

2015 Negotiations between
City of Corpus Christi &
Corpus Christi Fire Fighters Association

TENTATIVE AGREEMENT

**ARTICLE 23
PROMOTIONS**

Section 1. Promotional Examinations - Firefighter II.

A. **Exam Procedure.** Except as modified by this Article, the City will administer and grade Firefighter II promotional exams, and establish Firefighter II promotional eligibility lists, as provided by the Civil Service Act. Separate exams for Firefighter II-Driver and Firefighter II-EMS will be administered.

B. **Eligibility Requirements – Firefighter II-EMS.** To be eligible to take the Firefighter II-EMS promotional exam, a Fire Fighter must meet both of the following eligibility requirements:

1. Two consecutive years as a Firefighter I; and
2. Certification as a Paramedic.

The Firefighter II-EMS promotional eligibility list will be used only to fill Emergency Medical Services vacancies.

C. **Eligibility Requirements – Firefighter II-Driver.** To be eligible to take the Firefighter II-Driver promotional exam, a Fire Fighter must meet the following time-in-grade requirements:

1. Fire Fighters hired on or before July 31, 1996 must have served a minimum of two years as a Firefighter I.
2. Fire Fighters hired after July 31, 1996, must have served:
 - a. Two consecutive years as a Firefighter II-EMS assigned to an ambulance;or
 - b. Eight consecutive years as a Firefighter I, prior to becoming eligible to take the examination for promotion to Firefighter II/Engineer.

Section 2. Promotional Examinations – Captain.

A. **Exam Procedure.** Except as modified by this Article, the City will administer and grade Captain promotional exams, and establish Captain promotional eligibility lists, as provided by the Civil Service Act.

B. Eligibility Requirements - Captain.

1. **Time-in-Grade Requirement.** All Fire Fighters must serve at least two consecutive years as a Firefighter II-EMS or Firefighter II-Driver to be eligible to take the Captain promotional exam.

2. Paramedic Certification Requirement.

a. **Fire Fighters hired before May 1, 2000.** Fire Fighters hired prior to May 1, 2000, who have:

- served as a Firefighter II for more than two consecutive years, and
- served continuously in the Department since their hire date,

need not possess Paramedic certification to be eligible for the Captain promotional exam. This does not relieve a Fire Fighter of any other EMS certification requirement described in this Agreement.

b. **Fire Fighters hired on or after May 1, 2000.** Fire Fighters hired after May 1, 2000, must possess Paramedic certification to be eligible to take the Captain promotional exam. After promotion to Captain, these Fire Fighters must maintain Paramedic certification for the longer of the following periods:

- one additional required recertification, or
- four years.

Failure without adequate explanation to maintain said certification will be grounds for discipline up to and including demotion or indefinite suspension.

Section 3. Orientation for Firefighter II Drivers and Captains.

The Department's Training staff will provide all newly promoted Firefighter II-Drivers and Captains with a thorough orientation commensurate with the responsibilities of the ranks. The orientation will include, at minimum, the following: hydraulics, driving laws, safety procedures, responsibilities of the job, leadership in the fire service, and report writing (including all forms used within the Fire Department). The orientation shall not be part of the promotional procedure and shall not count as part of the final promotional grade. Fire Fighters shall receive this orientation prior to assignment to their new positions. Attendance at such orientation shall not break a cycle for FLSA overtime pay purposes.

Section 4. Corrections to Promotional Examination Questions.

The Civil Service Director may, within five days after an exam is administered, recommend to the Civil Service Commission that changes to exam questions be made if:

- clerical errors in compiling the test questions have been discovered, or
- a question arises as to general accuracy.

This does not restrict Fire Fighters' rights to appeal questions to the Commission as allowed by Section 143.034 of the CSA.

1. **Selection of Assessors.** The City's Director of Human Resources will select six persons from outside the Fire Department to serve on the Assessment Panel. To be eligible for appointment, a candidate must hold an administrative level position in a fire department in a city with a population of at least 100,000. At least two of the Assessors must be from outside the State of Texas.

2. **Approval of Assessors.** Both the Chief and the Association President, or their representatives, will be given five days to approve or strike the Assessors chosen by the Director of Human Resources, subject to the following conditions.

a. The Chief and Association President will keep confidential the names on the list of proposed Assessors provided by the Director.

b. If the Association President appoints a representative to act in his/her place, the Fire Fighter chosen must not be a candidate for the promotional process in question.

c. Neither the Chief nor the Association President may strike more than two names from the Director's list of proposed Assessors.

d. If the Chief or Association President declines to approve an Assessor chosen by the Director, s/he must provide the Director a reason for withholding approval together with the name of a proposed alternate Assessor.

e. The names of alternate Assessors proposed by the Chief or Association President will be provided to the other side for approval and/or striking unless and until that side has exercised both of its two strikes.

3. **Training of Assessors.** Assessors shall be trained for a minimum of eight (8) hours in the methods to be used in administering the test.

4. **Notice of Assessment Center Exam Date.** The announcement of the Written Test date will also state the date that the Assessment Center Exam will be administered.

5. **Notice of Assessment Center Process.** A brief explanation of the Assessment Center process will be posted at least three days prior to the date the Written Test is administered. In addition, all candidates will be given the opportunity to attend a classroom orientation concerning the assessment center process. The orientation will include general information concerning the exercises they will be taking during the assessment process.

6. **Administration of the Assessment Center.** The assessment center process shall include at least three (3) exercises. Feedback shall be provided to each candidate in a "feedback" session by the assessment center coordinators. The purpose of this session will be to provide each candidate with his/her score, the areas in which s/he excelled and did poorly, and what s/he might do to improve his/her performance in the future.

7. **No Appeal.** The results of the Assessment Center examination shall be binding for one year and, absent fraud, are not appealable to the Civil Service Commission or any other forum.

E. Promotional Eligibility Lists.

1. **When Posted.** Within 48 hours of the conclusion of the entire Assessment Center process, excluding weekends and City-observed holidays, a promotional eligibility list shall be prepared and posted.

2. **Basis for Promotional Rankings.** Each promotional eligibility list shall reflect the ranking of all applicants who completed both parts of the promotional process (Written Exam and Assessment Center) according to their "Rank Score," determined as follows.

a. A "Total Score" will be determined for each candidate, weighted as follows:

Written examination score	40%
<u>Assessment Center score</u>	<u>60%</u>
TOTAL SCORE	100%

b. Each applicant's "Rank Score" will consist of his/her Total Score plus one point for each year of service in the Department up to ten years, for a maximum score of 110 points.

Section 7. Promotional testing while on Military Leave

The Civil Service Commission, with input from the Human Resources Department, Fire Chief and Association, may adopt procedures for testing personnel on military leave.

Section 8. Life of Promotional Eligibility Lists.

All promotional eligibility lists will remain in effect for one year measured from the date the exam is administered, unless earlier exhausted. For example, if the exam is administered on March 15, 2015 the list expires at 11:59 p.m. the following March 15, 2016.

Section 9. Notification of Promotion.

Any Fire Fighter promoted to a higher classification shall be notified in writing within 20 days from the date of promotion.

Agreed this 17th day of April, 2015:

Johnny R. Stobbs
Johnny R. Stobbs

Roxana I. Pérez Stevens
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