

MEMORANDUM
OF UNDERSTANDING

GRAND TRAVERSE METRO EMERGENCY
SERVICES AUTHORITY AND
GRAND TRAVERSE METRO FIRE FIGHTERS,
LOCAL 5288

Whereas, the Employer and the Union recognize the potential merit of implementing a work schedule known as a 48/96 schedule;

Whereas, the Employer and the Union parties desire a trial period of such a schedule while maintaining the public safety of our residents and the work force;

Now Therefore the Parties agree to the following:

1. **Schedule:** On January 1, 2023, the Parties agree that there shall be a trial period of a 48/96 work schedule. This MOU will expire thirty-six (36) months after its implementation unless otherwise extended by the Parties or terminated as provided herein.
2. **Mandatory Overtime:** In order to ensure that the program is successful the Union has agreed that the Employer shall maintain a mandatory overtime roster. The rules of Mandatory Overtime will be attached to this Agreement as Attachment A. All overtime paid under this provision shall be at the rate of time and one half.
3. **Required Work Rules:** The Employer and the Union agree that the following work rules shall be enforced during this time, a non-exhaustive list is attached to this Agreement as Attachment B.
4. The Parties agree that the Employer shall have the right to terminate the 48/96 schedule at its discretion at any time with at least three (3) months of advance notice.
5. The Parties further agree that this Agreement is being entered into on a non-precedential basis and will only be cited as outline herein in and not in any other dealings between the Employer and the Union.

For the Employer

For the Union

Date

Attachment A 48/96 Mandatory Overtime

Below is a set of guidelines for the mandatory recall of full-time GTMESA suppression employees when a staff shortage occurs on any given shift.

Recall Roster

This guideline includes an established Recall Roster to be used when the need to mandate a staff member is identified.

The Recall Roster will be made up of all full-time suppression GTMESA employees.

The initial Recall Roster will be ranked in order of lowest seniority at the top, to highest seniority at the bottom of the list, based on the employee's full-time start date.

When a suppression member is in position on the Recall Roster for being mandated and determined by the Shift Supervisor does not qualify to be mandated, that person will retain their placement on the Recall Roster.

Any mandated hours worked qualifies the employee to be rotated to the bottom of the Recall Roster.

For all suppression members to have access to the current list, the Shift Supervisor will maintain an updated Recall Roster on the Aladtec (Fire Manager) website.

It is suggested that the Shift Supervisor immediately update the list upon mandating an employee as part of the recall process. It is highly recommended that the mandated employee ensures that the update to the list be made as soon as possible to avoid confusion.

The mandated employee may allow a fellow shift member to take the mandated shift, if agreed to by both parties.

If another employee fills the vacancy, no mandatory overtime will be applied, unless the mandated employee chooses to remain on the schedule. In that instance, both firefighters will work the shift and the mandated employee moves to the bottom of the Recall Roster. Should the mandated employee decline the shift, they remain at the top of the Recall Roster.

If an employee meets the following criteria, they may not be recalled for mandatory overtime and should be skipped and holding their place in line at the top of the rotation:

- Jury duty
- Court appearances
- Depositions
- Court ordered custody: Employee shall make every reasonable effort to comply with work schedule (including recall to mandatory overtime shifts). Under the rare occurrence that other arrangements may not be made, employee should be skipped.
- Approved Personal/Vacation time: If an employee is to be considered out of service while on approved time off, they shall provide notice to their Supervisor of expected time off. For example, if vacation time is approved for an out-of-state trip, the supervisor will be made aware and adjust accordingly.

- Approved bereavements leave
- Employee's own illness or illness of dependent child (employee shall make every reasonable effort to comply with work schedule (including recall to mandatory overtime shifts). Under the rare occurrence that other arrangements may not be made, employee should be skipped.

Types of Mandated Recall

“Expected Mandated Recall” refers to when a known opening in the shift schedule exists and is still open 96 hours prior to the start of the open shift.

“Short Notice Mandated Recall” refers to when an opening occurs within 25 hours prior to the start of the shift due to unforeseen circumstances such as a sick employee, personal time, or a no show at the start of the shift.

Expected Mandated Recall

When a shift is identified as open 96 hours prior to the start of the shift, the recall process is triggered.

The Shift Supervisor will contact full-time employee at the top of the list and **offer** mandatory time. If the employee at the top of the list declines, the Shift Supervisor will contact employees of the preceding shift in order of ranking on the Recall Roster and **offer** mandatory time. If all employees on the preceding shift decline mandated time, the Shift Supervisor will refer to the Recall Roster and **mandate** based on position or discretion.

Overtime shifts will not be awarded 12 hours prior or 12 hours after a 48-hour shift, except that in the event a mandatory shift has been assigned, which shall not be greater than 12 hours. An employee shall not work more than 60 consecutive hours at any time.

Short Notice Holdover Mandated Recall

When a shift becomes open 25 hours or less prior to the start of that shift, Short Notice Holdover is triggered.

Those full-time staff on duty during the preceding shift are automatically **mandated** and may not decline holdover. Ranking on the Recall Roster will determine who is **mandated** for holdover.

When a shift becomes open during the second day of a 48 hour schedule, and the preceding shift is still the same shift, then the Shift Supervisor will refer to the Recall Roster and **mandate** based on position or discretion.

Overtime shifts will not be awarded 12 hours prior or 12 hours after a 48-hour shift, except that in the event a mandatory shift has been assigned, which shall not be greater than 12 hours. An employee shall not work more than 60 consecutive hours at any time.

Attachment B
48/96 Work Rules

Vehicle checks will be completed on assigned days.

Daily chores will be completed on both workday 1 and 2.

Fitness requirements will occur on both workday 1 and 2.

Employee training either through online services or department hands on training shall be a minimum of one (1) hour per each scheduled workday.

The regular workday shall begin at 0700 hours and members are expected to be actively working daily. The Shift Supervisor shall be able to grant exceptions to this requirement. In the event an employee is granted rest time they shall remain in the bunk room with the door closed.

Overtime shifts will not be awarded 12 hours prior or 12 hours after a 48-hour shift, except that in the event a mandatory shift has been assigned, which shall not be greater than 12 hours. An employee shall not work more than 60 consecutive hours at any time.