



***TOWN OF TRUMBULL &
IAEP LOCAL R01-604***

Collective Bargaining Agreement

July 1, 2024 – June 30, 2027

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ARTICLE 1: RECOGNITION

SECTION 1: BARGAINING AGENT

IAEP Local R1-604, SEIU, NAGE, is recognized as the exclusive bargaining agent of all employees, as defined below, for the purposes of collective bargaining with respect to wages, hours of employment and other conditions of employment.

SECTION 2: DEFINITIONS

- A) The term "Employer" shall mean the Town of Trumbull, Connecticut, a municipal employer.
- B) The term "Union" shall mean IAEP Local R1-604, SEIU, NAGE.
- C) The terms "Contract" and "Agreement" shall mean the complete Agreement and its specific terms.
- D) The term "Employee" shall mean those full time EMT and paramedic persons in the bargaining unit employed by the Employer as defined in the Application of Agreement
- E) The term "full time employee" shall mean a member of the bargaining unit who is regularly scheduled for forty (40) hours per week.

ARTICLE 2 MANAGEMENT RIGHTS

SECTION 1: POWERS AND AUTHORITY

Except where such rights, powers, and authority are specifically relinquished, abridged, or limited by the provisions of this Agreement, the Employer retains all the rights, powers, and authority it has historically held. These rights, whether exercised or not, include but are not limited to the following:

- A) To determine the care, maintenance, and operation of equipment and property used for and on behalf of the Town's purposes.
- B) To establish, maintain, and adapt policies, practices, and procedures for the conduct of Town business, and to modify or discontinue such policies, practices, or procedures as needed.
- C) To discontinue processes or operations in whole or in part when deemed necessary.
- D) To establish and maintain the deployment of resources, including shift deployment and minimum staffing levels, at the discretion of the Chief of Service, as well as to determine the number and types of employees required to perform the Town's operations.
- E) To hire, promote, demote, lay off, terminate, or otherwise relieve employees from duty for lack of work or other legitimate reasons when it is in the best interest of the Town or Department.
- F) To prescribe and enforce reasonable rules and regulations for maintaining discipline and ensuring the performance of work in accordance with the Town's requirements, provided such rules and regulations are communicated reasonably to affected employees.
- G) To ensure that incidental duties connected with departmental operations, whether enumerated in job descriptions or not, are performed by employees as required.
- H) Except to the extent expressly abridged by a specific provision of this Agreement, the Town reserves and retains, solely and exclusively, all of its rights to manage the Town and its activities and operations.

SECTION 2: PREVAIL

The Town agrees that this agreement shall prevail if there is a conflict with any policy or procedure.

SECTION 3: POLICY CHANGE(S)

Any changes, amendments, additions, and/or removal of agency policy shall be noticed to the Union President in 30 days, with exception of any change mandated by an authority having jurisdiction or a statutory requirement. The 30 day notice requirement may be reduced upon mutual agreement between the Union and the Town.

ARTICLE 3: UNION SECURITY

SECTION 1: UNION MEMBERSHIP

All members of the bargaining unit shall select between Union and non-Union membership and provide the Employer and the Union verification of designation in writing. Any Employee wishing to change his or her Union/non-Union designation may do so by providing the Employer and the Union written notice of the change.

SECTION 2: WAGE DEDUCTION

Upon written authorization of an employee, the Town shall deduct from the employee's wages Union dues each week.

SECTION 3: DEDUCTION AMOUNT

The total amount deducted each month, in accordance with the provisions of this Article, will be remitted by the Town, together with a list of the employees from whose wages such deductions have been made, to such individual and at such address as shall be specified by the Secretary of the Union. Such remittance shall be made by the last day of the month in which the deductions are made.

SECTION 4: PROCESSING ERRORS

The obligation of the Town for funds actually deducted under this Article terminates upon the delivery of the deductions so made to the person authorized to receive such amounts from the Town. Neither any employee nor the Union shall have any claim against the Town for errors in the processing of deductions unless a claim of error is made in writing to the Finance Director within ninety (90) calendar days after the date such deductions were or should have been made.

SECTION 5: INDEMNIFICATION

The Union agrees to indemnify and save harmless the Town for any liability or sums which the Town is required to pay as the result of any claim arising out of the Town's compliance with or enforcement of the provisions of this Article.

SECTION 6: BULLETIN BOARD

The Town shall place one (1) bulletin board in each Department where EMS employees are regularly assigned for the exclusive use of the Union. All messages will only be posted by Union officers or stewards, on Union stationery bearing the signature of a Union official, and a copy must first be given to the Chief of EMS. The Union agrees it will not post any messages that are defamatory or inflammatory.

SECTION 7: STEWARDS

The Union shall have the right to designate stewards and shall notify the Director of EMS and the Director of Human Resources who the stewards are. One steward or Union officer may have time off from scheduled duties to attend step 1 and 2 grievance hearings or arbitration.

SECTION 8: UNION BUSINESS LEAVE

Union officials shall be allowed the required time off from duty, without loss of pay, to attend official Union conventions and conferences, not to exceed a cumulative total of eighty (80) working hours per fiscal year. Only one Union officer may be excused from duty at a time. Up to two (2) member of the Union negotiating Committee shall be granted leave from duty with full pay for all meeting between the Town and the Union for the purpose of negotiating the term of a contract when such meetings take place at a time during which such members are scheduled to be on duty.

SECTION 9: NEW HIRE NOTIFICATION

The Union will be notified within 10 calendar days of new hires. Notification shall include their full name, title, and contact information.

ARTICLE 4: GRIEVANCE PROCEDURE

SECTION 1: PURPOSE

A grievance shall be defined as a claimed violation of a specific provision of this Agreement. Grievances and demands for arbitration not filed within the time limits set forth below are waived. Grievances not answered within the time limits set forth below will be considered denied so as permitting submission to the next step.

SECTION 2: PROCEDURE

STEP ONE:

Any employee who has a grievance shall submit the grievance via email or in writing within ten (10) calendar days of the event to the Captain setting forth the facts of the grievance, the Agreement provisions in question and the remedy requested. Within ten (10) calendar days after submission of said grievance, the Captain or his designated representative shall render a written decision via email or in writing to the employee and his.

STEP TWO:

If the employee is dissatisfied with the Captain's decision he/she may appeal to the Chief of Service or his designee, via email or in writing within ten (10) calendar days of the date of the Captain's step one decision. The Chief of Service shall schedule a step two grievance hearing and shall render a written decision via email or in writing to the employee and his representative, if represented, within ten (10) calendar days of the step two grievance hearing.

STEP THREE:

A. **Mediation:** If the employee and representative are not satisfied with the decision rendered by the Chief of Service, the grievance may be submitted at the request of the Union within ten (10) calendar days of the date of the step two answer to mediation before the Connecticut State Board of Mediation and Arbitration, with a copy to the Head of Human Resources. The Union and the Head of Human Resources shall meet prior to the mediation date in an attempt to resolve the grievance. Mediation may be waived at either party's request on discharge cases.

B. **Arbitration:** If the grievance is not resolved through mediation, the grievance may be submitted to arbitration, in writing, by the Union with a copy to the Town, within ten (10) calendar days of the completion of mediation. In the event that mediation is waived, the grievance must be submitted to arbitration within ten (10) calendar days of the date of the step two answer. Arbitration shall be before the Connecticut State Board of Mediation and Arbitration, unless, by mutual agreement, all grievances concerning suspension of ten (10) days or more and/or discharge, and any other grievance on which the parties mutually agree, may be submitted to an arbitrator who is either mutually selected by the parties or selected in accordance with the procedures of the American Arbitration Association. In the case of arbitration by a private or AAA arbitrator, the parties shall share equally the cost of arbitration. The decision of the arbitrator(s) shall be final and binding on both parties.

SECTION 3: NOTIFICATION METHOD

All grievances and answers thereto shall be set forth in writing via email. Copies of all documentations and correspondence shall be included with each step of the process.

SECTION 4: REPRESENTATION

Nothing contained herein shall prevent any employee from presenting his own grievance and representing himself in these procedures up to, but not including, arbitration. The Town may require an employee representing himself to sign a waiver of representation. This waiver may be withdrawn at any time during the process.

SECTION 5: FAILURE TO APPEAL

Failure at any step to appeal within the prescribed timelines shall be considered acceptance of the decision rendered.

SECTION 6: GRIEVANCE RESOLUTION

The resolution of a grievance, at any step, will be set forth in writing and signed by the parties directly concerned with said resolution. If the Union is not a party to the settlement, the employer will provide the Union with a copy of same within 10 calendar days.

SECTION 7: EXTENSIONS

Time extensions beyond those stipulated in the grievance procedure may be arrived at, in writing or via email, by mutual agreement of the parties concerned.

SECTION 8: ARBITRATOR AUTHORITY

The arbitrator(s) shall have no authority to add to or subtract from, or otherwise modify the terms of this Agreement.

SECTION 9: FAILURE OF THE TOWN

Failure of the Town, the employees or the Union to insist upon compliance with a specific provision of this Agreement at any given time or times, shall not operate to waive or modify such provision or in any manner whatsoever to render it unenforceable as to any other time or times or as to any other occurrences, provided the circumstances are the same.

SECTION 10: QUALITY ASSURANCE GRIEVANCE

Any training, remediation, or discipline which is as a result of Sponsor Hospital Medical Control, State mandates, State statutes or required certifications are not grievable. This does not waive the Union's right to demand to bargain over identifiable impacts as a result of such changes.

ARTICLE 5: DISCIPLINE

SECTION 1: NOTICE OF DISCIPLINE

Disciplinary actions shall include:

- A) Verbal reprimand (documented);
- B) Written reprimand;
- C) Suspension without pay;
- D) Termination.

The Town shall follow the principles of progressive discipline but based on the severity of the offense, may initiate discipline at a higher degree. A copy of all disciplinary actions shall be given to the union within five (5) business days.

SECTION 2: DISCIPLINE FOR JUST CAUSE

All suspensions and terminations of non-probationary employees must be for just cause and must be stated in writing with reason given to the employee and Union Officer at the time of suspension or discharge. Employees may also be subject to discipline for any violation of the Employer's current rules or policies, or rules or policies hereafter put into effect so long as these policies are not in conflict with other provisions of this Agreement.

ARTICLE 6: ATTENDANCE AND LEAVES

SECTION 1: GENERAL POLICY

Leave is any authorized absence during regularly scheduled work hours that is approved by proper authority. Leave may be authorized with or without pay and shall be granted in accordance with this Agreement on the basis of the work requirements of the department and whenever possible, the personal wishes of the employee.

SECTION 2: TYPES OF APPROVED LEAVE

The following types of leave are officially established:

- A) Injury Leave, Article 10 Section 1
- B) Bereavement Leave, Article 10, Section 3
- C) Family Medical Leave, Article 10, Section 6
- D) Holiday Leave, Article 7
- E) Jury Duty Leave, Article 10, Section 2
- F) Military Leave, Article 10, Section 4
- G) Leave without Pay, Article 10, Section 7
- H) Sick Leave, Article 9
- I) Training Leave, Article 10, Section 5
- J) Vacation Leave, Article 8

SECTION 3: ALL REQUESTS

For all leaves other than sick, injury, or medical leave, requests shall be submitted by approved method to the Chief (or designee) indicating the type of leave, duration and dates of departure and return. All requests must be approved by the Chief (or designee) prior to the taking of leave. For personal leave and other leave with or without pay, the employee must describe the purpose and reason for requesting such leave.

SECTION 4: SICK, INJURY, MEDICAL LEAVE

For sick, injury, or medical leave, employees must submit a return-to-work form, as prescribed by the Human Resources Director, to the Chief for approval to return to duty.

SECTION 5: BENEFITS WHILE ON LEAVE

If an employee is either on an approved leave of absence without pay for more than ten (10) working days in any calendar month or is absent without leave for one (1) or more days in any calendar month without securing subsequent authority for such leave, he shall not accrue vacation or sick leave for that month. Any holiday occurring in conjunction with absence without leave, or without pay shall be forfeited by the employee. For any employee who is granted a leave of absence without pay, except for Family Medical Leave, for a period that exceeds one calendar month, such employee's insurance benefits shall terminate on the first of the month following unless such employee requests that his or her insurance benefits be continued and submits the full premium costs (both the employee's and employer's share to be paid by the employee) for such benefits to the Town for the period of such absence in a manner prescribed by the Human Resources Department. Sick and vacation leave will not accrue for any employee who is out of work for thirty (30) calendar days on a worker's compensation leave until said employee returns to work, either at regular or modified duty.

SECTION 6: ABSENCE WITHOUT LEAVE

An absence of an employee from duty, including an absence for a whole or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of this Agreement shall be deemed an absence without leave. Any such absence shall be without pay and will be subject to disciplinary action. Any employee who is absent from work for two (2) consecutive work days, or on two (2) separate occasions without notifying his or her

Department Head of the reason for such absence or absences shall be considered to have resigned from the Town service and shall be terminated.

ARTICLE 7: HOLIDAYS

SECTION 1: OBSERVED HOLIDAYS

The Union agrees to follow the holidays observed by the Town of Trumbull to include current holidays and any additions whether permanent or temporary. The parties recognize the holiday on the actual date and not the observed date by the Town. The one floating holiday will be determined by the First Selectman.

SECTION 2: HOURS

Holidays are defined as any hours worked between 0000hrs - 2359hrs on the recognized day.

SECTION 3: COMPENSATION

Employees working on the holiday shall receive one- and one-half times (1.5x) their base hourly rate for all hours worked on the holiday. Christmas and Thanksgiving shall be paid at two times (2.0x) their base hourly rate.

SECTION 4: HOLIDAY PAY

All employees covered by this bargaining agreement shall receive eight (8) hours of pay at the employees' base hourly wage for all Town observed holidays.

ARTICLE 8: VACATIONS

SECTION 1: ANNUAL VACATION

Annual vacation leave with pay shall be earned by all regular full-time employees whose normal work week is forty (40) hours or more in the following manner. Vacation hours shall be front loaded on the employee's anniversary date of hire. For purposes of this agreement, employees most recent date of hire.

| Full Years of Service | Annual Anniversary Allotment |
|---|------------------------------|
| Date of Hire to 2nd Anniversary | 80 Hours |
| More than 2 years through 5th Anniversary | 120 Hours |
| More than 5 years through 10th Anniversary | 128 Hours |
| More than 10 years through 11th Anniversary | 160 Hours |
| More than 11 years through 12th Anniversary | 168 Hours |
| More than 12 years through 13th Anniversary | 176 Hours |
| More than 13 years through 14th Anniversary | 184 Hours |
| More than 14 years through 15th Anniversary | 192 Hours |
| 16th plus years | 200 Hours |

A vacation day refers to eight hours of leave with pay for full time employees. Employees may carry over forty (40) hours for 1 to 5 years of service and eighty (80) hours for 5 plus years of service.

SECTION 2: ACCRUALS

Vacation leave may not be used until an employee has served a minimum of one hundred and eighty (180) calendar days postdate of hire. Accrued vacation earned prior to the implementation of this Agreement shall not be forfeited.

SECTION 3: VACATION BIDS

Vacation bids will be conducted immediately following the shift bidding process on the same day. This streamlined approach ensures an efficient scheduling process. Requests for vacation will be accepted from the opening of the bid process until the bidding commences. Vacation time will be awarded by seniority, with each employee eligible to bid in five (5) day increments up to ten (10) days before the next senior employee's bid is considered.

SECTION 4: ADDITIONAL REQUESTS

Once vacation bidding is complete employees may request time off through the scheduling software at least fourteen (14) days prior to the requested day. Approval will be based on a first come first served basis provided there is an open vacation slot. No more than one (1) full time employee of same class shall be approved for vacation time within concurrent shifts.

SECTION 5. EMPLOYEE DEATH

In the event of an employee's death, the spouse, and/or beneficiary, and/or minor children shall receive, on the basis of the employee's current wages, full compensation of any accumulated vacation leave.

SECTION 6. VACATION CASH OUT

Vacation leave is intended for rest and relaxation; therefore, employees are not permitted to cash out vacation time. This article supports employee well-being by encouraging the actual use of earned time off.

SECTION 7. CONTINUOUS SERVICE

Vacation leave shall be determined by the length of continuous service as a full time employee working an average of forty (40) hours per week or more. For purposes of computing vacation leave, employees who leave the Town service and are later restored shall be considered as new employees.

SECTION 8. RESIGNATION

Employees who resign in good standing or who are laid off for lack of work after employment of six (6) months or more or who have retired from the Town service shall be paid for any unused vacation leave that has accrued to their last day of service. For the purposes of this Section, to resign in good standing, an employee shall give a minimum of fourteen (14) calendar days prior notice unless the Town agrees to permit a shorter period of notice. Said notice shall be in writing to the Chief of Service and Human Resource Department by the employee. Normally, leave time shall not be granted during said required period of notice.

SECTION 9. PERSONAL DAYS

Employees shall receive three (3) personal days on January 1 annually. Days shall be requested the same as vacation days and shall not carry over to the following calendar year. Employees hired between January 1 and July 1 shall be credited with three (3) personal days. Employees hired after July 1 shall be credited with two (2) personal days.

ARTICLE 9: SICK LEAVE

SECTION 1: SICK LEAVE ACCRUAL

Full-time employees are entitled to 96 hours of paid sick leave annually accrued in the following manner.

- A) In accordance with the State of Connecticut Law regarding paid sick leave as of January 1st, 2025, each full-time employee will be frontloaded 40 hours of sick time.
- B) In addition, each full-time employee shall receive 4.660 hours of sick leave monthly.
- C) Newly hired full-time employees whose normal work week is forty (40) hours or more shall be afforded sick leave in accordance with State of Connecticut Law regarding paid sick leave on a prorated scale.

SECTION 2: STATE OF CONNECTICUT PAID SICK LEAVE

Hours accrued under the State of Connecticut paid sick leave law shall be utilized in accordance with the statute.

SECTION 3: NON-STATUTORY USE OF SICK LEAVE

In accordance with the Collective Bargaining Agreement and The Town of Trumbull policies, sick leave may be used for the following purposes.

- A) Personal illness or physical incapacity.
- B) Enforced quarantine in accordance with health regulations.
- C) The illness or injury of an immediate family member (defined as spouse, child, stepchild, parent, stepparent, or any family member living with the employee as a dependent) that requires the employee's personal care and attention.
- D) Absence for medical appointments that cannot be scheduled during non-working hours.
- E) Sick leave may be utilized in 15-minute increments.

SECTION 4: PROOF OF ILLNESS.

In the event of five (5) or more consecutive days of sick leave, a doctor's certificate or other proof of illness shall be required, prior to the return to work. Should the Town believe an employee has established a pattern of taking sick leave, notification shall be made to the employee and his/her Union representative that it wishes to meet concerning the matter. Such meeting shall not be construed as superseding the disciplinary/grievance procedure of this Agreement.

SECTION 5: REPORT OF ILLNESS.

On the first and each subsequent day of absence due to illness, the employee must report their illness to their immediate supervisor no later than four (4) hours before their scheduled work assignment. If no supervisor is on duty, the employee must follow the established notification procedures outlined in the Trumbull EMS Policy and Procedure manual. The immediate supervisor will initiate an absence report form and forward it to the Human Resources Department, where it will be filed as part of the employee's attendance record.

SECTION 6: SICK LEAVE ACCUMULATION UPON RETIREMENT

Employees who are at least 55 years old with 10 years of service and retire from the Town of Trumbull will have one-quarter (25%) of their total accumulated sick leave paid out to a maximum of 300 hours.

SECTION 7: SICK LEAVE ACCUMULATION UPON SEPARATION

Upon separation in good standing, for employees who do not meet the definition of Retirement in Section 6 will have one-quarter (25%) of their total accumulated sick leave paid out to a maximum of 150 hours. Separation in good standing means that the employee has voluntarily resigned his/her employment and given the employer at least two (2) weeks of notice.

SECTION 8: PAYMENT UPON DEATH.

In the event of an active full-time employee's death, the employee's spouse, beneficiary, or minor children will receive compensation for all unused accumulated sick leave.

ARTICLE 10: OTHER LEAVES

SECTION 1. INJURY LEAVE

This section is subject to Connecticut Worker Compensation Statutes. Injury leave, as distinguished from sick leave, shall mean leave with pay given to an employee due to absence from duty due to an accident or injury that occurred while the employee was engaged in the performance of his or her duties.

- A) **Notification:** Injuries arising out of an accident in the course of employment and while engaged in the performance of one's duties shall be reported immediately by the employee to his supervisor who shall make a full report on an Accident Report and Investigation Form to the Human Resources Director. Receipt of this report shall be a condition of payment of injury leave benefits.
- B) **Payment:** No payments shall be made if the accident or injury shall have been due to intoxication or willful misconduct on the part of the employee.
- C) **Temporary Disability:** In the case of injuries causing temporary disability for periods of time less than seven (7) calendar days which are not wholly compensable under the Workers' Compensation insurance, the Town shall pay the employee's regular salary during the period of such absence.
- D) **Time off Accruals:** Lost time under injury leave shall not be charged to vacation or sick leave accruals. All employees shall continue to accrue seniority while on injury leave.
- E) **Shift Bidding:** In order to bid, an employee must be fit for duty a minimum of 14 days prior to the start of the scheduled bidding process.
- F) **Employee Status:** It is recognized that the Town has a need to be informed of the status of an employee who is absent due to an injury compensable under Workers' Compensation. Therefore, the employee will comply with reasonable requests from the Town's Workers' Compensation Administrator and/or the Town during any such period of absence.
- G) **Re-Evaluation:** Injury leave will be re-evaluated after 365 days from the original date of injury. If the employee is likely to return to full active duty within 30 days of the one-year mark, an extension of up to 30 days may be granted. If a return to full duty is unlikely, the Town may terminate the employee's full-time employment and permanently replace the position. At the discretion of the Chief of Service, the employee may be retained as a per diem member.

SECTION 2. JURY DUTY

Full Time employees shall be compensated in accordance with Town of Trumbull policy pertaining to Jury Duty. Employees who receive notice of jury duty, may opt to work their normally scheduled shift. The employee shall notify his Department Head of the scheduled jury duty in advance on a request for leave form as provided in Article 6, Section 3.

SECTION 3. BEREAVEMENT LEAVE

- A) All full-time employees working an average of forty (40) hours per week over a 52-week period are eligible for forty hours (40) hours of bereavement leave with pay for the death of the employee's spouse, child, stepchild, mother or father, stepparent and any relation who is domiciled in the employee's household.
- B) All full-time employees shall be granted three (3) bereavement days of leave with pay for the death of the employee's sister, brother, grandchildren, current mother-in-law, current father-in-law, current daughter-in-law, current son-in-law.
- C) All full-time employees shall be granted one (1) bereavement day of leave with pay for the death of the employee's grandmother, grandfather, current brother-in-law, current sister-in-law, niece, nephew, aunt, or uncle.
- D) Bereavement leave must be used within one hundred and twenty (120) days after the date of death.
- E) Bereavement Day shall include any shift(s) that falls within a 24-hour period.

SECTION 4. MILITARY LEAVE

- A) A regular, full-time employee working an average of forty (40) hours per week over a 52 week period, participating in required field training in the Federal Reserve or National Guard shall be entitled to absent himself from his Town duties while engaged in such required field training. During this period, the employee shall be paid the difference, if any, between his regular and military salary. Military leave shall not exceed thirty (30) days in any calendar year. An employee participating in such reserve military training shall give his supervisor or Department Head sufficient advance notice on a request for leave form.
- B) Employees entering the military service of the United States shall be entitled to indefinite leave without pay.
- C) On return from military service, an employee shall be reinstated in his former job and shall receive credit for the yearly increments awarded during his absence on military service provided that he reports for duty within ninety (90) days of his discharge from military service or from hospitalization arising from such service.
- D) The Town will pay to the employee's retirement fund the employer's annual assessment.
- E) No employee shall lose any seniority standing because of military service, including service in the National Guards or organized reservists.

SECTION 5. TRAINING

With approval of the Chief of Service, leave with pay may be granted for the purpose of allowing an employee to participate in conferences, seminars, training courses, and official meetings which enhance the employee's value to the Town. If two or more employees request such leave at the same time, and only one employee can be accommodated, the leave shall be granted based on a rotating seniority.

SECTION 6. FAMILY MEDICAL LEAVE

An employee may be granted a leave of absence without pay, in accordance with the Town of Trumbull Family Medical Leave Policy.

SECTION 7. LEAVE WITHOUT PAY

When the interest of the Town can be benefited, the Human Resources Director and Chief of Service may grant a leave of absence without pay to an employee. Such leave shall not exceed a total of two (2) months, unless extended by the Human Resources Director and Chief of Service. Employees returning from leave without pay will be assigned a shift assignment by the Chief or designee until the next shift bid.

ARTICLE 11: HOURS OF WORK

SECTION 1: WEEKLY HOURS AND SHIFTS

The official workweek for purposes of payroll is defined as beginning at 06:00 hours on Saturday and ending at 05:59 hours the following Saturday. Any regularly scheduled shift that begins prior to 06:00 Saturday morning, shall count towards the previous pay period.

The regular hours of work for all full-time bargaining unit employees shall be forty (40) hours or more per week and eight (8) hours in duration on operational deployment shifts. Shifts may be "stacked" to a maximum of sixteen (16) hours. All parties recognize that the operational deployment includes six (6) hour "impact shifts."

SECTION 2: SHIFT BID

The Chief of EMS or designee shall maintain an official seniority list and update it prior to each shift bid. The shift bid shall take place approximately every six (6) months, alternating between Paramedics and EMTs.

Bid Timeline & Process:

Announcement of Bid, Posting of Priority Shift List and Seniority List (T-Minus 21 Days)

Management shall announce the upcoming shift bid no less than 21 days prior to its commencement.

This announcement shall include a shift priority list, which prioritizes shifts based on the operational needs of the service.

The Chief of EMS (or designee) shall establish a seniority list, distribute and post to all employees, twenty-one (21) day prior to each bid. Any objection to the accuracy of the list must be raised by the Union within seven (7) days of the update of the list.

Non-Bargaining Employees (T-Minus 14 Days)

Non-bargaining unit employees may submit shift requests after the bid announcement.

Fourteen days (14) prior to the start of the bid, a "Per Diem Wish List" will be published reflecting per diem request of Priority Shifts. Full-time bargaining unit members have first right of refusal on any shift within their classification.

Disclosure of Shift Selections (T-Minus 7 Days)

Once shift requests from non-bargaining unit employees are received and verified, management shall post the finalized "Per Diem Wish List" in the same location as the bid announcement.

Special Considerations

In order to bid, an employee must be fit for duty a minimum of 14 days prior to the start of the scheduled bidding process.

SECTION 3: HOLDOVER

The employer reserves the right to hold employees over at the end of their shift to ensure adequate staffing. "Holdover" shall be defined as being directed to remain on duty by management, past the scheduled out time.

The employer reserves the right to hold employees over at the end of their shift to ensure adequate staffing. Employees will not be held over if such hold over results in employee working more than 18 continuous hours. Employees on stacked shifts (16 hours) shall not be held over more than two (2) hours. Employees on single shift (8 hours) shall not be held over more than eight (8) hours.

Hold over hours shall be paid at two times (2X) their regular base hourly rate, regardless of hourly pay modifiers (overtime, holiday, or differentials).

SECTION 4: OPEN SHIFTS

- A) Greater than 14 Days: Scheduled Open Shifts greater than 14 days from the schedule start of the open shift, shall be posted on the electronic scheduling platform as soon as possible. Employees interested in the open shift(s) shall complete a shift pickup request for the desired open shift(s) on the electronic scheduling platform.
 - 1) From the posting of scheduled open shift(s) up to 15 days prior to the scheduled shift(s) management may fill the shift(s) with non-bargaining unit members.
- B) Within 14 Days (or less): Within 14 days of the scheduled open shift(s), it shall be assigned to a bargaining unit member based on the following criteria:
 - 1) Same classification as open shift, with least amount of scheduled hours (during same pay period as open shift).
 - 2) In the event of a tie within classification, seniority.
 - 3) Other classification than scheduled open shift.
 - 4) First come, first serve within same classification, regardless of bargaining unit status.
 - 5) First come, first serve other classification (pending deployment status and needs of service, PSAP requirements).
- C) Within 7 Days: First come, first serve any classification, at discretion of management.

SECTION 5: EXCEPTIONS

Other schedules or exceptions to the normal work week and/or workday, including flexible hours, may be required depending on the needs of the department and Town.

SECTION 6: SPECIAL OPERATIONS

The Town reserves the right to schedule special operations. Selection for such assignments shall be made solely at the discretion of the EMS Chief. Fitness qualifications for such assignment shall be made at the discretion of the Town.

SECTION 7: REPORTING FOR WORK

- A) Employees are required to report to work on time, in full uniform, and must remain on-duty until their scheduled shift end time.
- B) Employees are required to complete all patient care reports for their incidents prior to leaving at the end of their shift.
- C) Excessive tardiness, defined as more than three (3) late arrivals in a single bid cycle, may result in progressive disciplinary action. A late arrival is defined as reporting to work after the scheduled start time.
- D) Punch-ins shall not occur more than seven (7) minutes before the start of the shift without express permission from management.
- E) Any deviation from the scheduled shift time shall be accompanied by the submission of a "Payroll Authorization Form."

SECTION 8: SHIFT SWAPS

Shift swaps will be permitted under the following conditions:

- A) Equal level of care,
- B) Request is submitted a minimum of eight (8) hours prior to the shift start time,
- C) Hour for hour within the same pay period,
- D) Does not create new overtime,
- E) Does not create a new open shift,
 - 1) Bargaining unit employees may swap into an open shift with management approval.
 - 2) Request must be submitted a minimum of seven (7) days in advance of the requested shift.
- F) Any variation of these conditions shall be at the discretion of the Chief of Service or designee.

SECTION 9: OVERNIGHT TASKS

Employees working between the hours of midnight and 5am will not be assigned tasks in the station other than those necessary to maintain vehicles in a ready state. In the event that a task is assigned before midnight it must be completed even if that will require the employee to complete the task after midnight.

SECTION 10: PREPLANNED MEDICAL STANDBY COVERAGE

A) Definition

- 1) "Preplanned medical standby coverage" means the provision of medical care to individuals at preplanned events such as sporting events, concerts, and camps and schools. Any request for emergency response or standby at an emergency scene is not considered preplanned medical standby coverage, and this article does not apply.

B) Staffing Level

- 1) Determination of resources needed at any preplanned medical standby shall be decided by the completion of hazard vulnerability and risk assessment during the planning phase.
- 2) Events subject to this clause will have a risk level greater than 2.49. (See Appendix C: Special Events Risk Assessment).

C) Covered Events

- 1) Management will provide a list of upcoming special events at the time of shift bids, along with the estimated number of employees required from each classification. Estimates are based on historical data and may be adjusted according to the event's incident action plan.
 - i. Additional events may be added after the shift bid, depending on when the request for coverage is received by Trumbull EMS management. Any changes or alterations in required coverages shall be relayed to all collective bargaining members.

D) Staff Responsibilities

- 1) All employees under this agreement are required to work designated special events at the discretion of management.
- 2) Once assigned, the employee(s) will be expected to work that event unless management is able to find other coverage by per diem and/or volunteer staff. Three (3) days prior to the event, if unsuccessful in finding other coverage, the full-time employee will be committed to that event.
- 3) If alternative coverage is offered within three (3) days of the event, the bargaining unit member will have the option to work the event as scheduled, or accept alternative coverage and shall be compensated for one half of the scheduled event hours assigned, at straight time.

E) Event Cancellation

- 1) Event cancellation, prior to three (3) days of event, will remove the full-time employee from that event, however their position in the rotation shall remain unadjusted.
- 2) Event cancellation, within three (3) days of event, full time employee may be compensated for one half of the scheduled event hours assigned.

F) Approved Time Off

- 1) Pursuant to this section, pre-approved time off shall not be taken away from bargaining unit members.

SECTION 11: SLEEP TIME

Bunkroom hours shall be from 22:00 hours to 07:30 hours. Additional hours may be approved by a line officer.

SECTION 12: ORDER-IN

Management reserves the right to mandate any employee of the bargaining unit to cover any shift where failure to do so would jeopardize public health or safety in the Town of Trumbull.

- A) When the Employer is unable to fill an available shift through voluntary means, the assignment of mandatory overtime will be made based on the order-in rotation list(s).
- B) Order-In shall be one (1), eight (8) hour shift. In event of a double shift opening, employee may be offered at management discretion, the option of working the other shift as part of the order-in.
- C) Notification
 - 1) Employees will be given a minimum of seventy-two (72) hours' notice prior to the mandatory shift assignment whenever possible.
 - 2) The Employer shall make all reasonable efforts to fill the mandated shift up to twelve (12) hours before the start of the shift. If the shift is successfully filled, the Employer shall communicate this to the mandated employee, providing them the first right of refusal to keep the shift or be released from the mandate.
 - 3) Once an employee has been assigned and completed an order-in shift (in full), they will be moved to the bottom of the order-in rotation list.
- D) Refusal and Exemptions
 - 1) Bargaining unit employees have a right to refuse an order-in shift assignment once per shift bid cycle without being subject to discipline. A refusal is for a twenty-four (24) hour period but employee refusing the mandate shall stay at the top of the order-in rotation list.
 - 2) If a bargaining employee has refused an order-in shift assignment more than one (1) time in a shift bid cycle due to an extenuating circumstance, the employee must provide documentation of the circumstance to the Employer. The decision to discipline is at the sole discretion of the employer.
 - 3) A bargaining unit employee is exempt from an order-in assignment during scheduled vacation/PTO days including the two (2) days prior to scheduled vacation/PTO days and the two (2) days directly following the scheduled vacation/PTO days.
- E) Maintaining Order-In List
 - 1) The Employer shall maintain a rotating order-in list for each classification.
 - 2) In the event of recurring vacant shift that may necessitate order-in(s), management reserves the right to move the bargaining unit member of that classification with the lowest seniority into the recurring vacant shift until such time adequate scheduling changes can be made or said employee elects to remain in the shift(s).
- F) Compensation
 - 1) When employees are ordered in to cover vacant shifts they shall be compensated at two (2) times their base hourly rate.

SECTION 13: TIME OFF BETWEEN SHIFTS

- A) Except when an employee voluntarily bids for back-to-back shifts, there must be a minimum of six (6) hours between shifts longer than six (6) hours.
- B) Deviations from this section may occur in unforeseen staffing situations during large-scale incidents or extreme weather emergencies.

SECTION 14: SHIFT CHANGE

All employees are required to participate in shift change procedures unless engaged in an ongoing incident. During shift change, outgoing personnel must brief incoming personnel on activities and provide any operational updates relevant to the shift.

ARTICLE 12: WAGES & CLASSIFICATIONS

SECTION 1: PAYMENT FOR OVERTIME

Overtime pay will be granted for work performed in excess of forty (40) hours in a given workweek. Such overtime shall be compensated at a rate of time and one-half (1 ½) the employee's regular hourly rate of pay.

SECTION 2: WAGE SCALE

Upon ratification, employees shall be placed on the new wage scale (Appendix B) commensurate with their full years of service within their current classification. No employee shall suffer a loss of pay as a result of placement on the scale.

SECTION 3: ANNIVERSARY INCREASE

Employees shall advance one step on the scale on start of the fiscal year (July 1), to take effect on the first full pay period.

SECTION 4: COST OF LIVING ADJUSTMENT (COLA)

The wage schedule shall be attached as (Appendix B) and made a part hereof.

- A) Effective July 1, 2024, all bargaining members received a 3.00% increase which was mutually agreed upon by the Town of Trumbull and the Union.
- B) Effective July 1, 2025, the wage schedule then currently in effect shall be increased by 2.75%.
- C) Effective July 1, 2026, the wage schedule then currently in effect shall be increased by 2.75%.

SECTION 5: WAGE SCALE

The wage scale shall be attached as Appendix A and made a part hereof.

- A) As of July 1, 2025, current employees will be placed on the wage placement scale commensurate with their years of service as agreed upon through a memorandum of understanding. (Appendix A).
- B) Effective on July 1, 2026, and each July 1st thereafter employees shall advance one (1) step on the agreed upon wage scale.
- C) All newly hired employees shall be placed on the wage scale up to step five (5) with management verification of experience within the classification.
- D) Internal EMTs upgrading their level of care to Paramedic, shall be placed on the Paramedic wage scale at a step that represents an increase from their current EMT step.
- E) Grade B Paramedics shall have their annual increase recalculated each July 1, based on methodology in Article 25.

SECTION 6: DIRECT DEPOSIT

All employees will be paid through direct deposit and will furnish the Finance Department the necessary information to arrange for said deposit.

SECTION 8: SHIFT & FTO DIFFERENTIALS

- A) **Overnight Differential:** Employees shall receive a \$2.00 per hour differential for hours worked between 22:00 and 06:00.
- B) **Weekend Differential:** Employees shall receive a \$2.00 per hour differential for hours worked between 06:00 and 22:00 on Saturdays and Sundays.
- C) **Field Training Officer Differential:** Employees designated as Field Training Officers (F.T.O.s) will receive a \$3.00 per hour differential for hours worked while training or onboarding new employees or volunteers. Hours to be verified through submission of proper documentation.
Note: EMS students performing clinical ride-time do not qualify for this differential.

- D) **No Stacking of Differentials:** Shift differentials cannot be combined. Employees are eligible for only one differential rate at a time. Higher of the differentials shall prevail.

ARTICLE 13: INSURANCE

SECTION 1: COVERAGE

Employees and their eligible dependents shall be entitled to the following insurance coverage:

- a. The State of CT Partnership Plan 2.0 for health, pharmacy, vision, and dental coverages. (Dental Coverage \$1500 Annual Maximum Plan with option for DHMO). In addition, employees will be subject to the State Health Enhancement Program including penalties for non-compliance resulting from deductible and premium penalties.
- b. Coverage eligibility for employees and eligible dependents shall commence on the first of the month following employment and shall end the last day of the month in which they are separated. Coverage for eligible dependents shall continue up to age 26 for health, pharmacy, dental, vision irrespective of student status.
- c. Life insurance \$50,000 (employee only) plus an AD&D Policy in the amount of \$50,000, as defined by the policy.

Effective July 1, 2024, employees shall contribute seventeen and a quarter (17.25%) percent per year of the premium cost of the above insurances (except life insurance) which shall be paid via payroll deduction^s.

Effective July 1, 2025, employees shall contribute seventeen and a half (17.50%) percent per year of the premium cost of the above insurances (except life insurance) which shall be paid via payroll deductions.

Effective July 1, 2026, employees shall contribute eighteen (18%) percent per year of the premium cost of the above insurances (except life insurance) which shall be paid via payroll deductions.

SECTION 2: APPLICABILITY

New employees shall be eligible to receive the above benefits on the first of the month following date of hire.

SECTION 3: DISABILITY

The Town shall provide, at no expense to the employees, a disability insurance which will provide at least sixty-six and two-thirds (66.66%) replacement income for twenty-six weeks after the fifteenth day of absence for any non-work-related illness or injury. Such sixty-six and two-thirds (66.66%) pay shall be based on the employee's regular weekly base pay.

Employees have the option of using any or all sick leave accumulation in lieu of commencing such plan on the sixteenth day; provided that employees shall not be entitled simultaneously to disability pay and sick leave pay. Notwithstanding the above, short term disability benefits are only available once the employee has used all but thirty (30) of his/her sick days.

SECTION 4: TOWN WITHDRAWAL

The Town shall have the unilateral right to withdraw from the State Partnership Plan. In the event the Town elects to withdraw, it shall notify the Unions of its decision as soon as possible. Penalties assessed by the State resulting from the Town's decision to withdraw from the State Partnership shall be the responsibility of the Town. The Unions agree to negotiate on a coalition basis over the health benefits plan. The employee medical contribution rate shall also be the subject to negotiations upon withdrawal but shall not be conducted on a coalition basis. In the event an agreement is not reached within forty-five (45) days from said notice, the parties agree to proceed immediately to binding arbitration. The arbitration shall be a "one issue" arbitration with the Town and the Coalition each submitting their proposal for the medical plan design. The parties agree to make their best efforts to expedite the process to ensure a decision within sixty (60) days of the expiration of the forty-five (45) day window for negotiations. The Unions may, if there is a substantial change in the State Partnership Plan 2.0 benefits, request bargaining over a substitute plan. In order to make such a request, the group must constitute at least a majority of the Town unions representing at least 50% of the Town's unionized employees. If this criterion is met, negotiations would reopen for all the bargaining groups as a coalition. This reopener applies during the term of the applicable

contract. Such demand to bargain over a substitute plan of benefits shall be made within thirty (30) days of such change. If the request to bargain is not made within thirty (30) days, then the Plan will remain with the changes. If bargaining occurs, it shall be the process as outlined above.

SECTION 5: RETIREMENT

Upon retirement from the Town of Trumbull, employees may elect to purchase, at their own expense, the medical, hospitalization, vision and prescription coverage then in effect and provided to bargaining unit employees through the Town at the Town's group rate. Employees so electing shall make payment for said insurances in the manner specified by the Town. Employees must be between the ages of sixty-two and sixty-four, inclusive, in order to purchase such benefits. Upon reaching Medicare age the employee shall be entitled to purchase through the Town's group rate Medicare Supplemental insurance and supplemental drug rider.

SECTION 6: INSURANCE WAIVER

Eligible employees may elect to waive all group health coverage. Notice of intent to elect and re-elect the waiver must be filed with the Human Resources/Civil Service Department by the end of open enrollment. The waiver shall remain in effect until the employee files a written request for reinstatement of insurance. Reinstatement of Town medical coverage during the plan year is permitted if the employee experiences a qualifying event.

SECTION 7: INTERNAL REVENUE

The Town will make available to the employee an Internal Revenue Code §125(a) plan, such that employee contributions toward health insurance will be treated as paid with pre-tax dollars.

ARTICLE 14: DEFINED CONTRIBUTION PLAN

SECTION 1: TOWN OF TRUMBULL DEFINED CONTRIBUTION RETIREMENT PLAN

Employees are provided with retirement benefits under the Town of Trumbull Defined Contribution Retirement Plan. Any changes made in the Plan which would decrease the benefits available to the employees or increase the rate of contribution by employees shall be done only through collective bargaining. Access to the plan shall be available through the online portal. All employees must participate in the Town Defined Contribution Retirement Plan once they become eligible for said plan and they must remain participants of the plan while employed by the Town.

SECTION 2: CONTRIBUTION

The Town and employee shall each contribute to the Defined Contribution Retirement Plan the amount of seven (7%) percent of the employee's annual base salary. Contributions will commence on the first of the month following date of hire.

ARTICLE 15: SENIORITY

SECTION 1: SENIORITY DEFINED

- A) Town Seniority is defined as an employee's length of continuous service with the Town of Trumbull since their most recent date of hire as a full-time employee. Town seniority applies to all town provided benefits.
- B) TEMS Seniority shall be defined as an employee's length of continuous service within a full-time bargaining unit position, commencing upon the employee's date of hire in that classification. TEMS seniority applies to shift bid order, vacation bid order, open shift assignments in that classification.
- C) A per diem employee that changes status to full-time shall have their seniority reset to the new full-time date of hire and will be added to the bottom of the existing seniority list. An employee who upgrades classification (EMT to paramedic) will have their seniority reset and will be added to the bottom of the existing seniority list in the new job classification. Seniority of employees hired on the same day shall be determined by the following:
 - 1. Length of prior TEMS service (including volunteer, per diem and full time in any job classification.) If still tied, then:
 - 2. Pre-employment written test score.

SECTION 2: TEMS SENIORITY LIST

- A) The initial seniority list for this agreement shall be established by the Chief of EMS or designee using the criteria set forth in the MOU dated 2/13/2025.
- B) The Chief of EMS or designee shall maintain an official seniority list and update it prior to each shift bid.

SECTION 3: LOSS OF SENIORITY

- A) **Town Seniority:**
 - 1) Any bargaining unit employee shall forfeit all accrued seniority upon:
 - i. Termination
 - ii. Resignation not in good standing.
 - 2) Employees who resign (in good standing) and return within 180 days will retain previously accrued seniority.
 - 3) Seniority shall not accrue during time of separation (including layoff).
 - 4) Change in job classification does not alter Town seniority.
- B) **TEMS Seniority:**
 - 1) Ceases upon change of status (leaving full time) and/or classification (level of care).
 - 2) Employees who leave a bargaining unit position, and remain with the department will retain previously accrued seniority, if they return within 180 days.

Special Considerations

An employee's length of service shall not be reduced due to time lost because of sick leave, authorized paid leave of absence, or layoff for a period not exceeding twelve (12) months or the length of service, whichever is less.

ARTICLE 16: PROBATIONARY PERIOD

SECTION 1: PURPOSE

The probationary or working test period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work for securing the most effective adjustment of a new employee whose performance does not meet the required work standards.

SECTION 2: DURATION

Duration of the Probationary Period. All new employees shall be required to complete successfully a working test during a probationary period as follows:

- A) Employees shall serve a probationary period of one-hundred eighty (180) days from date of hire. Employees promoted from EMT to paramedic will have a ninety (90) day trial period, which will begin once Medical Control is granted. Employees that fail to successfully complete their promotional probationary period may be returned to the lower classification (EMT), unless there is just cause for the employee's dismissal. If the employee was a full-time EMT prior to the promotion, said employee may return to that position. If no position is available, the Chief will designate him/her to a per diem EMT position until a full time position becomes vacant.
- B) Extensions of the above probationary periods not to exceed an additional thirty (30) days may be granted by the Human Resources Director upon request of the Chief of EMS. In the event that the Human Resources Director extends an employee's probationary period he shall notify the employee and the Union in writing of same.

SECTION 3: INTERRUPTION

No leave from service during the probationary period, with or without pay, shall be counted as a part of the total probationary service required, unless otherwise recommended by the appointing authority and approved by the Human Resources Director.

SECTION 4: DISMISSAL

At any time during the probationary period the Town may remove an employee if, in the opinion of the Town, the probationary employee's performance indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily. Upon such removal, the Human Resources Director shall notify the employee of the reason(s) for dismissal. Dismissal during the probationary period is not subject to the grievance and arbitration process.

ARTICLE 17: LAYOFF PROCEDURE

SECTION 1: LAYOFF PERMITTED

An appointing authority, with the approval of the Director of Human Resources, may layoff an employee whenever it is deemed necessary by reason of shortage of work or funds, the abolition of the position, material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect discredit on the service of the employee.

SECTION 2: LAYOFF PROCEDURE

In the event of a layoff, an affected employee shall receive three (3) weeks written advance notice.

SECTION 3: ORDER OF LAYOFF

In the event of layoffs within a particular classification and status, employees in that classification and status shall be laid off in reverse order of seniority with probationary employees subject to layoff first. In lieu of layoff, an affected employee may elect to displace the least senior employee in any equal or lower classification in the bargaining unit, regardless of status, for which the employee meets the requirements of the position.

SECTION 4: RECALL

Employees who are laid off shall have recall rights for a period of one (1) year and six (6) months from the date of layoff and only to the classification and status from which the employee was laid off. The most senior employee in the classification and status laid off shall be the first employee called back provided he is presently qualified to perform the work and meets all job requirements in the job classification to which he is recalled without further training beyond orientation. Employees shall have two (2) weeks from the date the Town sends a notice of recall to the employee at his last known address, via certified mail, to return to the job. Employees returning from lay off status shall have their seniority, benefits accrual rate, and rate of pay restored, including any contractual raises that were issued during the layoff to levels he/she had prior to the layoff. There will be no retroactivity in compensation for employees returning from a lay off.

ARTICLE 18: VACANT POSITIONS

SECTION 1: VACANCY

When the Town determines that a vacancy or new position within the bargaining unit shall be filled, the vacancy or new position shall be "posted" for a minimum period of ten (10) calendar days to a maximum of twenty-one (21) calendar days unless no qualified applications are received and shall be filled consistent with the Town policy and applicable provisions of the Collective Bargaining Agreement. Bargaining Unit Members interested shall apply through the Human Resources application software.

SECTION 2: AWARD

In accordance with the provisions of Article 25, the positions shall be awarded to the senior qualified employee within the appropriate classification.

ARTICLE 19: SAFETY AND HEALTH

SECTION 1: SAFE WORK ENVIRONMENT

The Town agrees to provide a safe work environment for all employees.

SECTION 2: JOINT SAFETY COMMITTEE

A joint safety committee shall be formed by the Town and the Union and said committee shall meet to review and recommend safety and health conditions. The Union shall designate one member to represent the Union on the safety committee and the Town shall endeavor to relieve said member from duty to attend said meetings.

SECTION 3: IMMUNIZATIONS

The Town shall provide, free of charge to the employee, medical injections for immunizations from the common and contagious diseases during the period of time generally recommended by the medical community and any immunizations required by law for EMS employees. Dates will be determined in advance, whenever possible, to assure employees will receive the injections at the most effective times.

SECTION 4: SMOKING

Smoking shall be prohibited in the workplace and in any Town vehicle. In addition, employees are prohibited from smoking during any phase of any call, while engaged in any drill and/or training; or while dealing with the public. Employees who smoke in designated areas shall clean up all smoking by-products after use.

SECTION 5: CONN-OSHA/OSHA COMPLIANCE

All employees of this collective bargaining agreement will comply with all CONN-OSHA/OSHA Standards and applicable subsections.

ARTICLE 20: NONDISCRIMINATION

SECTION 1: NONDISCRIMINATION

Neither the Town nor the Union shall discriminate against any employee on the basis of race, color, religion, national origin, age, sex, marital status, sexual orientation, physical or mental disability, union activity or political activity, or any other non-job-related characteristic. Whenever the male gender is used in this Agreement, it shall be construed to include equally both male and female employees.

ARTICLE 21: NO STRIKE/NO LOCKOUT

SECTION 1: NO STRIKE

The Union, its officers, agents or employees agree that they will not instigate, promote, sponsor, engage in or condone any strike (including sympathy strikes), slowdown, or any other concerted stoppage of work. Employees who are not on duty maintain their right of freedom of expression provided there is no breach of this Section.

SECTION 2: NO LOCKOUT

The Town will not instigate a lockout over a dispute with the Unit so long as there is no breach of Section 1 of this Article.

ARTICLE 22: MISCELLANEOUS

SECTION 1: EVALUATIONS

Employees shall be given a copy of their annual evaluation form on or around their anniversary date.

SECTION 2: COPIES OF AGREEMENT

The Town will post a copy of this Agreement on the Town of Trumbull website within thirty (30) days after the effective date of this Agreement. New employees will be informed of the website posting at the time of hire.

SECTION 3: TUITION REIMBURSEMENT

Employees with one (1) year of continuous service may apply for educational refund for course or seminar towards a certificate program and/or degree at an accredited college. This section is subject to budgetary funding.

Employee must complete an application for reimbursement between July 1 and July 31. Allocated funds are distributed evenly up to \$350.00 per person. Applications for reimbursement or additional classes outside of the July window may be approved based on availability of funds on a first come first served basis up to the maximum of \$350.00.

The Chief of Service has the prerogative to approve or disapprove such application depending on the nature of the course taken and the degree which is being matriculated for, and its relevancy to the employee's position in the Town. Employee shall be notified of application reimbursement approval, and upon submission of proof of completion with a passing score the employee shall be reimbursed up to \$350.00, not including books and materials.

SECTION 4: PROFESSIONAL FEES AND LICENSES

All employees must maintain required certifications. Employees must successfully complete any pertinent training assigned by the Chief of EMS or his designee. The Town agrees to provide the following training during duty hours at no cost to the employee: ACLS, PALS, CPR. Reimbursements may also be granted for in-house refresher courses.

The Town will reimburse the annual state license renewal fee, provided the employee has successfully completed their probationary period. Requests for reimbursement must be submitted to Management within 45 days of the payment date.

SECTION 5: UNIFORM CREDIT

- A) At all times, employees must be able to maintain a serviceable uniform as determined by the EMS Chief or their designee.
- B) The following uniform items will be issued as the standard uniform for all new full-time employees:
 - 1) Shirts (Polo style or Class B)- Quantity 3
 - 2) Employees shall be issued a Winter Jacket that is ANSI/OSHA compliant.
 - 3) Winter cap- Quantity 1
- C) Uniform Credit
 - 1) Effective July 1st following ratification, employees shall receive a \$450.00 uniform credit.
 - 2) Uniform credit shall be coordinated with management to be used at an approved Trumbull EMS vendor.
 - 3) Approved uniform purchases shall consist of articles of clothing worn on shift that meets the departmental uniform standard. This may include the purchase of boots (up to available balance of credit).
 - 4) In the event an approved uniform vendor does not have a requested item, the employee may purchase the item and submit for reimbursement with preapproval from management.

- D) New Employees will be issued a standard uniform listed in B. Employees will be allowed a pro-rated uniform payment once his or her probationary period has been successfully completed. The pro-rated credit will be based on the amount of months left in the fiscal year.
- E) Within sixty (60) days of ratification, the Town and Union shall meet through Labor Management meetings to determine a list of approved items for which the uniform credit may be used.
- F) Employees are not eligible to roll over any remaining balance.
- G) Employees must utilize any funds from their balance no later than May 31.

ARTICLE 23: SAVINGS CLAUSE

SECTION 1: UNLAWFUL OR UNENFORCEABLE

Should any article, section or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction or the Connecticut State Board of Labor Relations, such decisions shall apply only to the specific article, section or portion thereof directly related to the decision. Upon issuance of such a decision, the parties agree, where applicable, to negotiate a substitute for the invalidated article, section or portion thereof.

SECTION 2: PREVAIL

This contract represents complete collective bargaining and full agreement between the parties as to rates of pay, wages, hours of employment, benefits, pensions, or other conditions of employment which shall prevail during the term of this agreement.

ARTICLE 24: SUBSTANCE ABUSE TESTING

SECTION 1: PURPOSE

The purposes of this policy are as follows:

- A. To establish and maintain a safe, healthy working environment for all employees and to protect the public;
- B. To insure the reputation of the Town of Trumbull EMS Department and its paramedics and EMT's as good, responsible citizens worthy of the public trust;
- C. To reduce the incidents of accidental injury to person or property;
- D. To reduce absenteeism, tardiness and indifferent job performance; and
- E. To provide assistance toward rehabilitation for any employee who seeks help in overcoming any addiction to, dependence upon, or problem with alcohol or drugs.

SECTION 2: DEFINITIONS

- A. Alcohol or alcoholic beverage-means the intoxicating agent in beverage alcohol,
- B. Ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.
- C. Drug - means any substance (other than alcohol) capable of altering the mood, perception, pain level or judgment of the individual consuming it.
- D. Prescribed drug-means any substance prescribed for the individual consuming it by a licensed medical practitioner.
- E. Illegal drug - means any drug or controlled substance, the sale, possession or consumption of which is illegal.
- F. Supervisor-means any Supervisor or the Director of EMS or his designee.

SECTION 3: BASIS FOR TESTING

- A. Reasonable suspicion testing - an employee may be required to undergo testing based on "reasonable suspicion". Reasonable suspicion shall mean when objective facts and observations are brought to the attention of a supervisor, based on the reliability and weight of such information, such that the supervisor can reasonably infer that, or suspect that, the employee is using illegal drugs, is abusing prescribed drugs, or is reporting for duty (or on duty) under the influence of alcohol or drugs. Reasonable suspicion must be supported by specific facts which may include, but are not limited to: the appearance, speech, behavior, body odors, of the employee; reports and observations of the employee's drug related activities, such as purchase, sale or possession of illegal drugs; association with known illegal drug dealers or users; observation of the employee at known illegal drug or suspected illegal drug related locations; an otherwise unexplained change in the employee's behavior or work performance; an observed impairment of the employee's ability to perform his or her duties.
- B. If the employee is ordered to undergo a reasonable suspicion drug and/or alcohol test he shall be given a brief verbal statement of the basis for the reasonable suspicion. A verbal directive to submit to such test shall be confirmed in writing, but the testing shall not be delayed pending the issuance of the written directive.

SECTION 4: TESTING PROCEDURES

Testing shall be performed by a licensed laboratory or third-party administrator who is trained and/or certified to perform testing. Testing will be done with due regard for chain of custody and for the employee's right to privacy, subject to standard testing protocols to insure a valid sample.

Testing for alcohol shall be by breathalyzer and, if positive, there shall be a re-confirming test after fifteen minutes. Testing for drugs shall be by urine testing.

For urine testing, the sample will be split into two parts. An employee whose drug test results in a positive report may, within forty-eight hours of receiving notification of such result, request in writing to the Director of EMS that the second part of the sample be made available for re-testing at a licensed laboratory of the employee's choosing. The second part of that sample shall be transferred to that laboratory in such a manner as to insure the proper chain of custody. The second test performed at the employees' request, shall be at the employee's expense. If the second test is negative, the positive test shall be null and void and the Town shall reimburse the employee for the cost of the second test.

Post-accident testing for alcohol/illegal substances shall be done immediately following any motor vehicle collision during work hours while operating a Town vehicle that results in injury to any party involved and/or motor vehicle infraction/citation to the Town employee.

SECTION 5: INTERFERENCE

Interference with or refusal to submit to testing - any alteration, switching, substituting or tampering with a sample or test given under this policy by any employee shall be grounds for immediate suspension and subsequent disciplinary action which may include termination. The refusal by an employee to submit to a drug or alcohol screening test pursuant to the provisions of this policy, or to cooperate in providing information needed in connection with the testing, shall result in the employee's immediate suspension without pay and subsequent disciplinary action which may include termination.

SECTION 6. REHABILITATION

The opportunity for rehabilitation shall be granted once for any employee who voluntarily admits to alcohol or drug abuse prior to notification of testing.

The employee shall use accumulated sick or vacation leave for the period of any absence for the purpose of rehabilitation. All treatment will be at the sole expense of the employee, to the extent that it is not covered by the employee's health insurance. As part of any rehabilitation program, the employee may be required to undergo periodic screening for drugs and/or alcohol for a period of 36 months (up to 48 months if recommended by the Substance Abuse Professional) after his return to duty. The frequency of this testing will be at the discretion of the Chief of EMS. This testing is in addition to random testing which the employee will continue to be subject to. If after screening, the employee tests positive, he will immediately be suspended without pay and will be subject to termination.

Nothing in this policy shall preclude disciplinary action against an employee who is involved in any drug/alcohol related misconduct.

SECTION 7: CONSEQUENCES

Consequences of a positive test - the consequence of a positive test shall be as follows:

- A. For use of an illegal drug or for use of a drug prescribed to someone other than the employee - termination.
- B. For abuse of a legally prescribed drug to the employee - first offense, 30-day suspension. Subsequent offense, termination.
- C. For alcohol (at the level of .04 or greater) - first offense, 30-day suspension. Subsequent offense, termination.

ARTICLE 25: PARAMEDIC GRADE B PROGRAM

SECTION 1: PARAMEDIC GRADE B OPENING

Both Employee Classifications

When a Full Time Paramedic position becomes available, or Trumbull EMS Administration has knowledge of upcoming position opening, Full Time and Per Diem Grade B Paramedics may be offered the Full-Time position with Full Time Grade B providers having priority.

Full Time Classification

Upon Full Time Paramedic Grade A position opening, offer of position shall be made to the Full Time Paramedic Grade B with the most Grade B seniority. In the event of a tie between two Full Time Paramedic Grade B employees, company seniority shall be utilized as a tie breaker.

Full Time Paramedic Grade B employees shall be granted one (1) free right of refusal upon being offered a Grade A position. Should the same employee refuse offer of Grade A position a second time, they shall be removed from the Grade B program and returned to their Full Time EMT position with their seniority intact.

Per Diem Classification

No Additional Information

SECTION 2: INCLUSION

Both Employee Classifications

- A) Graduate of Paramedic School with current State of Connecticut and National Registry Paramedic License.
- B) Has all required certifications and/or credentials as defined by Sponsor Hospital Council of Greater Bridgeport.
- C) Submission of Letter of Intent to the Chief of Trumbull EMS.
- D) Successful passing grade on Trumbull EMS Paramedic hiring process practical and written examinations.

Full Time Classification

- A) Current EMT Full Time with minimum of 6 months field experience as Full Time EMT with Trumbull EMS, in good standing.
- B) Available Full Time Paramedic Grade B slot (Max of 2)

Per Diem Classification

- A) Current EMT Per Diem with minimum of 6 months field experience as Per Diem EMT with Trumbull EMS, in good standing.
- B) Available Per Diem Paramedic Grade B slot (Max of 2)

SECTION 3: EXCLUSION

Both Employee Classifications

Any Paramedic who has greater than 6 months experience in a high call volume 911 agency as a Paramedic may be excluded from the Paramedic Grade B program.

Full Time Classification

No Additional Information

Per Diem Classification

No Additional Information

SECTION 4: PRECEPTING PROCESS / TIMELINE

Both Employee Classifications

- A) Grade B Paramedic position opening, Full Time or Per Diem.
- B) Candidate submits letter of intent to the Chief of Trumbull EMS.
- C) Trumbull EMS review of candidate(s), which may include:
 - 1. Motor Vehicle and/or Criminal Background Check
 - 2. Oral Interview
- D) Conditional Offer made to candidate(s) entering program and signature of program agreement.
- E) Completion of Sponsor Hospital Council of Greater Bridgeport Medical Control (SHCGB) Application.
 - 1. SHCGB Written Examination.
 - 2. SHCGB Interview.
- F) Sponsor Hospital Field Precepting Requirements.
- G) As candidate approaches fulfillment of requirements, schedule of review and check ride with Clinical Captain.
- H) Clear ride with Medical Control EMS Coordinator(s).
- I) Trumbull EMS Field Precepting Requirements.
- J) Successful Entrance into Trumbull EMS Grade B Paramedic.

Full Time Classification

Full Time candidates shall be expected to complete the process of precepting in under three (3) months. The precepting process shall consist of the following steps:

- A) Candidate will be required to complete 15 incidents and 5 interventions.
- B) Incidents must have patient contact that warrants a full ALS level assessment and includes at minimum one (1) ALS level intervention.

Per Diem Classification

Per Diem Candidates shall have the same expectations as Full Time, however, are required to precept for minimum one (1) month to a maximum of three (3) months.

SECTION 5: SCHEDULING**Both Employee Classifications**

No Additional Information

Full Time Classification

Any Full Time EMT that has successfully completed the steps to become a cleared Grade B Paramedic will remain on their templated or bid shifts. They will continue to bid, while within the role of Grade B Paramedic, as an EMT with their Full Time EMT Seniority.

Per Diem Classification

- A. Prior to being cleared.
 - 1. While precepting for medical control, any Per Diem EMT shall commit to working a minimum of 16 hours every week as a precepting Paramedic, along with 8 (eight) hours as an EMT.
- B. After being cleared.
 - 1. Once the Per Diem EMT has successfully become a Grade B Paramedic, that provider shall work a minimum of 16 hours per week as a Paramedic. Grade B Paramedics shall only work shifts that are with an approved Paramedic Field Instructor by Trumbull EMS.
 - 2. Per Diem Grade B Paramedics are required to submit a minimum of 32 hours of availability every month. Availability may be used in place of hours worked at the Chief of Trumbull EMS's discretion.

SECTION 6: OPERATIONS**Both Employee Classifications**

- A. Book offs: In the event the partner of the Grade B Paramedic calls out of his/her shift, the Grade B Paramedic may take over primary Paramedic responsibilities for that shift. In this event, the Grade B Paramedic may be eligible for compensation in the form of shift differential. Shift differential shall be the dollar difference between Grade A and Grade B Paramedic.
- B. Overtime: Grade B Paramedic may request overtime as a Paramedic or EMT, however, Grade A Paramedics will take priority for overtime.

Full Time Classification

No Additional Information

Per Diem Classification

No Additional Information

SECTION 7: SENIORITY

Both Employee Classifications

Company seniority will continue to accrue until candidates have successfully cleared all required steps.

Full Time Classification

Once cleared, Full Time Grade B Paramedics will remain in the EMT seniority list, without receiving any deduction(s) to their balance. Their Paramedic seniority shall commence accruing on the date in which they start as a Grade A Paramedic. When the employee advances to Grade A, they will carry over one half of their accrued seniority.

Per Diem Classification

Once cleared, Per Diem Grade B Paramedics will move into the Per Diem Paramedic seniority list and carry over one half of their accrued seniority. When moving from Grade B to Grade A, Paramedic will not receive a deduction in their seniority since already receiving the deduction when being cleared.

SECTION 8: PAY RATE

Both Employee Classifications

While precepting for medical control, Paramedics will receive their EMT level pay rate.

Full Time Classification

When cleared, Full Time Grade B Paramedic's pay shall be the middle point of their EMT pay and the lowest Full Time Paramedic. Upon being elevated to Full Time Paramedic Grade A, their pay will be adjusted accordingly.

Per Diem Classification

When cleared, Per Diem Grade B Paramedic's pay shall be the middle point of their EMT pay and the lowest Per Diem Paramedic.

ARTICLE 27: DURATION

This Agreement shall become effective on July 1, 2024 and shall remain in full force and effect up to and including June 30, 2027. Additionally, the Union and the Employer agree that all terms and conditions of this Agreement will remain in full force and effect, unless changed by mutual agreement of both parties. Either party may give notice in writing of its desire to revise or terminate this Agreement not less ninety (90) calendar days prior to expiration.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below:

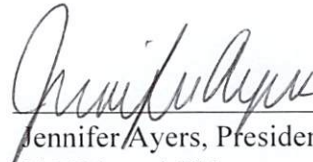
For the Employer:


 7/18/2025
Vicki A. Tesoro, First Selectman Date

 7/18/2025
Thomas McCarthy, Director of HR Date

For the Union:

 7-18-25
Scott Schaub, Chief Negotiator Date
IAEP/NAGE

 7/18/25
Jennifer Ayers, President Date
IAEP Local 604

 7/18/25
Andrew Hyduchak, Treasurer Date
IAEP Local 604

ARTICLE 28: APPENDICES

| APPENDIX | TITLE |
|----------|--------------------------------|
| A. | Wage Placement Scale |
| B. | Wage Scale |
| C. | Special Events Risk Assessment |
| D. | |
| E. | |
| F. | |
| G. | |
| H. | |

APPENDIX A: WAGE PLACEMENT SCALE

| | | 0-11.99 | STEP 1 12-23.99 | STEP 2 24-35.99 | STEP 3 36-47.99 | STEP 4 48-59.99 | STEP 5 60-71.99 | STEP 6 72-83.99 | STEP 7 84-95.99 |
|------------------|----------------------------|---------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| EMT | | Year 1 | \$750.00 | \$1,000.00 | \$1,000.00 | COLA | \$1,500.00 | COLA | \$1,750.00 |
| 7/1/2024 | Employee Rate + 3.0% COLA | \$26.42 | | | | | | | |
| 7/1/2024 | Anniversary Step | \$26.42 | | | | | | | |
| 7/1/2024 | Annual | \$54,953.60 | | | | | | | |
| 7/1/2025 | Employee Rate + 2.75% COLA | \$27.15 | | | | | | | |
| 7/1/2025 | Anniversary Step | \$27.15 | \$27.51 | \$27.99 | \$28.47 | \$28.47 | \$29.19 | \$29.19 | \$30.03 |
| 7/1/2025 | Annual | \$56,472.00 | \$57,214.82 | \$58,214.82 | \$59,214.82 | \$59,214.82 | \$60,714.82 | \$60,714.82 | \$62,464.82 |
| 7/1/2026 | Employee Rate 2.75% + COLA | \$27.89 | | | | | | | |
| 7/1/2026 | Anniversary Step | \$27.89 | \$28.25 | \$28.73 | \$29.22 | \$29.22 | \$29.94 | \$29.94 | \$30.78 |
| 7/1/2026 | Annual | \$58,017.61 | \$58,767.61 | \$59,767.61 | \$60,767.61 | \$60,767.61 | \$62,267.61 | \$62,267.61 | \$64,017.61 |
| PARAMEDIC | | Year 1 | \$750.00 | \$1,000.00 | \$1,000.00 | COLA | \$1,500.00 | COLA | \$1,750.00 |
| 7/1/2024 | Employee Rate + 3.0% COLA | \$34.18 | | | | | | | |
| 7/1/2024 | Anniversary Step | \$34.18 | | | | | | | |
| 7/1/2024 | Annual | \$71,094.40 | | | | | | | |
| 7/1/2025 | Employee Rate + 2.75% COLA | \$35.12 | | | | | | | |
| 7/1/2025 | Anniversary Step | \$35.12 | \$35.48 | \$35.96 | \$36.44 | \$36.44 | \$37.16 | \$37.16 | \$38.00 |
| 7/1/2025 | Annual | \$73,049.50 | \$73,799.50 | \$74,799.50 | \$75,799.50 | \$75,799.50 | \$77,299.50 | \$77,299.50 | \$79,049.50 |
| 7/1/2026 | Employee Rate + 2.75% COLA | \$36.09 | | | | | | | |
| 7/1/2026 | Anniversary Step | \$36.09 | \$36.45 | \$36.93 | \$37.41 | \$37.41 | \$38.13 | \$38.13 | \$38.97 |
| 7/1/2026 | Annual | \$75,058.36 | \$75,808.36 | \$76,808.36 | \$77,808.36 | \$77,808.36 | \$79,308.36 | \$79,308.36 | \$81,058.36 |

APPENDIX B: WAGE SCALE

| | | 0-11.99 | STEP 1 12-23.99 | STEP 2 24-35.99 | STEP 3 36-47.99 | STEP 4 48-59.99 | STEP 5 60-71.99 | STEP 6 72-83.99 | STEP 7 84-95.99 |
|------------------|----------------------------|---------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| EMT | | Year 1 | \$750.00 | \$1,000.00 | \$1,000.00 | COLA | \$1,500.00 | COLA | \$1,750.00 |
| 7/1/2024 | Employee Rate + 3.0% COLA | \$26.42 | | | | | | | |
| 7/1/2024 | Anniversary Step | \$26.42 | | | | | | | |
| 7/1/2024 | Annual | \$54,953.60 | | | | | | | |
| 7/1/2025 | Employee Rate + 2.75% COLA | \$27.15 | | | | | | | |
| 7/1/2025 | Anniversary Step | \$27.15 | \$27.51 | \$27.99 | \$28.47 | \$28.47 | \$29.19 | \$29.19 | \$30.03 |
| 7/1/2025 | Annual | \$56,472.00 | \$57,214.82 | \$58,214.82 | \$59,214.82 | \$59,214.82 | \$60,714.82 | \$60,714.82 | \$62,464.82 |
| 7/1/2026 | Employee Rate 2.75% + COLA | \$27.89 | | | | | | | |
| 7/1/2026 | Anniversary Step | \$27.89 | \$28.25 | \$28.73 | \$29.22 | \$29.22 | \$29.94 | \$29.94 | \$30.78 |
| 7/1/2026 | Annual | \$58,017.61 | \$58,767.61 | \$59,767.61 | \$60,767.61 | \$60,767.61 | \$62,267.61 | \$62,267.61 | \$64,017.61 |
| PARAMEDIC | | Year 1 | \$750.00 | \$1,000.00 | \$1,000.00 | COLA | \$1,500.00 | COLA | \$1,750.00 |
| 7/1/2024 | Employee Rate + 3.0% COLA | \$34.18 | | | | | | | |
| 7/1/2024 | Anniversary Step | \$34.18 | | | | | | | |
| 7/1/2024 | Annual | \$71,094.40 | | | | | | | |
| 7/1/2025 | Employee Rate + 2.75% COLA | \$35.12 | | | | | | | |
| 7/1/2025 | Anniversary Step | \$35.12 | \$35.48 | \$35.96 | \$36.44 | \$36.44 | \$37.16 | \$37.16 | \$38.00 |
| 7/1/2025 | Annual | \$73,049.50 | \$73,799.50 | \$74,799.50 | \$75,799.50 | \$75,799.50 | \$77,299.50 | \$77,299.50 | \$79,049.50 |
| 7/1/2026 | Employee Rate + 2.75% COLA | \$36.09 | | | | | | | |
| 7/1/2026 | Anniversary Step | \$36.09 | \$36.45 | \$36.93 | \$37.41 | \$37.41 | \$38.13 | \$38.13 | \$38.97 |
| 7/1/2026 | Annual | \$75,058.36 | \$75,808.36 | \$76,808.36 | \$77,808.36 | \$77,808.36 | \$79,308.36 | \$79,308.36 | \$81,058.36 |

APPENDIX C: SPECIAL EVENTS RISK ASSESSMENT

PURPOSE

The Trumbull EMS Special Event Risk Calculator serves as a standardized, evidence-based tool for assessing the potential risks associated with special events held within the Town of Trumbull. Its primary objective is to ensure that EMS staffing, equipment, and preparedness measures are appropriately scaled to meet the anticipated demands of an event.

By evaluating key characteristics—such as event type, venue conditions, crowd size and behavior, infrastructure, and expected medical needs—the calculator assigns a measurable risk score. This score is then used to guide strategic EMS planning and resource allocation, ensuring events are supported with the appropriate level of medical coverage while maintaining operational efficiency, public safety, and agency accountability.

While the calculator provides a structured and consistent framework, Trumbull EMS reserves the right to increase the recommended staffing level at any time based on additional factors not captured within the scoring matrix or in response to newly available information that arises after the initial assessment. This discretionary flexibility ensures that the EMS response remains responsive, dynamic, and aligned with the most current risk considerations.

EXPLANATION

The Special Event Risk Calculator serves as a standardized assessment framework to support consistent and defensible EMS resource allocation. It evaluates special events across five major risk categories:

- Event and Activity Information
- Venue Information
- Organization and Planning
- Crowd Assessment
- EMS-Specific Considerations

Each category contains multiple subfields, scored from 1 (Low Risk) to 4 (Extreme Risk), based on anticipated conditions. The cumulative average of these scores yields a General Risk Level, which correlates to a predetermined EMS staffing model. For example:

- Low Risk may require only a single BLS unit on standby.
- Medium Risk may necessitate BLS and ALS coverage.
- High or Extreme Risk may involve dedicated ALS units, EMS supervisory presence, transport capabilities, or full MCI-ready posture.

STRUCTURE

The Trumbull EMS Special Event Risk Calculator is organized into five primary risk categories, each representing a key dimension of event-related risk: Event and Activity Information, Venue Information, Organization and Planning, Crowd Assessment, and EMS-Specific Considerations.

Each category contains four subcategories, totaling 20 evaluation fields. These subcategories are designed to capture a comprehensive view of the event's characteristics, including crowd size, infrastructure, historical data, medical needs, and planning readiness.

The structure ensures that every critical aspect of an event is systematically assessed, promoting a consistent and holistic approach to risk evaluation.

SCORING

Each subcategory is evaluated using a four-point scale:

1. Low Risk = 1pt
2. Medium Risk = 2pts
3. High Risk = 3pts
4. Extreme Risk = 4pts

When a condition falls between two defined levels, evaluators may apply a 0.5-point adjustment to the lower score (e.g., assigning 1.5 for a scenario between Low and Medium) to improve scoring accuracy.

After all fields have been scored, the values are totaled and averaged to produce a General Risk Level. This risk level serves as the recommended guideline for determining the appropriate EMS staffing and resource commitment for the event.

While the scoring process provides a standardized, data-driven foundation, Trumbull EMS may increase the recommended staffing level at its discretion based on:

- Relevant event-specific details not accounted for in the scoring matrix
- Emerging risks (e.g., severe weather, regional EMS strain, heightened security concerns)
- Updated information received after the initial risk assessment

EVENT NAME: _____

1 – LOW RISK

2 – MEDIUM RISK

3 – HIGH RISK

4 – EXTREME RISK

SCORE

EVENT AND ACTIVITY INFORMATION

| TYPE | Planned Events Community and Family Based | Planned Events Sports, Marathons, Concerts | Planned Events Rallies, Demonstrations, Protests | Unplanned Events Less than 1 week Notice Any Spontaneous Event | |
|-------------------------------|---|--|---|--|--|
| DURATION | Up to 3 Hours | Up to 10 Hours | Up to 24 Hours, consecutive or non-continuous | Over 24 Hours or over multiple days | |
| INFRASTRUCTURE & EQUIPMENT | No Structures, Low to the ground such as tables, chairs | Soft structures such as small or moderate sized tents | Hard, Tall or Heavy Structures, Power Cables and electrical equipment | Uncontrolled or non- permitted structures and equipment | |
| ALCOHOL | None | Confined, Controlled, Limited Access | Uncontrolled, Unconfined, Moderate to high use | Excessive use, Uncontrolled, Unconfined | |
| CRIMINAL ACTIVITY | None expected | Potential law / ordinance infractions | Criminal acts, Minor property damage, Potential assaults | Life/safety issues, Excessive property damage | |

Category Score: _____

VENUE INFORMATION

| TYPE | Parks and public spaces that are not confined | Buildings or parks with controlled or confined spaces (plazas, theaters) | Buildings with uncontrolled access | Streets | |
|--------------|---|--|--|---|--|
| ROUTE SAFETY | Paths and sidewalks, no police assistance needed | Planned street route with some traffic control and signage | Un-escorted, Un-marked with no police or safety controls | Varied route, Un-planned, Uncontrolled, Interacts w/ others | |

Category Score: _____

ORGANIZATION AND PLANNING

| | | | | | |
|----------------------------|--|--|--|--|--|
| ORGANIZERS | Well-organized, Compliant, Experienced | New group, May be inexperienced | History of uncooperative behavior, Non-payment | Defiant, Violent | |
| EVENT HISTORY | No problems, No police interventions | Minor incidents, Minimal police interventions | Major incidents, Arrests / charges, Some impacts on town/city services | Critical upset to town/city services, History of violence | |
| EVENT PLANNING | Maximum preparation time | Limited preparation time | Minimal preparation time | No preparation time | |
| SECURITY | None needed or trained and in sufficient numbers | Needed, Limited training, Volunteers, Insufficient numbers | Needed, No training, Insufficient numbers | No security | |
| EMERGENCY RESPONSE PLAN | Have EAP incl. medical, security, evacuation, and communications | Adequate EAP's and warning/notification systems | Inadequate EAP's and/or warning/notification systems | No EAP's and/or warning notification systems | |

Category Score: _____

| | | | | |
|--------------|-----------------|---------------|------------------|-------|
| 1 – LOW RISK | 2 – MEDIUM RISK | 3 – HIGH RISK | 4 – EXTREME RISK | SCORE |
|--------------|-----------------|---------------|------------------|-------|

| CROWD ASSESSMENT | | | | | |
|-------------------------|---|---|--|--|--|
| CROWD TYPE | Family, Corporate, Business, Elderly | Young Adults, Persons of interest | Disruptive, Rebellious, Criminal | Radical | |
| CROWD SIZE AND CAPACITY | Small size, High-capacity venue for size of crowd | Moderate numbers, up to maximum capacity of venue | Large numbers, Exceeds capacity | Critical density, Uncontrolled venue | |
| CROWD DYNAMICS | Calm, Cooperative, Peaceful | Celebratory | Anxious, Aggressive | Violent | |
| TIME, DAY, SEASON | Weekday | Weekend or weekday evening | Friday or Saturday evening, or during periods of strained servicing capacity | Strained emergency capacity (weekend eve, holiday, major events) | |
| Category Score: | | | | | |

| EMERGENCY MEDICAL SERVICES SPECIFIC | | | | | |
|-------------------------------------|---|--|---|---|--|
| MEDICAL | Minor medical aches or complaints | Complaints requiring BLS evaluation/assessment | Complaints requiring ALS evaluation/assessment | Patients requiring ALS intervention/treatment | |
| TRAUMA | Minor abrasions or lacerations, band aid requests | Complaints requiring BLS evaluation/assessment | Complaints requiring ALS evaluation/assessment | Patients requiring ALS intervention/treatment | |
| PATIENT DISPOSITIONS | Less than 5 Patient Refusals and/or Less than 2 Patient Transports | 5-10 Patient Refusals and/or 2-5 Patient Transports | 5+ Patient Refusals and/or 5+ Patient Transports | Moderate Risk for overwhelming patients at medical stations | |
| EMS REGION | No other events planned or considered | No other events planned or considered | Event(s) planned in non-bordering town with EMS presence. | Event(s) planned in bordering town with EMS presence. | |
| Category Score: | | | | | |

| RISK LEVEL | | |
|-------------|--------------|------------|
| Total Score | Total Fields | RISK LEVEL |
| | | |

Resource Allocation

| | | | |
|------|------|------|------|
| 0.00 | 1.50 | 2.50 | 3.50 |
| 1.49 | 2.49 | 3.49 | 4.00 |

Basic Level Service (BLS)

| | | | | |
|------------------------------|---|---|---|---|
| Provider | × | ✓ | ★ | ★ |
| Transport, Dedicated | ✓ | ★ | ★ | ★ |
| Transport, Non-Dedicated | × | × | ✓ | ✓ |
| Non-Transport, Dedicated | × | × | ★ | ★ |
| Non-Transport, Non-Dedicated | × | × | ✓ | ✓ |
| Roving Patrol | × | ✓ | ✓ | ✓ |

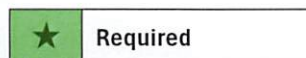
Advanced Level Service (ALS)

| | | | | |
|------------------------------|---|---|---|---|
| Provider | × | × | ✓ | ★ |
| Transport, Dedicated | × | ✓ | ★ | ★ |
| Transport, Non-Dedicated | × | × | ✓ | ✓ |
| Non-Transport, Dedicated | × | ☑ | ★ | ★ |
| Non-Transport, Non-Dedicated | × | × | ✓ | ✓ |
| Roving Patrol | × | ★ | ★ | ★ |

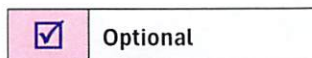
Specialized Resource

| | | | | |
|--------------------|---|---|---|---|
| Line Officer | × | × | ★ | ✓ |
| Chief Officer | × | × | × | ★ |
| Special Operations | × | × | × | × |

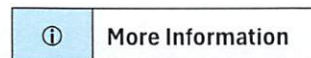
| | |
|--------------------|---|
| Provider | 1x Provider not assigned to vehicle and/or medical aid station(s). Determined by event. |
| Transport | Ambulance, BLS = 2x EMT ALS = 1x EMT and 1x Paramedic |
| Non-Transport | Chase Vehicle (Fly Car) with minimum 1x Provider |
| Dedicated | Dedicated units are fully committed to the event and may not leave event unless directed to by EMS Command. |
| Non-Dedicated | Non-Dedicated units may be on-duty PSA coverage units and/or staff units for event that may leave to answer requests for service. |
| Roving Patrol | 2x Provider walking foot patrol (may be paired with Special Operations) |
| Medical Station | Stationary First Aid Station. BLS = 3+ EMTs...ALS = 2+ EMTs and minimum 1x Paramedic. |
| Line Officer | Trumbull EMS Lieutenant and/or Captain |
| Chief Officer | Trumbull EMS Deputy Chief and/or Chief |
| Special Operations | May consist of Bike Team, UTV or other specialized resource (may not be Trumbull) |



Required



Optional



More Information



Not Required