves of absence in excess of thirty (30) days, will not be eligible to earn vacation, sick or other leave credits for the period of the leave, but may be permitted to continue insurance coverage at the employee's expense. Longevity and leave eligibility dates will be adjusted by the number of days equal to the leave of absence.

**Section 2. Personal Business** One 24 hour shift leave of absence (two eight hour shifts for employees on a forty hour schedule) with full pay shall be granted for personal business during any fiscal year with written approval of the Fire Chief and shall be requested in writing at least forty-eight (48) hours prior to the date selected. It is understood that the day tour will be covered on an overtime basis and the night tour will be included in the daily fallback amount.

**Section 3. Union Business** Upon timely written request, the Town agrees to grant a total of not more than twenty-eight (28) tours (one day or one night or one eight-hour shift) off with pay in each fiscal year for Union business. It is agreed that the Town is not required to cover any union business tours on an overtime basis.

One member of the bargaining unit who is employed by the Town and is elected as an officer of the Professional Firefighters of Massachusetts (PFFM) shall be granted leave without loss of pay (and with full direct and fringe benefit compensation) to conduct the business of the PFFM. The maximum number of tours (one day or one night or one eight hour shift) to be covered annually shall be ten (10). It is agreed that the Town is not required to cover any PFFM union business tours on an overtime basis.

**Section 4 Administrative Leave** The Fire Chief shall have the discretion to place a member of the bargaining unit on paid administrative leave for a period not to exceed 45 calendar days in situations including, but not limited to, the investigation of a Firefighter's conduct, or the Firefighter's involvement in a traumatic event. The period of paid administrative leave may be extended by mutual agreement of the parties. The placement of a Firefighter on paid administrative leave shall not be grievable.

## **ARTICLE 10**

### **CIVIC DUTY LEAVE**

**Section 1.** Any employee of the bargaining unit shall be granted leave from duty when called for jury duty or under summons to appear as a witness at the request of the federal government, the Commonwealth, or any city or town of the Commonwealth on a matter that is not related to his or her work as a Needham Firefighter.

**Section 2.** Employees shall be paid by the Town during the period required for court service for the difference between the amount paid to them by the court, excluding travel allowance, and the amount of regular straight time pay which would normally be received from the Town for the scheduled work time spent on approved civic duty leave. If the jury or witness fees, exclusive of travel allowance, are more than the amount of regular straight time pay which the employee would receive for the scheduled work time spent on civic duty leave, no compensation shall be paid by the Town for the period of the court service.

**Section 3.** Official summons to appear for jury duty or as a witness must be presented in advance to the Chief or his/her designee for the employee to receive authorized civic duty leave.

**Section 4.** To qualify for civic duty leave payment, the employee must furnish the Town Accountant with complete and satisfactory evidence of the jury or witness fees received.

**Section 5.** Absence due to civic duty leave shall not affect an employee's eligibility for longevity, satisfactory performance step increases, or benefits.

**Section 6.** Civic duty leave shall not be granted when an employee is involved in personal litigation.

## **ARTICLE 11**

### **MILITARY LEAVE**

**Section 1. Reserve Service** An employee who is a member of a state or federal military reserve unit shall be entitled to leave of absence from a permanent position for required military service under orders up to forty (40) tours per calendar year of such leave to be with regular pay for normally scheduled work hours.

**Section 2. Draft Board Appearances and Physicals** Military leave of absence with full regular straight time pay for normally scheduled work hours shall be granted to employees on occasion of their required appearance under orders before armed forces draft boards or for physical examinations required by such boards.

**Section 3. Active Duty** Military leave of absence without pay shall be granted to employees called under orders for active duty with the state or federal armed forces for compulsory service other than the annual routine tour of duty for training purposes.

**Section 4. Notification and Approval Requirements** Every employee desiring military leave as provided hereunder shall request such leave in writing in advance from the Fire Chief, and such request shall provide written proof from military or selective service officials indicating the date of departure and length of service required.

## **ARTICLE 12**

### **NON-OCCUPATIONAL SICK LEAVE**

**Section 1. Eligibility** Members of the bargaining unit shall be eligible for non-occupational sick leave as provided hereunder.

**Section 2. Accrual** Members of the bargaining unit shall accrue one and one quarter (1 ¼) tour of non-occupational sick leave for each full calendar month of continuous employment per fiscal year. The aforementioned accruals shall be added to the employee's permanent record of available non-occupational sick leave and referred to as the "non-occupational sick leave bank."

For the purposes of sick leave buy back in accordance with Section 7 below, one sick tour shall be equivalent to 12 hours, provided, however, that one tour for the Deputy Chief of Operations shall be equivalent to eight (8) hours. When calculating sick leave buy back in accordance with Section 7 below for the Deputy Chief of Operations, the Town shall calculate the buy back for these tours using the equivalent of twelve (12) hours per tour. Tours accrued after the assignment as Deputy Chief of Operations shall be calculated using the applicable equivalent (eight hours). For the purposes of sick leave buy-back, the sick leave bank shall be calculated as follows: the total accrued sick leave hours (based on 8 or 12 hour tours) expressed in tours of 12 hours (total hours in bank divided by 12).

**Section 3. Usage** Use of non-occupational sick leave shall be granted to an employee only when the employee is incapacitated from the performance of duties by personal sickness, injury or quarantine by public health authorities, except that represented employees shall be allowed to use up to three (3) tours of non-occupational sick leave when available per fiscal year for illness of a parent, spouse or child of the employee. Sick leave used for qualified and approved family and medical leave in accordance with the FMLA is not subject to the three (3) tour limit.

During each fiscal year, there shall be charged to the employee's total non-occupational sick leave bank the total number of tours absent from work because of non-occupational illness. An employee who reports for work and who leaves due to illness prior to 1:00 p.m. will be charged for one day (10 hours) and one night (14 hours). An employee who reports for work and who leaves due to illness after 1:00 p.m. but before 1:00 a.m. will be charged one night (14 hours). An employee who reports for work and who leaves due to illness after 1:00 a.m. will not be charged non-occupational sick leave for the absence

**Section 4. Notification** Non-occupational sick leave shall commence on the date that notification of the employee's sickness, injury or quarantining is given to the appropriate authority or department head by the employee or the employee's family or physician.

**Section 5. Certification of Illness, Injury or Quarantine** The Fire Chief shall investigate and ascertain the validity of any request for non-occupational sick leave made by an employee, and shall approve the same if satisfied as to the validity of the request. A physician's certificate may be required by the Chief in any case of non-occupational sick leave.

**Section 6. Extended Sick Leave**

- (a) When a member of the bargaining unit has exhausted available non-occupational sick leave credits, extended sick leave with pay in excess of earned sick leave may be granted on an individual basis by the Town Manager for up to sixty (60) shifts per fiscal year, upon receipt of a written request for extended sick leave submitted by the Fire Chief, and upon receipt of written confirmation from a practicing physician that the employee is unable to report to work.
- (b) Requests for extended sick leave as provided herein shall not be submitted until the employee has used all available paid leave credit, including vacation leave and personal leave.
- (c) In determining whether to grant extended sick leave, the Town Manager shall take into account the employee's length of continuous employment and absence record. Granting of extended sick leave is subject to availability of appropriation.
- (d) Any granting of extended sick leave shall be made on the terms established by the Town Manager, in his/her sole discretion, as to vacation or other leave eligibility accruals, and the computation of continuous service, during the period of the absence.

## **Section 7. Non-occupational Sick Leave Buy-Back**

- (a) An employee who terminates employment with the Town by retirement or disability shall be entitled to a cash payment upon termination at the employee's current rate of pay for twenty-five percent (25%) of the non-occupational sick leave credit outstanding after proper adjustments are made for the current fiscal year. The spouse, duly designated beneficiary or legal representative of the estate of an employee whose employment with the Town is terminated by death, shall be entitled to cash payment at the employee's rate at the time of termination for twenty-five percent (25%) of the non-occupational sick leave credit outstanding at the time of termination after proper adjustments are made for the current fiscal year.
- (b) Members of the bargaining unit who have not attained ten years of service with the Town of Needham as of June 30, 2012 shall be subject shall be subject to a 120 day cap on the number of sick days to be used in calculating the 25% sick leave buy-back at retirement. The 120 day cap shall not be construed as limiting the accumulation of non-occupational sick leave.

**Section 8. Fitness for Duty** Members of the bargaining unit will be required to submit medical verification of their current ability to perform their essential job functions upon return to work following use of sick leave in excess of five (5) consecutive 24-hour or eight-hour shifts, or after hospitalization or surgery.

## **ARTICLE 13 INJURY ON DUTY**

When a member of the bargaining unit is incapacitated for duty because of injury or illness sustained in the performance of duty without fault of his/her own, he/she shall be granted leave without loss of pay in accordance with M.G.L. Chapter 41 Section 111F and will be indemnified for reasonable and customary expenses in accordance with M.G.L. Chapter 41 Section 100, subject to the provisions outlined below and pursuant to the Needham Fire Department Injured on Duty Policy.

**Section 1. Determination of IOD Status** The determination of eligibility for IOD status in accordance with M.G.L. Chapter 41 Section 111F shall be made as promptly as possible after application is made, by the Town Manager or his/her designee. Prior to the approval of eligibility for benefits under this section, the employee may be placed on non-occupational sick leave. If the request for benefits under this section is approved, the period of the non-occupational sick leave shall be converted retroactively to Injured on Duty status.

**Section 2. Physical/Psychological Examinations** The Town may require an employee who requests benefits under this section to submit to physical or psychological (if psychological injury is claimed) examinations (limited to matters involved in the injury) within 14 calendar days of the request, at the expense of the Town, prior to being placed on IOD status. The results of such examination will be reviewed by the Town Manager or his/her designee as the basis for a determination as to whether or not the employee is entitled to Injured on Duty benefits.

**Section 3. Appeals** An employee whose claim for benefits under this section is denied by the Town shall have the right to file for arbitration under this Agreement or to file an appeal under the applicable provision of Massachusetts General Law.

**Section 4. Accruals** During the first two (2) years of employment, employees shall accrue sick leave while on IOD status. After the first two years of employment, employees shall not accrue sick leave for any month in which the employee is on IOD status for the entire calendar month.

**Section 5. Medical Case Management** Upon application of a firefighter, the Town Manager shall review all requests for indemnification and make payment for reasonable hospital, medical, surgical and other expenses under M.G.L. Chapter 41, Section 100. If the Town Manager denies an application in whole or in part, he/she shall set forth in writing his/her reasons and provide a copy to the applicant. Injured employees will be required to provide medical information release forms (limited to the injury in question) from all relevant medical providers.

**Section 6. Injury on Duty Policy** Incorporated herein and considered an integral part thereof is the Injury on Duty Management Policy dated April 4, 2023.

**Section 7.** Members of the bargaining unit who accept benefits under this Article and in accordance with M.G.L. Chapter 41 Sections 100 and 111F thereby and forever waive a claim for benefits for the same injury in any forum.

## **ARTICLE 14**

### **TEMPORARY MODIFIED WORK PROGRAM**

**Section 1.** If a physician designated by the Town of Needham determines that a firefighter receiving IOD benefits is eligible for temporary modified work, the Fire Chief may assign that firefighter to a temporary modified work program. Failure of the firefighter to comply with the temporary modified work program may result in suspension of IOD benefits. Disputes with regard to a firefighter's ability to perform temporary modified work will be resolved in accordance with Section E(1)(g) of the Injury on Duty Policy dated April 4, 2023.

**Section 2.** Upon release to the Town of the medical reports necessary to make a determination of ability to perform temporary modified work, an employee on NOSL may request a temporary modified work assignment. If the employee's physician determines that the employee is eligible for TMWP, the Fire Chief may assign that employee to a temporary modified work program.

**Section 3.** Temporary modified work duties shall be in the Fire Department and shall include, but not be limited to the following:

- a. information and data gathering;
- b. education (speaking in schools);
- c. canvassing of businesses;
- d. inspecting, provided that such assignment does not displace the Inspectors or affect their overtime opportunities;
- e. computer data entry;
- f. record keeping;
- g. perform watch as assigned;
- h. driving a car;
- i. answering the telephone;
- j. any other task agreed to by the Chief and Local 1706, IAFF.

**Section 4.** The Fire Chief, at his or her sole discretion, may limit the number of firefighters on temporary modified work plans at any given time. TMWP shall be reviewed on a periodic basis and notice shall be provided to the firefighter whether or not the TMWP is to continue. In no event will a firefighter be authorized for TMWP in excess of six (6) consecutive months without advance approval of the Town Manager or his/her designee.

**Section 5.** The Fire Chief may change the work schedule of the firefighter if the work assignment clearly requires an alternative shift schedule. Such work shift shall remain only for the period of the TMWP. Schedules will be developed in order to accommodate the firefighter's need for on-going treatment.

**Section 6.** Firefighters on TMWP may attend educational and recertification classes that are determined by the Fire Chief to be unlikely to hinder recovery but shall not be eligible for any other overtime or detail assignments except in extraordinary circumstances with the advance approval of the Fire Chief or his or her designee.

## **ARTICLE 15**

### **BEREAVEMENT LEAVE**

**Section 1.** Bereavement leave without loss of regular straight-time pay for normally scheduled working hours, not to exceed five (5) consecutive calendar days per occurrence, shall be granted to any employee on account of a death in the immediate family of the employee; immediate family to include spouse, parents, parents of spouse, children, brothers, sisters, grandparents and grandchildren of the employee.

**Section 2.** Bereavement leave of up to one twenty-four shift (or one eight hour shift) without loss of regular straight-time pay for normally scheduled working hours may be granted per occurrence for the death of an employee's brother-in-law, sister-in-law, niece, nephew, aunt or uncle.

## **ARTICLE 16**

### **CLOTHING**

**Section 1. Uniforms** The following articles of uniforms shall be provided by the Town: hat, blouse, overcoat, pants, black tie, dress shirts, two work shirts and two work pants. An employee's request for replacement of any article of uniform damaged or destroyed while on duty will be honored promptly. Employees shall not wear articles of uniform listed above except while on duty, or to or from duty. Each deputy shall be entitled to an annual maximum allowance of \$300.00 for uniform replacement when approved by the Chief as necessary.

**Section 2. Protective Clothing** The following equipment, such as helmets, rubber or canvas coats, night hitches, boots or any protective clothing necessary to perform Fire Department work, shall be provided by the Town and shall be replaced subject to approval of the Chief.

**Section 3. Footwear** Members of the bargaining unit will receive a \$100 payment on or about July 1<sup>st</sup> of each fiscal year for the purchase of black uniform shoes as approved by the Fire Chief.



**ARTICLE 17**  
**NO STRIKE CLAUSE**

Recognizing that it is specifically provided in Chapter 150E of the General Laws to be unlawful for any employee of Local 1706 to engage in, induce, or encourage any strike, work stoppage, slowdown or withholding of services, Local 1706 agrees that neither it nor its officers or representatives will call, instigate, authorize, sanction or ratify any strike, slowdown or stoppage of work by employees of Unit C of the Needham Fire Department.

**ARTICLE 18**  
**STABILITY OF AGREEMENT**

**Section 1.** No agreement, understanding, alteration or variation of the agreements, terms or provisions herein contained shall bind the parties hereto unless made and executed in writing by the parties hereto.

**Section 2.** The failure of the Town or Local 1706 to insist in any one or more incidents upon performance of any of the terms or conditions of this Agreement shall not be considered as waiver or relinquishment of the right of the Town or of Local 1706 to future performance of any such terms or condition, and the obligation of Local 1706 or of the Town to such future performance shall continue in full force and effect.

**ARTICLE 19**  
**SETTLEMENT OF GRIEVANCES**

**Section 1.** A grievance is an employee's expressed feeling of dissatisfaction, presented in writing, concerning aspects of his/her employment or working conditions, which has not been resolved to the employee's satisfaction through informal discussion with the Fire Chief. Such grievance may relate to the interpretation or application of, or compliance with, any of the provisions of said Agreement. Grievances of the employees shall be advanced to the Town by Local 1706, but nothing in this Article shall prevent individual employees from presenting their own grievances, provided that representatives of Local 1706 are given notice of any grievance meeting between the Town and an individual employee, and an opportunity to attend such meeting, and further provided that any settlement of such individual grievances shall not be inconsistent with the terms of the Agreement.

**Section 2.** It is anticipated that the Town and Local 1706 will make a sincere effort to reconcile their differences. The following procedures are established for settlement of grievances:

**Section 3.** The employee's grievance must contain the following information:

- (a) a statement of the grievance which cites that part of the Agreement which has been violated, or the circumstances which gave rise to the grievance;
- (b) a statement of remedial action or relief sought;
- (c) evidence (documentary, if available) to support the grievance; and
- (d) a statement of reasons why the aggrieved believes that the remedy should be granted.

The foregoing statement of grievance content standards shall not prevent Local 1706 from changing its position as to one (1) or more of the elements of grievance content in the course of pursuing the grievance procedures.

**Section 4. Step One** Any grievance must be presented for informal discussion within ten (10) business days of the occurrence of the event(s) giving rise to the grievance, or, within ten (10) business days of Local 1706's gaining knowledge of such event(s), whichever is later.

**Section 5. Step Two** Any grievance left unresolved after a five (5) business day period devoted to such informal discussion may be presented to the Chief in written form within five (5) business days of the termination of the informal discussion period. The Chief must make his/her decision in writing within five (5) business days after receipt of the grievance unless it is agreed by Local 1706 that additional time to answer is allowed. If the grievance is denied by the Chief, the Chief must set forth in writing the reasons for such denial.

**Section 6. Step Three** Should the grievance remain unsettled, it shall be presented to the Director of Human Resources within ten (10) business days after the decision of the Chief is rendered, otherwise the matter will be considered resolved. The Director of Human Resources shall make his/her decision within fifteen (15) business days after receipt of the grievance unless it is mutually agreed by Local 1706 that additional time to answer is allowed.

**Section 8. Arbitration**

- (a) Should the grievance remain unsettled after the decision of the Director of Human Resources, Local 1706 may, by giving written notice to the Town Manager, submit the grievance to arbitration. Such notice shall be given within fifteen (15) business days from the date of the decision of the Director of Human Resources. If such written notice is not given, the grievance shall be deemed to be settled.
- (b) In the event that Local 1706 elects to submit a grievance to arbitration, the arbitrator shall be selected according to, and be governed by, the following procedure: The arbitrator is to be mutually selected by the Town and the Union. If the Town and Local 1706 cannot agree within fifteen (15) business days after the written notice specified above of the intention to arbitrate, then the party demanding arbitration shall, within five (5) business days thereafter, request the American Arbitration Association to provide a panel of arbitrators. Said arbitrators are then to be selected under the provisions of the Voluntary Labor Arbitration Rules.
- (c) The fees of the American Arbitration Association and of the arbitrator and the expenses of any required hearings shall be shared equally by Local 1706 and the Town, but each party shall bear the expenses of its representatives, participants, witnesses and for the preparation and presentation of its own case. The obligation of the Town and its agents under the terms of this section shall be limited to those obligations which the Town and its agents may legally undertake, and in no event shall any present or future member of the Personnel Board or the Town Manager have any personal obligation for payment under the provisions of this contract.

- (d) The arbitrator's award shall be in writing and shall set forth the arbitrator's findings of fact with reasoning and conclusions. The arbitrator shall arrive at his/her decision solely upon the facts, evidence and contentions presented by the parties through the arbitration proceeding. The arbitrator shall have no power to add to, subtract from or modify any of the terms of this Agreement, and in reaching his/her decision shall interpret the Agreement in accordance with the commonly accepted meaning of words used herein and the principle that there are no restrictions intended on the rights or authority of the Town or Fire Chief other than those expressly set forth herein. The award of the arbitrator shall be final and binding upon the Town, its officers and agents and upon Local 1706 and the employees whom it represents.
- (e) Notwithstanding anything to the contrary, no dispute or controversy shall be the subject of arbitration unless it involves the interpretation or application of provisions of this Agreement. The parties may, by mutual agreement, submit more than one pending grievance to the same arbitrator.

#### **ARTICLE 20**

#### **SEPARABILITY AND SUBORDINATION TO EXISTING LAW**

Should any of the provisions of this Agreement become doubtful or questionable because of existing federal or state legislation, a Town By-Law, a Civil Service rule or regulation, or a decision by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby.

Subject to the provisions of Chapter 150E of the General Laws, nothing in this Agreement shall diminish the authority and power of the Civil Service Commission, any Retirement Board or Personnel Board established by law.

#### **ARTICLE 21**

#### **EFFECT OF AGREEMENT**

- (a) This Agreement contains and constitutes the entire Agreement between the Town and Local 1706, Unit C, arrived at as a result of collective bargaining. No amendment, extension or alteration of this Agreement and no other agreement between the parties hereto which is inconsistent with the terms hereof shall be effective or enforceable unless it is in writing and signed by the parties hereto.
- (b) The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement.
- (c) The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent with respect to future enforcement of all terms and conditions of this Agreement.
- (d) No provisions of this Agreement shall be retroactive prior to the effective date unless otherwise specifically stated herein.

- (e) Where this Agreement requires the appropriation of funds or other vote on the part of the Town to effect the carrying out of any provision hereof, to that extent this Agreement is subject to such action as may be taken by the Town Meeting pertaining to the required appropriation or other vote.

## ARTICLE 22 WAGES

### FY2023 - Effective July 1, 2022 (42 Hours)

| GRADE  | Step 1 | STEP 2 | STEP 3 | STEP 4  | STEP 5  | STEP 6  | STEP 7  | STEP 8  |
|--------|--------|--------|--------|---------|---------|---------|---------|---------|
| Deputy |        |        |        | \$44.07 | \$46.01 | \$47.91 | \$50.29 | \$52.32 |

### FY2023 - Effective July 1, 2022 (40 Hours)

| GRADE                | Step 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6  | STEP 7  | STEP 8  |
|----------------------|--------|--------|--------|--------|--------|---------|---------|---------|
| Deputy of Operations |        |        |        |        |        | \$55.24 | \$58.06 | \$60.39 |

### FY2024 - Effective July 1, 2023 (42 Hours)

| GRADE  | Step 1 | STEP 2 | STEP 3 | STEP 4  | STEP 5  | STEP 6  | STEP 7  | STEP 8  | STEP 9  |
|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|
| Deputy |        |        |        | \$45.17 | \$47.16 | \$49.11 | \$51.55 | \$53.63 | \$54.17 |

### FY2024 - Effective July 1, 2023 (40 Hours)

| GRADE                | Step 1    | STEP 2    | STEP 3    |
|----------------------|-----------|-----------|-----------|
| Assistant Fire Chief | \$139,900 | \$143,400 | \$147,000 |

### FY2025 - Effective July 1, 2024 (42 Hours)

| GRADE  | Step 1 | STEP 2 | STEP 3 | STEP 4  | STEP 5  | STEP 6  | STEP 7  | STEP 8  | STEP 9  |
|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|
| Deputy |        |        |        | \$46.53 | \$48.57 | \$50.58 | \$53.10 | \$55.24 | \$56.34 |

### FY2025 - Effective July 1, 2024 (40 Hours)

| GRADE                | Step 1    | STEP 2    | STEP 3    |
|----------------------|-----------|-----------|-----------|
| Assistant Fire Chief | \$144,097 | \$147,700 | \$151,410 |

### FY2026 - Effective July 1, 2025 (42 Hours)

| GRADE  | Step 1 | STEP 2 | STEP 3 | STEP 4  | STEP 5  | STEP 6  | STEP 7  | STEP 8  | STEP 9  |
|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|
| Deputy |        |        |        | \$47.93 | \$50.03 | \$52.10 | \$54.69 | \$56.90 | \$58.61 |

### FY2026 - Effective July 1, 2025 (40 Hours)

| GRADE                | Step 1    | STEP 2    | STEP 3    |
|----------------------|-----------|-----------|-----------|
| Assistant Fire Chief | \$148,420 | \$152,130 | \$155,953 |

The word "rates" as used in this article only includes base salary and does not include such matters as incentive pay, longevity, night differential or special rates.

Assistant Fire Chief The Assistant Fire Chief (formerly Deputy Chief of Operations) will be a salaried position ineligible for overtime. The Assistant Chief will be eligible for education pay and EMT/Paramedic pay but no other additional pay types including but not limited to longevity pay and holiday pay. The assignment as Assistant Fire Chief shall be at the sole discretion of the Fire Chief and the Assistant Fire Chief shall be selected from members of the bargaining unit at the rank of Deputy Chief. If no member of the bargaining unit at the rank of Deputy Chief is willing to accept the assignment, the Fire Chief, Town Manager and Union representatives will meet to discuss alternatives.

Annual Dispatching Payment Upon the implementation of civilian and/or Police/Fire Dispatching, the Town will provide each member of bargaining units A and C with a \$100 annual payment in July of each year.

EMT Differential Effective July 1, 2008 all registered Emergency Medical Technicians (EMT) shall be granted additional compensation of 5% annual base salary to be paid weekly.

Effective July 1, 2023 all registered Emergency Medical Technicians (EMT) shall be granted additional compensation of 6% annual base salary to be paid weekly.

Effective July 1, 2024 all registered Emergency Medical Technicians (EMT) shall be granted additional compensation of 7% annual base salary to be paid weekly.

Effective July 1, 2025 all registered Emergency Medical Technicians (EMT) shall be granted additional compensation of 8% annual base salary to be paid weekly.

Paramedic Differential Effective July 1, 2008 for certification as a Paramedic, a differential of 11.5% of annual base pay will be paid weekly in accordance with the provisions contained in Article 4 of this Agreement for those in the ambulance rotation.

Effective July 1, 2023 for certification as a Paramedic, a differential of 12.5% of annual base pay will be paid weekly in accordance with the provisions contained in Article 4 of this Agreement for those in the ambulance rotation.

Effective July 1, 2024 for certification as a Paramedic, a differential of 13.5% of annual base pay will be paid weekly in accordance with the provisions contained in Article 4 of this Agreement for those in the ambulance rotation.

Effective July 1, 2025 for certification as a Paramedic, a differential of 14.5% of annual base pay will be paid weekly in accordance with the provisions contained in Article 4 of this Agreement for those in the ambulance rotation.

It is understood that firefighters who are certified as paramedics will receive paramedics pay as set forth above, and will not also receive EMT pay.

Defibrillation Differential Effective July 1, 2011, a differential of 3% of annual base salary will be paid weekly for certification in defibrillation. Effective January 1, 2017 the 3% "defibrillation differential will be rolled into the base hourly rates.

Director of Emergency Management Services The Town Manager may annually appoint a member of the bargaining unit to serve as Director of Emergency Management Services. The Director of Emergency Management will be paid a stipend of \$2,000 per year, but will not be eligible to receive this stipend in addition to any other contractual stipend. The stipend and overtime paid to the Director of Emergency Management associated with the Emergency Management program will not be paid out of the \$445,000 contractual overtime appropriation. The Town Manager may rescind this appointment with 30 days' notice (which action shall not be subject to the arbitration provisions of this Agreement) provided that a statement of reasons for such action has been given, and, if requested, a hearing has been held.

Haz-Mat Response Team Stipend -- The Town will pay an annual stipend in the amount of \$3,000 to the member(s) of either Bargaining Unit A or C who is/are the official member(s) of the Haz-Mat Team and who completes all requirements for such membership in accordance with the rules and regulations issued by the Haz-Mat Policy Board. Payment will be made after certification of training has been received by the Town, and will not be paid in the event that the State fails to fund the program or if the Town chooses to withdraw from such program. The stipend and any overtime associated with this program paid to the Haz-Mat team member will not be paid out of the \$445,000 contractual overtime appropriation.

Night Differential Effective July 1, 2012, all bargaining unit personnel will receive night differential pay equal to 4% of their annual regular base salary to be paid weekly. Effective January 1, 2017 the 4% night differential will be rolled into the base hourly rates.

Longevity Pay In addition to the step rate increases or advancement provided above, there shall be added to the annual compensation of each full-time employee of the bargaining unit, .005 of base salary after completion of each and every five (5) years of continuous full-time employment, except that at the completion of 19 years of full-time employment each such employee shall receive .01 of base salary for each and every five years of full-time employment. Interruption of such employment for the purpose of performing military service shall not be deemed to break the continuity of service with the Town in calculating benefits payable under this paragraph, provided that no employment other than military service is entered into by the employee during the period of said interruption. Subject to the approval of the Town Manager, a full-time employee whose employment has been interrupted through no fault of his/her own and who has been subsequently reinstated to full-time employment, may be given credit for longevity purposes for such prior Town service.

Cafeteria Plan The Town shall institute a so called "cafeteria plan" in compliance with state law and the Internal Revenue Code. The parties agree that any reasonably incurred administrative expenses will be paid by those employees participating in said plan. The administrative fee charged for other plans will be borne by the participants of those plans. The Town, at its sole option, may terminate non-health insurance cafeteria plans on a Town-wide basis, with 60 days' notice.

Pay Day The Town will pay employees on Fridays.

Rates of Compensation An employee's weekly rate shall be his/her annual rate divided by 52. An employee's hourly rate shall be the appropriate annual rate divided by 52 divided by 42.

Hiring Above the Minimum Entrance Rate Upon the recommendation of the Fire Chief, the Town Manager may approve the payment of a rate of pay higher than the minimum rate at the time of promotion if such payment would result in an increase in pay determined not to be commensurate with the increase in responsibility at the time of promotion.

Training Stipend (effective the July 1<sup>st</sup> after the Needham Fire Department is removed from the Civil Service System and in accordance with the provisions of Article 23).

#### **Unit C**

| <u>EMT</u> |         | <u>Paramedic</u> |         |
|------------|---------|------------------|---------|
| Deputy     | \$56.04 | Deputy Chief     | \$80.33 |

401A Retirement Plan Effective January 1, 2024 the Town will contribute up to \$500 annually in a two-for-one match to a 401A retirement Plan. For every \$2 contributed by an employee to a Town-sponsored 457 Deferred Compensation Plan, the Town will contribute \$1 to a 401A Plan.

Effective January 1, 2026 the Town will contribute up to \$1,500 annually in a two-for-one match to a 401A retirement Plan. For every \$2 contributed by an employee to a Town-sponsored 457 Deferred Compensation Plan, the Town will contribute \$1 to a 401A Plan.

### **ARTICLE 23**

#### **EDUCATIONAL INCENTIVE COMPENSATION**

**Section 1.** Members of the bargaining unit who have obtained education levels will be paid the educational incentives listed in this section in 52 weekly installments.

- (a) **Associate's Degree** Members of the bargaining unit shall be paid 7.5% of base pay for completion of a qualifying Associate's Degree, matriculation in a qualifying Bachelor's Degree program equal to the Associate's Degree level, or for obtaining and maintaining a Construction Supervisor's License, Journeyman Plumber's License, Master Plumber's License, Journeyman Electrician's License or Master Electrician's License.
- (b) **Bachelor's Degree** Members of the bargaining unit shall be paid 15% of base pay for completion of a qualifying Bachelor's Degree.
- (c) **Master's Degree** Members of the bargaining unit shall be paid 15% of base pay for completion of a qualifying Master's Degree.

**Section 2.** For the purposes hereof, a qualifying degree shall mean a degree conferred by an educational institution accredited by the State in which such educational institution is located upon completion of a course of study:

- (a) in the field of Fire Science, Emergency Management, Fire Administration, Public Administration, Business Administration, Management, Nursing, Paramedicine, and Engineering; or



- (b) Other degree programs may be accepted on a case-by-case basis if deemed job-related by the Town Manager and Fire Chief. Employees may need to show transcripts and coursework completed for degrees in order to have degree deemed job-related.

### **Section 3. In Service Training**

- (a) An in-service training program shall be conducted within the Fire Service. The program shall provide a minimum of 60 hours off-duty training.
- (b) Members of the bargaining unit certified as EMTs shall be eligible for 60 hours of off-duty training annually at their overtime rate of pay. Members of the bargaining unit who are certified as paramedics (on-rotation and off-rotation) shall be eligible for 86 hours of off-duty training annually at their overtime rate of pay. It is understood that the four-hour minimum overtime requirement set forth in Article 5 Section 4 shall not apply in the event that the member has a remaining balance of fewer than four hours for in-service training.
- (c) Nothing in this section shall affect on-duty training for which no extra compensation shall be paid.
- (d) Effective the July 1<sup>st</sup> after the Needham Fire Department has been removed from the Civil Service system, members of the bargaining unit hired before that date may elect to receive the 60 or 86 hours of off-duty training paid at overtime as set forth in section 4(b) or may elect to receive the training stipend as set forth in Article 22 Wages. Members who elect to receive the training stipend cannot elect at a future date to revert back to training paid at overtime. Members of the bargaining unit hired after the July 1<sup>st</sup> after the Needham Fire Department has been removed from the Civil Service system will receive the training stipend and will not be eligible for the off-duty training hours paid at overtime.
- (d) Members of the bargaining unit who receive the training stipend will be required, as a condition of employment, to complete 60 (EMT) or 86 (paramedic) hours of training annually. Proof of such attendance must be submitted to the satisfaction of the Fire Chief.
- (e) The Fire Chief may authorize off-duty training paid at overtime in addition to the amounts set forth in subsection (b) and subsection (e).

### **Section 4. Transitional Career Incentive Pay**

- (a) To be eligible for the Transitional Career Incentive pay, an individual must satisfactorily complete 40 hours of off duty, in-service training for which they will be paid time and one-half their rate of pay in effect at the time of the training session. Firefighters employed by the Needham Fire Department before October 1, 2009 and who do not receive educational incentive pay and who each year satisfactorily complete 40 hours of off duty in-service training, or its equivalent as determined by the Board, shall be paid career incentive pay for service in the Needham Fire Department as follows:



For the fiscal year in which the 20<sup>th</sup> or longer service anniversary occurs: \$3,500

- (b) Such payments shall be in lump sum increments and shall be rendered on any reasonable dates after July 1 and after completion of the in-service training yearly.
- (c) Any incentive pays referred to in Article 26 (Unit A) and Article 23 (Unit C) shall not be used to compute holiday or overtime rates. It is agreed and understood that there shall be no duplication of incentive pays referred to in this article.

#### **ARTICLE 24** **INDEMNIFICATION**

The Town shall indemnify and hold bargaining unit employees harmless from any liability arising from their acting within the scope of their employment. In the event that an application for a criminal complaint is made against a firefighter for action taken in the performance of his/her duty and the firefighter is found not guilty or the application for the criminal complaint against said firefighter is denied, the Town will reimburse the firefighter for legal fees incurred up to \$250.00 for the hearing on the application for complaint, up to \$750.00 for a district court trial and up to \$2,000.00 for a superior court trial or federal district court trial. In the event that the legal fees exceed the above-stated limits, the Town Manager may, in his/her sole discretion, recommend approval of payment of additional fees.

#### **ARTICLE 25** **INDEMNIFICATION OF RETIRED FIREFIGHTERS**

Any city operating under a Plan D or Plan E charter which accepts this section by the affirmative vote of two thirds of all the members of its city council, and any other city which accepts this section by a majority vote of its city council with the approval of its mayor, and any town which accepts this section by a majority vote of its inhabitants at an annual town meeting or a special town meeting, may, upon written application by any of its police officers or fire fighters retired either before or after the acceptance of this section under a general or special law specifically relating to retirement for accidental disability, except a special law applicable to one person, or in the event of the death of any such police officer or fire fighter, upon written application by his/her widow/widower, or, if he/she leaves no widow/widower, by his/her next of kin, indemnify, out of any funds appropriated for the purposes of this section, such police officer or fire fighter, or, in the event of his/her death, his/her widow/widower, or if he/she leaves no widow/widower, his/her next of kin, for all reasonable hospital, medical and surgical, chiropractic, nursing, pharmaceutical, prosthetic and related expenses and reasonable charges for podiatry incurred by such police officer or fire fighter after his/her retirement; provided, however, that no person shall be indemnified under this section unless a majority of the members of a panel consisting of (a) the chairman of the Retirement Board of the city or town, (b) the city solicitor, town counsel or other officer having similar duties or a person designated in writing by such solicitor, counsel or officer to act for him, and (c) such physician as the city or town manager, or, if there is none, the mayor or Select Board in writing appoint shall, upon receipt from the applicant of due proof, certify:

1. that the expenses for which indemnification is sought were the natural and proximate result of the disability for which the police officer or fire fighter was retired;
2. that such expenses were incurred after the acceptance of this section;

3. that the hospital, medical and surgical, chiropractic, nursing, pharmaceutical, prosthetic and related expenses and reasonable charges for podiatry to which such expenses relate were rendered within six months before the filing of the application;
4. that such expenses were in no way attributable to the use by the police officer or fire fighter of any intoxicating liquor or drug or to his/her being gainfully employed after retirement or to any other willful act or conduct on his/her part; and
5. that such expenses are reasonable under the circumstances.

## **ARTICLE 26**

### **DURATION OF CONTRACT**

This Agreement shall take effect on July 1, 2022 and shall continue in full force and effect to midnight, June 30, 2022 and shall be subject to re-negotiation for the period beginning July 1, 2026, as hereinafter provided. Until such time as the Town and Local 1706 re-negotiate a mutually satisfactory contract, the terms of the within Agreement shall remain in full force and effect.

Should either or both parties desire to negotiate a new collective agreement for the succeeding year, such party or parties shall, not less than 6 months prior to the expiration date of this Agreement, give notice in writing to the other. Upon receipt of such notice the parties shall make mutually satisfactory arrangements to engage in negotiations leading to a settlement of issues raised by such notice.

Nothing in this Article shall preclude either the Town or Local 1706 from modifying any proposals made during the course of the negotiations.

## **ARTICLE 27**

### **MISCELLANEOUS PROVISIONS**

**Section 1.** When the Town implements civilian and/or joint Police/Fire dispatching, it may do so subject to the following:

1. the Town will not implement any changes to the dispatching system until the implementation of Enhanced 911 in the Town of Needham.
2. No one who is a member of bargaining unit A or C on July 1, 1995 will be laid off while a civilian or joint dispatcher is retained.
3. Upon implementation of civilian and/or joint Police/Fire dispatching, the Town will provide each member of bargaining units A and C with a \$100.00 annual payment effective the first day of the fiscal year in which the implementation takes place.

**Section 2. Drug-Free Workplace Policy** Incorporated herein and considered an integral part thereof is the Town of Needham Drug-Free Workplace Policy, dated July 1, 1992.

**Section 3. Non-discrimination** Neither party will discriminate against any employee or applicant for employment by reason of his or her race, sex, age, color, religion, national origin, sexual orientation or disability.

**Section 4. Vehicle Use** Incorporated herein by reference and considered an integral part thereof is the Town of Needham Vehicle Use Policy dated March 11, 1997.

**Section 5. Workplace Violence** Incorporated herein by reference and considered an integral part thereof is the Town of Needham Workplace Violence Policy dated March 19, 2003.

**Section 6. Recruitment Process** The Fire Chief will not invite members of the bargaining unit below the rank of Deputy Chief to participate in the recruitment process without inviting the Union President or his or her designee to participate as well.

**Section 7. Residency** Members of the bargaining unit must establish residency in a city or town whose perimeter is within 20 miles of the perimeter of the Town of Needham. Members of the bargaining unit whose residence on July 1, 2016 is beyond the 20-mile limit shall be grandfathered only for the period that they continue to reside in such city or town. The Town Manager and Fire Chief may waive the residency provision in extraordinary circumstances.

**Section 8. Drug and Alcohol Testing Policy** The Association agrees to implement and incorporate into this agreement by reference the Needham Fire Department Drug and Alcohol Testing Policy, dated October 1, 2016.

**Section 9. ID Badges** Members of the bargaining unit will be issued official Town identification badges which will be carried at all times the employee is on duty.

**Section 10. Direct Deposit** The Town is authorized to require that all members of the bargaining unit participate in the direct deposit program. The Town reserves the right to provide notice of payroll deposit in either a paper or electronic format.

**Section 11. Civil Service Rights** Firefighters permanently appointed under Chapter 31 shall preserve all other rights and privileges to which they are entitled by law as a consequence of the Town's departure from Civil Service.

Once the Department has been removed from the Civil Service system, insert a new Article 28 as follows:

## **ARTICLE 28**

### **LAY-OFF AND RECALL**

**Section 1.** Lay-offs shall be made in order of seniority. For purposes of this paragraph, seniority shall be determined by date of permanent appointment to the Department. Subsequent recall shall take place on the same basis. Firefighters shall be eligible for recall for a period of ten calendar years from the effective date of the layoff, unless they decline a recall offer by the Town or fail to respond to a recall offer within thirty (30) calendar days from the date of receipt of the recall notice mailed by the Town to the last known address provided by them to the Town.

## Section 2. Recall/Reinstatement Benefits

In the event that a Firefighter is laid off and reinstated, he/she shall be entitled to the following benefits upon return:

- (a) Seniority Seniority shall be determined by date of permanent appointment to the Department.
- (b) Longevity The recalled Firefighter shall be entitled to receive credit for prior service for the purposes of longevity payment. The Firefighter's anniversary date for the purposes of longevity payment shall be adjusted by the number of calendar days the Firefighter was separated from his/her permanent position.
- (c) Sick Leave The recalled Firefighter shall be credited with his/her non-occupational sick leave bank as of the time of the lay-off. The Firefighter shall not accrue sick leave during the period that he/she was separated from his/her permanent position.
- (d) Vacation The recalled Firefighter shall be granted credit for prior service for the purposes of vacation. The Firefighter shall not be entitled to vacation for the period that he/she was separated from his/her permanent position. Upon re-hire, the Firefighter shall be granted a proportionate amount of vacation as the number of full calendar months to be worked in the current year bears to the number of calendar months in a year. Partial vacation days shall be rounded up to the closest whole number.
- (e) Step Raises The recalled Firefighter shall be reinstated at the step rate in which he/she was paid at the time of the lay-off. The Firefighter's next step date shall be adjusted by the number of calendar days that he/she was separated from his/her permanent position.

IN WITNESS WHEREOF, the Town has caused this instrument to be duly executed by its authorized designees and Local 1706 has caused this instrument to be signed by its proper officers hereunto duly authorized, this 14<sup>th</sup> day of November, 2023.

Select Board

M. Scoville  
Chris J. Brown  
Andy Lee  
M. M.  
A. Z.

Firefighters Local 1706 Unit C

[Signature]  
[Signature]  
[Signature]  
[Signature]

**Town Manager:**

  
\_\_\_\_\_  
Kate Fitzpatrick/Date

11-20-2023

**Approved as to Form:**

  
\_\_\_\_\_  
Town Counsel/ Date

11/16/2023



**Needham Fire Department  
Drug and Alcohol Policy  
October 1, 2016**

**1. INTRODUCTION AND PURPOSE**

- 1.1 This policy has been adopted to address potential drug and alcohol abuse by Fire Department personnel, to ensure a safe, healthy and productive work environment, to protect the health and welfare of the citizens of the Town of Needham, and to assure compliance with the Federal Drug-Free Workplace Act of 1988. These procedures provide the Town with reasonable measures to ensure that drug and/or alcohol use does not jeopardize the public or the Department's ability to serve its citizens.
- 1.2 It is the general intent of the policy to create a humanitarian program. Treatment and discipline are both important aspects of the plan. Drug and alcohol testing, which will be part of the program, is intended in part as a means of identifying those who need help.
- 1.3 The Town will not tolerate any drug or alcohol use which could affect an employee's job performance. The public has a right to expect that sworn personnel will carry out their duties in a safe and reliable manner, free from the effects of drug or alcohol use. This policy replaces any and all earlier policies or procedures on drug testing and applies to all sworn personnel.

**2. PROHIBITED CONDUCT**

- 2.1 The following conduct by members of the bargaining unit is prohibited:
  - a. The use, transfer, manufacture, sale or unauthorized possession of illegal drugs.
  - b. The use or unauthorized possession of alcohol on Town property, on Town business, in Town supplied vehicles, in vehicles being used for Town purposes, or during working hours.
  - c. Reporting to or staying at work with the metabolite of an illegal drug in the blood, or with a blood alcohol level of 0.04 or above.
  - d. Driving under the influence of alcohol or drugs while on duty.
  - e. Switching or adulterating any sample.
  - f. Refusing to consent to testing, or refusing to submit a breath or urine sample for testing.

- 2.2 Any employee who is arrested or convicted of a drug-related offense or for driving while intoxicated must notify the Chief within 24 hours of the arrest or conviction, or upon return to duty for his or her next shift, whichever is shorter. Such arrest or conviction will be considered reasonable suspicion and the employee will be required to submit to testing in accordance with section 4.1.2.

### 3. PROHIBITED DRUGS

- 3.1 Controlled Substances For the purposes of this policy, prohibited drugs include all substances included in Schedules I through III of the Controlled Substances Act (21 U.S.C. §812). Included among those drugs by way of example are marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines and methamphetamines.
- 3.2 Prescription Medication An employee who is taking a controlled substance under a valid prescription should check with his or her physician to ensure that the medication will not interfere with the employee's ability to perform job functions safely and efficiently. Any questions or doubts should be raised with the Fire Chief.

### 4. TESTING

- 4.1 All members of the bargaining unit will be tested for drugs and/or alcohol under the following circumstances:

4.1.1 New Hires New employees will submit to a drug test before their date of hire.

4.1.2 Reasonable Suspicion of Drug and/or Alcohol Use

- a. When the Town has reasonable suspicion that an employee has reported to work or is working while impaired by drugs or alcohol, or has used illegal drugs, the Town will direct the employee to report for a drug and/or alcohol test.
- b. The determination of "reasonable suspicion" shall be made based on specific, observable phenomena, such as: direct observation of on-duty alcohol use or possession; direct observation of on-duty or off-duty use or possession of illegal drugs; the display of behaviors which appear to be indicative of the use of any illegal drug or alcohol, and are not attributable to other factors; a pattern of abnormal conduct, erratic behavior or deteriorating work performance, including but not limited to, frequent absenteeism, excessive tardiness, or frequent accidents, not attributable to other factors and which appear to be related to drug and/or alcohol abuse; arrest, indictment, or conviction for a drug-related offense; and/or behavior which is determined to pose a substantial risk of injury or property damage, which is not attributed to other factors, and which appears to be related to drug and/or alcohol abuse.
- c. The determination of reasonable suspicion may be made by the Fire Chief, the Deputy Chief of Operations, or in their absence by two (2) or more trained supervisors (Deputy Chief, Acting Deputy Chief, Captain, Acting Captain, Lieutenant, and Acting Lieutenant). In those



instances when the determination of reasonable suspicion is made by two supervisors, both supervisors will complete and sign an Observed Behavior Reasonable Suspicion Record as shown on Appendix B.

- d. The Town will provide reasonable suspicion training for all members of the Department. Upon implementation of this policy, reasonable suspicion training will be conducted on duty. The Town will provide periodic refresher training for all Department staff that will be conducted on duty. The training is intended to ensure that all personnel are able to identify situations when their own personal safety or that of their coworkers may be at risk by someone exhibiting signs of a substance abuse problem or under the influence of drugs or alcohol. Any employee who feels that his or her wellbeing is threatened by someone who may be either under the influence of drugs or alcohol or who may have a substance abuse problem should report those concerns to any ranking Fire Officer who will then immediately report those concerns to the Fire Chief or make a determination of reasonable suspicion in accordance with section 4.1.2 (c) above.
- e. An employee will be placed on administrative leave while waiting for a test result based on reasonable suspicion.

4.1.3 Post-Incident Any employee involved in an accident, or an incident on the job involving an unsafe practice or violation of a safety rule, standard or policy, either of which results in serious injury or serious property damage, will be directed by the Town to submit to a drug and/or alcohol test.

4.1.4 Return to Duty When an employee tests positive for drugs or alcohol, he or she will be required to submit to a return to duty drug and/or alcohol test after assessment by a substance abuse professional (SAP), completion of treatment, if any is required, and clearance to return to full-duty is provided by the SAP. In order to return to duty, the employee must have a BAC of less than .02 and/or a verified negative drug test. Without a successful test result, the employee is considered to be unqualified to continue to perform work-related-functions. The cost of the return to duty test will be borne by the Town.

4.1.5 Follow-up Testing An employee who has violated the drug and alcohol policy, but has not been discharged, may be required to submit to follow-up testing as a condition of his or her continued employment at the discretion of the Fire Chief. A program of follow-up testing will be set forth in writing and will generally continue for a period of no longer than two (2) years. During a follow-up testing period, an employee will be subject to a reasonable number of unannounced tests for drugs and/or alcohol.

## 4.2 Testing Procedures

4.2.1 Alcohol Testing Alcohol testing will be conducted in accordance with the Department of Transportation Regulations (49 CFR part 40).

4.2.2 Drug Screening Drug screening for prohibited drugs using urinalysis will be conducted in accordance with the Department of Transportation Regulations (49 CFR part 40).

### **4.3**    Re-tests

- 4.3.1    The Urine drug screen process will include provisions for split sample collection in accordance with DOT regulations.
- 4.3.2    Alcohol testing will include provisions for re-testing in accordance with DOT regulations.
- 4.3.3    The Town shall immediately place any employees who have requested a re-test on administrative leave pending the outcome of the re-test.
- 4.3.4    The cost of the re-test will be borne by the employee. If the result of the re-test result is negative, the employee shall be reimbursed for the costs of the test.
- 4.4       Any test in which proper procedures are not followed, in which chain of custody is breached, in which a split sample test results in a negative test, when the MRO deems the test to be negative, or which is invalidated for any reason, through no fault of the employee will be deemed a negative result. The sample and the results will be destroyed.
- 4.5       All negative samples will be destroyed, and all positive samples will be destroyed after any appeal period has been exhausted. Samples will not be tested for any purpose other than the drugs specified.
- 4.6       Test results and medical information will be provided to and maintained by the Human Resources Department.
- 4.7       Off-duty employees directed to be tested by the Town in accordance with this policy will be paid overtime in accordance with the applicable provisions of the Collective Bargaining Agreement.

## **5.       SEARCHES**

The Town has the right to search for alcohol or drugs on Town owned or controlled property, including in desks, Town vehicles, and lockers, that may conceal substances prohibited by this policy. During any such search one or more union members may be present.

## **6.       CONSEQUENCES OF VIOLATION OF THE POLICY**

- 6.1       Employees who test positive for alcohol and/or drugs will be placed on administrative leave.
- 6.2       Employees who are confirmed to have tested positive for drugs or alcohol will be subject to disciplinary action up to and including termination. Employees who do not agree to enter into a Rehabilitation Agreement will only be allowed to return to work, if appropriate, in accordance with the Return to Duty and Follow-up testing provisions set forth in Section 4.
- 6.3       Employees who agree to enter into a Rehabilitation Agreement in accordance with this policy and Appendix A will have any imposed disciplinary action suspended pending the completion of the rehabilitation, provided that the employee has not tested positive for drugs within the preceding five (5) years or tested positive for alcohol within the preceding three (3) years. An employee who successfully completes the rehabilitation and returns to work in

accordance with the provisions outlined below will not be required to serve the imposed disciplinary action. Rehabilitation provisions will apply only to the positive test result; an employee may be subject to additional disciplinary action for any related offense or violation of the rules and regulations of the Needham Fire Department.

- 6.4 Employees who enter into a Rehabilitation Agreement must be evaluated by a Substance Abuse Professional (SAP) and comply with any treatment recommendations to assist them with an alcohol or drug problem. The payment of the recommended treatment will be at the expense of the employee (or his or her health insurance program, if applicable). Employees will be placed on non-occupational sick leave, accrued leave, or leave without pay status, whichever is appropriate, during the treatment period. Employees who fail to comply with the treatment required by the SAP will be subject to disciplinary action up to and including termination.
- 6.5 Employees who have been evaluated by a Substance Abuse Professional, who are cleared by the SAP to perform all of their essential functions, who comply with any recommended treatment, who have taken and passed a return to duty test, and who are subject to unannounced follow-up tests, may return to work. As a condition of employment, the employee must comply with prescribed follow-up care, if any.
- 6.6 Employees who have returned to work under these conditions and who subsequently test positive for drugs or alcohol in accordance with this policy within five (5) or three (3) years, respectively, will be terminated immediately. An employee who tests positive for drugs or alcohol after the five (5) or three (3) year period will be subject to disciplinary action or offered rehabilitation provisions as if it were a first positive test.
- 6.7 Failure to adhere to the terms of a rehabilitation agreement shall result in disciplinary action up to and including termination.
- 6.8 If the Town suspends disciplinary action in accordance with section 6.3, time limits for challenging the disciplinary action will begin when and if the disciplinary action is actually imposed.

## **7. SELF-REPORTING AND SAFE HARBOR**

Employees who voluntarily seek substance abuse treatment for alcohol or drugs and who make a written disclosure to the Fire Chief prior to being tested in accordance with Section 4 will not be subject to disciplinary action if they agree to enter into a rehabilitation agreement as set forth under Section 6. The Safe Harbor option will be available to each employee once during his or her career in the Needham Fire Department, and will not be considered a positive test for the purposes of Section 6.6.

## Appendix A

### SAMPLE REHABILITATION AGREEMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

On \_\_\_\_\_ the Town of Needham agreed to your request to seek counseling and referral to a rehabilitation program for alcohol and/or drug abuse. The following conditions apply to your rehabilitation program:

1. You must authorize your treatment provider to provide proof to the Fire Chief/designee of enrollment in a rehabilitation program and proof of attendance at all required sessions or proof of completion of any required in-patient stay. Your attendance will be monitored closely and the Fire Chief/designee will initiate appropriate disciplinary action up to and including termination if you do not regularly attend all sessions or complete any required in-patient stay.
2. You must adhere to all of the requirements of the drug or alcohol treatment or counseling program in which you are enrolled.
3. If you are absent from work during the rehabilitation period without prior authorization, you must promptly submit a written doctor's certificate explaining the reason for such absence. The Fire Chief/designee will take disciplinary action if you are absent as a result of alcohol or drug use.
4. You will pay for all costs of rehabilitation that are not covered under your health plan.
5. During the two years following the completion of your rehabilitation program, the department will test you for alcohol and/or drug use on a random basis a maximum of three times per year. The Town will take prompt disciplinary action if you refuse to submit to testing or if you test positive during this period.

\_\_\_\_\_  
Town of Needham

\_\_\_\_\_  
Employee

## Appendix B

### Town of Needham Observed Behavior Reasonable Suspicion Record

|                      |                                             |
|----------------------|---------------------------------------------|
| <b>Employee Name</b> | <b>Date Observed</b>                        |
| <b>Location</b>      | <b>Time Observed</b><br>From _____ To _____ |

Record employee observed behavior for reasonable suspicion for the use of alcohol or controlled substances.

☐ Employee is reporting for duty

☐ Employee is already on duty

| OBSERVED PERSONAL BEHAVIOR (CHECK ALL APPROPRIATE ITEMS) |                                                                                                                                                                                  |                                                                                                                                                                            |                                                                                                                                                                            |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BREATH:</b><br>(Odor of Alcoholic Beverage)           | <input type="checkbox"/> <b>STRONG</b><br><input type="checkbox"/> <b>NONE</b>                                                                                                   | <input type="checkbox"/> <b>FAINT</b>                                                                                                                                      | <input type="checkbox"/> <b>MODERATE</b><br><input type="checkbox"/> <b>MARIJUANA ODOR</b>                                                                                 |
| <b>EYES:</b>                                             | <input type="checkbox"/> <b>BLOODSHOT</b><br><input type="checkbox"/> <b>CLEAR</b><br><input type="checkbox"/> <b>DILATED PUPILS</b>                                             | <input type="checkbox"/> <b>GLASSY</b><br><input type="checkbox"/> <b>HEAVY EYELIDS</b>                                                                                    | <input type="checkbox"/> <b>NORMAL</b><br><input type="checkbox"/> <b>FIXED PUPILS</b>                                                                                     |
| <b>SPEECH:</b>                                           | <input type="checkbox"/> <b>CONFUSED</b><br><input type="checkbox"/> <b>ACCENT</b><br><input type="checkbox"/> <b>SLURRED</b><br><input type="checkbox"/> <b>INCOHERENT</b>      | <input type="checkbox"/> <b>STUTTERED</b><br><input type="checkbox"/> <b>MUMBLED</b><br><input type="checkbox"/> <b>GOOD</b><br><input type="checkbox"/> <b>WHISPERING</b> | <input type="checkbox"/> <b>SHOUTING</b><br><input type="checkbox"/> <b>SLOW</b>                                                                                           |
| <b>ATTITUDE:</b>                                         | <input type="checkbox"/> <b>EXCITED</b><br><input type="checkbox"/> <b>INDIFFERENT</b><br><input type="checkbox"/> <b>ERRATIC</b><br><input type="checkbox"/> <b>COOPERATIVE</b> | <input type="checkbox"/> <b>COMBATIVE</b><br><input type="checkbox"/> <b>TALKATIVE</b><br><input type="checkbox"/> <b>COCKY</b><br><input type="checkbox"/> <b>PROFANE</b> | <input type="checkbox"/> <b>HILARIOUS</b><br><input type="checkbox"/> <b>INSULTING</b><br><input type="checkbox"/> <b>SLEEPY</b><br><input type="checkbox"/> <b>POLITE</b> |
| <b>UNUSUAL ACTION</b>                                    | <input type="checkbox"/> <b>HICCUPPING</b><br><input type="checkbox"/> <b>FIGHTING</b><br><input type="checkbox"/> <b>OTHER</b>                                                  | <input type="checkbox"/> <b>BELCHING</b><br><input type="checkbox"/> <b>CRYING</b>                                                                                         | <input type="checkbox"/> <b>VOMITING</b><br><input type="checkbox"/> <b>LAUGHING</b>                                                                                       |
| <b>BALANCE</b>                                           | <input type="checkbox"/> <b>FALLING</b><br><input type="checkbox"/> <b>SWAYING</b>                                                                                               | <input type="checkbox"/> <b>NEEDS SUPPORT</b><br><input type="checkbox"/> <b>OTHER</b>                                                                                     | <input type="checkbox"/> <b>WOBBLING</b>                                                                                                                                   |
| <b>WALKING</b>                                           | <input type="checkbox"/> <b>FALLING</b><br><input type="checkbox"/> <b>SWAYING</b>                                                                                               | <input type="checkbox"/> <b>STAGGERING</b><br><input type="checkbox"/> <b>UNABLE TO STAND</b>                                                                              | <input type="checkbox"/> <b>STUMBLING</b><br><input type="checkbox"/> <b>RIGID</b>                                                                                         |
| <b>APPEARANCE/CLOTHING</b>                               | <input type="checkbox"/> <b>DISHEVELED</b><br><input type="checkbox"/> <b>HAVING ODOR</b>                                                                                        | <input type="checkbox"/> <b>MESSY</b><br><input type="checkbox"/> <b>STAINS ON CLOTHING</b>                                                                                | <input type="checkbox"/> <b>DIRTY</b><br><input type="checkbox"/> <b>PARTIALLY DRESSED</b>                                                                                 |
| <b>EATING/CHEWING</b>                                    | <input type="checkbox"/> <b>GUM</b><br><input type="checkbox"/> <b>OTHER</b>                                                                                                     | <input type="checkbox"/> <b>CANDY</b><br><input type="checkbox"/>                                                                                                          | <input type="checkbox"/> <b>TOBACCO</b>                                                                                                                                    |
| <b>ANY OTHER UNUSUAL ACTIONS OR STATEMENTS:</b>          |                                                                                                                                                                                  |                                                                                                                                                                            |                                                                                                                                                                            |
| <b>SIGNS OR COMPLAINTS OF ILLNESS OR INJURY:</b>         |                                                                                                                                                                                  |                                                                                                                                                                            |                                                                                                                                                                            |

Did employee admit to using drugs or alcohol? ☐ Yes ☐ No \_\_\_\_\_

When

How Much

What Substance

Where Taken

Reasonable Suspicion Test Performed ☐ Yes ☐ No Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_

Clinic

Reasonable Suspicion Test Refused ☐ Yes ☐ No Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_

Signature of Supervisor \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_

