

## LETTER OF UNDERSTANDING

This Letter of Understanding is executed between the City of Key West ("City") and the Teamsters, Local 769 ("Union") to memorialize their mutual agreement to create a new certification pay benefit for certain City employees under the terms provided herein, and state as follows:

WHEREAS, the City and the Union are parties to a collective bargaining agreement that governs the terms and conditions of employment for those City employees who are members of the bargaining unit represented by the Union, which includes vehicle mechanics; and

WHEREAS, the City seeks to create a new certification pay benefit applicable to City mechanics, consistent with terms and conditions noted in the Memorandum entitled "Special Pay Provisions" (and its attachments), dated October 1, 2013; and

WHEREAS, the Union has agreed to the creation of this new certification pay benefit for mechanics, subject to the additional terms set forth in this Letter of Understanding; and

NOW, THEREFORE, the City and the Union agree, subject to ratification by both parties, to the following terms:

1. The parties agree that the above-noted statements are true and correct and are incorporated herein.
2. A new certification pay benefit shall be made available to eligible employees in the applicable job classifications who obtain and maintain the qualifying ASE technical certifications as described in the attached Memorandum entitled "Special Pay Provisions" and its attachments (hereafter the "Memorandum"), dated October 1, 2013, which is incorporated into this Letter of Understanding.
3. This certification pay, which shall be paid bi-weekly on an hourly basis (at .50 per hour for each qualifying certification, subject to the maximum annual amount payable of \$6,000.00 per employee) as described in the attached Memorandum, shall be added to each employee's hourly rate of pay.
4. This Letter of Understanding shall become effective when it has been ratified by both the Union and by the City Commission (as noted below). The parties have also agreed that payments shall be made to eligible employees for qualifying

AME certifications retroactive to the start of the first full pay period on or after October 1, 2013, which was on October 14, 2013.

Accordingly, this Letter of Understanding is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, between the City and the Union.

CITY OF KEY WEST:

TEAMSTERS, LOCAL 769:

By: \_\_\_\_\_

By:  \_\_\_\_\_

Date: \_\_\_\_\_

Date: 02/24/14 \_\_\_\_\_

Attachments: "Special Pay Provisions" Memorandum, dated October 1, 2013.



CITY OF KEY WEST  
HUMAN RESOURCES

**To:** Bogdan Vitas, City Manager  
**From:** Samantha Farist, HR Director  
**Cc:** David Fernandez, Assistant City Manager - Operations  
Nancy Kielman, Finance Director  
**Date:** October 1, 2013  
**Re:** Special Pay Provisions

Employees with approved ASE technical certifications may receive an annual maximum stipend of \$6,000.00 (\$0.50/per hour, per certification) payable on a biweekly basis. This stipend will only be paid as long as the employee remains in the appropriate classification and maintains the certification or until this policy is discontinued by the City and applies to represented and non-represented employees, not including department heads. This policy will be effective October 1, 2013, and supersedes all previous policies.

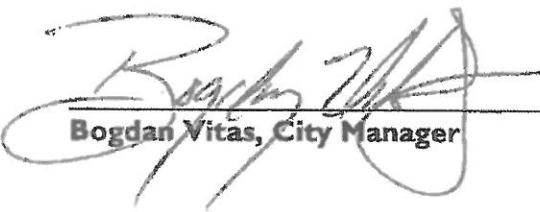
Employees will receive the stipend for a certification if the minimum qualifications of the position require the certification. The classifications included in this special pay provision include:

- Lead Certified Mechanic
- Certified Mechanic
- Apprentice Mechanic
- Fleet facility Specialist
- Paint & Body Shop/Apprentice Mechanic

I have attached to this memo the various ASE certificates available for possible payment.

Approved

Not Approved

  
Bogdan Vitas, City Manager

10/7/13  
Date

(ASE Certification List Attached)

**As of October 1, 2013 the City of Key West will pay an additional \$0.50 per hour per completed ASE Certification up to a maximum of \$6,000.00 per year.**

**Auto/Small Equipment Technician I and II**

- **Automotive (8 certificates) + Master**
  - A1 – Engine Repair
  - A2 – Automatic Transmission/Transaxle
  - A3 – Manual Drive Train & Axles
  - A4 – Suspension & Steering
  - A5 – Brakes
  - A6 – Electrical/Electronic Systems
  - A7 – Heating & Air Conditioning
  - A8 – Engine Performance
  
- **Medium/Heavy Truck (8 certificates) + Master**
  - T1 – Gasoline Engines
  - T2 – Diesel Engines
  - T3 – Drive Train
  - T4 – Brakes
  - T5 – Suspension & Steering
  - T6 – Electrical/Electronic Systems
  - T7 – Heating & Air Conditioning
  - T8 – Preventative Maintenance Insp. (PMI)
  
- **Truck Equipment Test (3 certifications) + Master**
  - E1 – Truck Equipment Installation & Repair
  - E2 – Electrical/Electronic Systems Installation & Repair
  - E3 – Auxiliary Power Systems Installation & Repair
  
- **Collision Repair and Refinish (4 certificates) + Master**
  - B2 – Painting & Refinishing
  - B3 – Non-Structural Analysis & Damage Repair
  - B4 – Structural Analysis & Damage Repair
  - B5 – Mechanical & Electrical Components
  
- **Alternate Fuels Test (1 certificate) No Master**
  - F1 – Light Vehicle/Compressed Natural Gas
  
- **Advanced Level Series (2 certificates) No Master**
  - L1 – Auto Advanced Engine Performance Specialist
  - L2 – Med/Hvy Vehicle Electronic Diesel Engine Diagnosis Specialist

### Heavy Truck/Equipment Technician I and II (Automotive Resources/Transit)

- Automotive (8 certificates) + Master
  - A1 – Engine Repair
  - A2 – Automatic Transmission/Transaxle
  - A3 – Manual Drive Train & Axles
  - A4 – suspension & Steering
  - A5 – Brakes
  - A6 – Electrical/Electronic Systems
  - A7 – Heating & Air Conditioning
  - A8 – Engine Performance
  
- Medium/Heavy Truck (8 certificates) + Master
  - T1 – Gasoline Engines
  - T2 – Diesel Engines
  - T3 – Drive Train
  - T4 – Brakes
  - T5 – Suspension & Steering
  - T6 – Electrical/Electronic Systems
  - T7 – Heating & Air Conditioning
  - T8 – Preventative Maintenance Insp. (PMI)
  
- Truck Equipment Test (3 certifications) + Master
  - E1 – Truck Equipment Installation & Repair
  - E2 – Electrical/Electronic Systems Installation & Repair
  - E3 – Auxiliary Power Systems Installation & Repair

### Heavy Truck/Equipment Technician I and II (Automotive Resources/Fire)

- Automotive (8 certificates) + Master
  - A1 – Engine Repair
  - A2 – Automatic Transmission/Transaxle
  - A3 – Manual Drive Train & Axles
  - A4 – Suspension & Steering
  - A5 – Brakes
  - A6 – Electrical/Electronic Systems
  - A7 – Heating & Air Conditioning
  - A8 – Engine Performance
  
- Medium/Heavy Truck (8 certificates) + Master
  - T1 – Gasoline Engines
  - T2 – Diesel Engines
  - T3 – DriveTrain
  - T4 – Brakes

- T5 – Suspension & Steering
- T6 – Electrical/Electronic Systems
- T7 – Heating & Air Conditioning
- T8 – Preventative Maintenance Insp. (PMI)
- Truck Equipment Test (3 certificates) + Master
  - E1 – Truck Equipment Installation & Repair
  - E2 – Electrical/Electronic Systems Installation & Repair
  - E3 – Auxiliary Power Systems Installation & Repair
- Specialty Test Series (1 certificate) No Master
  - X1 – Exhaust Systems
- Advanced Level Series (2 certificates) No Master
  - L1 – Auto Advanced Engine Performance Specialist
  - L2 – Med/Hvy Vehicle Electronic Diesel Engine Diagnosis
- EVT Series (17 certificates) 2 Masters (fire and ambulance)
  - F2 – Fire Apparatus Design & Performance
  - F3 – Fire Pumps & Accessories
  - F4 – Fire Apparatus Electrical Systems
  - F5 – Aerial Fire Apparatus
  - F6 – Allison Automatic Transmission
  - A1 – ARFF Vehicle Design & Performance
  - A2 – ARFF Chassis & Components
  - Level 1 – Fire Apparatus Technician
  - Level 2 – Fire Apparatus Technician
  - Level 3 – Fire Apparatus Master

### Parts Specialist – Automotive Resources and Transit/Mobility

- Parts Test Series (No Master)
  - P1 – Med/Hvy Truck Dealership Parts Specialist
  - P2 – Automobile Parts Specialist
  - P3B – Med/Hvy Truck Aftermarket Parts Specialist – Brakes
  - P3S – Med/Hvy Truck Aftermarket Parts Specialist – Suspension & Steering
  - P4 – General Motors Parts Consultant