

CLERK'S OFFICE
APPROVED
Date: 10-30-01

Submitted by: Chair of the Assembly at
the Request of the Mayor
Prepared by: Employee Relations
Department
For reading: October 16, 2001

ANCHORAGE, ALASKA
AO NO. 2001-170

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTER 3.30, TO PROVIDE A DEFINITION OF *KELLY SHIFT EMPLOYEE* AND BENEFITS THEREFORE; REMOVE BATTALION CHIEFS AND PARAMEDIC SUPERVISOR POSITIONS FROM THE FIRE BARGAINING UNIT; UPDATE FIRE BARGAINING UNIT CLASSIFICATION CODES; AND PROVIDE FOR EDUCATION AND SPECIAL DUTY PAY INCENTIVES FOR NON-REPRESENTED BATTALION CHIEFS AND PARAMEDIC SUPERVISORS.

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. Anchorage Municipal Code section 3.30.005 is hereby amended by addition of a definition of *kelly shift employee* to read as follows: *(the remainder of the section is not affected and therefore is not set out.)*

3.30.005 **Definitions.**

Kelly shift employee means an employee of the Anchorage Fire Department regularly assigned a work schedule consisting, over a period of nine days or 216 hours, of 24 continuous hours on, followed by 24 continuous hours off, followed by 24 continuous hours on, followed by 24 continuous hours off, followed by 24 continuous hours on, followed by 96 hours off.

(AO No. 69-75; AO No. 88-76; AO No. 77-376; AO No. 84-221(S); AO No. 88-131(S); AO No. 89-46(S-1))

Section 2. Anchorage Municipal Code subsection 3.70.190C is hereby amended to read as follows: *(the remainder of the section is not affected and therefore is not set out.)*

3.70.190 **Bargaining units established; description.**

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- C. There shall be a fire and emergency medical services bargaining unit which shall encompass those classes of employees classified as follows:

**FIRE AND EMERGENCY MEDICAL
SERVICES BARGAINING UNIT**

Classification

Code Classification Title

[973	EMERGENCY MEDICAL TECHNICIAN
960	EMERGENCY SERVICES SUPERVISOR]
953	Fire Apparatus Engineer
972	Fire Battalion Chief*
<u>940</u>	<u>Fire Battalion Chief - Opt B Training*</u>
961	Fire Captain
962	Fire Dispatcher
959	Fire [EQUIPMENT] Mechanic
[960	FIRE EQUIPMENT SERVICEMAN]
<u>951</u>	<u>Firefighter I/EMT</u>
<u>956</u>	<u>Firefighter II/EMT</u>
<u>957</u>	<u>Firefighter III/EMT</u>
<u>949</u>	<u>Firefighter Trainee/EMT</u>
<u>7951</u>	<u>Firefighter I/Paramedic</u>
<u>7956</u>	<u>Firefighter II/Paramedic</u>
<u>7957</u>	<u>Firefighter III/Paramedic</u>
<u>7949</u>	<u>Firefighter Trainee/Paramedic</u>
952	Fire Inspector [I
954	FIRE INSPECTOR II]
<u>987</u> [986]	Fire Investigator
<u>988</u>	<u>Fire Lead Dispatcher</u>
983	Fire Lead Mechanic
966	Fire Office Assistant
968	Fire Office Associate
969	Fire Partsman
958	Fire Senior Mechanic
967	Fire Senior Office Assistant
984	Fire Training Officer
985	Fire Training Specialist
<u>978</u>	<u>Incident Safety Officer</u>
[974	PARAMEDIC I
982	PARAMEDIC II
	PARAMEDIC III
975	PARAMEDIC]
976	Paramedic Supervisor*

[970	PARAMEDIC INTERN]
[*111	OFFICE ASSISTANT]
[*115	OFFICE ASSOCIATE]
[*112	SENIOR OFFICE ASSISTANT]
971	Senior Fire Captain
[963	SENIOR FIRE DISPATCHER]

*Limited to represented incumbents in these positions as of July 1, 2000.

(AO No. 88-76; AO No. 142-76; AO No. 84-207; AO No. 86-7; AO No. 86-55; AO No. 88-131(S); AO No. 88-62; AO No. 89-46(S-1); AO No. 94-100, § 1, 1-24-94; AO No. 95-152, § 1, 7-7-95)

Section 3. Anchorage Municipal Code chapter 3.30 is hereby amended by adding a new section 3.30.146 to read as follows:

3.30.146 **Holidays for kelly shift employees.**

In lieu of any other provisions of the chapter related to holiday observance and compensation, kelly shift employees shall receive, in December of each year, an amount equal to the employee's straight time rate of compensation for 143 hours. Should a kelly shift employee terminate during the course of the calendar year, the amount shall be thirteen (13) hours for each holiday observed between January 1 and the date of the termination.

Section 4. Anchorage Municipal Code section 3.30.152 is hereby amended to read as follows: *(the remainder of the section is not affected and therefore is not set out.)*

3.30.152 **Annual leave accrual.**

A. *Rate.* The rates of accrual outlined in this subsection will be pro rated based on actual hours paid each pay period exclusive of overtime.

5. **Kelly shift employees leave shall accrue at the following rates:**

12 hours a pay period for employees with 0 to 5 years' service

14 hours a pay period for employees with 5 to 10 years' service

16 hours a pay period for employees with 11 or more years' service

C *Accrual limits.*

- 1 Accrued and unused annual leave may be carried over from one year to the next for the purpose of accumulating an annual leave account or reserve; however, at the end of the last pay period of any year an employee may not have more than 480 hours leave to his credit. Treatment of excess annual leave is addressed in 3.30.153 A and B. For regular executive employees hired after December 31, 1994 and regular non-represented employees hired after May 7, 1996, hours in excess of 480 in their paid time off (PTO) annual leave balance at the end of the last pay period of any year shall be forfeited. In the case of kelly shift employees, the limitations on annual leave and paid time off accrual provided by this section shall be 672 hours rather than 480 hours.

E. Kelly shift employees' leave balance conversion and use upon schedule change. Kelly shift schedule employees that change to a forty (40) hour schedule or vice versa, either permanently or for a temporary schedule change for two (2) full pay periods or more, such as may result from promotions, transfers, or light duty assignments, the leave balances shall be adjusted by the following formulas:

Moving from kelly shift schedule to 40-hour schedule:

- a. (Factored hourly rate (56 hours)) x (current leave bank in balance in hours) = dollar value.
- b. (Dollar value) / (40-hour factored hourly rate) = new leave bank balance in hours.

2. Moving from 40-hour schedule to kelly shift schedule:

- a. (Factored hourly rate (40 hours)) x (current leave bank balance) = dollar value.
- b. (Dollar value) / (56-hour factored hourly rate) = new leave bank balance in hours.

(AO No. 79-195; AO No. 91-95, 8-6-91; AO No. 94-117, § 28, 7-26-94; AO No. 94-229(S), § 1, 12-13-94; AO No. 96-70, § 4, 5-7-96; AO No. 99-48, § 1, 3-16-99; AO No. 2000-166(S), § 1, 12-18-00)

Section 5. Anchorage Municipal Code section 3.30.153 is hereby amended to read as follows: *(the remainder of the section is not affected and therefore is not set out.)*

3.30.153 **Annual leave conversion and cash in.**

- A. *Yearly payment for annual leave.* All hours of annual leave in excess of 480 (or 672 in the case of kelly shift employees) accrued as of the last pay period of any calendar year, unless committed for use before the following January 31, converted to cashable sick leave under subsection B. of this section or otherwise provided for in this chapter, shall be paid in cash to the employee. This provision does not apply to executive employees hired after December 31, 1994 or to employees hired after May 7, 1996.
- B. *Conversion to sick leave.* Upon the written request of the employee during the month of December, 80 hours (or 112 hours in the case of kelly shift employees) of excess annual leave may be committed each year into a separate cashable sick leave account which shall be paid to the employee at the time of separation. This provision does not apply to executive employees hired after December 31, 1994 or to employees hired after May 7, 1996.

(AO No. 79-195; AO No. 86-207(S-1); AO No. 91-95; AO No. 94-229(S), § 2, 12-13-94; AO No. 96-70, § 5, 5-7-96; AO No. 2000-166(S), § 1, 12-18-00)

Section 6. Anchorage Municipal Code subsection 3.30.154B. is hereby amended to read as follows: *(the remainder of the section is not affected and therefore is not set out.)*

3.30.154 **Regular use of annual leave.**

- B. At least 80 (or 72 hours in the case of kelly shift employees) hours of leave shall be taken each year by the end of the last pay period of the year, with the exception that this limitation shall not apply to new employees until the last pay period of the second December 31 following their date of hire. Except for the initial year of employment, employees who fail to take 80 (or 72 hours in the case of kelly shift employees) hours of annual leave or paid time off (PTO) annual leave each year pursuant to this paragraph shall forfeit those hours as if they had been taken, and the difference between the amount actually taken and 80 (or 72 hours in the case of kelly shift employees) hours shall be subtracted from the employees' annual leave or paid time off (PTO) annual leave balance at the end of the year. For part-time employees, the minimum

annual leave usage will be prorated based on the percent of full-time for which their position is budgeted. It is the responsibility of the agency head to ensure that work is conducted and leaves scheduled so that employees shall have the opportunity to use their leave at a time that most nearly meets their desires.

(AO No. 79-195; AO No. 86-207(S-1); AO No. 94-117, § 29, 7-26-94; AO No. 94-229(S), § 3, 12-13-94; AO No. 96-70, § 6, 5-7-96; AO No. 2000-166(S), § 1, 12-18-00)

Section 7. Anchorage Municipal Code chapter 3.30 is hereby amended by adding a new section 3.30.1214 to read as follows:

3.30.1214 Fire Department Training/Education and Special Duty Pay Incentive.

A *Training Incentive.* Non-represented Fire Battalion Chiefs and Paramedic Supervisors who complete technical training and maintain any required certification and/or departmental standards listed below, shall receive a one percent (1%) special pay differential per course completed as follows:

Emergency Trauma Technician-Defibrillator (ETT-D) or Emergency Medical Technical-Defibrillator (EMT);

2 I.C.B.O. Plans Examiner Certification; and

3 Advanced Cardiac Life Support Certification

B. *Special Duty Pay Incentives.* Fire Battalion Chiefs assigned to the following special duty assignments shall be paid as follows:

Dive Rescue Team -- 2%; and

2. Hazardous Materials Response Team - team shift leaders -- 6%, assigned to designated core HazMat station(s) -- 4%, other team members -- 3%.

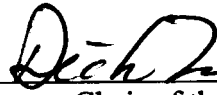
C *Eligibility.* In order to be eligible for any special pay incentives recognized in this section the Fire Battalion Chiefs and Paramedic Supervisors must maintain proficiency in accordance with Fire Department standards and maintain required recertification(s); otherwise, the training and/or special duty pay incentives will be withdrawn.

1 D. *Education Incentive.* Upon promotion or hire to a non-represented Fire
2 Battalion Chief of Paramedic Supervisor, Fire Department personnel receiving
3 education pay differentials shall be grandfathered these differentials for
4 possessing Associates of Arts or Associate in Applied Science (4% education
5 pay differential, if obtained on or before July 17, 1996) or baccalaureate
6 degrees (8% education pay differential) in a closely job-related discipline
7 from an accredited college or university.
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9 **Section 8.** This ordinance shall be effective immediately upon its passage and approval
10 by the Assembly.

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12 PASSED AND APPROVED by the Anchorage Assembly this 30 day of October,
13 2001.
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Chair of the Assembly

ATTEST:


Municipal Clerk


MUNICIPALITY OF ANCHORAGE
Summary of Economic Effects - General Government

170

AO Number: 2001-/ Title: **An Ordinance Amending AMC 3.30.005, 3.30.152, 3.30.153 and subsections 3.30.190C, 3.30.1 and adding a new section to provide for definition of *Kelly Shift* employees.**

Sponsor: Anchorage Fire Department
Preparing Agency: Employee Relations
Others Impacted:

CHANGES IN EXPENDITURES AND REVENUES:

(Thousands of Dollars)

	FY01	FY02	FY03	FY04	FY05
Operating Expenditures					
1000 Personal Services	0	0	0	0	0
2000 Supplies					
3000 Other Services					
4000 Debt Service					
5000 Capital Outlay					
TOTAL DIRECT COSTS:	0	0	0	0	0
Add: 6000 Charges from Others					
Less: 7000 Charges to Others	0	0	0	0	0

FUNCTION COST:

REVENUES:

CAPITAL:

POSITIONS: FT/PT and Temp. 0 0 0 0 0

PUBLIC SECTOR ECONOMIC EFFECTS:

None

PRIVATE SECTOR ECONOMIC EFFECTS:

None

Prepared by: Debi English, Municipal Personnel Director

Telephone: 343-4571

Validated by OMB:

Date: 9/27/01

Approved by:

David Otto, Employee Relations Director

Date: 8/22/01

Concurred by:

John W. Sullivan, Chief, Anchorage Fire Department

Date: 8/22/01

Approved by:

Harry Kieling, Municipal Manager

Date: 10/1/01