

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN CITY OF WATERTOWN AND**  
**LOCAL 877 OF THE INTERNATIONAL**  
**ASSOCIATION OF FIREFIGHTERS, AFL-CIO-CLC**

The City of Watertown (hereinafter “City”) and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC (hereinafter “Union”) hereby agree to the following changes to the current 2024-2025 Agreement between the parties as outlined in red below. These changes are clarifying the vacation selection process.

## ARTICLE VIII – VACATION AND HOLIDAYS

### 8.01 – VACATIONS.

- a) Firefighting employees shall be entitled to annual vacations based on length of continuous service as provided in this Article.
- b) On January 1 of every year, each firefighting employee with at least twelve (12) months of service shall be deemed to have earned vacation awarded on that day based on the length of continuous service as specified in Section 8.03 infra. Any firefighting employee who during the course of the year reaches a new threshold for vacation award based on continuous service shall receive one (1) additional day of vacation awarded and earned on their anniversary date for that year. Firefighting employees may schedule their additional day of earned vacation at the same time as all other vacation days are scheduled provided the additional day is scheduled after their anniversary date for that year.
- c) Firefighting employees may not use unearned vacation time.
- d) ~~Vacation schedules, including the number of employees who are able to be on vacation at the same time, shall be approved by the Chief or their representatives. Vacations shall be drawn according to seniority and employees outside the bargaining unit may, at the discretion of the Chief, be included in such draw.~~

**Two shift personnel, including Battalion Chiefs, shall be allowed off on any given day for vacation. Shortages in staffing due to open positions, training, or other non-vacation leave shall not prohibit the selection or moving of vacation days if the**

maximum number of two-shift personnel on vacation is not exceeded. Using vacation for medical leave, approved extended leave, and/or light duty shall not count toward the two vacation days per shift. Vacations shall be selected as follows:

-Battalion Chiefs and Lieutenants shall pick their vacation for the year first; only one of the shift officers shall be permitted to be on vacation per shift.

-After Battalion Chief and Lieutenant vacation selections are completed, the line staff shall pick vacation based on seniority, starting with the most senior member. Vacations shall be picked as full work cycles. During the first round, an employee may select a "double pick" of two swings that are back-to-back; they will then forfeit their selection in round two. Double picks may only be selected during the first round and must be back-to-back cycles. Once all line personnel have selected their full cycles, the remaining days shall be selected following seniority.

-In the event of a crew transfer the member being transferred shall be allowed to pick their vacation days on their new assigned shift either the cycle before or after their original cycle of vacation their previous shift regardless of the number of people on vacation already on the new shift.

- e) Vacations must be taken within the calendar year, or they shall be considered lost. For purposes of this Section, a vacation period which starts within the calendar year but extends beyond such year shall be considered as taken within the calendar year.
- f) Continuous service shall not include any period of layoff or unpaid leave of absence, except military leave if required by law, where such layoff or leave exceeds thirty (30) consecutive calendar days.
- g) In the event a firefighting employee separates from their employment with the City for any reason, said employee shall not be required to repay or reimburse any used vacation time. Furthermore, the City shall pay any earned and unused vacation time out to the firefighting employee at their current rate of pay on the final pay check.
- h) New Hires – Beginning January 1, 2022
  - 1) New Hires shall receive no vacation hours from their start date until the end of the calendar year in which they were hired.
  - 2) On January 1 of the year following the year in which the New Hire began working full-time at the Watertown Fire Department, the New Hire will earn .5 days of vacation per two-week period from their date of hire to December 31, of the year they were hired.
  - 3) While vacation time provided in subparagraph 2 will be deemed earned on January 1, of the year following the year in which the New Hire began full-time employment, a New Hire shall not be eligible to use or be paid out vacation days upon separation until completion of their probationary period.

- 4) On January 1 of the year following the end of a New Hire's probation period, the individual shall begin earning vacation consistent with Article 8.01(b) supra.