

PROFESSIONAL FIRE FIGHTERS OF CLACKAMAS COUNTY

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS – LOCAL 1159

Policy: Union Cover

Eboard approved: November 4, 2025

Policy Statement: Union Cover will be provided to Principal Officers, Shop Stewards and other Union members, in good standing, that require shift cover due to a scheduling conflict while serving membership in a variety of capacities.

Purpose

- Union Cover can be provided to any member in good standing within Local 1159 while serving the membership.
- Union Cover may include but is not limited to conferences, conventions, meetings, bargaining sessions, Local supported events and other events and activities that support the membership and the Local's mission.

Cover Request

- Requests for Union Cover will be made to a Principal Officer via email or text.
- Union Cover can only be approved by a Principal Officer.
- Only members in good standing may receive and/or provide Union Cover.

Selection Process

- It is the intention to provide a fair and equitable process for members who are willing to provide cover.
- When a member requires Union Cover, an email will be sent out, using the respective Fire District/Department or the Local's email system, to the member requesting coverage classification.
- After a minimum of 24 hours of the request, all the members' names who are willing to provide cover will be placed in an electronic lottery system (App: Name Picker Random, or other) and one will be chosen for the number of positions needed for the specific event. Multiple members may be chosen due to multiple members requesting cover in the same classification.

Reimbursement Process

- Once Union Cover is provided, it is the responsibility of the member providing the cover to fill out the Union Cover JotForm to receive reimbursement.
- The Union Cover JotForm can be found on the Local 1159 website or through the following link <https://form.jotform.com/223407587714057>
- It is the member providing cover responsibility to fill out the IRS W-9 form and upload it to the JotForm when submitting the form. The form link can be found on the JotForm. Reimbursement will not be made until a W-9 form is on file.
- Once the W-9 form has been submitted, it does not have to be submitted again unless there is an address or name change. It is the responsibility of the member to ensure that their W-9 is submitted and includes the correct information.
- It is the Local's intention to provide reimbursement within two weeks of the JotForm submission.

Reimbursement Rate

- Union Cover will be paid at the rate of Clackamas Fire District (CFD) Top Step Firefighter (TSFF) EMT overtime rate.
- As of January 1, 2026, the CFD TSFF OT hourly rate is \$58.10. Refer to the appropriate appendix for the current OT rate.
- In the case of a shop that provides coverage hours per their shop's CBA, those members will be paid their bargained OT rate through the employer for Union hours covered. If there is a difference between the Local 1159 cover rate and employer rate, Local 1159 will not provide the difference. The member will receive their bargained rate from their employer.
- In the case where a shop has exceeded their contractually agreed upon hour limit and there is still a need for Union cover, Local 1159 will provide cover and reimbursement through the process in 5.a and 5.b.

Resolution process

- Members may bring matters of concern to an Executive Board meeting for resolution.