

AGREEMENT
BETWEEN
THE CITY OF GAINESVILLE
AND
COMMUNICATIONS WORKERS OF AMERICA
LOCAL NO. 3170

January 1, 2013 – December 31, 2015
(SUPERVISORY UNIT)

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ARTICLE 1

PURPOSE AND INTENT

- 1.1 The following Agreement between the City and the Union is recorded in written form to meet the requirements set forth in Chapter 447 of the State Statutes, specifically Section 447.203(14), which requires the execution of a written contract with respect to agreements reached.
- 1.2 This Agreement is designed to provide for a fair and equitable procedure for the resolution of contractual differences in accordance with the grievance procedure specified herein.
- 1.3 It is the intent and purpose of this Agreement to set forth herein basic and full agreement between the parties concerning specified terms and conditions of employment consistent with the availability of public funds.

ARTICLE 2

UNION RECOGNITION

- 2.1 The City recognizes the Union as the collective bargaining agent of all probationary, regular full-time, and regular part-time, supervisory employees of the City in General Government and Gainesville Regional Utilities as defined by P.E.R.C.
- 2.2 The Union recognizes the City Manager and the General Manager for Utilities or their designated representatives as the sole representatives of the General Government and the Utilities System of the City of Gainesville, respectively, for the purpose of collective bargaining. There shall be no individual arrangements or agreements made covering any part or all of this Agreement contrary to the terms herein provided.
- 2.3 It is further understood and agreed that the President of Local No. 3170 or his/her designated representative will be the official spokesperson for said local union in any matter between the Local Union and the Public Employer.

ARTICLE 3**UNION SECURITY AND CHECK OFF**

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2
3 3.1 Any and all employees who are eligible for inclusion in the bargaining unit
4 shall have the right to join or not to join the Union as they individually prefer.
5 It is agreed that there shall be no discrimination for or against any employee
6 because of his/her membership in said organization and, likewise, no
7 employee shall be discriminated against for non-membership in the Union
8 and neither the Union nor any employee shall attempt to coerce an employee
9 into joining or continuing in said organization.

10 3.2 Within thirty (30) days from the effective date of this Agreement and upon
11 receipt of a stipulated, lawfully executed, written authorization from an
12 employee covered by this Agreement, the City agrees to deduct on a bi-
13 weekly basis dues as certified to the Public Employer by the Secretary-
14 Treasurer of the Communications Workers of America and to remit the
15 aggregate deductions so authorized together with an itemized statement to
16 the Secretary-Treasurer. Dues deduction authorization submitted after the
17 above date will be remitted within thirty (30) days from the date of the
18 deduction on a monthly basis. Changes in Union membership dues will be
19 similarly certified to the City in writing and shall be done at least thirty (30)
20 days prior to the effective date of such change. This dues authorization may
21 be revoked by the employee upon thirty (30) days written notice to the City
22 and to the Union.

23 3.3 No deduction shall be made from the pay of any employee for any payroll
24 period in which the employee's net earnings for that payroll period, after other
25 deductions, are less than the amount of dues to be checked off.

26 3.4 The Union agrees to indemnify, defend and hold the City harmless against
27 any and all claims, suits, orders, or judgments brought or issued against the
28 City as a result of any action taken or not taken by the City under the
29 provisions of this Article.

30 3.5 It is understood and agreed that the City will furnish the Union a list of
31 employees who are eligible for membership in the Union. This list will be

1 furnished on or about October 1st of each year.

2 3.6 In the event that dues check off for an employee is stopped, the City will
3 provide the Union with a thirty (30) day notice or a copy of an appropriate
4 form which has caused check off to cease.

5 3.7 The City shall provide a monthly update on employees' status due to
6 promotion, retirement, termination, and transfer. Such monthly status shall
7 be provided to the Union President.

8 9 **ARTICLE 4**

10 **MANAGEMENT SECURITY**

11 4.1 The Union and its members agree they shall have no right to strike. Strike
12 means the concerted stoppage of work, the concerted absence of employees
13 from their positions, the concerted failure to report for duty, the concerted
14 submission of resignation, the concerted abstinence in whole or in part of any
15 group of employees from the full and faithful performance of their duties of
16 employment with the City of Gainesville, the Public Employer, for the purpose
17 of inducing, influencing, condoning or coercing a change in the obligations,
18 terms or conditions of their employment. The Union and its members further
19 agree they shall have no right to participate in a deliberate and concerted
20 course of conduct which adversely affects the services of the employer,
21 including the failure to work overtime, the concerted failure to report to work
22 after the expiration of a collective bargaining agreement and picketing in
23 furtherance of a work stoppage or refusing to cross a picket line. Any
24 violation of this Section shall subject the violator(s) to the penalties as
25 provided by law and to the rules and regulations of the Public Employer.

26 4.2 Any employee covered by this Agreement who participates in, is a party
27 thereto or promotes any of the above actions as outlined in Section 4.1 or
28 other similar forms of interference with the operations or functions of the City
29 shall be subject to disciplinary action up to and including discharge. The only
30 question that shall be raised in any proceedings, judicial or otherwise,
31 contesting such action, is whether any provision as outlined in Section 4.1

1 was violated by the employee to be disciplined or discharged. Employees
2 shall not be entitled to any benefits or wages whatsoever while they are
3 engaged in strike activities, or other interruptions of work. Any employee
4 discharged in accordance with this Article or applicable provisions of the
5 State of Florida Employees Collective Bargaining Statute shall, if appointed,
6 reappointed, employed or re-employed by the City, serve a six (6) month
7 probationary period following the reappointment or re-employment, and the
8 compensation may in no event exceed that received immediately prior to the
9 time of the violation and the compensation may not be increased for one (1)
10 year.

11 4.3 In the event of a strike as defined in Section 4.1 the Local President of the
12 CWA, after determining such individuals are CWA members, shall
13 immediately, within twenty-four (24) hours, verbally where possible, and in
14 writing, order such employees to return to work. Copy of such order to be
15 provided to the City within twenty-four (24) hours. This Article is not subject
16 to the arbitration provisions of the Agreement, but shall be enforced by the
17 ordinary processes of law.

18 **ARTICLE 5**

19 **MANAGEMENT RIGHTS**

20
21 5.1 It is the right of the Public Employer to unilaterally determine the purpose of
22 each of its constituent agencies, set standards of services to be offered to
23 the public and exercise control and discretion over its organization and
24 operations.

25 5.2 Except as otherwise provided herein, the Union recognizes the sole and
26 exclusive rights, powers and authority of the Public Employer further include,
27 but are not limited to, the following: to direct and manage employees of the
28 City; to hire, promote, transfer, schedule, assign and retain employees; to
29 suspend, demote, discharge or take other disciplinary action against
30 employees for just cause; to relieve employees from duty because of lack of
31 work, funds or other legitimate reasons to maintain the efficiency of its

1 operations, including the right to contract and subcontract existing and future
2 work; to determine the duties to be included in job classifications and the
3 numbers, types and grades of positions or employees assigned to an
4 organizational unit, department or project; to assign overtime and to
5 determine the amount of overtime required; to control and regulate the use of
6 all its equipment and property; to establish and require employees to observe
7 all its rules and regulations; to conduct performance evaluations and to
8 determine internal security practices. The employer agrees that, prior to
9 substantial permanent layoff of bargaining unit members, it will discuss such
10 with the Union.

11 5.3 If, in the sole discretion of the Public Employer, it is determined that civil
12 emergency conditions exist, or are imminent including, but not limited to,
13 riots, civil disorders, severe weather conditions (or similar catastrophes) the
14 scheduling (Article 14.2) and time limit (Article 8) provisions of this
15 Agreement may be suspended in writing by the City Manager or the
16 General Manager for Utilities or those acting directly in their position during
17 the time of the declared emergency, provided that wage rates and
18 monetary fringe benefits shall not be suspended. Should an emergency
19 arise, the Union President shall be advised as soon as possible of the
20 nature of the emergency. **Both parties recognize that it is in their**
21 **mutual best interest to communicate prior to a suspension of the**
22 **Agreement.**

23 ARTICLE 6

24 UNION STEWARDS & UNION ACTIVITY

25 6.1 The Union shall have the right to select employees from those covered by
26 this Agreement to act as Union stewards. A written list of the Union stewards
27 and their jurisdictions shall be furnished to the Human Resources Director
28 when possible at least forty-eight (48) hours prior to the effective date of their
29 assuming office. The Union shall notify the Human Resources Director
30 promptly of any change(s) of such Union stewards. No Union steward will
31 perform any Union work unless the above has been complied with.

- 1 6.2 The CWA representative (non-employee and employee) may, with proper
2 authorization, which will not be unduly withheld, be admitted to the property
3 of the Public Employer. The representative, as designated above, shall be
4 able to talk with employees before or after regular working hours or during
5 lunch hours of said employees on Public Employer property in areas
6 designated by the Public Employer.
- 7 6.3 Union stewards and officers (except for the Union President and Secretary-
8 Treasurer) must be employees in the bargaining unit who have satisfactorily
9 completed their probationary period.
- 10 6.4 Except as otherwise provided, the Union recognizes that Union stewards and
11 officers are not entitled to any special benefits or treatment because of their
12 roles as stewards or officers, nor shall stewards and officers be discriminated
13 against for proper and legitimate Union activity in which they engage.
- 14 6.5 While on medical leave of absence without pay, sick leave, PCLB,
15 unscheduled PTO, or while receiving workers' compensation payments,
16 employees shall not function as Union officers or stewards.
- 17 6.6 The investigation, handling, or adjustment of grievances shall, insofar as is
18 practical, be conducted by employees and/or Union stewards or a Union
19 officer during non-working hours. Union officers and Union stewards shall
20 not exceed twenty-seven (27) in number to cover both the non-supervisory
21 and supervisory labor agreements. If grievance matters must be attended to
22 during regular working hours, it will be done so as to cause a minimum of
23 interference with production or services. Bargaining unit employees who are
24 stewards or Union officers will be paid for time spent on such grievances up
25 to a maximum of five (5) non-accumulative or transferable hours per
26 scheduled week per Union officer or steward. It is acknowledged that the
27 steward or Union officer must advise the appropriate management
28 representative of the requirement and secure permission before conducting
29 such investigation. Permission may be given verbally, provided that said
30 verbal authorization insures adequate control of time spent on grievance
31 handling; otherwise written permission shall be required. If written

1 permission becomes necessary, the City will provide a form which will be
2 used for this purpose. Upon returning to his/her work assignment, the
3 steward or Union officer shall report to the appropriate management
4 representative unless prior consent not to do so has been secured. Union
5 stewards or Union officers shall not investigate, present, or adjust grievances
6 on overtime. The President or his/her designee shall be granted a union
7 leave of absence to attend City Commission meetings which directly affect
8 the bargaining unit, subject to Article 26, paragraph 26.11.

9 6.7 Union stewards shall investigate and settle grievances only on the job site or
10 activity which is within their jurisdictions. The following protocol will be
11 adhered to in the investigating/settling of grievances.

12 A. Informal & 1st Step:

13 Employees must use the Union Steward that has jurisdiction over the
14 affected employee's area; if one is not available, see Section 6.8.
15 There shall only be one steward of the Union allowed to leave his/her
16 work station and/or work site to conduct Union business (e.g.,
17 grievances, discipline meetings, meeting with management, etc.)

18 B. 2nd Step and 3rd Step:

19 The steward who handled the informal and 1st Step response may
20 attend. In addition, the Union president or designee may be present.

21 6.8 If it becomes necessary for a Union steward to enter an area jurisdiction
22 other than his/her own for the purpose of conducting Union business
23 authorized by this Agreement, he/she shall notify the affected employee's
24 Manager or his/her designee of the general nature of the business, and
25 mutually agree upon a scheduled time to meet with the employee.

26 6.9 Solicitation of any and all kinds by the Union, including, but not limited to, the
27 solicitation of membership, grievances and the collection of Union monies,
28 shall not be engaged in during working hours. It is not the intent of the above
29 to restrict or preclude any steward from answering legitimate questions from
30 any members of the bargaining unit concerning Union activity.

31 6.10 The Union shall not distribute literature during working hours in areas where

1 the actual work of public employees is performed, such as offices,
 2 warehouses, schools, police stations, fire stations, and any similar public
 3 installations. This section shall not be construed to prohibit the distribution of
 4 literature during the employees' lunch in such areas not exclusively devoted
 5 to the performance of the employees' official duties.

6 6.11 The Union shall not distribute on City property any materials that reflect on
 7 the integrity or motives of any individual, agency, or activity of the City
 8 government or other labor organizations. This shall not restrict the Union
 9 from having the same privilege as any citizen, nor shall the City distribute any
 10 material that reflects on the integrity or motive of any individual, agency or
 11 activity of the Union.

12 6.12 The City will distribute to new employees, during new employee orientation,
 13 information which has been agreed to by the Union and the City.

14 **ARTICLE 7**

15 **DISCHARGE AND DISCIPLINE**

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 17
 18 7.1 A regular employee may be disciplined or discharged only for just cause and
 19 in a fair, impartial and consistent manner as established by the City. It is
 20 understood by the parties that employees are subject to all Rules and
 21 Regulations of the City.

22 7.2 Any official written reprimand shall be furnished to the employee outlining the
 23 reason for the reprimand. It is the City's intention to complete the
 24 investigation in a timely fashion and notify the employee of the potential of
 25 such disciplinary action within thirty (30) calendar days of the City becoming
 26 aware of the event giving rise to the discipline. The employee will be
 27 requested to sign the written reprimand; however, signature does not
 28 necessarily imply agreement. If the employee refuses to sign, this refusal
 29 shall be noted and placed in the employee's personnel file. The employee
 30 shall have the opportunity to respond to the reprimand in writing. Whenever
 31 possible, the City will make every effort to reprimand an employee (whether

- 1 verbal or written) in a private manner so as to avoid embarrassing the
2 employee.
- 3 7.3 Disciplinary actions involving discharge, demotion and suspension with loss
4 of pay are subject to the grievance provisions of this Agreement. Written
5 instructions and cautionings are subject to the grievance provisions of this
6 Agreement. Written or verbal warnings are not grievable. Such warnings are
7 not to be considered a "first offense" under City Personnel Policies and
8 Procedures, Policy # E-3; however, such warnings may be used as a basis to
9 substantiate future disciplinary action under Policy #E-3.
- 10 7.4 Any discharged employee who has completed his/her probationary period
11 shall have the right to appeal said discharge directly to the third step of the
12 grievance procedure provided such appeal is made within five (5) days from
13 the effective date of such action, computed in accordance with Section 8.3
14 (D).
- 15 7.5 The discharge, discipline, demotion, layoff or suspension of probationary
16 employees on initial hire or rehire shall not be subject to the grievance
17 procedure of this Agreement.
- 18 7.6 Except as otherwise provided in this paragraph, in imposing disciplinary
19 measures by incremental steps based on successive deficiencies in
20 employee performance on a current charge, the Department Head will not
21 take into consideration prior infractions of the same rule which occurred more
22 than eighteen (18) months previously, or, in the case of safety infractions,
23 any prior safety infractions which occurred more than five (5) years
24 previously. In discharge cases, the overall disciplinary record of the
25 employee may be taken into consideration.
- 26 7.7 An employee, upon request, shall be entitled to Union representation at
27 disciplinary interviews or conferences in accordance with law. This shall not
28 be construed as requiring the CWA to represent a non-member.
- 29
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ARTICLE 8**GRIEVANCE PROCEDURE**

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3 8.1 The Union, or any employee whose classification is represented by CWA
4 Local 3170, may file a grievance concerning the meaning, application, and/or
5 interpretation of the specific Articles of this Agreement and any disciplinary
6 action as defined in Article 7, Section 7.3 of the Agreement, when a question
7 of "Just Cause" exists resulting from the application of City or departmental
8 rules and regulations. Any grievance filed shall adequately set forth the facts
9 pertaining to the alleged violation and shall be processed in accordance with
10 the following rules:

11 8.2 Informal Step

12 Prior to filing a written grievance, the affected employee, with or without union
13 representation, shall, within seven (7) days [see 8.3 (D)], meet with the
14 appropriate supervisor and manager to discuss his/her complaint or potential
15 grievance in an effort to resolve the complaint. This informal step is for the
16 affected employee to fully explain his/her complaint, present the facts, state
17 his/her contentions and clear up any possible misunderstandings in an effort
18 to informally resolve the complaint. The informal resolution may be
19 bypassed, and the affected employee or the Union, at the affected
20 employee's request, is allowed to file a Step 1 grievance if discipline resulting
21 in suspension without pay has already been imposed. If the appropriate
22 supervisor or manager has not responded within seven (7) days from the
23 date of this initial meeting or the decision reached is not acceptable, the
24 affected employee has seven (7) days, from receipt of response, or due date
25 of response if not received, to file a written grievance in accordance with Step
26 1.

27 8.3 Rules for Grievance Processing:

28 It is agreed:

29 (A) A grievance must be brought forward to the informal step within seven
30 (7) days after the occurrence of the event giving rise to the grievance
31 or within seven (7) days after the employee, through use of

- 1 reasonable diligence, should have obtained knowledge of the
2 occurrence of the event giving rise to the grievance or within seven (7)
3 days after the manager's response.
- 4 (B) Time limits at any stage of the grievance procedure may be extended
5 by written mutual agreement of the parties involved at that step.
- 6 (C) A grievance not advanced to the higher step within the time limit
7 provided shall be deemed permanently withdrawn and as having been
8 settled on the basis of the decision most recently given. Failure on the
9 part of the Public Employer's representative to answer within the time
10 limit set forth in any step will entitle the employee to proceed to the
11 next step.
- 12 (D) In computing time limits under this Article, City designated holidays
13 and weekends (Saturdays and Sundays) shall not be counted except
14 where it is specified by calendar days.
- 15 (E) In settlement of any grievance resulting in retroactive adjustment,
16 such adjustment shall be limited to seven (7) days prior to the date of
17 the informal meeting. Remedies or corrective actions shall not require
18 the employer to violate this Agreement.
- 19 (F) When a grievance is reduced to writing, there shall be set forth in the
20 space provided on the grievance form provided by the Public
21 Employer all of the following:
- 22 1. A complete statement of the grievance and facts upon which it
23 is based;
 - 24 2. The article, or articles, and the specific section, or sections, of
25 articles within this Agreement the employee claims to have
26 been violated and a statement which completely explains the
27 manner in which the section(s) and/or article(s) have been
28 violated;
 - 29 3. A clear description of the remedy or corrective action
30 requested;
 - 31 4. The signature of the grievant or grievants and the date

1 submitted; and

2 5. The date and time of the alleged events which gave rise to the
3 grievance.

4 (G) An employee, upon request, shall be entitled to Union representation
5 in accordance with the provisions of this Agreement at each and every
6 step of the grievance procedure set forth in this Agreement.

7 (H) Any grievance may be returned to the grievant for failure to meet the
8 technical requirements as outlined in section F of this article. The
9 grievant shall have seven (7) days to resubmit the grievance.

10 Step 1: An employee who has personally signed a grievance
11 may, with or without Union representation, submit it in
12 writing to the Division Head. The Division Head, or
13 his/her representative, shall hold a meeting within seven
14 (7) days after receipt of the written grievance. A written
15 response shall be given to the employee and the union
16 within seven (7) days of the meeting. The aggrieved
17 employee, upon his/her request, may be accompanied
18 at this meeting by the appropriate Union representative.

19 Step 2: If the grievance is not settled at Step 1, the aggrieved
20 employee or the President of Local No. 3170 may
21 submit a written appeal to the Department Head within
22 seven (7) days after the Step 1 answer was due. This
23 written appeal shall be signed by the aggrieved
24 employee. The Department Head, or his/her
25 representative, shall, within seven (7) days after the
26 receipt of the written appeal, answer the appeal in
27 writing or request a meeting with the employee and/or a
28 Union representative. Such meeting shall be held if
29 requested by either party. If such a meeting is held, a
30 written response shall be given to the employee and the
31 Union within seven (7) days of the meeting.

1 Step 3: If the appeal is not settled at Step 2, the aggrieved
2 employee or the President of Local No. 3170 may
3 submit a written appeal to the City Manager, General
4 Manager for Utilities, or his/her respective designees,
5 within seven (7) days after the Step 2 answer was due.
6 This written appeal shall be signed by the aggrieved
7 employee and Union President. Grievances originating
8 in General Government shall be submitted to the City
9 Manager. Grievances originating in Utilities shall be
10 submitted to the General Manager for Utilities. The City
11 Manager, General Manager for Utilities, or his/her
12 respective designees shall, within seven (7) days of
13 receipt of the written grievance, answer the grievance in
14 writing or request a meeting with the employee and/or a
15 Union representative. Such meeting shall be held if
16 requested by the Union President. If such a meeting is
17 held, a written response will be given to the employee
18 and the Union within seven (7) days of the meeting.

19 8.4 If the grievance is not settled in accordance with the foregoing procedure, the
20 Union may request arbitration by serving written notice of intent to appeal
21 with the Human Resources Director within twenty (20) calendar days after
22 receipt of the City's response in Step 3. The written notice shall state the
23 facts of the case and list the article(s) and the section(s) of such article(s) of
24 this contract alleged to have been violated. If the grievance is not appealed
25 to arbitration within said twenty (20) calendar days, the City's Step 3 answer
26 shall be final and binding.

27 8.5 Within fifteen (15) calendar days from receipt of the request for arbitration,
28 unless a time extension has been requested in writing and approved by the
29 Human Resources Director, the Union shall complete a "Request For
30 Arbitration Panel Form" and submit it to the Human Resources Director who
31 shall sign and submit to the Federal Mediation and Conciliation Service. The

1 panel shall be for seven (7) arbitrators, unless the parties can mutually agree
2 on an arbitrator to hear the grievance. This panel shall consist of arbitrators
3 residing in Florida unless the parties agree otherwise. If the Union does not
4 submit a "Request For Arbitration Panel Form" to the Human Resources
5 Director within said fifteen (15) calendar days, the answer at the previous
6 step shall be binding. Both the Human Resources Director and the Union
7 shall have the right to strike two (2) names from the panel. Within fifteen (15)
8 calendar days after receipt of the list, the Union shall notify the Human
9 Resources Director in writing requesting a date and time to meet and
10 alternately cross out names on the list. Failure of the Union to notify the
11 Human Resources Director in writing within the fifteen (15) days of receipt of
12 the list shall result in the City's Step 3 answer being final and binding. In all
13 cases the party requesting arbitration shall cross out the first name. The
14 remaining person shall be the arbitrator. The arbitrator shall be notified of
15 his/her selection within five (5) days by a joint letter from the City and the
16 Union requesting that he/she set a time and place, subject to the availability
17 of the City and Union representatives. A copy of this article shall be included.

18 **8.6** The arbitration shall be conducted under the rules set forth in this Agreement
19 and not under the Rules of the FMCS. The arbitrator shall have no authority
20 to modify, amend, ignore, add to, subtract from or otherwise alter or
21 supplement this Agreement or any part thereof or any amendment thereto.
22 The arbitrator shall consider and decide only the specific issue(s) submitted
23 to him/her in writing by the City and the Union and shall have no authority to
24 consider or rule upon any matter which is stated in this Agreement not to be
25 subject to the arbitration, which is not a grievance as defined in Section 8.1,
26 or which is not specifically covered by this Agreement. The arbitrator may
27 not issue declaratory or advisory opinions and shall be confined exclusively
28 to the question which is presented to him/her, which question must be actual
29 and existing. The arbitrator shall submit in writing his/her decision within
30 thirty (30) days following the close of the hearing or the submission of briefs
31 by the parties, whichever is later, provided that the parties may mutually

1 agree in writing to extend said limitation. Consistent with this section, the
2 decision of the arbitrator shall be final and binding.

3 8.7 The expense of arbitration, including the compensation expenses of the
4 arbitrator, shall be shared equally by the City and the Union.

5 8.8 Each party shall be responsible for the expense or expenses of any witness
6 or witnesses it calls.

7 8.9 The cost of any transcript shall be borne solely by the party requesting it;
8 except when the other party requests a copy, in which case the cost will be
9 split.

10 8.10 The City shall notify the Union President of all grievances filed by bargaining
11 unit employees, and shall be advised as to disposition of the grievances in
12 writing. The Union President, or his/her designee, shall be notified as to the
13 time and place of grievance meetings.

14 8.11 If grievance material is contained in an employee's file, it shall be complete
15 and fairly reflect the entire record on the matter or grievance at issue.

16 17 18 **ARTICLE 9**

19 **NON-DISCRIMINATION**

20 9.1 Employees of the City shall have the right to form, join, and participate in, or
21 to refrain from forming, joining or participating in any employee organization
22 of their own choosing. No employee shall be intimidated, restrained, coerced
23 or discriminated against by either the City or the Union because of the
24 exercise of these rights.

25 9.2 The City and the Union shall apply the provisions of this Agreement equally
26 to all employees without discrimination because of age, sex, race, color,
27 religion, national origin, political affiliation, disability, marital status, gender
28 identity, sexual orientation or membership or non-membership in the Union
29 as required by applicable federal or state law, including any obligations to
30 reasonably accommodate a disability under the ADA. Any grievances
31 concerning this paragraph shall be handled in the grievance procedure only

1 through the third step and shall not be processed through arbitration.
 2
 3

4 **ARTICLE 10**

5 **DRUG-FREE WORKPLACE**

6 10.1 The City and the Union recognize that substance abuse in the workplace
 7 exacts staggering costs in both human and economic terms. Substance
 8 abuse can be reasonably expected to produce impaired job performance,
 9 lost productivity, absenteeism, accidents, wasted materials, lowered
 10 morale, rising health care costs, and diminished interpersonal relationship
 11 skills. The City and the Union share a commitment to solve this problem
 12 and to create and maintain a drug-free work place. The parties have
 13 agreed that the procedures outlined in the Federal Department of
 14 Transportation Drug Testing Programs for Pipeline Facilities in accordance
 15 with Pipeline and Hazardous Material Safety Administration (PHMSA) and
 16 employees with Commercial Drivers Licenses (CDL), both of which include
 17 random testing, must be followed. In addition, the CWA 3170 Drug-Free
 18 Workplace Program, which does not include random testing, must also be
 19 followed. (See Addendum A)
 20

21 **ARTICLE 11**

22 **DESIGNATED LEAVE SYSTEM (Old System)**

23 VACATIONS

24 11.1 Effective the first full pay period next following October 1, 2001, regular and
 25 probationary full-time employees hired prior to 10/01/00, who are covered by
 26 this Agreement and have not elected the Paid Time Off (PTO) option, shall
 27 accrue vacation (annual leave) based on their leave progression date and
 28 shall be limited to the following schedule:

29	30	31	32	33
	<u>Years Of</u>		<u>Rate of Accrual</u>	
	<u>Continuous Service</u>		<u>Per Pay Period</u>	
	1 to 5 years		3 Hrs. 42 Mins.	

1	(1 mo. thru 59 mos.)	
2		
3	5 to 10 years	4 Hrs. 19 Mins.
4	(60 mos. thru 119 mos.)	
5		
6	10 to 15 years	5 Hrs. 14 Mins.
7	(120 mos. thru 179 mos.)	
8		
9	15 to 20 years	5 Hrs. 51 Mins.
10	(180 mos. thru 239 mos.)	
11		
12	20 years to 25 years	7 Hrs. 5 Mins.
13	(240 mos. thru 299 mos.)	
14		
15	25 years or more	7 Hrs. 24 Mins.
16	(300 mos. or more)	
17		

18 Regular part-time employees shall earn annual leave in the proportion that
 19 their workweek bears to a full-time workweek. A part-time employee whose
 20 average workweek over a four (4) week period is greater or less than their
 21 normal scheduled workweek shall have their accrual rate changed to reflect
 22 the higher or lower average workweek until it returns to normal.

23 11.2 The maximum number of vacation (annual leave) hours that employees
 24 covered by this Agreement are allowed to have, as of the anniversary of their
 25 adjusted service date (leave progression date or date of regular employment
 26 with the City, whichever is later), are as follows:

27	<u>Years of Continuous Service</u>	<u>Maximum Hours</u>
28		
29	1 to 5 years	160
30	(1 mo. thru 59 mos.)	
31		
32	5 to 10 years	192
33	(60 mos. thru 119 mos.)	
34		
35	10 to 20 years	240
36	(120 mos. thru 239 mos.)	
37		
38	20 or more years	240
39	(240 mos. or more)	
40		

41 Employees with vacation (annual leave) balances above the maximum

- 1 allowed as of the anniversary of their adjusted service date (leave
2 progression date or date of regular employment with the City, whichever is
3 later) shall have their balances reduced to the maximum allowed during the
4 pay period in which the anniversary of their adjusted service date (leave
5 progression date or date of regular employment, whichever is later) occurs.
6 Any sick leave incentive time awarded will be added to the vacation (annual
7 leave) balance after the maximum hours have been adjusted.
- 8 **11.3** Vacation (annual leave) shall continue to accrue during periods of absence in
9 which the employee is in pay status.
- 10 **11.4** A. In general, the City policy for use of vacation (annual leave) will be in
11 quantities of not less than one hour, except as otherwise provided in
12 the Family and Medical Leave Act (FMLA). Vacation (annual leave)
13 must begin or end at the start or close of the shift or work schedule
14 unless an emergency arises. Department approval of scheduled
15 leave will not be unreasonably withheld provided operational needs
16 can be met, as determined by the City.
- 17 B. Each Department may establish written guidelines, based on job
18 function, for the minimum increment of leave and the time of leave
19 use during the shift which are more flexible than those stated in
20 Section 11.4 (A) if operational needs so permit. The Department may
21 amend these written guidelines at any time if operational needs so
22 require, as long as they do not exceed the requirements in Section
23 11.4(A).
- 24 **11.5** Should a holiday occur during an employee's vacation, that day shall be
25 charged as a holiday.
- 26 **11.6** Except for payment for vacation that is sold back at the time of conversion to
27 the PTO system, or upon termination or entry into the DROP, employees
28 shall not be paid for vacation (annual leave) accrued in lieu of taking a
29 vacation.
- 30 **11.7** Vacation (annual leave) shall not be granted in advance of being earned. If
31 an employee has insufficient vacation (annual leave) credit to cover vacation

- 1 (annual leave), the employee shall be in a no pay status.
- 2 11.8 Employees who are transferred from one department to another shall have
3 their vacation (annual leave) credits transferred with them.
- 4 11.9 Upon termination of employment, the employee shall be entitled to
5 compensation for any earned but unused vacation (annual leave) to his/her
6 credit at the time of termination at the employee's current straight time rate of
7 pay. The employee's official termination date shall be the last day of active
8 employment, and shall not be extended due to payment for unused vacation
9 (annual leave) time.
- 10 11.10 If an employee is called back to work during his/her vacation (annual leave)
11 period, the employee shall be allowed to reschedule with special
12 consideration any vacation (annual leave) time lost as a result of the call
13 back.
- 14 11.11 In the event of the death of an employee, all compensation due to the
15 employee as of the effective date of death shall be paid to the beneficiary,
16 surviving spouse, or to the estate of the employee as determined by law or
17 by executed forms in his/her personnel folder.

18 SICK LEAVE

- 19 11.12 Regular and probationary full-time employees hired prior to 10/1/00 who are
20 covered by this Agreement and have not elected the Paid Time Off (PTO)
21 option shall accrue sick leave based on their leave progression date and
22 shall be limited to the following schedule:
- 23 A. Employees earn sick leave at the rate of 1 Hr. 51 Mins. per pay
24 period until their second anniversary. After two (2) years of service,
25 employees will earn sick leave at the rate of 2 Hrs. 47 Mins. per pay
26 period and after four (4) years of service at the rate of 3 Hrs. 42
27 Mins. per pay period.
- 28 B. Regular part-time employees shall earn sick leave in the proportion
29 that their workweek bears to a full-time workweek. A part-time
30 employee whose average workweek over a four (4) week period is
31 greater or less than their normal scheduled workweek shall have

1 their accrual rate changed to reflect either their higher or lower
2 average workweek until it returns to normal.

3 11.13 Sick leave will be granted upon approval of the Department Head, or
4 his/her designee, for the following reasons:

5 A. For absence due to personal illness, injury or temporary disability.
6 (Doctor's statement is required for temporary disability indicating
7 approximate length of absence due to disability.)

8 B. For personal medical and dental appointments.

9 C. For absence due to a compensable injury arising out of the course of
10 City employment (employee may request the Department Head, or
11 his/her designee, to allow him/her to remain on full pay for the period
12 which can be covered by sick leave balance when prorated with the
13 amount being paid by Workers' Compensation).

14 D. An employee may use up to a maximum of 480 hours of the
15 employee's accrued sick leave when an employee is needed to care
16 for a member of the employee's immediate family (defined as
17 spouse, certified or registered domestic partner dependent
18 child[ren], mother or father) living in the same domicile, who is ill or
19 injured, in the year between their leave progression dates. For the
20 purpose of this article, dependent children are defined as the
21 employee's unmarried, natural, adopted, or step-child[ren], or a child
22 for whom the employee has been appointed legal guardian or legal
23 custodian, or the natural or adopted child[ren] of the employee's
24 current certified or registered domestic partner, who are under the
25 age of 19 or who are handicapped children as defined in the City's
26 health insurance policy. Management may require confirmation of
27 the relationship or of the illness or injury from the employee by
28 furnishing a doctor's certificate or birth certificate, or any other
29 means deemed appropriate.

30 11.14 All employees are required to notify the designated supervisor on duty as
31 early as possible; in the case of non-shift employees, no later than the

1 starting of his/her scheduled workday, and in the case of shift employees,
2 no later than sixty (60) minutes prior to the starting of his/her scheduled
3 workday, when he/she is unable to report for work because of illness or
4 injury, giving the reason for absence. Employees failing to comply with this
5 provision shall not be allowed to charge their absence to sick leave unless
6 waived by the Department Head. All shift employees will notify the
7 designated supervisor at least nine (9) hours in advance of their intent to
8 return to work following absence due to illness or injury of more than two
9 (2) days. Sick leave will not be granted for any sickness, injury or disability
10 arising from a felonious act on the part of the employee. Sick leave will be
11 charged only against the employee's regular workday and shall not be
12 charged for absences on overtime or stand-by time. It shall be the mutual
13 obligation of the City and the Union to cooperate with each other to prevent
14 abuse of sick leave.

15 11.15

- 16 A. An employee absent for three (3) or more consecutive workdays
17 shall be required to report to Employee Health Services prior to
18 returning to work to verify that the employee is fit to work. An
19 employee shall remain in sick leave status until he/she is released
20 by Employee Health Services and reports to his/her work site. This
21 provision may be waived temporarily by Management for employees
22 returning to work anytime that Employee Health Services is not
23 open, **except in cases of injury in which this provision shall**
24 **apply.** Such absence shall require a doctor's written statement of
25 diagnosis verifying the employee's illness or injury, which will be
26 turned in to Employee Health Services, or a similar statement from
27 the City's Employee Health Services which will be turned in to the
28 appropriate supervisor, or sick leave will not be allowed.
- 29 B. A doctor's written statement of diagnosis verifying illness or injury of
30 less than three (3) consecutive day(s) shall be required by the City in
31 cases of frequent use of sick leave or when the pattern of sick leave
usage indicates potential abuse of sick leave privileges. If this

1 doctor's statement is to be required on a continual basis, the
2 employee shall be so notified, in writing, prior to the imposition of
3 such requirement. The duration of each such requirement shall not
4 exceed one (1) year. A copy of such notice shall be placed in the
5 employee's master personnel file.

6 C. The employee may be required by the appropriate Department
7 Head, or his/her designee, to obtain a written statement of diagnosis
8 verifying illness or injury from the City's doctor prior to returning to
9 work. Expenses of obtaining a statement from the City's doctor shall
10 be borne by the City. Expenses of a doctor other than the City's
11 doctor, if any, resulting from verification of illness or injury, shall be
12 the responsibility of the employee.

13 D. When a diagnosis and verification of illness or injury is required, the
14 following shall apply: The doctor's written statement will be turned in
15 to Employee Health Services before the employee returns to work,
16 which statement shall detail the employee's illness, the treatment
17 made and any restrictions on the employee's ability to perform all the
18 duties normally assigned to the employee's classification. Failure to
19 provide such a statement shall preclude the use of sick leave and
20 the employee returning to work. Excessive absenteeism due to
21 illness and injury may result in discipline being imposed.

22 E. If the appropriate supervisor determines from personal observation
23 that an employee reporting to duty may be too sick to work, he/she
24 may be required to report to the City's doctor or nurse to determine
25 whether the employee is fit to work.

26 F. In all cases where an employee is required to report to the City's
27 doctor to obtain a written statement of diagnosis verifying illness or
28 injury, the failure by the doctor to substantiate the employee's claim
29 of illness or injury will preclude use of sick leave. In all cases where
30 the employee is required to report to Employee Health Services,
31 failure to do so will preclude the use of sick leave.

- 1 11.16 Sick leave may not be charged in increments of less than one (1) hour
2 without prior approval by the Department Head, or his/her designee, unless
3 the absence is due to an FMLA qualifying event. Sick leave shall not be
4 granted in advance of being earned. Vacation (annual leave) may be used
5 in lieu of sick leave; however, the employee shall be considered sick and
6 not on vacation and the time used shall be treated as sick leave for all
7 purposes. When an employee has insufficient sick leave credit to cover a
8 period of absence, vacation (annual leave) will be used and, if none is
9 available, the employee shall be in a "no pay" status.
10 This paragraph pertains to unscheduled absences and is not intended to
11 prevent advance scheduling of vacation (annual leave) as outlined in Article
12 11, paragraph 11.4.
- 13 11.17 Should a holiday occur during the employee's sickness, the day shall be
14 charged as a holiday.
- 15 11.18 Sick leave shall continue to accrue during the periods of absence in which
16 the employee is in pay status.
- 17 11.19 Employees who are transferred from one department to another shall have
18 their sick leave credits transferred with them.
- 19 11.20 For employees not vested in the General Employees' Pension Plan, all
20 unused sick leave is forfeited upon termination from the City's service.
- 21 11.21 For employees vested in the General Employees' Pension Plan:
22 A. Any sick leave accrued and unused prior to October 1, 2012 shall be
23 converted to additional service credit for determining pension benefits.
24 B. Any sick leave accrued and unused on or after October 1, 2012 shall
25 not be converted to additional service credit for determining pension
26 benefits. Only the lesser of the sick leave accrued prior to October 1, 2012,
27 as described above, or at the time of termination or entry into the DROP
28 may be converted to pension service credit.
- 29 11.22 Employees taking sick leave shall be compensated at their straight time
30 hourly rate of pay for the time off work.
- 31 11.23 The sick leave incentive award will be given by the City to employees who

1 use little or no sick leave, or vacation (annual leave) in lieu of sick leave,
 2 during the period of one (1) year. Eligibility for the incentive award shall be
 3 based on:

- 4 1. Date of hire or adjusted service date (leave progression date).
- 5 2. The amount of sick leave, or vacation (annual leave) in lieu of sick
 6 leave, used in the previous year of service that was not directly tied
 7 to a job related injury, unless said injury is due to an employee's
 8 failure to comply with established departmental safety standards that
 9 results in disciplinary action including but not limited to verbal or
 10 written warnings.

11 .
 12 **11.24** The incentive award will be credited to an employee's accrued vacation
 13 (annual leave) and may be used as set forth in Article 11. The incentive
 14 award is computed on the following basis for each year of eligibility:

16	<u>Sick Leave, or Vacation in</u>	<u>Work Hours</u>
17	<u>Lieu of Sick Leave, Used</u>	<u>Awarded</u>
18	2 hrs or less	32
19	More than 2 thru 10	24
20	More than 10 thru 20	16
21	More than 20	None

24 **ARTICLE 12**

25 **PAID TIME OFF LEAVE (PTO) SYSTEM**

26 **12.1** All regular and probationary full-time or part-time employees covered by this
 27 Agreement hired on or after 10/1/2000 or who enter the Deferred Retirement
 28 Option Program (DROP) on or after 1/1/2007, are automatically covered by
 29 this Article. In addition, any regular or probationary full-time and part-time
 30 employee hired prior to 10/1/2000 and any employee currently in the DROP
 31 who make a one-time irrevocable election to select this leave system is also
 32 covered by this Article rather than Article 11.

- 1 12.2 Paid Time Off (PTO) is a single leave bank system that combines earned
2 vacation time (annual leave) and earned sick time. This system does not
3 include City-designated holidays; nor does it include any event-based leave
4 which may be additionally authorized based on the occurrence of specific
5 events.
- 6 12.3 Transition Plan for Employees who elect to move to the PTO System and for
7 any employee who enters the DROP:
- 8 A. An employee hired prior to October 1, 2000, may elect at any time to
9 move to the PTO System at the beginning of any pay period.
- 10 B. Any employee who enters the DROP is automatically moved to the
11 PTO System if he/she is not already enrolled in the PTO System.
- 12 C. If an employee elects to move to the PTO System or enters the DROP
13 on or after the date of ratification, the following conditions will apply:
- 14 1. No transfer back to the “old plan” (Sick/Vacation) will be
15 permitted.
- 16 2. No loss of accrued leave will occur, meaning that all unused
17 accrued sick leave will be transferred to the employee’s
18 Personal Critical Leave Bank (PCLB) account; and a portion or
19 all unused accrued vacation (annual leave) may be sold back at
20 the employee’s current rate of pay, or transferred to the
21 employee’s Paid Time Off (PTO) account, at the employee’s
22 option and subject to limits described below. The amount of
23 vacation (annual leave) to be applied to sell-back, if any, shall
24 be determined by the employee, but shall be limited to no more
25 than that which may be applied to pensionable *earnings*.
26 Whether sold at the time of conversion, or at the time of
27 separation or entry into the DROP, only payments made for
28 vacation leave that was unused and accrued prior to October 1,
29 2012 shall be considered *earnings* for pension purposes.
30 There shall be no option to sell back any portion of vacation
31 leave after December 31, 2015, unless and until there is a new

1 Agreement in effect providing for such sell-back.

2 3. At the employee's first anniversary date (leave progression
3 date) after election/transfer, he/she will be eligible to select any
4 options available under the PTO System provided the PCLB
5 requirements are met.

6 4. The PCLB requirements of the PTO system will prevail
7 beginning the date of election/transfer.

8 **12.4 Annual Accrual Rates:**

9 A. All employees hired on or after January 1, 2007, shall be granted 24
10 hours of PTO for personal leave on the first pay period following their
11 employment with the City. This is the only accrual for the first six months
12 of employment.

13 B. All employees hired on or after January 1, 2007, shall be granted 58
14 hours of PTO on the first pay period following completion of their first six
15 months of employment. Thereafter the following rates shall apply:

Years of Continuous Service	Rate of Accrual Per Pay Period
0 to 5 years (1 mo. thru 59 mos.)	6 Hours 10 Minutes
5 to 10 years (60 mos. thru 119 mos.)	7 Hours 42 Minutes
10 to 15 years (120 mos. thru 179 mos.)	8 Hours 37 Minutes
15 to 20 years (180 mos. thru 239 mos.)	9 Hours 14 Minutes
20 to 25 years (240 mos. thru 299 mos.)	10 Hours 28 Minutes

25 years or more (300 mos. or more)	10 Hours 47 Minutes
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Regular part-time employees shall earn annual leave in the proportion that their workweek bears to a full-time workweek. A part-time employee whose average workweek over a four (4) week period is greater or less than their normal scheduled workweek shall have their accrual rate changed to reflect the higher or lower average workweek until it returns to normal.

12.5 Scheduled Paid Time Off (PTO) may be used for any purpose an eligible employee deems necessary. PTO shall be taken in increments of not less than one (1) hour, except as otherwise provided in the Family and Medical Leave Act (FMLA). Accrued time can be used as soon as it is accrued, but in no event can it be taken prior to actual accrual.

12.6 A. Each Department shall establish and may amend reasonable written guidelines defining scheduled and unscheduled leave, based on job function and according to operational needs. In general, the City policy for use of PTO will be in quantities of not less than one hour, except as otherwise provided in the Family and Medical Leave Act (FMLA). PTO must begin or end at the start or close of the shift or work schedule unless an emergency arises. Department approval of scheduled leave will not be unreasonably withheld provided operational needs can be met, as determined by the City.

B. Each Department may establish written guidelines for the minimum increment of leave and the time of leave use during the shift which are more flexible than those stated in Section 12.6(A) if operational needs so permit. The Department may amend these written guidelines at any time if operational needs so require, as long as they do not exceed the requirements in Section 12.6(A).

12.7 The first sixteen (16) hours of any absence will be deducted from the employee's PTO leave account except as otherwise provided in Article 19

(Bereavement Leave), Article 25 (Workers' Compensation), or Article 26, Section 26.9A1 (Leave of Absence With or Without Pay). Absences that do not meet the advance notice requirements of the department will be considered unscheduled leave. If an employee does not have sufficient accrued unused PTO to cover the period of absence, the employee will be put on leave without pay for the first sixteen (16) hours or that portion thereof.

12.8

A. Whenever unscheduled leave is taken, employees will be required to notify their supervisor in accordance with departmental written guidelines. Generally, an employee will be allowed to take up to five (5) occurrences of unscheduled leave in a one-year period. After five (5) occurrences, the department head may require certification of absence for unexpected illness from a doctor or certified health professional.

B. In the interest of keeping a healthy workforce, the employee's supervisor has the right to send an employee, who appears to be ill or who may be a health risk to co-workers, to Employee Health Services (EHS). If EHS determines that the employee should be sent home due to the illness, the time will be considered scheduled PTO leave for the first sixteen (16) hours. For after-hours and weekend shifts, the supervisor shall have the right to send the employee home due to illness as scheduled leave.

12.9

For purposes of overtime, scheduled PTO leave will be counted as hours worked and PCLB or unscheduled PTO leave will not be counted as hours worked.

12.10

MAXIMUM ACCRUAL (CARRYOVER CAP):

Carryover of accrued PTO is permitted as follows:

Years of Continuous Service	Carryover Permitted
0 to 5 years (1 mo. thru 59 mos.)	160 Hours

5 to 10 years (60 mos. thru 119 mos.)	200 Hours
10 to 15 years (120 mos. thru 179 mos.)	224 Hours
15 to 20 years (180 mos. thru 239 mos.)	240 Hours
20 to 25 years (240 mos. thru 299 mos.)	272 Hours
25 years or more (300 mos. or more)	280 Hours

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6 12.11

The maximum accrual shall be calculated as of the employee's anniversary date (leave progression date). All hours over the PTO accrual cap must be either used or allocated to the options outlined below at the employee's anniversary date (leave progression date) each year.

7

Upon separation from the City, an employee shall be paid for accrued unused PTO leave credits up to the maximum carryover cap as listed above.

8

Unused PTO leave credits paid at termination shall not be included in the calculation of final average earnings for pension purposes.

9

10 12.12

PERSONAL CRITICAL LEAVE BANK (PCLB)

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It is recommended that the employee establish a PCLB, on his/her leave progression date, by depositing some number of hours of his/her PTO into the PCLB. The PCLB is used for the seventeenth (17) consecutive hour and beyond of absence due to any injury/illness of the employee or when an employee is needed to care for a member of the employee's immediate family (defined as spouse, dependent child[ren], mother, father, or certified or registered domestic partner) who is ill or injured or for the birth, placement, adoption of a child, or bonding/well newborn care after such, in the year

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1 between their leave progression dates. Documentation by a certified
2 physician, hospital or Employee Health Services may be required as
3 determined by his/her Manager/designee. For the purpose of this Article,
4 dependent children are defined as the employee's unmarried, natural,
5 adopted, or step-child[ren], or a child for whom the employee has been
6 appointed legal guardian, or the natural or adopted child[ren] of the
7 employee's current certified or registered domestic partner who are under the
8 age of nineteen (19) or who are handicapped children as defined in the
9 City's health insurance policy.

10 12.13 Employees may use a maximum of 464 hours of PCLB for family-related
11 illness in the year between their leave progression dates. If an employee
12 does not have sufficient PCLB to cover the absences, the employee's time
13 will be charged to PTO prior to entering a "no pay" status.

14 12.14 A. Any PCLB that is accrued and unused prior October 1, 2012 shall be
15 converted to additional service credit for determining pension benefits. No
16 cash payment for unused PCLB hours will be allowed at retirement,
17 resignation or termination.

18 B. Any PCLB accrued and unused on or after October 1, 2012 shall not
19 be converted to additional service credit for determining pension benefits.
20 Only the lesser of the PCLB accrued prior to October 1, 2012, as described
21 above, or at the time of termination or entry into the DROP may be converted
22 to pension service credit.

23
24 12.15 There is unlimited accumulation of time in the PCLB.

25 12.16 An employee may transfer any number of PTO leave hours (in one hour
26 increments) to a PCLB account at any time and may enroll in recurring
27 contributions (on a bi-weekly basis) during Open Enrollment each year.

28 12.17 A. Provided the employee has accumulated a minimum of 40 hours of
29 PTO and at least 220 hours in PTO and/or a PCLB at their leave
30 progression date, the employee will be permitted to convert up to forty
31 (40) hours of PTO to cash on his/her anniversary date (leave

1 progression date) to be paid via payroll check. Hours converted to
 2 cash will not be included in the pension base nor used for final
 3 average earnings calculations.

4
 5 B. In order to use the conversion to cash option, the employee must
 6 submit a written request to the timekeeper on the form provided at
 7 least fourteen (14) calendar days in advance of his/her leave
 8 progression date. Failure to do so will result in the revocation of the
 9 conversion to cash option for that leave progression year.

10 12.18 Should an employee have more than the allowable carryover cap on his/her
 11 anniversary date (leave progression date) and fail to choose one of the
 12 above options, the number of hours over the allowable carryover cap will
 13 automatically default into the employee's PCLB. 12.19

14 LEAVE BANK

15 A. Eligibility

- 16 1. PTO-covered employees who do not maintain a "Minimum Balance"
 17 total of PTO and PCLB as described below will **ONLY** be eligible to
 18 receive leave donations from other City employees if:
- 19 a. The employee is making a bi-weekly contribution to his/her PCLB,
 20 **and;**
 - 21 b. PCLB contributions remain in effect until the employee's combined
 22 PCLB and PTO amount reach a "Minimum Balance" based on
 23 years of service as described below.
 - 24 c. If leave donations are permitted, employees must sign an
 25 agreement stating that upon return to work, they will continue bi-
 26 weekly contributions to PCLB until their combined PCLB and PTO
 27 balance reaches a "Minimum Balance" based on years of service
 28 as defined below.
- 29 2. Once the employee reaches the "Minimum Balance" below, he/she
 30 may cease voluntary contributions to the PCLB account annually
 31 during Open Enrollment and remain eligible for Leave Bank donations.

1 However, the combined total of PTO and PCLB on the first day of
 2 extended leave must be equal to or greater than the “Minimum
 3 Balance” based on years of service as defined below.

- 4 3. Employees participating in the Paid Time Off Leave System (PTO)
 5 and who do not make voluntary contributions to their PCLB accounts
 6 or do not maintain a “Minimum Balance” based on years of service as
 7 defined below, **will not** be eligible to receive Leave Bank donations.

Years of Continuous Service	Minimum Balance
0 to 5 years (1 mo. thru 59 mos.)	160 Hours
5 to 10 years (60 mos. thru 119 mos.)	200 Hours
10 to 15 years (120 mos. thru 179 mos.)	224 Hours
15 to 20 years (180 mos. thru 239 mos.)	240 Hours
20 to 25 years (240 mos. thru 299 mos.)	272 Hours
25 years or more (300 mos. or more)	280 Hours

10
 11 B. DONATIONS TO OTHER EMPLOYEES

- 12 1. An employee may donate time from accrued PTO leave credits to
 13 another employee for whom a leave donation fund has been
 14 established in accordance with City policy and/or terms of this
 15 Agreement.
- 16 2. The option to donate accrued PTO leave to another qualified
 17 employee does not necessarily have to occur at the employee’s
 18 anniversary date (leave progression date), but rather whenever an
 19 eligible leave account is established.
- 20 3. No minimum PTO/PCLB balance is required for donations of PTO
 21 to a leave donation bank.

ARTICLE 13**HOLIDAYS**

13.1 The City observes the following paid holidays, but reserves the right to schedule work on these days. Regular and probationary full-time employees covered by this Agreement are entitled to ten (10) paid holidays, eighty (80) hours, listed below. Regular part-time employees shall earn holiday leave in the proportion that their workweek bears to a full-time workweek. A part-time employee whose average workweek over a four (4) week period exceeds their normal scheduled workweek shall have their accrual rate changed to reflect the higher or lower average workweek until it returns to normal.

New Year's Day	Observance Date
Martin Luther King, Jr.'s Birthday	Observance Date
Memorial Day	Last Monday in May
Independence Day	Observance Date
Labor Day	First Monday in September
Veterans' Day	Observance Date
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday After Thanksgiving
Christmas Day	Observance Date
One Additional Holiday	See Section 13.2

Holidays shall be observed on the observance date as established by the City, except for those employees scheduled to work on a Saturday or Sunday on which the actual holiday falls. They shall observe the actual date. In no event shall an employee be paid for the same holiday more than once.

13.2 During budget preparations, the Human Resources Director and the Local President shall confer in an attempt to determine the one (1) additional

1 holiday for the next fiscal year. In the event the two parties cannot reach
 2 agreement, final determination shall be made by the City Manager on or
 3 before September 1st.

4 13.3 To be eligible for a paid holiday, an employee must be in pay status for a full
 5 day on his/her assigned workdays immediately before and after the day on
 6 which the holiday is observed.

7 13.4 Whenever an observed holiday occurs on an employee's scheduled day off
 8 and the employee does not work thereon, the employee shall receive for
 9 his/her normal workday a straight time hourly rate of pay for the holiday.

10 13.5 Whenever an employee works on a City designated (i.e., observed) holiday,
 11 the following shall apply:

- 12 1. All hours worked shall count towards the computation of overtime.
- 13 2. The employee shall also receive 0.5 hours of additional compensation
 14 at the straight time rate of pay for all hours worked up to a maximum
 15 of eight (8) hours worked.
- 16 3. The 0.5 hours of additional compensation as defined above shall not
 17 be paid in addition to the time and one-half already paid to the
 18 employee for unscheduled (Call-Out or Remote Assist) work on a
 19 holiday.

20 13.6 Failure to report for work on a holiday after having been scheduled to work
 21 on such holiday shall be just cause for denial of holiday pay.

22 13.7 Should a holiday occur during an employee's sickness, the day shall be
 23 charged as a holiday.

24 **ARTICLE 14**

25 **HOURS OF WORK**

26
 27 14.1 The provisions of this Article are intended to provide a basis for determining
 28 the basic workweek and shall not be construed as a guarantee to such
 29 employee of any specified number of hours of work either per day or per
 30 week or as limiting the right of the City to fix the number of hours of work
 31 (including overtime) either per day or per week for such employee.

1 Departmental management will establish and change the basic workweek
2 and hours of work best suited to meet the needs of the department,
3 provided that any change shall be in compliance with other provisions of
4 this Agreement and shall not be arbitrary and capricious.

5 **14.2 BASIC WORKWEEK**

6 A. The workweek shall consist of a period of seven (7) consecutive days.
7 The normal workweek may consist of forty (40) hours per week. The
8 normal workday may consist of eight (8) or ten (10) or twelve (12)
9 hours of work, exclusive of the lunch period, in a twenty-four (24) hour
10 period, unless otherwise specified herein. The City and the Union
11 recognize that certain types of activities require different treatment as
12 to hours worked, and agree that in those instances, a different shift,
13 including the lunch period, may be allowed.

14 B. If there is any change in the scheduled workweek of an employee,
15 such change shall be posted one (1) week in advance. If a new
16 schedule is not posted, the current schedule shall remain in effect for
17 an additional week. However, the posted workweek schedule may be
18 changed without notice when in response to: an unscheduled event,
19 circumstances described within Article 17, Non-Standard Operating
20 Procedures, mutual agreement between the employee and his/her
21 manager, or the absence of an employee. In such cases, the posted
22 schedule will be reinstated at the start of the workweek following the
23 end of the event or circumstance that caused the schedule disruption.

24 **14.3 EXCHANGE OF HOURS OF WORK**

25 Upon prior approval of the Department Head or his/her designee,
26 employees within the same job classification working regularly scheduled
27 hours may exchange hours of work (shift for shift) within the same
28 workweek with one another, provided no overtime expense or
29 inconvenience is caused to the City.

30 **14.4 BREAKS**

31 If operations allow, all employees in the bargaining unit shall be entitled to a

1 ten (10) minute break during the first four (4), five (5) or six (6) hours of
 2 their normal workday and a ten (10) minute break during the second four
 3 (4), five (5) or six (6) hours of their normal workday (depending upon
 4 whether they work an eight (8), ten (10) or twelve (12) hour workday shift).
 5 The daily scheduling of such breaks shall be at management's discretion.

6
 7 **14.5 HOLIDAY WORKWEEK**

8
 9 Schedules may be modified at the sole discretion of Management based on
 10 job function and according to operational needs to retain normal daily work
 11 hours but reduce the days worked during the normal holiday workweek. In
 12 the event schedules are modified, Management shall develop holiday
 13 workweek schedules. Holiday workweek schedules, if modified, shall be
 14 posted in the Department/Division and filed with Human Resources.

15 **ARTICLE 15**

16 **PREMIUM PAY**

17 **15.1** The provisions of this Article are intended to provide a basis for determining
 18 the number of hours of work for which an employee shall be entitled to be
 19 paid at premium rates. Any employee covered under this Agreement shall
 20 be required to work overtime, perform Remote Assist or Call-Out if required
 21 by management. Management, at its discretion, may excuse an employee
 22 from overtime. All authorized and approved work performed by an
 23 employee in a classification eligible for overtime, in excess of forty (40)
 24 hours in any one workweek, shall be paid at the premium rate of one and
 25 one-half (1½) times the employee's straight time hourly rate of pay except
 26 as defined below.

27 There shall be no duplication or pyramiding in the computation of overtime,
 28 call-out, stand-by pay, or double-time as provided in the "REST
 29 TIME/DOUBLE TIME" section and nothing in this Agreement shall be
 30 construed to require the payment of premium pay more than once for the
 31 same hours worked.

32 Hours compensated at two (2) times the regular straight time rate shall not

1 count as hours worked for the purpose of computing overtime.

2 15.2

A. The following overtime guidelines shall apply:

3 1. Only Vacations, scheduled Paid Time Off (PTO), all hours
4 worked or up to 8 hours not worked on a holiday (depending
5 upon whether the employee is full-time or part-time), rest time
6 and other actual time worked shall count as hours worked for
7 the purpose of computing overtime.

8 2. However, vacations and scheduled PTO shall not count as
9 hours worked for the purpose of computing overtime when the
10 entire regularly scheduled workweek is charged as Vacation
11 (annual leave) or scheduled Paid Time Off (PTO).

12 B. Whenever an employee works on a holiday as defined in Article 13 -
13 Holidays, the following shall apply:

14 1. For each hour worked, up to a maximum of eight (8) hours
15 worked, the employee shall receive 0.5 hours of additional
16 compensation at the straight time rate of pay.

17 2. The 0.5 hours of additional compensation as defined above
18 shall not be paid in addition to the time and one-half already
19 paid to employees for unscheduled (call out or
20 phone/computer assist) work on a holiday.

21 15.3

Where **scheduled** overtime (notification at least eight hours prior to the
22 beginning of overtime) work is frequent, opportunity to work scheduled
23 overtime will be distributed as equally as is practicable among employees in
24 the same job classification in the same work section and area, provided the
25 employees are qualified to perform the specific overtime work required.

26 The affected divisions are:

27 Kelly Power Plant

28 Deerhaven Power Plant

29 Electric Transmission and Distribution

30 Electric Metering and Equipment Maintenance

31 Gas and Electric Measurement

- 1 Electric Substations and Relaying
- 2 Electric System Control
- 3 Murphree Water Treatment Plant
- 4 Kanapaha Water Reclamation Facility
- 5 Main Street Advanced Wastewater Treatment Plant
- 6 Wastewater Collection
- 7 Water Distribution
- 8 Gas Transmission & Distribution
- 9 Public Works
- 10 Traffic Operations
- 11 Field Services
- 12 Stores
- 13 General Services
- 14 GRUCom
- 15 Parks, Recreation & Cultural Affairs

- 16 • Scheduled overtime hours offered shall be accumulated on records
- 17 available to the Union and employees unless mutually agreed upon by
- 18 the Union and Department Management.
- 19 • Scheduled overtime offered, but not worked, will be considered as
- 20 overtime worked in maintaining these records.
- 21 • Managerial employees, other than in emergencies, shall not be called in
- 22 on overtime to perform non-managerial functions.

23 15.4 STAND-BY DUTY

24 Employees on stand-by are required to be in a state of readiness at all

25 times while assigned the stand-by duty. The employee must also be

26 readily reachable by direct communication (e.g., pager, cell phone, regular

27 telephone, etc.) at all times while assigned the stand-by duty.

28

29 STAND-BY PAY

DAY	HOURS	RATE OF PAY
Monday thru	1 per day	Straight time rate of pay

Friday		
Saturday and Sunday	2½ per day	Straight time rate of pay
City-observed Holidays	2½ per day	Straight time rate of pay

Hours compensated for as standby pay shown above shall not count as hours worked for the purpose of computing overtime.

15.5 REMOTE ASSIST

Remote Assist is defined as a situation where the employee is not required to leave his/her residence to perform work duties. Remote Assist work duties are defined as calls from the employee's home to other employees to respond to work, calls from outside agencies & businesses related to emergency work, calls from an authorized Manager/designee about operational needs to solve an operational problem that would otherwise require the employee to come into work, and/or perform computer work from home to solve operational problems that would otherwise require the employee to come in to work. Remote Assist is not telecommunications for clarifications such as, but not limited to: locating an item or clarifying what was written in a log, etc. All requests for Remote Assist pay shall be submitted on a Remote Assist form and must be approved by the employee's Manager/designee.

1. Remote Assist pay shall begin when the employee commences the first documented work (e.g., computer sign-on, telecommunications work, etc.) and Remote Assist shall continue until the employee terminates work (e.g., computer signoff, telecommunications disconnect, etc.).
2. Such employee shall receive one and one-half (1½) times his/her straight time rate of pay for all such unscheduled hours that he/she actually works, or the employee shall receive a minimum guarantee, whichever is greater. (See "Minimum Guarantees" Section.)
3. Hours compensated for as Remote Assist shall not count as hours

1 worked for the purpose of computing overtime.

2 **15.6 REMOTE ASSIST BECOMES CALL-OUT**

3 In cases where the employee is not successful in correcting a problem on a
4 Remote Assist and he/she is required to report to a work site, his/her status
5 will change to "Call Out." Call-Out pay shall begin when the employee
6 commenced the first documented work for the Remote Assist (e.g.,
7 computer sign-on, telecommunications work, etc.) and shall continue until
8 the employee terminates work. Travel time to home shall not be included
9 when the employee is not in a communications-equipped City vehicle.

10 **15.7 CALL-OUT**

11 Call Out is defined as a situation where an employee is ordered to, and does
12 report to work with less than eight (8) hours notice.

- 13 1. Call-Out pay shall begin whenever the first of the following occurs:
- 14 a. The employee gets into a communications-equipped City
15 vehicle and notifies dispatch he/she is in service; OR
- 16 b. The employee reaches the work site and reports as
17 authorized; OR
- 18 c. In the event a Remote Assist becomes a Call-Out (see
19 "Remote Assist Becomes Call-Out" above).
- 20 2. If an employee is called out, and does report to work, such
21 employee shall receive one and one-half (1½) times his/her straight
22 time rate of pay for all unscheduled hours that he/she actually works;
23 or, the employee shall receive a minimum guarantee, whichever is
24 greater. (See "Minimum Guarantees" below.)
- 25 3. Hours compensated for as Call-Out shall not count as hours worked
26 for the purpose of computing overtime.

27 **15.8 MINIMUM GUARANTEES**

28 **REMOTE ASSIST**

- 29 a. The minimum guarantee for a Remote Assist SHALL APPLY to any
30 authorized Remote Assist received within the eight-hour period prior
31 to the start of the normal scheduled work hours regardless of

1 whether or not the employee is scheduled to work the following day
2 and regardless of the duration of the call.

3 b. The minimum guarantee SHALL APPLY to Phone/Computer Assist
4 calls (authorized or not) received greater than eight hours prior to the
5 start of the normal scheduled work hours provided the call exceeds
6 seven (7) minutes.

7 c. The minimum guarantee for Remote Assist SHALL NOT apply to
8 any call (authorized or not) received greater than eight hours prior to
9 the start of the normal scheduled work hours provided the call is of
10 seven (7) minutes or less duration.

11 d. Once the minimum guarantee applies, employees may be called (by
12 telephone or computer) more than one time and all work performed
13 within the duration of this minimum guarantee shall still be
14 considered one (1) Remote Assist.

15 e. Minimum Guarantee:

	HOURS	RATE
ON STANDBY	1 hour	1½ times the employees straight time rate of pay
NOT ON STANDBY	1½ hours	1½ times the employees straight time rate of pay

16
17 **CALL OUT**

18 a. Once the minimum guarantee applies, employees may be called out
19 more than one time and all work performed within the duration of this
20 minimum guarantee shall still be considered one (1) Call Out.

21 b. Minimum Guarantee

	HOURS	RATE
ON STANDBY	2 hours	1½ times the employees straight time rate of pay
NOT ON STANDBY	3 hours	1½ times the employees straight time rate of pay

22
23
24 **15.9**

REST TIME/DOUBLE TIME

25 A. Whenever an employee is required to work without having had eight

1 (8) consecutive hours off, such hours worked shall be cumulative,
2 and when the total number of hours worked reaches sixteen (16)
3 hours, any additional hours worked shall be compensated at two (2)
4 times the employee's straight time rate of pay until the employee
5 shall have had eight (8) consecutive hours off.

6 B. Remote Assist work of two (2) instances or less in number and
7 seven (7) minutes or less duration shall not be considered an
8 interruption of consecutive hours off duty.

9 C. Prior to or after an employee has worked sixteen (16) hours as
10 specified above, the City may, at its option, grant the employee eight
11 (8) consecutive hours off duty.

12 D. If any of the off-duty hours fall within or overlap into the employee's
13 next regularly scheduled straight time work period, he/she shall be
14 paid for all such hours off-duty within his/her regular straight time
15 work period at his/her regular straight time rate.

16 E. Hours compensated at two (2) times the regular straight time rate
17 shall not count as hours worked for the purpose of computing
18 overtime.

19 F. Nothing under this section shall be construed as requiring the City to
20 work an employee at two (2) times his/her straight time rate of pay.

21 15.10 OUT OF CLASS*

22 Employees assigned by their Department Head or his/her designee to work
23 out-of-class in a higher paid bargaining unit classification for at least forty
24 (40) consecutive hours within a pay period, and for any consecutive hours
25 in excess of forty (40), including holidays, shall be paid for such time at five
26 percent (5%) above their straight time rate of pay or base of the higher
27 classification whichever is higher, but not to exceed the maximum rate of
28 pay assigned to the higher classification. In the event the qualifying Out of
29 Class assignment continues into the next pay period, all consecutive hours
30 worked on the Out of Class assignment shall be paid in accordance with this
31 provision. Once a break occurs, the forty (40) hour requirement must again

1 be met.

2
3
4 * Working Out-Of-Class – Performing all the functions of a higher
5 classification.

6 **15.11 SPECIAL ASSIGNMENT****

7 Employees assigned by their Department Head or his/her designee to work
8 on a special assignment for at least forty (40) consecutive hours within a
9 pay period, and for any consecutive hours in excess of forty (40), including
10 holidays, shall be paid for such time at five percent (5%) above their
11 straight time rate of pay. In the event the qualifying special assignment
12 continues into the next pay period, all consecutive hours worked on the
13 special assignment shall be paid in accordance with this provision. Once a
14 break occurs, the forty (40) hour requirement must again be met.

15
16
17 ** Special Assignment – Performing some, but not all the duties of another
18 classification or performing duties substantially above those of the
19 employee’s regular classification.

20
21 **ARTICLE 16**

22 **RESIDENTIAL BOUNDARY**

23 **16.1** Where appropriate, a department shall establish a call-in and standby
24 procedure and designate those classifications within the department in
25 which a timely response to certain conditions may be required in order to
26 protect the lives, safety, or property of citizens, customers, fellow
27 employees, or the City; to restore utility services or to minimize
28 environmental impacts. Employees in these classifications are subject to
29 call-in, may be required to serve standby and must live and maintain a
30 residence within the residential boundary allowing for drive time to the
31 intersection of NW 34 Street and NW 39 Avenue in Gainesville as set by the
32 individual department. This drive time cannot be set less than forty (40)

1 minutes, but may be more depending upon the needs of the department. A
 2 copy of the designated classifications and the call-in and standby procedure
 3 with the required residential boundary shall be submitted to the Human
 4 Resources Department. When new classifications are designated,
 5 employees in the classification at the time of designation shall not be
 6 required to meet this residential boundary requirement, except as provided
 7 in 16.7B. **In no event shall the minimum drive time from the employee's**
 8 **residence to NW 34 Street and NW 39 Avenue in Gainesville be**
 9 **required to be less than forty (40) minutes.**

10
 11 **Note 1: All departments are not required to establish a residential**
 12 **boundary requirement.**

13 **Note 2: Employees who live within Alachua County will automatically**
 14 **be assumed to meet any residential boundary requirement.**

15
 16 16.2 Employees hired on or after January 1, 2007, into these classifications
 17 designated with a residential boundary requirement will be required, within
 18 twelve (12) months of their hire date, to live in a location where their
 19 residence is within the established drive time (not to be less than 40
 20 minutes) to the intersection of NW 34 Street and NW 39 Avenue in
 21 Gainesville while driving the posted speed limits at 7:00 PM on a weekday.

22 16.3 Employees hired on or after January 1, 2007, and subsequently appointed
 23 (e.g., promotion, transfer, voluntary demotion, etc.), into one of these
 24 classifications, will be required, within twelve (12) months of their
 25 appointment, to live in a location where their drive time from their residence
 26 to the intersection of NW 34 Street and NW 39 Avenue in Gainesville is
 27 within the established drive time (not to be less than 40 minutes) while
 28 driving the posted speed limits at 7:00 PM on a weekday.

29 16.4 Employees who were hired into a designated classification on or before
 30 December 31, 2006, and who have remained in their position or job family,
 31 shall be exempt from the residential boundary requirement, except as

1 provided in 16.7B. In the event such an employee is appointed (e.g.,
2 promotion, transfer, voluntary demotion, etc.) into one of the classifications
3 outside his/her job family with a residential boundary requirement on or
4 after December 1, 2009, he/she will be required, within twelve (12) months
5 of their appointment, to live in a location where their residence is within the
6 established drive time (not to be less than 40 minutes) for that position to
7 the intersection of NW 34 Street and NW 39 Avenue in Gainesville, while
8 driving the posted speed limits at 7:00 PM on a weekday.

9 **16.5** If the employee does not comply with the established residential boundary
10 requirement within one (1) year of employment/appointment, his/her
11 employment shall be terminated. Employees hired on or before December
12 31, 2006 who are involuntarily transferred or who remain in their current job
13 or job family are not required to meet this residential boundary requirement,
14 except as provided in 16.7B. (See Exhibit I for explanation of job families).

15 **16.6** In the event of dispute, the measurement for compliance shall be
16 conducted at 7:00 PM on a weekday evening with the employee driving the
17 posted speed limits and will be conducted by the employee and his/her
18 immediate supervisor. Timing shall begin upon leaving the employee's
19 residence and end upon arrival at the intersection of NW 34 Street and NW
20 39 Avenue in Gainesville. The supervisor shall use a stopwatch to time the
21 exercise.

22 **16.7** Once an employee has qualified as having met the established residential
23 boundary requirement, he/she will not be required to do so again, provided
24 he/she maintains the same residence.

25 A. Should an employee who has qualified as meeting the requirement
26 relocate from his/her residence, the employee's new residence must
27 remain within the residential boundary requirement.

28 B. Employees exempted from the residential boundary requirement, as
29 provided in Article 16.1, 16.4 or 16.5, who relocate from their
30 residence, shall be required to remain within the same travel time.
31 To comply with this exception, the travel time from the employee's

1 new residence to the intersection of NW 34 Street and NW 39
 2 Avenue in Gainesville, as of the day of the relocation, shall be the
 3 same or less than the travel time from his/her exempted residence to
 4 the same intersection. In the event of a dispute, the procedure
 5 provided in 16.6 shall apply.

7 **ARTICLE 17**

8 **NON-STANDARD OPERATING PROCEDURES**

9 **17.1** If it is determined by a Charter Officer(s) that civil emergency or
 10 catastrophic conditions exist or are imminent (incident), including, but not
 11 limited to, riots, civil disorders, major disasters (including pandemics), or
 12 similar catastrophes, employees of the City who perform services on behalf
 13 of the City for other jurisdictions (out of town) may be required to work
 14 hours significantly in excess of their regularly scheduled workweek.

15 **17.2** The Charter Officer(s) who has made the determination that an incident has
 16 occurred shall compensate eligible employees as provided below:

- 17 1. All travel time and hours worked while out of town for all employees
 18 performing such services shall be paid at a rate of time and one-half
 19 (1½) the straight time rate of pay.
- 20 2. Work performed on a holiday shall be paid at a rate of time and one-
 21 half (1½) the straight time rate of pay plus eight (8) hours holiday pay
 22 as defined in Article 13. Additional compensation for a holiday as
 23 described in paragraph 13.4 shall not apply.
- 24 3. At the end of the declared emergency and after the employee returns
 25 to City of Gainesville jurisdiction, the employee will return to work
 26 under conditions of the regular contract provisions except as defined
 27 below:
 - 28 a. If returning to Gainesville without completing a full workweek,
 29 and the employee requests to take a day off, if granted it shall
 30 be considered scheduled regardless of the hours of advance
 31 notice for the request (vacation or PTOS).

- 1 b. When the employee returns to the City of Gainesville, he/she
 2 may be given an eight-hour (8) break by the
 3 supervisor/manager prior to returning to work. If such break
 4 falls within the employee's regular scheduled workday it shall
 5 be considered as Rest Time and shall count in the computation
 6 of overtime.
- 7 4. Normal scheduled hours worked under this article paid at the rate of
 8 time and one-half (1½) **count** toward the computation of overtime
 9 upon return to regular work.
- 10 5. No double time shall be paid for any work performed under this
 11 Provision.

ARTICLE 18

MEALS

- 16 18.1 The City may provide or reimburse, at the City's discretion, employees for
 17 meals when the City requires employees to work unscheduled overtime.
 18 Such reimbursement shall occur only under the following circumstances:
- 19 1. When employees work before or after the regular workday for longer
 20 than two (2) hours, they shall be provided, or reimbursed for a meal.
- 21 2. When employees are called out to work unscheduled overtime and
 22 work six (6) or more continuous hours, the City will provide or
 23 reimburse the employee for a meal after the sixth hour and after
 24 subsequent consecutive six-hour intervals, if the employee continues
 25 to work.
- 26 3. Unless meals are provided by the City, the reimbursement schedule
 27 shall be in accordance with the City Travel Policy as to dollar
 28 amounts paid. The hours for reimbursement are as follows:
- 29 A) 12:00 AM-08:00 AM - Breakfast
 30 B) 8:00 AM-4:00 PM - Lunch
 31 C) 4:00 PM-12:00 AM - Dinner

1 person has been appointed legal guardian or legal custodian.

2 19.3 Employees taking bereavement leave shall be compensated at their straight
3 time hourly rate of pay for the time off work.

4 19.4 Bereavement leave must be taken within five (5) days of either the death
5 and/or funeral/memorial service.

6
7 **ARTICLE 20**

8 **JURY DUTY AND COURT TIME**

9 20.1 A. Any employee covered by this Agreement who is required to perform
10 jury service during his/her normal working hours in a City, County or
11 Federal court, shall be paid his/her regular straight time hourly rate for
12 the period of such service. Employees receiving a summons for jury
13 duty must notify their immediate supervisor promptly or as soon as
14 possible after receiving such notice. Any employee failing to make
15 such notification will not be paid for the period of said absence. A
16 Request for Leave form must be completed by the employee with a
17 copy of the court summons attached and must be approved by the
18 Department Head or appropriate authority prior to payment for such
19 time off.

20 B. All jury fees received for services performed during scheduled working
21 hours excluding mileage and meal allowances shall be endorsed and
22 promptly transmitted by the employee to the appropriate supervisor for
23 forwarding to the Finance Department.

24 20.2 A. Any employee covered by this Agreement who is required to appear in
25 a court of law during his/her normal working hours in response to a
26 legally valid subpoena shall be paid his/her straight time hourly rate for
27 those hours absent from work; provided that either the employee is
28 required to testify on behalf of the City, or, that the City be a party to
29 the case and the employee is required to testify because of conduct
30 arising out of and in the course of his/her employment with the City
31 while actually on duty; and provided further, that in no other case shall

- 1 employees covered by this Agreement be paid by the City including
2 any case where the Union or the employee is a party to the case
3 directly or as a member of a class. Employees receiving such
4 subpoena must notify their immediate supervisor promptly and submit
5 evidence of such service as a witness.
- 6 B. Any witness fee which the employee receives shall be endorsed and
7 promptly transmitted by the employee to the appropriate supervisor for
8 forwarding to the Finance Department.
- 9 20.3 A. An employee who is excused from jury duty or from appearance as a
10 witness during his/her normal working hours must report to his/her
11 supervisor to determine if he/she will be required to work the
12 remainder of his/her normal work schedule.
- 13 B. Prior to shift, reasonable consideration shall be given to employees for
14 the nature of their work and the distance they must travel when
15 determining if they must report to work prior to jury duty.
- 16 20.4 In the event an evening or midnight employee is on jury duty, his or her work
17 schedule shall be altered so as to accommodate the jury duty scheduling.
- 18 20.5 Employees who are employed in the Gainesville Police Department who are
19 required to appear as part of their normal work scope for depositions or court
20 appearances shall receive court pay in the following manner:
- 21 A. When their court appearance begins while on duty and continues past
22 the end of the normal duty shift, or begins prior to the start of the
23 normal duty shift, they will be permitted to retain witness fees, if any,
24 including travel time, and shall be considered a continuation of normal
25 duty shift.
- 26 B. When court appearance begins and ends while off duty, they shall
27 retain the witness fee, if any, and receive overtime pay for court time
28 with a minimum payment of three (3) hours in addition to the witness
29 fee.
- 30 C. A telephone deposition of the employee while off duty shall be
31 compensated with one (1) hour of pay.

1
2
3 **ARTICLE 21**
4 **LONGEVITY PAY**

5 **21.1 Rates.**

6 All employees of the City covered by this Agreement and hired prior to March
7 02, 1992 shall receive longevity pay in addition to their regular base pay in
8 accordance with the following schedule:

9 All such employees who have been in the regular part-time or regular full-
10 time employ of the City for:

- 11 (1) Five years and not more than ten years - 2% of base pay;
12 (2) Ten years and not more than fifteen years - 3% of base pay;
13 (3) Fifteen years and not more than twenty years - 4% of base pay;
14 (4) Twenty years and not more than twenty-five years - 5% of base pay;
15 and,
16 (5) In excess of twenty-five years - 6% of base pay.

17 **21.2 Base Pay - Defined.**

18 The base pay of each eligible employee shall be the amount of regular bi-
19 weekly base pay as indicated on the applicable salary schedule effective as
20 of the first full pay period in January and July of each year which such
21 employee is entitled to draw from the City on the first day of January or July
22 of each year, immediately preceding the January or July in which longevity
23 payment is actually made, exclusive of any overtime, longevity, incentive or
24 other type pay.

25 **21.3 Establishment of Eligibility.**

26 Regular part-time and regular full-time employment of employees shall be
27 determined as of the January 1 or July 1 immediately preceding the
28 January or July in which longevity payment is to be made. In order for the
29 employee's time employed to be counted for purpose of calculating his/her
30 years of service for longevity purposes, the employee must have been in the
31 continuous regular full-time or regular part-time employ of the City for the
32 entire period. Employees incurring hours of leave without pay of one (1)

1 normal workday or less within any month shall be considered to be in a
2 continuous regular full-time or regular part-time employ of the City for that
3 month. Employees incurring a leave without pay of greater than one (1)
4 normal workday within any month shall not be considered to be in continuous
5 regular full-time or regular part-time employ of the City for that month. In
6 order to receive payment hereunder, the employee must still be in a regular
7 status with the City the month in which the payment is actually made.

8 **21.4** Continuity of Service; Exceptions.

9 (A) Continuity of service in the City's employ shall not be interrupted
10 because of absence due to compulsory military service or due to
11 voluntary military service in the armed forces of the United States of
12 America in accordance with appropriate contract provisions, and all
13 such time spent in the armed forces of the United States of America
14 shall apply toward accrued service for longevity pay.

15 (B) Continuity of service in the City's employ shall not be interrupted
16 because of absence when such absence shall have been granted in
17 accordance with the appropriate contract provisions as approved by
18 the City Commission.

19 None of such time on an approved leave without pay shall apply
20 toward the employee's service credit for determining longevity pay
21 unless the absence was for military leave as provided in subsection
22 (A) above.

23 **21.5** Separation from Service.

24 In the event any eligible employee dies, retires or is separated from the
25 service of the City for any reason, he/she shall be paid his/her longevity pay
26 from the date of the last payment of longevity pay to him/her, to the end of
27 the month preceding the month in which such person dies, retires or is
28 separated from the service of the City.

29 **21.6** Calculation of Payment.

30 A. Normal Payments - In General.

31 1. Such longevity pay shall be paid to each eligible employee in

1 January and July of each year and shall normally cover the six
2 (6) months preceding the month in which payment is made.

- 3 2. Longevity pay for each eligible employee shall be calculated by
4 multiplying the base pay of such employee for the month of
5 January or July next preceding the month in which such
6 longevity pay is to be paid by the number of months intervening
7 from the month preceding the month in which longevity pay
8 was last made to and including the month preceding the month
9 in which payment of longevity pay is to be made. The results
10 thus obtained shall then be multiplied by the applicable
11 percentage rate as shown in the schedule in Section 21.1 and
12 the result shall be the amount of longevity pay to be paid.

13 B. Proration For Discontinuous Service.

14 In the event an employee's anniversary of his/her adjusted service
15 date (leave progression date) for longevity purposes falls within any
16 six (6) months period for which the employee is being paid under the
17 provisions hereof, then the number of full months service in such
18 period after the said employee's anniversary of his/her adjusted
19 service date (leave progression date) shall be computed at the higher
20 rate indicated above and the remainder of the months shall be
21 calculated at the lower rate indicated above. (Example: If an
22 employee hired out as a regular part-time or regular full-time
23 employee with the City on January 13, 1981, the employee's 20 year
24 anniversary of his/her adjusted service date (leave progression date)
25 would be on January 13, 2001. For the payment in July 2001, the
26 employee would receive payment for January 2001, calculated at the
27 4% rate, and for February, March, April, May and June 2001,
28 calculated at the 5% rate.) Except as otherwise provided by FMLA;
29 and Section 21.4.
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ARTICLE 22

3

HOSPITALIZATION AND LIFE INSURANCE

4 22.1 Premium increases shall be shared equally by the employee and the
5 employer; provided that the employee shall not pay more than twenty
6 percent (20%) of the total premium for Employee only coverage. Part-time
7 employees shall pay bi-weekly for Health Insurance on a three-quarter (3/4)
8 or one-half (1/2) time based upon the budgeted level of their part-time
9 position.

10 22.2 The City, during the term of this Agreement, will pay one hundred percent
11 (100%) of the premium cost for life insurance.

12 22.3 Employees covered by this Agreement who retire during the term of this
13 Agreement, shall receive the Retiree Insurance Benefit as described below,
14 ending the month of December, 2015, unless changes to said Benefit
15 described below are negotiated in accordance with Chapter 447, Florida
16 Statutes. After the month of December, 2015, unless changes to said
17 Benefit described below are negotiated in accordance with Chapter 447,
18 Florida Statutes, the City shall have no obligation whatsoever to make any
19 payment for any retiree insurance benefits, described below, or as provided
20 by any ordinance of the City of Gainesville or otherwise provided, for any
21 Employee covered by this Agreement.

22 The City's contribution towards a monthly premium shall be determined as
23 follows:

24 (a) Normal or early retirement - Ten dollars x number of years of
25 credited service and portion thereof:

26 Plus \$5.00 x number of years of age and portion thereof over 65, on the
27 date the retiree first accesses (enters) the retiree health insurance program

28
29 Minus \$5.00 x the number of years of age and portion thereof under 65, on
30 the date the retiree first accesses (enters) the retiree health insurance
31 program

1 Such Retiree who entered a regular DROP before September 1, 2008, shall
2 have the period of employment while in the regular DROP added to the
3 years of credited service for the purposes of calculation described in this
4 subsection (a).

5 (b) Disability retirement. The amount that the City will contribute
6 towards the required premium, for covered employees who became
7 retirees based upon an application for disability retirement submitted
8 after the effective date of this Section 22.3 will be:

9 (1) For approved "in-line-of-duty" disabilities under the City of
10 Gainesville Employee's Disability Retirement Plan, the City will
11 contribute towards an individual premium an amount equal to 80
12 percent of the individual premium of the least costly (lowest
13 premium) City group health insurance plan option being offered at
14 the time the disability retirement is approved.

15 (2) For approved "in-line-of-duty" disabilities under the City of
16 Gainesville Employee's Disability Retirement Plan, the City will
17 contribute towards any other (than described in subsection 1 above)
18 tier of coverage an amount equal to 150 percent of the individual
19 premium of the least costly (lowest premium) City group health
20 insurance plan option being offered at the time the disability
21 retirement is approved.

22 (3) For approved disabilities other than "in-line-of-duty", the City will
23 contribute 50 percent of the amount described in subsections 1. and
24 2. above.

25 The City's amount of contribution toward the monthly premium, calculated
26 under (a) or (b) above, will be adjusted annually at a rate of 50% of the
27 annual percentage change in the individual premium of the least costly
28 option offered the prior plan year. The adjustment will occur at the
29 beginning of the first Plan Year after the initial City contribution has been
30 determined. The amount of City contribution the retiree would initially be
31 eligible for, calculated as of the date of retirement, will be adjusted

1 annually, whether or not the retiree has chosen to enter the retiree health
2 insurance program immediately upon retirement.

3 (c) City's Contribution

4 (1) In no event shall the City's contribution toward a premium as
5 described above, exceed the amount of the premium the City contributes
6 for active covered employees for the least costly (lowest premium) City
7 group health plan option being offered at that time, for the applicable tier
8 of coverage involved. In the event that the eligible retiree has elected to
9 participate in the City sponsored, if any, Medicare supplement plan in lieu
10 of participating in the City group health plan(s), the City's contribution
11 shall not exceed the amount of the premium for the Medicare supplement
12 plan.

13 (2) Retiree and dependents participating in the City group health plan or
14 Medicare supplement plan will be required to authorize payment of
15 premiums from RHS accounts or pension annuities, where sufficient
16 funds are reasonably available such purposes in order to remain eligible
17 to receive contributions from the City.

18 Either party may reopen this Section 22.3 for negotiation with a thirty-(30-) day
19 written notice.

20
21
22 **ARTICLE 23**

23 **TUITION AND BOOK REIMBURSEMENT PROGRAM**

24 **23.1** Introduction

25 This program provides employee assistance in paying tuition and book
26 costs from recognized and accredited institutions of higher learning to
27 promote personal development and career advancement. All classes will
28 require the advance approval of the employee's Department Head and
29 must meet one of the following:

30 Be required as part of a degree program;

31 Be relevant to the employee's current position; or

1 Be related to a City job.

2 23.2 Tuition and Book Reimbursement:

3 The use of these funds will be restricted to tuition and books. Tuition will
4 be limited to 100% tuition reimbursement for no more than 18 credit hours
5 (including lab fees) per employee each fiscal year, but not for supplies or
6 other expenses in connection with the course(s) to be taken. The amount
7 of reimbursement will be equal to the actual cost, not to exceed the State of
8 Florida university system credit-hour rate for undergraduate or graduate
9 courses as applicable. The City will not duplicate tuition reimbursement
10 fees, which have been paid by other sources such as scholarships, grants
11 or other subsidies. In the event of a partial scholarship or grant,
12 reimbursement will supplement, but not exceed the expense to the
13 employee. Books will be limited to fifty dollars (\$50) per class per
14 employee.

15
16 23.3 General Provisions:

17 A. Effective upon ratification, an employee who receives tuition and/or
18 book reimbursement shall be obligated to remain in the employ of the
19 City for one year after receiving the tuition reimbursement. Failure to
20 remain for one year for any reason, except death, disability or
21 involuntary termination, shall obligate the employee to reimburse the
22 City for any payments the employee received within 12 months of the
23 employee's termination of employment.

24
25 B. An employee who has completed an approved course and who is on
26 leave of absence at the time tuition and/or book reimbursement would
27 be paid will receive reimbursement of the amount due upon return to
28 active employment with the City.

29 23.4 Eligibility Requirements:

30 City employees appointed to regular full-time and regular part-time
31 positions who have completed their initial probationary period will be eligible

1 to participate in this program provided they are in a paid status. Regular
 2 part-time employees will be eligible for a proportionate share of the tuition
 3 reimbursement based on the budgeted hours for his/her position in
 4 relationship to a 40-hour workweek.

5
 6 This policy is exclusive of City in-hours training classes.

7
 8 **ARTICLE 24**

9 **MISCELLANEOUS EMPLOYEE BENEFITS**

10 **24.1** When an employee is required to use his/her personal automobile in the
 11 performance of City business, said employee will be reimbursed for
 12 operating expenses at the rate provided for in the City's travel policy,
 13 exclusive of mileage traveled to and from his/her work location.

14 **24.2** The City, during the term of this Agreement, will continue the tool policy
 15 currently in existence in General Government (including the individual
 16 agreement form) and in Utilities.

17 **24.3** The City, during the term of this Agreement, will provide
 18 annually, at no charge to the employees, a total of four (4) uniforms or
 19 equivalent, made up of components as determined by management, to those
 20 employees in departments/divisions and job classifications where
 21 management has decided to furnish uniforms. Issued work shirts and pants
 22 may only be worn while on official City business or while coming to or going
 23 from the work site. Some departments may require that the uniforms remain
 24 on the work site. At a minimum the first uniform order for new employees
 25 shall consist of the number of uniforms equal to the number of scheduled
 26 work days in a workweek plus one. The upkeep and minor maintenance of
 27 uniforms shall be the sole responsibility of the employee, except in areas
 28 where management has determined it is in the City's best interest to clean
 29 furnished uniforms due to expected and regular exposure to health
 30 contaminants.

31 Effective upon ratification, Police Service Technicians will be provided a dry

1 cleaning allowance each year of the agreement in the amount of \$550.00.
2 One-half ($\frac{1}{2}$) shall be paid on a pro-rata basis on or about October 1st, and
3 April 1st.

4 Effective upon ratification, Police Service Technicians shall receive one
5 hundred (\$100.00) dollars annual leather allowance, to be paid within the
6 first quarter of the fiscal year. It is the intent of management to replace
7 uniforms that have been soiled or damaged beyond repair while on the job.
8 Employees will be responsible for the cost of replacing uniforms soiled or
9 damaged beyond repair by employee's gross negligence or willful and
10 wanton misconduct, or uniforms lost due to the negligence of the employee.
11 Uniforms shall be worn, if provided, in the manner set forth in published
12 departmental rules and/or regulations. Except where management has
13 determined a safety or health risk may arise, or where display of union
14 insignia interferes with the department's appearance standards or vendor
15 requirements, Union members will be permitted to wear a Union pin or
16 shoulder patch on their uniform.

17 Effective upon ratification, for employees assigned to those areas of General
18 Government where a uniform allowance is provided, management may, at its
19 sole discretion, permit use of a portion of the annual allowance toward the
20 purchase of approved, job-appropriate footwear. The amount that may be
21 used shall be limited to the amount remaining after all uniform requirements
22 are met. There shall be no use of a uniform allowance toward the purchase
23 of footwear after December 31, 2015, unless and until there is a new
24 agreement in effect providing for such use.

25 Appropriate footwear not considered to be Personal Protective Equipment
26 (PPE) will be purchased by the employee and worn in the regular
27 performance of the employee's duties in accordance with OSHA Standard
28 1910.132 where applicable. All employees are required to wear and use
29 personal safety apparel and equipment in the manner such apparel or
30 equipment is designed to be used at all times when performing duties which
31 may expose them to workplace hazards identified in published department

1 rules and/or regulations with any disciplinary action taken as follows:
2 Immediate supervisors and/or respective managers shall require covered
3 employees to dress in accordance with the standards of these rules and
4 regulations. The employee, however, is ultimately responsible for
5 maintaining compliance with said rules and regulations.
6 Failure to comply with the provisions of these rules will result in action in
7 accordance with the progressive discipline standards adopted herein.

8
9 **Violation Type 1:**

10 Reporting to work without the designated uniform, or failing to wear or
11 maintain and care for uniforms in accordance with departmental rules and
12 regulations.

13
14 **First Offense:** Written warning and prohibited to work until deficiency is
15 corrected -- without pay.

16
17 **Second Offense:** Written instruction and cautioning and prohibited to work
18 until deficiency is corrected -- without pay.

19
20 **Third Offense:** Written instruction and cautioning and two (2) days
21 suspension without pay.

22
23 **Fourth Offense:** Written instruction and cautioning and five (5) days
24 suspension without pay.

25
26 **Fifth Offense:** Dismissal.

27
28 **Violation Type 2:**

29 Failure to wear uniforms and/or personal safety apparel and equipment in
30 accordance with departmental rules and regulations. Offenses shall be
31 considered a violation of Policy E-3, Rule 30.

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Violation Type 3:

Refusal to maintain and care for uniforms, or refusal to wear uniforms and/or personal safety apparel and equipment in accordance with departmental rules and regulations. Offenses shall be considered a violation of Policy E-3, Rule 18.

NOTE: Discipline described above, relating to Type 1, 2, and 3 violations, is not necessarily totally inclusive of discipline contained in applicable departmental rules and regulations. Other violations will be handled in accordance with the applicable labor agreement and City Policy.

24.4 Personal Protective Equipment (PPE) will be provided at no charge to the Employee. An allowance will be provided to purchase safety footwear, prescription safety eyewear, or other items as determined by Management in those Divisions/Departments that have established a requirement through a job hazard analysis that safety footwear, prescription safety eyewear, or other items be used on the job site as part of the regular performance of their duties.

24.5 In the sole discretion of the City, the City may provide additional compensation to employees for programs, such as employee recognition, employee safety incentive, or other employee incentive programs. Such compensation may be in the form of time off, a discretionary one-time lump sum payment, or gift certificate. The funding and implementation of this additional compensation is at the City's sole discretion. Such compensation will not affect an employee's base pay, pension or other fringe benefits and are one-time and non-recurring.

24.6 Gas Pipeline Welder Supplement

A. The City, at its sole discretion, may assign employees to perform gas pipeline welding. The removal of any individual employee from such assignment shall also be at the City's sole discretion.

- 1 B. Prior to assignment as a gas pipeline welder, an employee must
2 comply with the following:
- 3 1. Obtain and maintain American National Standard Institute and
4 American Petroleum Institute (ANSI/API) certification.
 - 5 2. Prior to and during the period of assignment, as determined by
6 the City, demonstrate to a designated staff member within the
7 Gas Transmission and Distribution Division, proficiency as a
8 gas pipeline welder.
 - 9 3. Read and sign an Agreement to Participate as a Gas Pipeline
10 Welder, the terms of which shall be reviewed and approved by
11 the Interest Based Bargaining Team (IBBT).
- 12 C. Employees assigned to perform gas pipeline welding in accordance
13 with this paragraph shall receive supplemental pay at an hourly rate
14 of \$3.1284, effective 1/7/13, and \$3.1754, effective 1/6/14. This rate
15 shall be adjusted at the same time and by the same percentage that
16 the pay range of the employee's base classification is increased, if
17 any.
- 18 D. Employees who are assigned to perform gas pipeline welding or who
19 leave or are removed from the assignment shall be entitled to a
20 prorated portion of the bi-weekly payment from the date they are
21 assigned, leave or are removed.
- 22 E. Payment of this supplement is subject to the overtime calculation in
23 accordance with Article 15 – Premium Pay, and is pensionable to the
24 extent permitted in the City's General Pension Plan.

25 **ARTICLE 25**

26 **WORKERS' COMPENSATION**

- 27
- 28
- 29 **25.1** Payment of workers' compensation benefits to all employees who are
30 disabled because of an injury arising out of and in the course of performing
31 their duties with the City will be governed as follows: full workers'

1 compensation benefits as provided in accordance with the Workers'
2 Compensation Law, Chapter 440, Florida Statutes.

3 25.2 Whenever an employee is absent due to a compensable injury, he/she shall
4 receive his/her regular pay for the first fifteen (15) calendar days of such
5 absence. But such payment shall not, when added to workers'
6 compensation benefits, total more than the normal take-home pay (gross
7 base pay minus taxes) received by the employee immediately prior to such
8 absence.

9 25.3 An employee sustaining a lost-time injury in excess of the time in Article 25.2
10 may use available sick leave or PCLB. If sick leave and PCLB are
11 exhausted, the employee may use PTO or vacation (annual leave). The
12 request must be made to the Department Head to allow the employee to
13 remain on full pay for the period which can be covered by the sick leave,
14 PCLB, PTO or vacation (annual leave) balance when prorated with the
15 amount being paid by workers' compensation as set forth in paragraph 1. An
16 employee who has elected the PTO program will not be required to use the
17 first sixteen (16) hours of supplement as PTO, but instead may access the
18 PCLB hours directly. If the employee has no PCLB hours, he/she may
19 access their PTO.

20 25.4 After employees are authorized to return to rehabilitative duty, they shall
21 receive no further benefits under this article nor shall they be entitled to elect
22 to take sick leave or PCLB in lieu of returning to work.
23

24 **ARTICLE 26**

25 **LEAVE OF ABSENCE WITH OR WITHOUT PAY**

26 **GENERAL INFORMATION**

27 26.1 Leaves of absence may be paid or unpaid, depending upon the
28 circumstances of the leave and whether the employee has accrued
29 applicable paid leave available. Four categories of leaves of absence are
30 described herein.

31 A. Leaves of absence will be granted for Family and Medical Leave

1 (FMLA) -see Section 26.6.

2 B. Leave of absences may be granted under conditions similar to FMLA
3 for employees to care for Certified or Registered Domestic Partners
4 see- 26.9

5 C. Leaves of absence may be granted for Personal Leave – see Section
6 26.10

7 D. Union Leave may be granted for authorized union activities – see
8 Section 26.11

9 **26.2** Leave Request Procedure:

10 Employees are expected to be familiar with and are required to follow the
11 leave procedures as outlined in this Article. Leave requests for less than
12 one (1) full pay period should be requested with a Leave Request Form
13 (LRF). Employees may be required to daily or otherwise report on his/her
14 status and intention to return to work and may be subject to loss of benefits
15 and/or discipline for failure to do so.

16 **26.3** Continuity of Service:

17 Any leave without pay which is approved in accordance with these
18 procedures shall not constitute a break in service, but may result in an
19 adjustment to the employee's leave progression date and the employee's
20 performance review and merit increase (if eligible) date. If the leave is for
21 ninety (90) days or longer, the employee's pension service date will also be
22 affected.

23 **26.4** Expiration of Leave and Reinstatement:

24 Reinstatement is dependent upon the type of unpaid leave. Refer to the
25 appropriate section for more information.

26 **26.5** Extension of Leave

27 If an extension of the leave is required, a request for the extension must be
28 submitted in writing at least five (5) days in advance of the leave expiration
29 or as soon as practical. Consideration of an extension will be based on the
30 same criteria as the original request. Failure to return to work at the
31 expiration of the leave may result in termination.

1 26.6 FAMILY AND MEDICAL LEAVE:

2 A. Eligible employees may take a maximum of twelve (12) weeks of
3 family and medical leave in their FMLA leave year. This leave may
4 be paid if applicable leave is available or the leave may be unpaid.
5 The FMLA Leave Year is defined as the twelve- (12-) month period
6 measured forward from January 1 of the current calendar year.

7 FMLA will be granted for:

- 8 1. The birth of a child and care for a child within twelve (12)
9 months following a birth.
- 10 2. The placement of a child with the employee. Leave must be
11 taken within twelve months following placement.
- 12 3. To care for the spouse, child, or parent of the employee who
13 has a "serious health condition".
- 14 4. If the employee is unable to perform his or her own job
15 because of the employee's own serious health condition.
- 16 5. Because of "any qualifying exigency" arising out of the fact
17 that the spouse, son, daughter, or parent of the employee is
18 on "covered active duty" or has been notified of an impending
19 call or order to "covered active duty" in the Armed Forces.

20 B. An eligible employee who is the spouse, son, daughter, parent or
21 next of kin of a covered servicemember, as defined by the FMLA,
22 who is recovering from a serious illness or injury sustained in the line
23 of duty on active is entitled to up to twenty-six (26) weeks of leave in
24 a single 12-month period to care for the servicemember. This
25 military caregiver leave is available during "a single 12-month period"
26 during which an employee is entitled to a combined total of twenty-
27 six (26) weeks of all types of FMLA leave.

28 If both the husband and wife are employed by the City, then the
29 aggregate number of workweeks of leave to which both husband
30 and wife may be entitled under this subsection may be limited to

1 twenty-six (26) weeks during the single 12-month period described in
2 this subsection B if the leave is

- 3 1. leave under subsection B; or
- 4 2. a combination of leave under subsection A and leave
5 described in B.

6 C. Eligibility Requirements

7 Employees are generally eligible if they have worked for the City for
8 at least one year and for 1,250 hours over the twelve (12) months
9 previous to the leave.

10
11 D. Definition of Serious Health Condition

12 A serious health condition is an illness, injury, impairment, or
13 physical or mental condition that involves either an overnight stay in
14 a medical care facility, or continuing treatment by a health care
15 provider for a condition that either prevents the employee from
16 performing the functions of the employee's job, or prevents the
17 qualified family member from participating in school or other daily
18 activities. Slightly different requirements apply in the case of
19 covered servicemembers.

20 Subject to certain conditions, the continuing treatment requirement
21 may be met by a period of incapacity of more than three (3)
22 consecutive calendar days combined with at least two (2) visits to a
23 health care provider or one visit and a regiment of continuing
24 treatment, or incapacity due to pregnancy, or incapacity due to a
25 chronic condition. For further information contact Employee Health
26 Services or the Human Resources Department.

27 E. Use of Leave

28 An employee does not need to use this leave entitlement in one
29 block. Leave can be taken intermittently or on a reduced leave
30 schedule when certified as medically necessary. Employees must
31 make a reasonable effort to schedule leave for planned medical

1 treatment so as not to unduly disrupt operations. Leave due to
2 qualifying exigencies may also be taken on an intermittent basis.

3 F. Substitution of Paid Leave for Unpaid Leave

4 The City generally requires use of accrued paid leave while taking
5 FMLA leave (see Section 26.8). In order to use paid leave for FMLA
6 leave, employees must comply with the City's normal paid policies.

7 G. Employee Responsibilities

8 Employees must provide thirty (30) days advance notice of the need
9 to take FMLA leave when the need is foreseeable. When thirty (30)
10 days notice is not possible, the employee must provide notice as
11 soon as practicable and comply with call-in procedures applicable to
12 employee.

13 Employees must provide sufficient information for the City to
14 determine if the leave may qualify for FMLA protection and the
15 anticipated timing and duration of the leave. Sufficient information
16 may include that the employee is unable to perform job functions,
17 the family member is unable to perform daily activities, the need for
18 hospitalization or continuing treatment by a health care provider and
19 information on symptoms, diagnosis, hospitalization, doctor results,
20 whether medication has been prescribed, any referrals for treatment
21 (physical therapy, for example) any other regimen of continuing
22 treatments, or circumstances supporting the need for military family
23 leave. Employees also must inform the City if the requested leave is
24 for a reason for which FMLA leave was previously taken or certified.

25 Employees also may be required to provide a certification and
26 periodic recertification supporting the need for leave.
27 Documentation must be provided in a timely manner, utilizing the
28 forms provided by the City, or FMLA leave may be denied, use of
29 paid leave may be denied, employees will lose job benefits and
30 protections, and may be subject to disciplinary action.

1 Employees with questions about what illnesses/conditions are
2 covered by this section of the policy or under the City's leave policies
3 are encouraged to consult with Employee Health Services (EHS).

4 H. Reserved:

5 I. Conditions:
6

- 7
8 1. Leave without pay for one (1) full pay period or more will not be
9 considered time worked for purposes of accruing seniority, longevity,
10 vacation, sick or other employee benefits, including PTO for
11 employees in the new leave system.
- 12 2. Employees may take Family and Medical Leave in twelve (12)
13 consecutive weeks, may use the leave intermittently, or under
14 certain circumstances may use the leave to reduce the workweek or
15 workday, resulting in a reduced hour schedule. Except for care for a
16 covered servicemember, the FMLA-covered leave may not exceed a
17 total of twelve (12) weeks in each twelve- (12) month FMLA leave
18 year. However, for the birth, placement, adoption of a child, or
19 bonding/well newborn care after such the City and the employee
20 must mutually agree to the schedule before the employee may take
21 leave intermittently or work a reduced hour schedule.
- 22 3. The City may temporarily transfer an employee to an available
23 alternative position with equivalent pay and benefits if the employee
24 is qualified for the position and if the alternative position would better
25 accommodate the intermittent or reduced schedule.
- 26 4. If an employee out on regular paid leave seeks to extend that leave
27 under the provisions of the Family Medical Leave Act, the City may
28 classify and apply leave already taken towards the employee's
29 twelve- (12-) week total upon appropriate information from the
30 employee.
- 31 5. The employee's position may be filled by a temporary appointment
32 or assignment of another employee. At the expiration of the leave,

1 the employee shall be reinstated in the position vacated, if the
2 position exists and the employee would have otherwise been
3 employed.

4 6. Except as provided herein, the employee, upon returning to work
5 from a medical leave, must report to Employee Health Services.
6 The employee may be required to submit a written approval from
7 his/her health care provider stating the employee is approved to
8 return to work. The employee may be required to complete a fitness
9 for duty examination related to the serious health condition for which
10 the employee was absent on FMLA leave.

11 7. While the employee is on medical leave, the City will continue the
12 employee's health benefits during the leave period at the same level
13 of benefits and under the same conditions as if the employee had
14 continued to work. An employee on paid medical leave continues to
15 pay the contribution rate via payroll deduction as when an active
16 employee. An employee on unpaid medical leave continues to pay
17 the contribution as when an active employee. In this case, the
18 employee must continue to make this payment either in person or by
19 mail to the City's Risk Management Department. Payment must be
20 received by the last day of the month prior to each month of
21 coverage. If the payment is more than thirty (30) days late, the
22 employee's health care coverage may be dropped. The City will
23 notify the employee in writing at least fifteen (15) days before the
24 date the health coverage retroactively is cancelled, or at the City's
25 option, it may pay the employee's share of the premiums during the
26 unpaid medical leave and recover those payments from employee
27 upon employee's return to work.

28 If the employee chooses not to return to work for reasons other than
29 a continuation, recurrence, or onset of a FMLA qualifying serious
30 health condition or for other circumstances beyond the control of the
31 employee, the City will require the employee to reimburse the City

1 the amount it paid for the employee's health insurance premium
2 during the leave period through deducting from any sums due
3 employee arising out of the employment relationship, or by initiating
4 legal actions against the employee to recover such costs.

5 26.7 How available paid leave is applied to an FMLA qualifying absence:

6 A. PTO– for employees hired on or after October 1, 2000, or for
7 employees hired prior to October 1, 2000 who elect the Paid Time
8 Off (PTO) leave plan, as provided in Article 12 of this contract

9 1. For Employee's Own Illness: The first sixteen (16) hours of
10 each FMLA qualifying absence for the employee's own
11 serious health condition will be charged against the
12 employee's Paid Time Off (PTO) bank. If an employee has
13 more than one qualifying FMLA absence, or is using FMLA
14 leave on an intermittent basis, the maximum number of hours
15 charged to PTO will be 96 hours during that leave year. Any
16 subsequent FMLA qualifying time off during that leave year
17 will be charged against the employee's Personal Critical
18 Leave Bank (PCLB), then leave without pay. In the case of
19 an FMLA qualifying absence as a result of a compensable
20 injury, the first 16 hours may be taken as PCLB. If an
21 absence will extend beyond 480 hours in the leave year, the
22 employee must apply for a Personal Leave (Section 26.11).

23 2. For FMLA qualified absence for the serious health
24 condition(s) of the employee's qualifying family member: The
25 first sixteen (16) hours of each qualifying absence(s) will be
26 charged to PTO. If an employee has more than one
27 qualifying FMLA absence, or is using FMLA leave on an
28 intermittent basis, the maximum number of hours charged to
29 PTO will be 96 hours during that leave year. Should the
30 employee have an insufficient PTO balance to cover the first
31 sixteen (16) hours of absence(s), the remainder such sixteen

1 (16) hours will be leave without pay; any subsequent hours of
2 absence shall be charged to the employee's PCLB account,
3 then leave without pay. The maximum hours of paid leave
4 shall be 480 hours in the leave year except as may be
5 allowed pursuant to Section 26.11. If an absence will extend
6 beyond 480 hours in the leave year, the employee must apply
7 for a Personal Leave (Section 26.11).

- 8 3. For the birth, placement, adoption of a child, or bonding/well
9 newborn care after such: The first sixteen (16) hours of each
10 qualifying absence will be charged to PTO. If an employee
11 has more than one qualifying FMLA absence, or is using
12 FMLA leave on an approved intermittent basis or reduced
13 schedule basis, the maximum number of hours charged to
14 PTO will be ninety-six (96) during that leave year. Should the
15 employee have an insufficient PTO balance to cover the first
16 sixteen (16) hours of absence(s), such absence will be leave
17 without pay; any subsequent hours of absence shall be
18 charged to the employee's PCLB account then PTO, then
19 leave without pay. The maximum hours of paid leave shall be
20 480 and any approved absence beyond 480 hours in the
21 leave year shall be leave without pay.

22
23 B. Old Leave System (Designated Leave System):

24 Except as provided below, all applicable accrued vacation and sick
25 leave must be exhausted before going into unpaid leave status.

26 An employee may use up to a maximum of 480 hours of the
27 employee's accrued sick leave in the leave year, for illness of a
28 member of the employee's immediate family (defined as spouse,
29 certified or registered domestic partner, dependent child[ren], mother
30 or father) living in the same domicile in the employee's leave year,
31 as defined in the Designated Leave System (Old System) Policy.

1 For employees in the sick leave/vacation leave system, employees
 2 are required to use sick leave, and in the absence of sick leave,
 3 vacation leave for absences due to their own or family member's
 4 serious health condition. In the case of the absences due to a
 5 compensable accident, after wage loss payments start, employees
 6 may choose whether or not to supplement the wage loss payments
 7 with sick leave, then vacation. Employees may utilize sick leave or
 8 vacation in lieu of sick leave for adoption and birth of newborn within
 9 six (6) weeks after adoption, placement, or bonding/well newborn
 10 care after such birth, for up to ninety-six (96) hours of such paid
 11 leave. Upon exhaustion of sick leave prior to utilizing ninety-six (96)
 12 hours, the employee will be required to use vacation in lieu of sick
 13 leave for up to the remainder of that period, after which time unpaid leave,
 14 or vacation in accordance with departmental notice procedures could
 15 be taken for the remainder of the FMLA entitlement period.
 16 Alternatively, the employee may take only unpaid leave for all
 17 absences due to adoption, placement, birth, or bonding/well
 18 newborn care after such, or take vacation leave in accordance with
 19 departmental notice procedures.

20
 21 **26.8**

22 **FMLA, Partner Leave Definitions:**

23 **Child:** includes a biological, adopted or foster child, stepchild, a legal ward,
 24 or a child for whom the employee stands in loco parentis (i.e., in the place
 25 of a parent) who is under eighteen (18) years of age; or eighteen (18) years
 26 of age or older and incapable of self care because of a mental or physical
 27 disability. (FMLA)

28 **Parent:** means the biological parent of an employee or an individual who
 29 stood in loco parentis to an employee when the employee was a son or
 30 daughter. (FMLA)

31 **Serious Health Condition:** A serious health condition is an illness, injury,
 32 impairment, or physical or mental condition that involves: (FMLA and
 Partner)

1 (i) inpatient care at a hospital, hospice, or residential medical care
2 facility, or

3 (ii) continuing treatment by a health care provider.

4 Leave Year: The twelve- (12) month period measured forward from January
5 1 each year except in the case of covered servicemember caregiver leave
6 (see 26.6B).

7 **26.9 CERTIFIED OR REGISTERED DOMESTIC PARTNER MEDICAL LEAVE**
8 **(Partner)**

9 A. Eligible employees may take a maximum of twelve (12) weeks of Partner
10 medical leave in the FMLA leave year. Eligible employees may also take
11 covered servicemember caregiver leave, if the covered servicemember is
12 the eligible employee's Certified or Registered Domestic Partner, for a
13 maximum twenty-six (26) weeks as described in VI B. In all cases, Partner
14 leave and FMLA leave combined may not exceed a total of twelve (12)
15 weeks in the FMLA (for care for Partners who are covered servicemembers
16 leave year, twenty-six (26) weeks in the covered servicemember leave
17 period), as the case may be unless otherwise required by law. This leave
18 may be paid if applicable leave is available or the leave may be unpaid.
19 The FMLA Leave Year is defined as the twelve-(12) month period
20 measured forward from January 1 each year.

21 Partner leave will be granted for and under the same conditions as FMLA
22 leave to care for a spouse, or covered servicemember.

23 **26.10 PERSONAL LEAVE**

24 A. An employee may be granted a Personal Leave for a period of time not to
25 exceed a total of one (1) year, for the following reasons:

- 26 1. Health or family related problems not defined within FMLA Policy, or
27 beyond the time limits of the FMLA or beyond the scope of leave
28 available to care for Certified or Registered Domestic Partners.
- 29 2. Education
- 30 3. Military leave not covered under Military Leave Policy
- 31 4. Extenuating personal reasons

1 CONDITIONS:

2 Employees must apply for Personal Leave in writing at least ten (10)
3 working days prior to the beginning of the leave. Personal Leave may be
4 granted and if granted may be paid, unpaid, or a combination of paid and
5 unpaid leave. Prior to being placed on unpaid Personal Leave under this
6 section, employees in the old leave system must first exhaust all accrued
7 vacation and personal leave; employees in the new leave system must first
8 exhaust all applicable, accrued PTO, PCLB hours may be applicable to
9 health or family related problems not defined within FMLA Policy, or beyond
10 the time limits of the FMLA, or beyond the scope of leave available for care
11 of Certified or Registered Domestic Partners.

12 Unpaid leave, for one (1) full pay period or more, will not be considered
13 time worked for purposes of accruing seniority, longevity, vacation, sick, or
14 paid time off (PTO).

15 During an employee's approved Personal Leave, his/her position may be
16 filled by a temporary appointment, or permanent assignment of another
17 employee. At the expiration of the leave, the employee shall be reinstated to
18 the employee's regular position vacated if it has not been filled permanently
19 during the leave. If the position has been filled, then the employee will be
20 reinstated to another position which is vacant and for which the employee is
21 qualified. The replacement position shall not be at a higher wage rate than
22 the position from which the leave was granted. Refusal of a vacant position
23 offered by the City shall result in the termination of the employee.

24 The employee shall not accept part-time or full-time employment elsewhere
25 while on leave of absence unless such employment was previously
26 approved and is not conducted during the employee's normal working
27 hours.

28 To return to work the employee must report to Employee Health Services
29 and the employee may be required to submit a written approval from
30 his/her health care provider releasing the employee for work. The employee
31 may be required to complete a health examination.

1 An employee on unpaid personal leave must contact the City of
 2 Gainesville's Risk Management Department to obtain a COBRA Notification
 3 Form. The COBRA Notification Form outlines the terms and conditions of
 4 the Consolidated Omnibus Budget Reconciliation Act, COBRA rates, when
 5 payments are due, and where payments are to be mailed. Payment must
 6 be received by the last day of the month prior to each month of coverage.
 7 If the payment is more than thirty (30) days late, the employee's health care
 8 coverage may be dropped. The City will notify the employee in writing at
 9 least fifteen (15) days before the date that health coverage retroactively is
 10 cancelled, or at the City's option, it may pay the employee's share of the
 11 premiums during the unpaid medical leave and recover those payments
 12 from employee upon employee's return to work. If the employee chooses
 13 not to return to work, the City will require the employee to reimburse the
 14 City the amount it paid for the employee's health insurance premium during
 15 the leave period through deducting from any sums due employee arising
 16 out of the employment relationship, or by initiating legal action against the
 17 employee to recover such costs.

18 **26.11** Union Leave of Absence.

19 Employees designated by the Union may be granted a leave of absence for
 20 Union business upon request of the Union President or his/her designee,
 21 as communicated to the Human Resources Director by the Union
 22 President. Such leave will be treated as personal leave (PTO, vacation or
 23 leave without pay) and permission for such leave may be withheld if
 24 operational considerations so require. Such leave shall be considered as
 25 time worked for the purpose of seniority accrual and other fringe benefits,
 26 provided that such leave does not exceed ten (10) consecutive work days.

27 **ARTICLE 27**

28 **MILITARY LEAVE**

29 **27.1** Active Duty.

30 The City Manager or the General Manager for Utilities shall grant a regular
 31

1 employee under his/her authority leave for active military service and state
2 active duty in accordance with applicable law.

3 **27.2** Reserve or Guard Annual Training.

4 The City shall grant a military leave of absence with pay to any employee
5 called to temporary active or inactive duty for training purposes with the
6 National Guard, or a reserve unit of the United States, or for attending
7 evening or weekend military training which conflicts with his/her work
8 schedule. Time off shall be granted for the purpose of attending the military
9 training for a period not to exceed two hundred forty (240) working hours in
10 any one calendar year.

11 **27.3** Reserve or Guard Active Military Service (not annual training).

12 The City shall grant a military leave of absence to any employee called to
13 active military service (not annual training) or state active duty with the
14 National Guard, or a military reserve unit of the United States. For the
15 purpose of active military service (not annual training) or state active duty the
16 first thirty (30) calendar days of any such leave of absence shall be with full
17 pay from the City.

18 **27.4** Requests for Military Leave.

19 The employee is required to submit a copy of orders or statement from the
20 appropriate military commander as evidence of such duty to his/her
21 Department Head. The orders or statement must be attached to a
22 Personnel Authorization Form requesting military leave. The request must
23 be sent to the Human Resources Department for processing.

24 **27.5** Military Leave Without Pay

25 In the event military leave is required in excess of the time allowed in
26 paragraphs 27.2 and 27.3, the employee may be granted additional leave
27 without pay or he/she may elect to use earned vacation (annual leave) or
28 PTO. Vacation (annual leave) and PTO will not be required prior to
29 allowing leave without pay.
30
31

1
2 **ARTICLE 28**

3 **JOB VACANCY AND PROBATION**

4 28.1 A. When vacancies occur they will be posted for City employees
5 internally on City bulletin boards for a minimum of seven (7)
6 consecutive days. They may also be advertised to the public.

7 B. Trainee vacancies may be filled using Utility Academy or similar
8 program graduates.

9 C. Employees in initial probationary status may apply for promotion only
10 when the position is being advertised to the public.

11 28.2 The following factors may be considered in selecting persons to fill vacant
12 positions.

13 A. Ability and qualifications to perform their work.

14 In the review of qualifications, City employees will be reviewed first.
15 If tests are given, they may be given to all qualified applicants and
16 selection methods will be explained to the candidates at the time of
17 the test. If an eligibility list is established, it will be valid for up to one
18 (1) year.

19 B. Prior work record and any other pertinent job related information.

20 C. Polygraph of applicants for positions in the Gainesville Police
21 Department.

22 28.3 Probation:

23 A. Initial:

24 All new employees shall be considered probationary employees for six
25 (6) months. The City may, at its discretion, extend any probationary
26 period up to an additional three (3) months. An employee may be
27 discharged without cause at any time during any portion of his/her
28 initial probationary period or extended probationary period.

29 B. Promotional:

30 Upon promotion, an employee shall be on probation for six (6)
31 months. In the sole discretion of management, if an employee is

1 removed during the probationary period for failure to perform
 2 satisfactorily the duties of the position, then the employee, may be
 3 returned to the classification held prior to the promotion or to a similar
 4 classification unless otherwise provided in their Progression through
 5 Training Program (PTTP).

6 **28.4 Interim Appointments/Assignments:**

7 Vacancies sometimes require the appointment of employees to positions on
 8 an interim basis. When such bargaining unit vacancies are likely to extend
 9 beyond thirty days, hiring managers and supervisors are strongly encouraged
 10 to solicit interest from all parties in the department who may possibly have
 11 the basic skills necessary to perform the interim assignment. This solicitation
 12 is meant to be an informal and quick process with the objective of helping the
 13 manager or supervisor become aware of all those employees who may have
 14 interest in the interim assignment and would benefit from the skills and
 15 knowledge afforded by the interim position. This provision is not covered by
 16 Article 8 of the current Labor Agreement.

17
 18
 19 **ARTICLE 29**

20 **LAYOFF AND RECALL**

21 **29.1 Layoffs:**

- 22 A. Layoffs shall be accomplished in an orderly, systematic and uniform
 23 manner in accordance with established procedures. Charter Officers
 24 or those acting directly in their positions may authorize layoff of an
 25 employee or employees when he/she deems it necessary for reasons
 26 of, but not limited to, the following: shortage of funds or work, or other
 27 material changes in the duties or organization, or for related reasons.
 28 Every effort will be made to provide employees with a minimum of ten
 29 (10) working days notification prior to layoff.
- 30 B. The duties performed by an employee who is laid off may be
 31 reassigned to other employees already working who hold positions in

- 1 appropriate classes.
- 2 C. The affected Charter Officer or his/her designee shall determine the
3 extent of layoffs necessary and identify:
- 4 1. The class or classes of positions from which layoffs are to be
5 made.
- 6 2. The number of positions in each class to be abolished resulting
7 in layoffs.
- 8 D. Should it become necessary to reduce the number of employees
9 within a division in a department, or if there are no divisions in the
10 department, then within the department, among employees of the
11 same classification, the order of layoff shall be as follows:
- 12 Appointment Status
- 13 1. Temporary employees.
- 14 2. Initial probationary employees.
- 15 3. Promotional probationary employees. (Reverts to prior
16 classification without loss of seniority accrued while in such
17 promotional probationary status.)
- 18 4. Regular employees.
- 19 E. When the need arises for laying off an employee serving a
20 promotional probationary period, such employee shall be returned to a
21 position of the classification from which he/she was promoted or
22 advanced.
- 23 F. Layoffs:
- 24 If it is necessary to effect a layoff, employees will be laid off in
25 accordance with Paragraph D of this Section. Among employees of
26 the same appointment status in a classification, the order of layoffs
27 shall be based on seniority with the least senior employees in the
28 classification in the division being laid off first provided that:
- 29 1. the employees are of equal ability and qualifications to
30 perform the work, and
- 31 2. the employees have comparable work records inclusive of all

1 other pertinent job related documentation.

2 However, for employees within specific "job families" (as listed in
3 Exhibit 2) the order of layoff will be further defined by Paragraph G
4 below.

5 G. If it is necessary to effect a layoff of employees within a job family, the
6 layoff provisions in Paragraphs D, E, and F above will be in force and
7 to the extent possible, employees at the entry level of a job family
8 (typically a trainee or apprentice) will be first subject to layoff in favor
9 of employees at the advanced level of the job family (typically a lead
10 worker or journey level worker). The retained employees may be
11 reassigned downward within that job family as required (for example:
12 lead worker to journey level worker).

13 H. Employees on layoff shall not accrue any employee benefits
14 whatsoever.

15 I. Provided, however, and in any event, any action taken under this
16 entire article shall not detract from the City's Affirmative Action Plan.

17 29.2

Recall:

18 A. Employees laid off under the provisions of either paragraph D or E in
19 Section 29.1 shall be recalled in the reverse order in which they were
20 laid off.

21 B. Regular employees laid off shall have precedence for recall to their
22 former classification and department over other applicants for a period
23 of three hundred ninety-five (395) days.

24 C. Laid off employees recalled within one hundred eighty (180) days shall
25 have their tenure of service restored. If re-employed after three
26 hundred ninety-five (395) days, the employee shall be treated as a
27 new employee.

28 D. The City will offer recall to laid-off employees by certified mail to the
29 last known address on file with the Human Resources Department. If
30 the laid off employee fails to report to the Human Resources
31 Department his/her intentions of returning to work within fourteen (14)

1 calendar days after mailing of said certified notice, tenure of service
 2 shall be broken. Any extenuating circumstances may receive
 3 consideration by Management and the Human Resources Director.

4 E. A laid off employee, when offered recall, who is temporarily unable to
 5 accept due to documented medical reasons may request a leave of
 6 absence without pay not to exceed thirty (30) calendar days.

7 F. Laid-off employees may apply for any equivalent or lower or higher
 8 classification with the City and, if selected within the three hundred
 9 ninety-five (395) day recall period, shall have their tenure of service
 10 restored.

11
 12 **ARTICLE 30**
 13 **LENGTH OF SERVICE**

14 **30.1** Length of Service:

15 An employee shall lose his/her continuous length of service and his/her
 16 employment with the City and shall be considered terminated for all purposes
 17 if:

- 18 A. The employee quits.
 19 B. The employee is discharged.
 20 C. The employee who has been laid off fails to report to work within
 21 fourteen (14) calendar days after being recalled by certified letter sent
 22 to the last known address as shown on the records of the Human
 23 Resources Department. Any extenuating circumstances may receive
 24 consideration by Management and the Human Resources Director.
 25 D. The employee fails to report for work at the termination of a leave of
 26 absence.
 27 E. The employee works on another job while on leave of absence without
 28 the City's permission.
 29 F. The employee is laid off for a period longer than three hundred ninety-
 30 five (395) days.
 31 G. The employee is absent without leave for three (3) consecutive

1 workdays without notifying his/her supervisor or the Human
 2 Resources Department. Such absence shall constitute a voluntary
 3 resignation. Any extenuating circumstances shall receive
 4 consideration by the Human Resources Director.

5 6 7 **ARTICLE 31**

8 **LIABILITY**

9 **31.1** The City will defend any actions in tort brought against any employee(s)
 10 covered by this Agreement as a result of any alleged negligence of said
 11 employee(s) arising out of and in the scope of their employment with the City
 12 unless such employee(s) acted in bad faith with malicious purpose or in a
 13 manner exhibiting wanton and willful disregard of human rights, safety or
 14 property.

15 **31.2** Whenever a City employee is sued for actions taken in the course of duty,
 16 the City will provide legal defense through the lawyer supplied by the City or
 17 its insurance carrier.

18 In exceptional cases when a claim for punitive damages has been made, the
 19 City will pay reasonable fees for additional counsel selected by the employee
 20 and the City when the City Commission has approved the hiring of additional
 21 counsel before the contract for hire is made. In no case will the cost of
 22 additional legal counsel be paid by the City unless prior approval is given as
 23 stated above, and in no case will the City pay punitive damages, if levied.

24 25 **ARTICLE 32**

26 **HEALTH AND SAFETY**

27 **32.1** The Public Employer agrees that it will conform to and comply with health
 28 and safety regulations as required by federal, state, and local law. The City
 29 and the Union will cooperate in the continuing objective of eliminating health
 30 and safety hazards.

1 **ARTICLE 33**

2 **BULLETIN BOARD**

3 33.1 The Union may, at its own expense, place a bulletin board at mutually agreed
4 upon locations, not to exceed approximately three feet by four feet (3' X 4') in
5 size for the following notices only:

- 6 A. Notices of Union meetings
7 B. Notices of Union elections and results
8 C. Reports of Union committees
9 D. Notices of recreational and social affairs of the Union
10 E. Notices by public bodies
11 F. Other written material which first has been approved prior to posting

12 33.2 Prior to posting, copies of all material described in Section 33.1, Section F,
13 shall be signed by an elected officer of Local No. 3170 and submitted to the
14 Human Resources Director or his/her designee for his/her signature. The
15 Human Resources Director or his/her designee shall be provided with a key
16 to any bulletin board that has a lock. Any materials posted which are not in
17 conformance to this Article may be removed at the discretion of the City.

18 33.3 No material, notices or announcements shall be posted which contain
19 anything political or controversial, or anything reflecting upon the City, any of
20 its employees, or any labor organization among its employees. No material,
21 notices or announcements which violate the provisions of this Article shall be
22 posted.

23 **ARTICLE 34**

24 **WAGES**

25
26 34.1 General Increases

- 27 A. Effective the first full pay period in January 2013, range maximums
28 shall be increased by one and one-half percent (1½%), as reflected in
29 Exhibit III. Effective the first full pay period in January 2013, employees
30 covered by this Agreement, except those participating in a Supervisory
31 Progression Through Training Program (SPTTP) and/or the Deferred

1 Retirement Option Program (DROP), shall have their individual base rate
2 of pay increased by up to 2%, limited by the new pay range maximum.

3 B. Effective the first full pay period in January 2014, range maximums
4 shall be increased by one and one-half percent (1½%), as reflected in
5 Exhibit III. Effective the first full pay period in January 2014, employees
6 covered by this Agreement, except those participating in a SPTTP and/or
7 the DROP, shall have their individual base rate of pay increased by up to
8 one and one-half percent (1½%), limited by the new pay range maximum.

9 C. Either party may reopen this paragraph (34.1) for negotiations at any
10 time during the month of June 2014. There shall be no general increases
11 after January 2014, unless and until there is a new Agreement in effect
12 providing for such increases.

13 **34.2 Retiree Health Savings Plan**

14 Employees covered by this Agreement shall have their base pay rate
15 reduced by 1.5% and the employer shall contribute such amount to
16 the Retiree Health Savings (RHS) plan adopted by the City
17 Commission.

18 **34.3 Merit or Performance Increases**

19 A. Effective January 1, 2013 through December 31, 2015, there will be
20 no Merit or Performance Increases. Either party may reopen this
21 paragraph (34.3) for negotiations at any time during the month of June
22 2014. Merit increase may be as an increase to base pay or as a one-
23 time, non-recurring lump sum payment may be made in lieu of an
24 annual Merit increase. An employee at the top of the pay range may
25 be eligible based upon performance to receive their pay increase such
26 that a portion increases base pay and portion as a lump sum
27 payment.

28 B. There shall be no Merit or Performance Increases during the term of
29 this Agreement (January 1, 2013 – December 31, 2015) or after,
30 unless and until there is a new agreement in effect providing for such
31 increases

- 1 C. For regular (non-probationary) employees, the review period is a one-
 2 year period from October 1 through the next September 30.
 3 Employees will continue to be reviewed, but there will be no Merit or
 4 Performance Increases associated with these reviews.
- 5 D. Effective January 1, 2013 through December 31, 2015, employees
 6 who are currently participating in the Deferred Retirement Option
 7 Program (DROP) will receive a zero percent (0%) increase in their
 8 base rate of pay.
- 9 E. Unless otherwise provided, DROP employees rate of pay shall be
 10 subject to the limitations provided for in each individual's DROP
 11 agreement. Effective the first full pay period in January 2013, for the
 12 2013 contract year only, employees participating in the DROP who are
 13 not eligible for the General Increases described in paragraph 34.1,
 14 shall receive a one-time, lump sum payment, equal to one-half
 15 percent ($\frac{1}{2}\%$) of their annualized individual rate of pay.34.4

16 Classification Changes

- 17 A. Promotion
 18 When an employee is promoted, his/her salary shall be advanced to a
 19 rate in the new pay range which would provide at least a five percent
 20 (5.0%) increase, except as provided in paragraph 34.5.
- 21 B. Transfer
 22 There shall be no immediate change in the salary rate of an employee
 23 who is transferred. If an employee is transferred to a position in a
 24 class having a higher salary range, such change is deemed a
 25 promotion (see 34.4A). If an employee is transferred to a position in a
 26 class having a lower salary range, such change is deemed a demotion
 27 (see 34.4D).
- 28 C. Temporary Assignments
 29 When an employee is assigned to perform work for a position in a job
 30 classification with a lower pay grade on a temporary basis, the
 31 employee shall not suffer a decrease in pay.

1 D. Demotion

2 When an employee is demoted to a position in a job classification with
3 a lower pay grade, the employee shall be paid within the approved
4 range for the lower paid job classification. The rate of pay shall be set
5 by the Human Resources Director.

6 E. Audits and Re-allocations

7 When a position(s) is reallocated to a lower paid classification as a
8 result of a job audit or re-organization, and the affected employee's
9 rate of pay is above the lower classification's range maximum, the
10 affected employee's rate of pay shall be frozen. The employee's pay
11 shall continue at the present rate during the period of incumbency
12 (except in event of general service wide reductions). The employee
13 shall not be entitled to a pay increase until such time as the
14 employee's pay is within the appropriate pay grade for the lower pay
15 classification.

16 F. Lump Sum Payments for "Hot" Market Jobs

17 Under certain conditions some skill sets become "hot" in the
18 marketplace. This becomes an issue of concern for the City when
19 either turnover increases in these position classes, or the City has a
20 difficult time recruiting. The several years leading up to Y2K for
21 COBOL programmers are a good example. Under these
22 circumstances, CWA and the City have an interest in maintaining
23 compensation at market levels without permanently changing the pay
24 structure and distorting internal hierarchy relationships. Therefore,
25 discretionary one-time lump sums may be made at different intervals
26 depending on market conditions. Each payment of a lump sum will be
27 approved by the IBBT. The review will include, but not be limited to
28 the following:

- 29 • There are demonstrated recruitment or retention problems in a
30 position class or potential recruitment or retention problems due to
31 projected retirements or turnover and there is actual evidence that

1 the City of Gainesville compensation is materially below market,
 2 based on bona fide data for the appropriate recruitment market,
 3 taking into account the total compensation for the position class.
 4 The lump sum for “hot” market jobs will be applied to each
 5 individual in the class who has the requisite skills.

- 6 • The IBBT will approve any market adjustments, but the final
 7 decision as to the initiation and withdrawal of the adjustment will
 8 rest solely with management using the CCRP process.
- 9 • These “hot” market job lump sum payments will not be included
 10 in determining final average earnings (FAE) for the calculation of
 11 pension benefits.

12 34.5 Progression through Training

- 13
- 14 A. Employees participating in the Supervisory Progression Through
 15 Training Program (SPTTP) shall be given information regarding how
 16 the progression works and the penalty, if any, for not progressing in
 17 the program. In addition, the employee shall be required to sign a
 18 statement of receipt and understanding which states he/she has been
 19 given this information prior to participating in the program.
- 20 B. Employees participating in the SPTTP shall receive wage increases
 21 solely in accordance with the terms of the SPTTP. For SPTTP
 22 ranges, the value of the range movement provided in 34.1 above shall
 23 only modify the final module of the progression (75th percentile) and
 24 the range maximum.
- 25 C. All newly appointed Supervisors of employees participating in IBBT
 26 approved PTTTPs shall be participants in the SPTTP.
- 27 D. All existing Supervisors of employees participating in an IBBT
 28 approved PTTTP may elect to voluntarily participate in the SPTTP at
 29 any time. Once an existing Supervisor has entered the program,
 30 he/she may elect to end their participation within the first six (6)
 31 months but in doing so, forfeits the opportunity to opt into the program

1 at a later date.

2 E. An evaluation tool was developed specifically for use by Supervisors
3 participating in the SPTTP. The intention was to use this tool to pilot
4 an extension of the PTTP philosophy (a direct link between
5 performance and pay) beyond the acquisition of Knowledge, Skills
6 and Abilities (KSA) into the use and application of those KSAs. The
7 terms and conditions necessary for implementation of this evaluation
8 tool will be jointly developed by a work group comprised of
9 representatives from the CWA and Management, appointed by the
10 IBBT. Their work product must be approved by the PTTP Board, and
11 finally by the IBBT prior to inclusion in the SPTTP.

12
13 34.6 If the City proposes removal of a classification(s) from the bargaining unit,
14 and where the union disagrees, PERC will decide the issue.

15 34.7 Direct Deposit

16 All employees covered by this Agreement will be required to have and
17 maintain a direct deposit account for the purpose of receiving their
18 employment compensation.

19
20 **ARTICLE 35**

21 **SEVERABILITY**

22 35.1 Should any provision of this Agreement be found to be inoperative, void or
23 invalid by a court of competent jurisdiction, all other provisions of this
24 Agreement shall remain in full force and effect for the duration of this
25 Agreement, it being the intention of the parties that no portion of this
26 Agreement or provision herein shall become inoperative or fail by reason of
27 the invalidity of any other portion or provision.

28
29 **ARTICLE 36**

30 **PENSIONS**

31 36.1 Employees covered by this Agreement shall be covered by the City's General

1 Pension Plan and Disability Plan as set forth by the City of Gainesville's Code
2 of Ordinances, as amended. Minor changes may be made by the City.
3 Minor changes are defined as changes the net effect of which would not
4 require a current or potential increase in the contribution rate or a benefit
5 decrease.

6 36.2 The City will give the Union a copy of such minor change(s) at least thirty (30)
7 days prior to the adoption of such change(s).

8 36.3 A change, or changes, in the Plan, the net effect of which would require a
9 current or potential increase in the contribution rate or a benefit decrease,
10 may be made by the City subject to the Union's right to demand impact
11 bargaining prior to the effective date of such change.

12 36.4 In the event there is, during the term of this Agreement, issuance of guidance
13 from the State of Florida Division of Retirement, a decision by a court of
14 competent jurisdiction, or action by the Florida Legislature that contradicts,
15 modifies, or overturns those parts of the General Employees' Pension Plan
16 intended to comply with statutory limits on the use of overtime, sick leave, or
17 vacation leave in the calculation of retirement benefits, the union may, upon
18 thirty (30) days written notice, reopen pension negotiations to discuss these
19 issues only.
20
21

22 **ARTICLE 37**

23 **ENTIRE AGREEMENT**

24 37.1 The parties acknowledge that during negotiations which resulted in this
25 Agreement, each had the unlimited right and opportunity to make proposals
26 with respect to subjects or matters not removed by law from the area of
27 collective bargaining. The understandings and agreements arrived at by the
28 parties after the exercise of such right and opportunity are set forth in this
29 Agreement.

30 37.2 The City and the Union, for the duration of this Agreement, agree that the
31 other shall not be obligated to bargain collectively with respect to any subject

1 or matter referred to or covered in this Agreement, but may, upon mutual
2 agreement of both, bargain collectively on any subject or matter not known or
3 contemplated by either or both parties at the time that they negotiated this
4 Agreement.

5 **37.3** This Agreement shall be effective on January 1, 2013, after ratification by the
6 bargaining unit members of Local No. 3170 and the City Commission and
7 shall remain in full force and effect up to and including December 31, 2015.

8 **37.4** A. The parties recognize that it may be in their mutual interest to
9 negotiate modifications to the Agreement during the life of said
10 Agreement. Accordingly, the parties concur that, should the City and
11 the Union agree to negotiate changes to existing Articles, or to include
12 the addition of new Articles(s), the Interest Based Bargaining (IBB)
13 process will continue to be utilized to the extent practicable. When the
14 IBB process is utilized, the intent of the parties shall be to negotiate
15 modifications, (e.g., additions and/or deletions) to the Agreement
16 which achieve mutual gains for the City and the Union. The IBB Team
17 will consist of 5 Union representatives and 5 management
18 representatives, to be trained in the IBB process. Union IBB Team
19 designees who are city employees, shall suffer no lost wages for time
20 to attend IBB meetings. Agreements reached under the IBB process
21 must be reduced to writing and signed off by the IBB Team members
22 and shall be ratified by both parties, except as authorized elsewhere in
23 the Agreement.

24 B. Should either party determine the IBB process would not be
25 practicable, Article 37, Entire Agreement, Section 37.2 shall then be
26 the process utilized. Any modifications resulting from utilizing Section
27 37.2 shall be ratified by both parties.

28 **37.5** Should either party desire to terminate, change or modify this Agreement or
29 any portion thereof, they shall notify the other party in writing prior to June 30,
30 2015. Such notification shall include the titles and sections of the articles the
31 party wishes to renegotiate and all other articles will remain in full force and

1 effect from year to year thereafter.
2 37.6 Following the sending and receipt of the notice described above, the parties
3 shall follow the procedures contained in the Florida Public Employee
4 Relations Act toward the consummation of a new Agreement.
5

1 **IN WITNESS WHEREOF**, the parties hereunto set their hands this _____day of
2 _____*.

3
4 THE CITY OF GAINESVILLE,
5 FLORIDA

COMMUNICATIONS WORKERS
OF AMERICA, INC.,
LOCAL NO. 3170

8
9 Signed Original on file in Human Resources
10 RUSSELL BLACKBURN
11 CITY MANAGER

Signed Original on file in Human Resources
ROBERT ARNOLD
CWA PRESIDENT

13
14 Signed Original on file in Human Resources
15 KATHY VIEHE
16 INTERIM GENERAL MANAGER FOR UTILITIES

Signed Original on file in Human Resources
ARCHIE HARRIS
CWA REPRESENTATIVE, GG

19
20 Signed Original on file in Human Resources
21 BRAWNER (SHAWN) SMITH
22 CWA VICE PRESIDENT, GRU

26 APPROVED AS TO FORM AND LEGALITY:

28
29 Signed Original on file in Human Resources
30 CITY ATTORNEY

32
33 CITY COMMITTEE
34 Dave Beaulieu
35 Cheryl McBride
36 David Richardson
37 Becky Rountree
38 Steve Varvel

UNION COMMITTEE
Robert Arnold
Tammy Snyder
Archie Harris
Clinton Weldon
Brawner (Shawn) Smith

41 *Date ratified by last party.
42
43

1 Exhibit I (Residential Boundary Section 16.5)

2

3 **Explanation of Job Families**

4

5 Job Families include, but are not limited to:

6

7 All Progression Through Training Program positions

8

8 Lineworker Trainee – Lead Lineworker

9

9 Water Plant Operator Trainee – Water Plant Operator III

10

10 Wastewater Plant Operator Trainee – Wastewater Plant Operator III

11

11 Network Technician I – Network Analyst

12

12 Maintenance Worker I – Maintenance Worker III

13

13 Tree Surgeon I – Tree Surgeon III

14

14 Maintenance Mechanic I – Maintenance Mechanic III

15

15 Traffic Signal Apprentice – Traffic Signal Technician III

16

16 Traffic Sign/Markings Technician I – Traffic Signs/Markings Technician III

17

17 Motor Equipment Operator I – Motor Equipment Operator III

18

18 Fleet Mechanic I – Fleet Mechanic II

19

19 Labor Crew Leader I – Labor Crew Leader II

20

20 And similar jobs with natural progression

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46

1 EXHIBIT II (Layoff and Recall Section 29.1 F (2))
 2
 3

4 **Job Family Name:**

Classifications included:

5
 6 Building Inspector

Building Inspector 3
 Building Inspector 2
 Building Inspector 1
 Building Inspector

10
 11 Buyer

Buyer 2
 Buyer
 Buyer Assistant

14
 15 Coal/.Ash Equip. Operator

Coal/Ash Equipment Operator II
 Coal/Ash Equipment Operator I

17
 18 Customer Account Rep.

Customer Account Representative, Sr.
 Customer Account Representative

20
 21 Customer Service Reps.

Customer Service Representative, Sr.
 Customer Service Representative 2
 Customer Service Representative 1

24
 25 Elect. Apparatus Tech.

Electric Apparatus Technician
 Electric Apparatus Technician Apprentice

27
 28 Electric Lineworker

Lead Electric Lineworker
 Electric Lineworker
 Electric Lineworker Apprentice
 Electric Lineworker Trainee

31
 32
 33 ED Facilities Specialist

Energy Delivery Facilities Specialist II
 Energy Delivery Facilities Specialist I

34
 35
 36 Field Service Tech.

Field Service Technician
 Field Service Technician Apprentice

37
 38
 39 Fleet Mechanics

Fleet Mechanic II
 Fleet Mechanic I

40
 41
 42 Gas Worker

Lead Gas Worker
 Gas Worker

43
 44
 45
 46

<u>Job Family Name:</u>	<u>Classifications included:</u>
1	
2	
3	Gas Worker
4	Gas Worker Apprentice
5	Gas Worker Trainee
6	Line Technician
7	Lead Line Technician
8	Line Technician
9	Maintenance Mechanic
10	Maintenance Mechanic 3
11	Maintenance Mechanic 2
12	Maintenance Mechanic 1
13	Network Cabling Specialist
14	Network Cabling Specialist 2
15	Network Cabling Specialist 1
16	Network Technician
17	Network Analyst
18	Network Specialist
19	Network technician II
20	Network Technician I
21	Police Service Tech.
22	Police Service Technician 3
23	Police Service Technician 2
24	Police Service Technician 1
25	Police Service Technician
26	Power Plant Operator
27	Power Plant Operator III
28	Power Plant Operator II
29	Power Plant Operator I
30	Process Plant Operator II
31	Process Plant Operator I
32	Power Plant Operator Trainee
33	Relay Technician
34	Lead Relay Technician (proposed)
35	Relay Technician
36	Relay Technician Apprentice
37	Substation Electrician
38	Lead Substation Electrician (proposed)
39	Substation Electrician
40	Substation Electrician Apprentice
41	Systems Operator
42	Systems Operator II
43	Systems Operator I
44	
45	
46	

1		
2	<u>Job Family Name:</u>	<u>Classifications included:</u>
3		
4	Telecom Specialist	Lead Telecom Specialist
5		Telecom Specialist 2
6		Telecom Specialist 1
7		
8		
9	Traffic Signal Control Tech	Traffic Signal Control Technician III
10		Traffic Signal Control Technician II
11		Traffic Signal Control Technician I
12		
13		
14		
15	Traffic Signs & Markings Tech	Traffic Signs & Markings Technician II
16		Traffic Signs & Markings Technician I
17		
18		
19	Tree Surgeons	Tree Surgeon III
20		Tree Surgeon II
21		Tree Surgeon I
22		
23	User Support Technician	User Support Analyst
24		User Support Specialist
25		User Support Technician II
26		User Support Technician I
27		
28	Utilities Materials Specialist	Utilities Materials Specialist, Sr.
29		Utilities Materials Specialist 2
30		Utilities Materials Specialist 1
31		
32	Wastewater Plant Operator	Wastewater Plant Operator III
33		Wastewater Plant Operator II
34		Wastewater Plant Operator I
35		Wastewater Plant Operator Trainee
36		
37	Water Plant Op/Mechanic	Water Plant Operator/Mechanic
38		Water Plant Operator/Mechanic Apprentice
39		Water Plant Operator/Mechanic Trainee
40		
41	Water Treatment Plant Op	Water Treatment Plant Operator III
42		Water Treatment Plant Operator II
43		
44		
45		
46		

1	<u>Job Family Name:</u>	<u>Classifications included:</u>
2		
3	Water Treatment Plant Op	Water Treatment Plant Operator I
4		
5	Water/Wastewater ICE Tech.	Instrumentation, Control, and Electrical (ICE)
6		Technician
7	Water/Wastewater ICE Tech.	ICE Technician Apprentice
8		
9	Water/Wastewater Lab. Tech.	Water/Wastewater Laboratory Technician, Sr.
10		Water/Wastewater Laboratory Technician
11		
12	Water/Wastewater Service Op	Water/Wastewater Service Operator Crew Leader
13		Water/Wastewater Service Operator
14		Water/Wastewater Service Operator Apprentice
15		Water/Wastewater Service Operator Trainee
16		
17		
18		
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1 **EXHIBIT III**2 **CWA PAY PLAN - EFFECTIVE 1/11/2010**

Grade	Hourly Min	Hourly Mid	Hourly Max	Annual Min	Annual Mid	Annual Max
C01	\$10.0170	\$11.6585	\$13.3000	\$20,835.36	\$24,249.68	\$27,664.00
C02	\$10.8183	\$12.5912	\$14.3640	\$22,502.06	\$26,189.59	\$29,877.12
C03	\$11.6838	\$13.5985	\$15.5131	\$24,302.30	\$28,284.78	\$32,267.25
C04	\$12.4700	\$14.6897	\$16.9093	\$25,937.60	\$30,554.47	\$35,171.34
C05	\$13.5923	\$16.0117	\$18.4311	\$28,271.98	\$33,304.34	\$38,336.69
C06	\$14.8156	\$17.4528	\$20.0899	\$30,816.45	\$36,301.72	\$41,786.99
C07	\$16.1490	\$19.0235	\$21.8980	\$33,589.92	\$39,568.88	\$45,547.84
C08	\$17.6024	\$20.7356	\$23.8688	\$36,612.99	\$43,130.05	\$49,647.10
C09	\$19.1866	\$22.6018	\$26.0170	\$39,908.13	\$47,011.75	\$54,115.36
C10	\$20.9134	\$24.6360	\$28.3586	\$43,499.87	\$51,242.88	\$58,985.89
C11	\$22.7956	\$26.8532	\$30.9108	\$47,414.85	\$55,854.66	\$64,294.46
C12	\$24.3401	\$29.0165	\$33.6928	\$50,627.41	\$60,354.22	\$70,081.02
C13	\$26.5307	\$31.6279	\$36.7251	\$55,183.86	\$65,786.04	\$76,388.21
C14	\$28.6532	\$33.9827	\$39.3121	\$59,598.66	\$70,683.92	\$81,769.17
C15	\$30.9454	\$36.7013	\$42.4572	\$64,366.43	\$76,338.71	\$88,310.98

4 **CWA PAY PLAN - EFFECTIVE 1/7/2013**

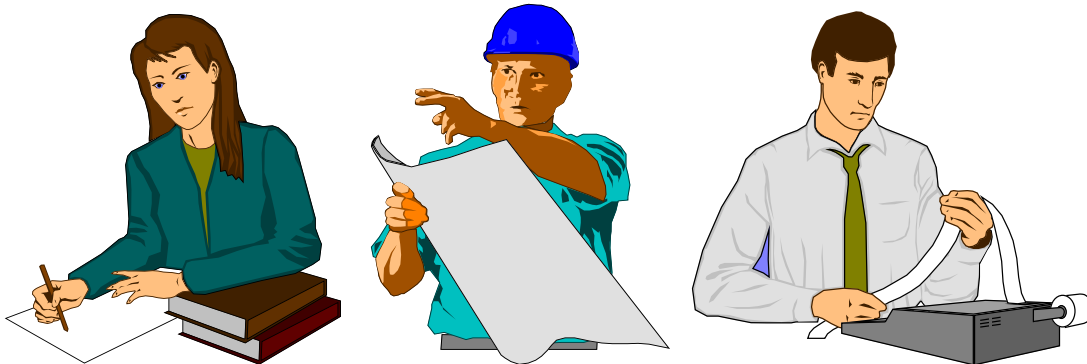
Grade	Hourly Min	Hourly Mid	Hourly Max	Annual Min	Annual Mid	Annual Max
C01	\$10.0170	\$11.7583	\$13.4995	\$20,835.36	\$24,457.16	\$28,078.96
C02	\$10.8183	\$12.6989	\$14.5795	\$22,502.06	\$26,413.71	\$30,325.36
C03	\$11.6838	\$13.7148	\$15.7458	\$24,302.30	\$28,526.78	\$32,751.26
C04	\$12.4700	\$14.8165	\$17.1629	\$25,937.60	\$30,818.22	\$35,698.83
C05	\$13.5923	\$16.1500	\$18.7076	\$28,271.98	\$33,591.90	\$38,911.81
C06	\$14.8156	\$17.6034	\$20.3912	\$30,816.45	\$36,615.08	\$42,413.70
C07	\$16.1490	\$19.1878	\$22.2265	\$33,589.92	\$39,910.52	\$46,231.12
C08	\$17.6024	\$20.9146	\$24.2268	\$36,612.99	\$43,502.37	\$50,391.74
C09	\$19.1866	\$22.7970	\$26.4073	\$39,908.13	\$47,417.66	\$54,927.18
C10	\$20.9134	\$24.8487	\$28.7840	\$43,499.87	\$51,685.30	\$59,870.72
C11	\$22.7956	\$27.0851	\$31.3745	\$47,414.85	\$56,336.91	\$65,258.96
C12	\$24.3401	\$29.2692	\$34.1982	\$50,627.41	\$60,879.84	\$71,132.26
C13	\$26.5307	\$31.9034	\$37.2760	\$55,183.86	\$66,358.97	\$77,534.08
C14	\$28.6532	\$34.2775	\$39.9018	\$59,598.66	\$71,297.20	\$82,995.74
C15	\$30.9454	\$37.0198	\$43.0941	\$64,366.43	\$77,001.08	\$89,635.73

1
2
3**CWA PAY PLAN - EFFECTIVE 1/6/2014**

Grade	Hourly Min	Hourly Mid	Hourly Max		Annual Min	Annual Mid	Annual Max
C01	\$10.0170	\$11.8595	\$13.7020		\$20,835.36	\$24,667.76	\$28,500.16
C02	\$10.8183	\$12.8083	\$14.7982		\$22,502.06	\$26,641.16	\$30,780.26
C03	\$11.6838	\$13.8329	\$15.9820		\$24,302.30	\$28,772.43	\$33,242.56
C04	\$12.4700	\$14.9452	\$17.4203		\$25,937.60	\$31,085.91	\$36,234.22
C05	\$13.5923	\$16.2903	\$18.9882		\$28,271.98	\$33,883.72	\$39,495.46
C06	\$14.8156	\$17.7564	\$20.6971		\$30,816.45	\$36,933.21	\$43,049.97
C07	\$16.1490	\$19.3545	\$22.5599		\$33,589.92	\$40,257.26	\$46,924.59
C08	\$17.6024	\$21.0963	\$24.5902		\$36,612.99	\$43,880.31	\$51,147.62
C09	\$19.1866	\$22.9950	\$26.8034		\$39,908.13	\$47,829.60	\$55,751.07
C10	\$20.9134	\$25.0646	\$29.2158		\$43,499.87	\$52,134.37	\$60,768.86
C11	\$22.7956	\$27.3204	\$31.8451		\$47,414.85	\$56,826.33	\$66,237.81
C12	\$24.3401	\$29.5257	\$34.7112		\$50,627.41	\$61,413.36	\$72,199.30
C13	\$26.5307	\$32.1829	\$37.8351		\$55,183.86	\$66,940.44	\$78,697.01
C14	\$28.6532	\$34.5768	\$40.5003		\$59,598.66	\$71,919.64	\$84,240.62
C15	\$30.9454	\$37.3430	\$43.7405		\$64,366.43	\$77,673.34	\$90,980.24

4

COMMUNICATIONS WORKERS OF AMERICA (CWA)



DRUG-FREE WORKPLACE PROGRAM

ADDENDUM A

CWA 3170

DRUG-FREE WORKPLACE PROGRAM

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DRUG-FREE WORKPLACE PROGRAM

I. PURPOSE

As a part of its commitment to safeguard the health of its employees, to provide a safe place for its employees to work, and to promote a drug-free working environment, the City of Gainesville, Florida (City) has established this program relating to the use or abuse of alcohol and drugs by its employees. Supplemental programs required by federal regulations will be described in addenda hereto. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided. This program is established in part to detect users and remove abusers of drugs and alcohol from the workplace, to prevent the use and/or presence of these substances in the workplace, and to assist employees in overcoming any dependence on drugs and/or alcohol in accordance with the following guidelines.

An employee who is injured in the course and scope of his/her employment and tests positive on a drug or alcohol test may be terminated. Refusal to take a drug (urine) or alcohol (breath) test will result in the employee being subject to dismissal.

Certain components of this program involve utilization of additional techniques and procedures. These additional techniques and procedures, are both justified by, and based upon, federal and state statutes, case law, and regulatory findings. At such time as the regulations implemented pursuant to the Omnibus Transportation Employee Testing Act of 1991 or other regulatory requirements become applicable to City employees, this program will be altered as and if necessary to conform to the specific requirements of the final regulations. Until such time, any additional techniques and procedures shall utilize mechanisms already in use and/or proposed for use by state or federal law and regulation. Prior to making any amendments to this Program, the City shall engage in collective bargaining to the extent required by law.

To the extent that Section 440.101-.102, or the implementing rules issued by the Department of Labor and Employment Security or those issued by the Agency for Health Care Administration are amended, or other statutes and rules requiring drug testing determined to be applicable to City employees are adopted or amended, this Program will be modified without the necessity of further general notice as required by §440.102 (3).

The City's Drug-Free Workplace Program has been prepared so as not to conflict with public policy and, further, not to be discriminatory or abusive. A drug-free workplace should be the goal of every employer in America. Drug and alcohol

testing is only one of the several steps that must be taken to achieve this objective. When incorporated into a comprehensive anti-drug effort, testing can go a long way in combating drug and alcohol abuse in the workplace.

II. SCOPE

All employees covered by this program and, as a condition of employment, are required to abide by the terms of this program and, as applicable, supplemental programs described in addenda to the City of Gainesville's Drug-Free Workplace Program. Any employee in doubt as to the requirements or procedures applicable to their situations may contact the City's Risk Management Department for information. Consistent with policy determinations and legal requirements, the City shall limit testing to that which is considered necessary to meet the Purpose of this Program.

III. DRUG-FREE WORKPLACE PROGRAM DISSEMINATION

- A. The City has given a general one-time notice to all employees that the City prohibits its employees from illegally or improperly using, possessing, selling, manufacturing, or distributing drugs on its property, or while its employees are at work; that it is against City policy to report to work or to work under the influence of drugs; and that it is a condition of employment to refrain from using illegal drugs or alcohol on the job, or abusing legal drugs on or off the job such that it affects their job, and that a drug testing program is being implemented.
- B. Prior to testing, all employees or applicants for employment will have been given a summary of the Drug-Free Workplace Program, a summary of the drugs which may alter or affect a drug test, a list of local employee assistance programs and a list of local alcohol and drug rehabilitation programs.
- C. A notice of drug testing will be included with all job vacancy announcements for which drug testing is required. A notice of the City's drug testing program will also be posted in appropriate and conspicuous locations on the City's premises and copies of the program will be made available for inspection during regular business hours in the Human Resources Department.

IV. DEFINITIONS

The definitions of words and terms as set forth in § 440.02(1) and § 440.102(1), Fla. Stat., the Florida Workers' Compensation Drug Testing Rules and the Agency for Health Care Administration, Drug-Free Workplace Standards (Fla. Admin. Code R. 59-A24) as may be amended shall apply to the words and phrases used in this program unless the context clearly indicates otherwise. When the phrase "drug and alcohol" testing, use, etc., is used in connection with different testing mechanisms, prohibitions or causes for testing "drug" includes all of the below

listed substances except alcohol. "Drug" otherwise has the same meaning as in §440.102(1)(a), Fla. Stat., which defines "drug" as follows:

(a) "Drug" means alcohol, including distilled spirits, wine, malt beverages, and intoxicating liquors; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methaqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or a metabolite of any of the substances listed herein.

(b) The words fail, failed or failure when used in this policy are based upon a confirmed positive test result reported by the Medical Review Officer (MRO).

V. ALCOHOL USE PROHIBITIONS

- A. The consumption of alcohol on City property or while on duty (during working hours, while at work, etc.) is prohibited and will result in disciplinary action, up to and including dismissal.
- B. Off-duty use of alcohol may adversely affect an employee's job performance or adversely affect or threaten to adversely affect other interests of the City, including but not limited to the employee's relationship to his/her job, fellow workers' reputations, or goodwill in the community. Disciplinary action up to and including dismissal may be imposed on this basis.
- C. Except as provided herein, the personal possession (i.e., on the person, or in a desk, locker) of alcohol on City property or during working hours will result in disciplinary action, up to and including dismissal.
- D. It is against the City's program and a violation of City policy to report to work or to work under the influence of alcohol.
- E. For purposes of implementing § 440.101-.102, Fla. Stat., an employee is presumed to be under the influence of alcohol if a breath test shows alcohol usage as set forth in Section VIII(L) or as otherwise provided by law (see Section I - Purpose).
- F. An employee whom Management has reason to suspect is under the influence of alcohol will be removed immediately from the workplace and will be tested and evaluated by authorized personnel selected in accordance with this program. The City will take further action (i.e., further testing, referral to counseling, and/or disciplinary action) based on medical information, work history, and other relevant factors. The determination of appropriate action in each case rests solely with the City.

- G. Failure to pass an alcohol test will result in further testing or disciplinary action, up to and including dismissal.
- H. Efforts to tamper with, or refusal to submit to an alcohol test will subject the employee to dismissal.

Refusal is defined as follows:

Refuse to submit (to an alcohol or controlled substances test) means that an employee

- (a) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for alcohol testing;
 - (b) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing;
 - (c) engages in conduct that clearly obstructs the testing process; or
- I. Employees arrested for an alcohol-related incident, as indicated on the arrest report, shall notify, as soon as feasible, but in any event no later than 24 hours after the arrest, the City management representative having direct administrative responsibility for the arrested employee of the arrest if the incident occurs:
 1. During working hours, or
 2. While operating a City vehicle, or
 3. While operating a personal vehicle on City business.

Failure to comply with this subsection will result in disciplinary action up to and including dismissal.

- J. Violations of alcohol use prohibitions can subject an employee to disciplinary action up to and including dismissal. Dismissal for a first offense will be considered an appropriate penalty absent mitigating circumstances.

VI. DRUG USE PROHIBITIONS

- A. The use, sale, purchase, possession, manufacture, distribution, or dispensation of drugs or their metabolites on City property or while at work

(while on duty, during working hours, etc.) is a violation of the City's Program and is Just Cause for immediate dismissal.

- B. Reporting to work, or working, under the influence of illegal drugs is a violation of the City's Program and is Just Cause for immediate dismissal.
- C. For purposes of this program, an employee is presumed to be under the influence of drugs if a urine test or other authorized testing procedure shows drug usage as set forth in Section VIII (L) or as otherwise provided by law (see Article I - Purpose).
- D. Participation in a treatment program, will not excuse violations of this policy, work rule violations, improper conduct, or poor performance and an employee may be disciplined or dismissed for such offenses or failure to perform.
- E. Legal medications (over-the-counter) or prescription drugs may also affect the safety of the employee, fellow employees or members of the public. Therefore, any employee who is taking any over-the-counter medications or prescription drugs which might impair safety, performance, or any motor functions shall advise his/her direct management representative of the possible impairment before reporting to work under the influence of such medication or drug. A failure to do so may result in disciplinary action. If Management determines that the impairment does not pose a safety risk, the employee will be permitted to work. Otherwise, management may offer a change in work schedule, temporarily reassign the employee or place the employee in an appropriate leave status during the period of impairment. Improper use of "prescription drugs" is prohibited and may result in disciplinary action. Improper use of prescription drugs includes, but is not limited to, use of multiple prescriptions of identical or interchangeable drugs, and/or consumption of excessive quantities of and individual or therapeutically interchangeable drugs, and/or inappropriately prolonged duration of consumption of drugs, and/or consumption of prohibited drugs for other than valid medical purposes. For the purpose of this Program, consumption of any drug by the employee of more than the manufacturer's maximum recommended daily dosage, or for a longer period of time than recommended (unless otherwise prescribed by employee's physician), or of any prohibited drug prescribed for or intended for another individual, or for other than a valid medical purpose shall be construed to constitute improper use. Prescription medication shall be kept in its original container (unless approved in advance by management) if such medication is taken during working hours or on City property.
- F. Refusal to submit to, or efforts to tamper with, a drug test will subject the employee to dismissal.

Refusal is defined as follows:

Refuse to submit (to an alcohol or controlled substances test) means that an employee

- (a) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for alcohol testing;
 - (b) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing;
 - (c) engages in conduct that clearly obstructs the testing process; or
- G. Violations of drug prohibitions can subject an employee to disciplinary action up to and including dismissal. Dismissal for a first offense will be considered an appropriate penalty absent mitigating circumstances.

VII. TESTING

A. *Testing of Applicants*

- 1. Prior to employment, applicants for designated positions, whether for temporary or permanent positions, will be tested for the presence of drugs.
- 2. Any job applicant who refuses to submit to drug testing, fails to appear for testing, tampers with the test, or fails to pass the pre-employment confirmatory drug test will not be hired and, unless otherwise required by law, will be ineligible for hire for a period of at least two (2) years.

B. *Reasonable Suspicion Testing*

- 1. "Reasonable suspicion testing" means drug testing based on a belief that an employee is using, or has used drugs in violation of the City's program, on the basis of specific, contemporaneous, physical, behavioral or performance indicators of probable drug use. It is a belief based on objective facts which could reasonably lead an observer to further investigation.

Two management representatives shall substantiate and concur in the decision to test said employee, if feasible. Only one management representative need personally investigate or witness the conduct. The management representative(s) and witness(es)

shall have received training in the identification of actions, appearance, conduct or odors which are indicative of the use of drugs or alcohol. If a management representative believes reasonable suspicion exists, the management representative shall report his or her findings and observations to the next higher management representative having administrative responsibility for the affected employee. Upon approval by the next higher management representative, the employee will be asked to immediately submit to a drug test(s) and sign a form acknowledging his or her consent. When chemical breath testing for alcohol testing is used, the test may be conducted immediately at the work site or later at the collection site. Factors which substantiate cause to test for drugs shall be documented by the management representative on the Substance Abuse Investigation Report Form which must be completed as soon as practicable, but no later than four (4) days after the employee has been tested for drugs. A copy of this report will be given to the employee upon request.

2. Each supervisor shall be responsible to determine if reasonable suspicion exists to warrant drug testing and required to document in writing the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. The documentation shall be forwarded to the Department Head or designee to authorize the drug test of an employee.

The Department Head or designee shall require an employee to undergo drug testing if there is reasonable suspicion that the employee is in violation of the City of Gainesville Drug-Free Workplace Program. Circumstances which constitute a basis for determining "reasonable suspicion", individually (except as provided in g. below) or in combination, may include but are not limited to:

- a. A Pattern of Abnormal or Erratic Behavior - This includes but is not limited to a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
- b. Information Provided by a Reliable and Credible Source - The first line supervisor or another supervisor/manager receives information from a reliable and credible source as determined by the Department Head that an employee is violating the City's Drug-Free Workplace Program.
- c. Direct Observation of Drug Use - The first line or another supervisor/manager directly observes an employee using

drugs while the employee is on duty. Under these circumstances, a request for drug testing is MANDATORY.

- d. Presence of the Physical Symptoms of Drug Use - The supervisor observes physical symptoms that could include but are not limited to glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or what is generally associated with common ailments such as colds, sinus, hay fever, diabetes, etc.

The following will be deemed reasonable suspicion and may provide a sufficient basis for requesting a drug test at the direction of the Department Head or designee:

- e. Violent or Threatening Behavior - First Incident: If an employee engages in unprovoked, unexplained, aggressive, violent and/or threatening behavior against a fellow employee or a citizen, the Department may request that the employee submit to drug testing;
- f. Violent or Threatening Behavior - Subsequent Incident: Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent and or threatening behavior against a fellow employee or a citizen, upon a second or subsequent episode of similar behavior/conduct (within eighteen months), the Department shall request that the employee undergo drug testing.
- g. Absenteeism and/or Tardiness: If an employee has previously received a suspension action for absenteeism and/or tardiness, a continued poor record (within eighteen months) that warrants a second or subsequent suspension action may result in a request for a drug test. This factor alone will not be cause for testing.
- h. Odor: Odor of cannabis or alcohol upon the person.
- i. Performance Related Accidents: Each employee whose performance either contributed to the accident or whose performance cannot be discounted as a contributing factor to the accident shall be drug tested. The management representative having administrative responsibility for the employee involved in the accident shall ensure that a drug test is performed as soon as possible after the accident. Any

necessary emergency medical care should be provided prior to initiating testing. No drug test should be administered after 32 hours.

Should evidence of alcohol be present, i.e., an odor of alcohol, open containers, or a statement from witness confirming alcohol consumption, the management representative must ensure alcohol testing is done immediately after the accident unless emergency medical care is required. An employee should be tested within 2 hours after the accident if at all possible. No alcohol testing will be conducted after eight (8) hours have passed from the time of the accident. If alcohol testing is not initiated within eight (8) hours, the management representative shall document the reason testing was not completed within eight (8) hours and submit it to Employee Health Services.

The following are examples of conditions that require accident related testing:

- (1) City employee operating a City vehicle at any time, or a non-City vehicle on City business, and involved in an accident resulting in a citation for a moving violation, or in any of the consequences described in 2(a) - (d) below.
- (2) Non-vehicular work related accident resulting in:
 - (a) death or injury to another person; or
 - (b) death of an employee; or
 - (c) injury to the employee requiring medical treatment at an off-site (away from the scene of the accident) medical facility other than Employee Health Services, unless the employee can be absolved of all fault in the accident. If the injury is of such character as would have been treated at Employee Health Services, but for the unavailability of Employee Health Services, management may waive this requirement. "Unavailability" means occurring at a time other than the hours of operation of Employee Health Service or at such distance from Employee Health Services as to render their use impractical; or
 - (d) property damage estimated to be greater than \$2500, unless the employee can be absolved of all blame in the accident.

C. Open Section**D. Open Section****E. Follow-up Testing**

If an employee in the course of employment enters an employee assistance program for drug related problems or a drug rehabilitation program, the employee must submit to a drug test as a follow-up to such program unless such requirement is waived by the City. Follow-up testing shall be prescribed by the Substance Abuse Professional (SAP) and be conducted at least once a year for at least a two-year period after completion of the program. Advance notice of such follow-up testing must not be given to the employee to be tested. In the case of drivers subject to the commercial motor vehicle addendum, follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver ceased performing safety-sensitive functions.

F. Routine Fitness for Duty

An employee shall submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is required for all members of an employment classification or group. When a routinely scheduled employee fitness-for-duty medical exam is to be included, it shall be subject to collective bargaining, unless such is determined to be applicable to city employees by virtue of statutory or regulatory requirements.

G. Additional Testing

Additional testing may also be conducted as required by applicable state or federal laws, rules, or regulations, subject to Section I (Purpose).

H. Refusal to Test

Employees who refuse to submit to a breath alcohol or urine drug test administered in accordance with this program will be subject to dismissal.

VIII. TESTING PROCEDURE**A. Tested Substances**

The City may test for any or all of the following drugs:

- Alcohol
- Amphetamines (Binhetamine, Desoxyn, Dexedrine)
- Cannabinoids (i.e., marijuana, hashish)
- Cocaine
- Phencyclidine (PCP)

Methaqualone (Quaalude, Parest, Sopor)
 Opiates
 Barbiturates (Phenobarbital, Tuinal, Amytal)
 Benzodiazophines (Ativan, Azene, Clonopin, Dalmane, Diazepam, Halcion, Librium, Poxipam, Restoril, Serax, Tranxene, Valium, Vertron, Xanax)
 Methadone (Dolophine, Methadose)
 Propoxyphene (Darvocet, Darvon N, Dolene)

B. *Designated Laboratory*

Because of the potential adverse consequences of test results on employees, the City will employ a very accurate testing program. Specimen samples will be analyzed by a highly qualified, independent laboratory which has been selected by the City and certified by the appropriate regulatory agency. The name and address of the certified laboratory currently used by the City is on file with Employee Health Services.

C. *Notification of Prescription Drug Use*

Applicants and employees will be given an opportunity after testing to, on a confidential basis, provide any information they consider relevant to the test including listing all drugs they have taken within the immediately preceding 30-day period, including prescribed drugs and to explain the circumstances of the use of those drugs or other relevant medical information to the Medical Review Officer (MRO) in the event of a positive confirmed result.

D. *Testing of Injured Employees*

An employee injured at work and required to be tested will be taken to a medical facility for immediate treatment of injury if treatment is required. If the injured employee is not at a designated collection site, the employee will be transported to one as soon as it is medically feasible and specimens will be obtained. If it is not medically feasible to move the injured employee, specimens will be obtained at the treating facility under the procedures set forth in this program and transported to an approved testing laboratory. No specimen will be taken prior to the administration of emergency medical care. An injured employee must authorize release to the City the result of any tests conducted for the purpose of showing the presence of alcohol or drugs.

E. *Body Specimens*

Urine will be used for the initial test for all drugs except alcohol and for the confirmation of all drugs except alcohol. Breath will be used for the initial and confirmation tests for alcohol. Sufficient volume of specimens shall be obtained so as to provide for the necessary number of samples as may be required, depending upon the number of required procedures. Chemical breath testing methods may be utilized in connection with justifying further

alcohol breath tests in instances involving reasonable suspicion testing under this program. Under these circumstances discipline for violation of the Program may be taken based upon observable conduct or conditions and/or the result of other tests, if any.

F. *Cost of Testing*

The City will pay the cost of initial and confirmation drug tests, which it requires of employees and job applicants. An employee or job applicant will pay the cost of any additional drug tests not required by the City. In the event that the City requires the employee's presence at the collection site outside normal working hours as part of the testing process and the employee passes the drug/alcohol test, such required time outside after normal working hours shall be considered actual time worked for the purpose of the CWA labor agreement (Premium Pay), if applicable.

G. *Collection Site, Work Site*

1. The City will utilize a collection site designated by an approved laboratory which has all necessary personnel, materials, equipment, facilities, and supervision to provide for the collections, security, chain of custody procedures, temporary storage and shipping or transportation of urine specimens to an approved drug testing laboratory. The City may also utilize a medical facility (designated by the contract laboratory) as a collection site which meets the applicable requirements.
2. The City may require that an employee take a chemical breath test at the Work Site or other City facility.
3. Security of the collection site, chain of custody procedures, privacy of the individual, collection control, integrity and identity of the specimen and transportation of the specimen to the laboratory as applicable will meet state or federal rules and guidelines as amended from time to time, and will be used for each employee or job applicant whose urine is tested.

H. *Collection Site, Work Site, Personnel*

A specimen for a drug test will be taken or collected by:

1. A physician, a physician's assistant, a registered professional nurse, a licensed practical nurse, a nurse practitioner, or a certified paramedic who is present at the scene of the accident for the purpose of rendering emergency service or treatment and/or qualified breath alcohol technician as defined in CFR Part 40; or
2. A qualified person employed by a licensed laboratory who has the necessary training and skills for the assigned tasks.

In the case of a chemical breath test, utilizing evidential breath test devices, a technician licensed pursuant to Fla. Admin. Code R. 11D-8, and/or qualified breath alcohol technician as defined in 49 CFR Part 40.

I. Testing Laboratory

1. The laboratory used to analyze initial or confirmation drug specimens will be licensed or certified by the appropriate regulatory agencies to perform such tests. The Agency for Health Care Administration has published Drug-Free Workplace Standards (Florida Administrative Code, R 59A-24) which shall be followed by laboratories and employers for testing procedures required under §440.101-.102, Fla. Stat.
2. All laboratory security, chain of custody, transporting and receiving of specimens, specimen processing, retesting, storage of specimens, instrument calibration and reporting of results will be in accordance with applicable state or federal laws and rules established by HCA or the U.S. Department of Transportation; to the extent the above information is readily reproducible by the lab and not confidential, such will be forwarded to the appropriate certified bargaining unit representative upon their request and their payment for reproduction cost.
3. The Medical Review Officer will provide assistance to the employee or job applicant for the purpose of interpreting any positive confirmed test results.

J. Initial Tests Used for Implementing § 440.101-.102, Fla. Stat.*

Initial tests will use an immunoassay except that the test for alcohol will be an enzyme oxidation methodology. The following cutoff levels will be used when screening specimens to determine whether they are positive or negative for these drugs or metabolites. All levels equal to or exceeding the following will be reported as positive:

Alcohol	0.04% concentration
Amphetamines	1000 ng/ml
Cannabinoids	50 ng/ml
Cocaine	300 ng/ml
Phencyclidine	25 ng/ml
Methaqualone	300 ng/ml
Opiates	300 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Synthetic Narcotics:	
Methadone	300 ng/ml

Propoxyphene 300 ng/ml

* Chemical breath testing procedures as described in Fla. Admin. Code R. 11D-8 or U.S. Department of Transportation rules, will be used for all alcohol testing.

**D.O.T. cutoff per 49 CFR, 40.29(e).

K. Confirmation Tests Used

All urine specimens identified as positive on the initial test will be confirmed using gas chromatography/mass spectrometry (GC/MS) or an equivalent or more accurate scientifically accepted method approved by the HCA. Alcohol will be confirmed using gas chromatography. All confirmation will be done by quantitative analysis. Concentrations which exceed the linear region of the standard curve will be documented in the laboratory and recorded as "greater than highest standard curve value." The following confirmation cutoff levels will be used when analyzing specimens to determine whether they are positive or negative for these drug metabolites. All levels equal to or exceeding the following will be reported as positive:

Alcohol	0.04% concentration
Amphetamines	500 ng/ml
Cannabinoids	15 ng/ml
Cocaine	150 ng/ml
Phencyclidine	25 ng/ml
Methaqualone	150 ng/ml
Opiates	300 ng/ml
Barbiturates	150 ng/ml
Benzodiazepines	150 ng/ml
Synthetic Narcotics:	
Methadone	150 ng/ml
Propoxyphene	150 ng/ml

L. Comparable Procedures

To the extent allowed by law and regulation, the City shall utilize 49 CFR, Part 40 procedures for workplace drug testing programs in lieu of the comparable procedures described herein, or incorporated by reference, when such comparable procedures are based upon the requirements of Fla. Admin. Code R. 59A-24.

IX. TEST RESULTS

A. Reporting Results

1. The laboratory shall disclose to the Medical Review Officer (MRO) a written positive confirmed test result report within seven (7) working days after receipt of the sample. The laboratory should report all test

results (both positive and negative) to the MRO within seven (7) working days after receipt of the specimen at the laboratory. The name and address of the current MRO is on file with Employee Health Services. The MRO is employed by the City and is not an employee of the drug testing laboratory.

2. The laboratory will report as negative all specimens which are negative on the initial test or negative on the confirmation test. Only specimens confirmed positive on the confirmation test will be reported positive for a specific drug.
3. The laboratory will transmit results in a manner designed to ensure confidentiality of the information. The laboratory and MRO will ensure the security of the data transmission and restrict access to any data transmission, storage and retrieval system.
4. As provided in Fla. Admin. Code R. 59A-24, the MRO will verify that positive and negative test results were properly analyzed and handled according to HCA rules. The MRO may require a re-test. The MRO will have knowledge of substance abuse disorders and shall also be knowledgeable in the medical use of prescription drugs and in the pharmacology and toxicology of illicit drugs. The MRO shall evaluate the drug test result(s) reported by the lab, verify by checking the chain of custody form that the specimen was collected, transported and analyzed under proper procedures and, determine if any alternative medical explanations caused a positive test result. This determination by the MRO may include conducting a medical interview with the tested individual, review of the individual(s) medical history or the review of any other relevant bio-medical factors. The MRO shall also review all medical records made available by the tested individual. The MRO may request the laboratory to provide quantification of test results.
5. The MRO will (1) notify the Designated Employer Representative (DER) or his/her designee of negative results, or (2) contact the employee or job applicant regarding a confirmed positive test result and make such inquiry as to enable the MRO to determine whether prescription or over-the-counter medication could have caused the positive test results. In this latter case, the MRO will follow the applicable procedure set forth in either the HCA or D.O.T. rules for providing the employee or job applicant the opportunity to present relevant information regarding the test results. After following the appropriate procedures, the MRO will notify the City in writing of any verified test results. If the MRO, after making and documenting all reasonable efforts, is unable to contact the employee or job applicant to discuss positive test results, the MRO will contact a DER

management official to arrange for the employee or applicant to contact the MRO. The MRO may verify a positive test without having communicated to the employee or applicant about the results of the test, if (1) the employee or applicant declines the opportunity, or (2) within two (2) days after contacting the designated management official the employee or applicant has not contacted the MRO. Further, employees or applicants must cooperate fully with the MRO. Failure to meet with the MRO upon his or her request or failure to promptly provide requested information will result in an applicant not being hired and an employee immediately being placed upon suspension without pay and may result in discharge.

6. Within five (5) calendar days after the City receives a positive, confirmed verified test result from the MRO, the City will notify the employee or job applicant in writing of such test results, the consequences of such results, and the options available to the employee or job applicant, including the right to file an administrative or legal challenge. Notification shall be mailed certified or hand delivered. Hand delivery is the preferred method of providing notice to employees. Mailed notification shall be deemed received by the employee or applicant when signed for, or seven (7) calendar days after mailing, whichever occurs first.
7. The City will upon request provide to the employee or job applicant a copy of the test results.
8. Unless otherwise instructed by the City in writing, all written records pertaining to a given specimen will be retained by the drug testing laboratory for a minimum of five (5) years. The drug testing laboratory shall retain (in properly secured refrigerated or frozen storage) for a minimum period of 1 year, all confirmed positive specimens. Within this one (1) year period the City, employee, job applicant, MRO or HCA may request in writing that the laboratory retain the specimen for an additional period of time. If no such request or notice of challenge (See B.3.) is received, the laboratory may discard the specimen after one (1) year of storage.

B. Challenges to Test Results

1. Within five (5) working days (Monday thru Friday, 0800 - 1700, except observed/designated holidays) after receiving notice of a positive, confirmed and verified test result from the City, the employee or job applicant may submit information to the City explaining or contesting the test results and why the results do not constitute a violation of this program. The employee or job applicant will be notified in writing if the explanation or challenge is unsatisfactory to the City. This written explanation will be given to

the employee or job applicant within 15 days of receipt of the explanation or challenge, and will include why the employee's or job applicant's explanation is unsatisfactory, along with the report of positive results. All such documentation will be kept confidential and will be retained for at least one (1) year.

2. Employees may challenge employment decisions made pursuant to this program as may be authorized by the City personnel policy or collective bargaining agreements.
3. When an employee or job applicant undertakes an administrative or legal challenge to the test results, it shall be the employee's or job applicant's responsibility to notify the City through its Human Resources Director and the laboratory, in writing, of such challenge and such notice shall include reference to the chain of custody specimen identification number. After such notification, the sample shall be retained by the laboratory until final disposition of the case or administrative appeal.
4. Agency for Health Care Administration, employer or MRO detecting a false positive error shall immediately notify the laboratory and the employee's management representative to whom the false positive test result was reported.

C. *Employee/Applicant Protection*

1. During the 180-day period after the employee's or applicant's receipt of the City's written notification of a positive test result, the employee or applicant may request that the City have a portion of the specimen retested, at the employee's or applicant's expense. The re-testing must be done at another HCA licensed laboratory. The second laboratory must test at equal or greater sensitivity for the drug in question as the first laboratory. The first laboratory which performed the test for the City will be responsible for the transfer of the portion of the specimen to be re-tested, and for the integrity of the chain of custody for such transfer.
2. The drug testing laboratory will not disclose any information concerning the health or mental condition of the tested employee or job applicant.
3. The City will not request or receive from the testing facility any information concerning the personal health, habit or condition of the employee or job applicant including, but not limited to, the presence or absence of HIV antibodies in a worker's body fluids.

4. The City will not dismiss, discipline, refuse to hire, discriminate against, or request or require rehabilitation of an employee or job applicant on the sole basis of a positive test result that has not been verified by a confirmation test and by a MRO.
5. The City will not dismiss, discipline or discriminate against an employee solely upon the employee's voluntarily seeking treatment, while in the employ of the City, for a drug-related problem, if the employee has not previously tested positive for drug use, entered an employee assistance program for drug-related problems, or entered an alcohol or drug rehabilitation program. This shall not prevent follow-up testing as required by this program (Section VII (E)).

D. *Comparable Procedure*

To the extent allowed by law and regulation, the City shall utilize 49 CFR, Part 40 procedures for workplace drug testing programs in lieu of the comparable procedures described herein, or incorporated by reference, when such comparable procedures are based upon the requirements of Fla. Admin. Code R. 59A-24.

X. EMPLOYEE ASSISTANCE PROGRAM (EAP)

- A. The City regards its employees as its most important asset. Accordingly, the City maintains an EAP which provides help to employees who suffer from alcohol or drug abuse and other personal or emotional problems. Employees with such problems should seek confidential assistance from the EAP or other community resources before drug or alcohol problems lead to disciplinary action. Employees may contact Employee Health Services for the name of the City's EAP.
- B. Information about a self-referred employee's contact with the EAP is confidential and will not be disseminated without the employee's permission. Further, an employee is not subject to discipline solely as a result of a self referral for treatment.
- C. However, use of the EAP or other community resources will not shield the employee from appropriate disciplinary action for violations of the City's Drug-Free Workplace Program if such violations come to the City's attention through other means, including, but not limited to, reports from employees or outsiders, direct observation, or drug testing.
- D. Follow-up testing shall be monitored by the Substance Abuse Professional (SAP) and shall provide that the employee:
 1. Contact the SAP and strictly adhere to all the terms of treatment and counseling;

2. Immediately cease any and all abuse/use of alcohol/drugs; and
 3. Consent in writing to periodic unannounced testing for a period of up to 60 months after returning to work or completion of any rehabilitation program, whichever is later.
 4. Pass all drug test(s) administered under this program.
 5. The employee and the certified bargaining representative, if any, executes and abides by an agreement, if appropriate, describing the required conditions.
- E. Participation in an employee assistance program or a drug rehabilitation program shall be paid for to the extent authorized under the City's Health insurance plan, whether the particular program is selected by the employee or the City.

XI. INVESTIGATION

- A. To ensure that illegal drugs and alcohol do not enter or affect the workplace, the City reserves the right to undertake reasonable searches of all vehicles, containers, lockers, or other items on City property in furtherance of this program. Individuals may be requested to display personal property for visual inspection.
- B. Searches for the purpose described herein will be conducted only where the City has reasonable suspicion that the employee has violated the City's Drug-Free Workplace Program, and that evidence of such misconduct may be found during the search. A substance abuse investigation report shall be completed within twenty-four (24) hours after any search conducted pursuant to this sub-section.
- C. Preventing a premises/vehicle search or refusing to display personal property for visual inspection pursuant to this section will be grounds for disciplinary action up to and including dismissal and/or denial of access to City premises.
- D. Searches of an employee's personal property will take place only in the employee's presence. All searches under this program will occur with the utmost discretion and consideration for the employee involved.
- E. Individuals may be required to empty their pockets, but under no circumstances will an employee be required to remove articles of clothing or be physically searched except by law enforcement personnel having lawful authority to do so.

- F. Because the City's primary concern is for the safety of its employees, the public and their working environment, the City will not normally seek prosecution in matters involving mere possession of illegal substances discovered solely as a result of a reasonable search under this section. However, the City will turn over all confiscated drugs and drug paraphernalia to the proper law enforcement authorities. Further, the City reserves the right to cooperate with or enlist the services of proper law enforcement authorities in the course of any investigation.

XII. ARREST FOR DRUG-RELATED CRIME

- A. As a condition of employment, each employee obligates himself or herself to notify his or her appropriate management representative of the arrest for any alleged violation of or conviction under any criminal drug statute, including but not limited to, offenses described in Section 316.193, Chapter 859 and Chapter 893, Fla. Stat. (1991). Except for the more immediate notice required under Article V(I) of this program, the employee shall give the required notice within 48 working hours of such event. Failure to notify will result in dismissal.

- B. Arrests:

If an employee is arrested on a charge of commission of a drug-related crime, the City will perform a preliminary investigation of all of the facts and circumstances surrounding the alleged offense, and City officials may utilize the drug-testing procedures in accordance with this program. In most cases, the arrest for a drug-related crime, except off-duty alcohol use, will constitute reasonable suspicion of drug use under this program. However, information on drug test results shall not be released or used in any criminal proceeding against the employee. Information released contrary to this section shall be inadmissible as evidence in any such criminal proceeding. In conducting its own investigation the City shall use the following procedures:

During the preliminary investigation, an employee may be placed on leave with pay, if applicable. After the preliminary investigation is completed, but in no event later than 15 days after the employee's department head learns of the arrest, normal personnel procedures shall be implemented.

XIII. CONFIDENTIALITY

All information, interviews, reports, statements, memoranda and drug test results, written or otherwise, received by the City as a part of this drug testing program are confidential communications. Unless required by state or federal laws, rules or regulations, the City will not release such information without a written consent form signed voluntarily by the person tested, except when consulting with legal counsel in connection with action brought under or related to § 440.101-102, Fla.

Stat., or when the information is relevant to the City's defense in a civil or administrative matter.

The provisions of §119.07 to the contrary notwithstanding:

- A. All information, interview, reports, statement, memoranda, and drug test results, written or otherwise, received or produced as a result of a drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with this section or in determining compensability under Chapter 440 Florida Statutes.
- B. Employers, laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their agents who receive or have access to information concerning drug test results shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to written consent form signed voluntarily by the person tested, unless such release is compelled by a hearing officer or a court of competent jurisdiction pursuant to an appeal taken under this section, or unless deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. The consent form must contain, at a minimum:
 - 1. The name of the person who is authorized to obtain the information.
 - 2. The purpose of the disclosure.
 - 3. The precise information to be disclosed.
 - 4. The duration of the consent.
 - 5. The signature of the person authorizing release of the information.
- C. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant. Information released contrary to this section shall be inadmissible as evidence in any such criminal proceedings.
- D. Nothing herein shall be construed to prohibit the employer, agent of the employer, or laboratory conducting a drug test from having access to employee drug test information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to its defense in a civil or administrative matter.

XIV. RECORDS AND TRAINING

A. *Resource File*

The City will maintain a current resource file of providers of employee assistance including alcohol and drug abuse programs, mental health providers, and various other persons, entities or organizations designed to assist employees with personal or behavioral problems. The City will inform employees and new hires about various employee assistance programs that the employer may have available. The information shall be made available at a reasonable time convenient to the City in a manner that permits discreet review by the employee. The City will provide the names, addresses, and telephone numbers of employee assistance programs and local alcohol and drug rehabilitation programs to employees and applicants.

B. *Individual Test Results*

1. The MRO shall be the sole custodian of individual positive test results.
2. The MRO shall retain the reports of individual positive test results for a period of five years.
3. The City shall keep confidential and retain for at least one (1) year an employee's challenge or explanation of a positive test result, the City's response thereto, and the report of positive result.
4. The City shall keep all negative test results for five (5) years.

C. *General Records of the City*

1. Records which demonstrate that the collection process conforms to all appropriate state or federal regulations shall be kept for three (3) years.
2. A record of the number of employees tested by type of test shall be kept for five (5) years.
3. Records confirming that managers, supervisors and employees have been trained under this program shall be kept for three (3) years.

D. *Drug Training Program*

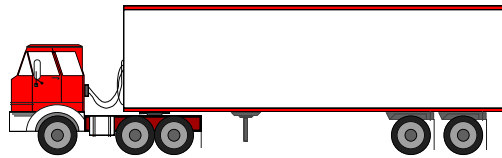
1. The City shall establish and maintain a Drug Training Program as required by Chapter 440 Florida Statutes. The Program shall, at a minimum, include the following:

- a. A written statement on file and available for inspection at its Human Resources Department outlining the Program;
 - b. An educational and training component for employees which addresses drugs; and
 - c. An educational and training component for all supervisory and managerial personnel which addresses drugs.
2. The educational and training components described in D.1.b and D.1.c above shall include the following:
- a. The effects and consequences of drug use on personal health, safety and work environment.
 - b. The manifestations and behavioral changes that may indicate drug use or abuse.
 - c. Documentation of training given to employees, supervisory and management personnel.

E. Comparable Procedures.

To the extent allowed by law and regulation, the City shall utilize 49 CFR, Part 40 procedures for workplace drug testing programs in lieu of the comparable procedures described herein, or incorporated by reference, when such comparable procedures are based upon the requirements of Fla. Admin. Code R. 59A-24.

FMCSA



**DRUG TESTING UNDER
RULES OF THE
FEDERAL MOTOR
CARRIER SAFETY
ADMINISTRATION**

ADDENDUM

Drug Testing Under Rules of the Federal Motor Carrier Safety Administration

I. Introduction

A. The CITY is required under Federal Law to implement a drug and alcohol testing policy for certain commercial motor vehicle drivers. Drivers of commercial motor vehicles covered under this Addendum include:

- (1) Operators of commercial motor vehicles with a declared gross vehicle weight of 26,001 or more pounds, except RTS Bus (See 49 CFR Part 655) operators; or
- (2) Operators of commercial motor vehicles having declared gross vehicle weight of less than 26,000 pounds and who transport hazardous waste, hazardous substances, flammable cryogenic liquid, or hazardous materials and which vehicles are required to be placarded per 49 CFR Part 172, Subpart F.
- (3) Operators of a commercial motor vehicle designed to transport 16 or more passengers, including the driver, except RTS Bus (See 49 CFR, part 655).

B. Drivers who are covered under this Addendum are subject to the following rules in addition to the CITY's drug-free workplace policy. Employees and positions covered under this Addendum are described on a list on file in the Human Resources Department.

C. Definitions:

- (1) Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- (2) Alcohol Use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
- (3) Commercial Motor Vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle -
 - (a) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or

- (b) Has a gross vehicle weight rating of 26,001 or more pounds;
or
 - (c) Is designed to transport 16 or more passengers, including the driver; or
 - (d) Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR, Part 172, Subpart F).
- (4) Driver: Means any employee of the CITY who operates a covered commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; or casual, intermittent or occasional drivers. Driver applicant means any person applying for a position which would require the ability to drive a covered commercial motor vehicle, including employees of the CITY seeking promotion or transfer to such a position.
- (5) Accident:
- (a) Except as provided in paragraph (b) of this subsection, the term “accident” means an occurrence involving a commercial motor vehicle resulting in:
 - (i) A fatality;
 - (ii) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (iii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.
 - (b) The term “accident” does not include:
 - (i) An occurrence involving only boarding and alighting from a stationary motor vehicle; or
 - (ii) An occurrence involving only the loading or unloading of cargo.

- (6) Disabling damage means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.
- (i) Inclusions. Damages to motor vehicles that could have been driven, but would have been further damaged if so driven.
 - (ii) Exclusions.
 - (a) Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
 - (b) Tire disablement without other damage even if no spare tire is available.
 - (c) Headlamp or taillight damage.
 - (d) Damage to turn signals, horn, or windshield wipers which makes them inoperative.
- (7) Drug or Alcohol test: Means a program that utilizes the procedures and protocols described in 49 CFR Part 40 to determine the existence of alcohol, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) in urine and breath specimens.
- (8) Drugs/Controlled Substances: Means marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) and their metabolites.
- (9) Performing (a safety-sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
- (10) Refusal to take or submit to a DOT drug test means: As an employee/applicant, you have refused a drug test if you:
- (a) Fail to appear for any test (except in the case of an applicant/pre-employment test) within a reasonable time, as determined by the employer, consistent with the applicable FMCSA regulations, after being directed to do so by the employer;
 - (b) Fail to remain at the testing site until testing process is completed; provided, that an applicant who leaves the testing

site before testing commences for a pre-employment test is not deemed to have refused a test;

- (c) Fail to provide a urine specimen for any drug test required by this part of FMCSA regulations; provided that an applicant who does not provide a urine specimen because he or she left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- (d) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen;
- (e) Fail to provide a sufficient amount of urine when directed, and has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- (f) Fail or decline to take a second test the employer or collector has directed you to take;
- (g) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 40.1939(d). In the case of a pre-employment test, the applicant is deemed to have refused to test on the basis only if the pre-employment test is conducted following a contingent offer of employment; or
- (h) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process).
- (i) As an employee, if you refuse to take a drug test you incur the same consequences specified under FMCSA regulations for a violation of those regulations.
 - (1) As an employee when you refuse to take a non-DOT test or sign a non-DOT form, you have not refused to take a DOT test there are no consequences under FMCSA regulations for refusing to take a non-DOT test.
 - (2) Refusal to take an alcohol test means: As an employee/applicant you have refused to take a test if you:

- (a) Fail to appear for any test (except in the case of an applicant or a pre-employment test) within a reasonable time as determined by the employer, consistent with the applicable FMCSA regulations, after being directed to do so by the employer;
- (b) Fail to remain at the testing site until the process is complete: provided that an applicant who leaves the testing site before the pre-employment testing process commences for a pre-employment test is not deemed to have refused a test;
- (c) Fail to provide amount of saliva or breath for any alcohol test required by this part or FMCSA regulations; provided that an applicant who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the process commences for a pre-employment test is not deemed to have refused a test;
- (d) Fail to provide a sufficient breath specimen, and the physician has determined through a required medical, that there was no adequate explanation for failure;
- (e) Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures;
- (f) Fail to sign the certification at Step 2 of the ATF;
- (g) Fail to cooperate with any part of the testing process;
- (h) As an employee, if you refuse to take an alcohol test you incur the same consequences specified under FMCSA regulations for a violation of those regulations.
- (i) As an employee, when you refuse to take a non-DOT test or sign a non-DOT form, you have not refused to take a DOT test and there

are no consequences under FMCSA regulations for refusing to take a non-DOT test .

- (11) On Duty means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
- (12) Safety-Sensitive function means any of those on-duty functions set forth in 49 CFR § 395.2 - On-Duty time as follows:
- (a) All times at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
 - (b) All time inspecting equipment as described in 49 CFR § 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time. For example:
 - (i) Inspecting the following equipment:
 - service brakes, including trailer brake connections
 - parking (hand) brakes
 - steering mechanism
 - lighting devices and reflectors
 - tires
 - horns
 - windshield wipers
 - rear vision mirrors
 - coupling devices
 - fire extinguisher
 - spare fuses
 - warning devices for stopped vehicles, or
 - (c) All driving time which means all time spent at the driving controls of a commercial motor vehicle in operation;
 - (d) All time, other than driving time, in or upon any commercial motor vehicle;
 - (e) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;

(f) All time spent performing the driver requirements of §§ 392.40 and 392.41 (stopping at scene) of 49 CFR relating to accidents;

(g) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(13) Substance Abuse Professional means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

II. PROHIBITIONS AND CONSEQUENCES

A. Drug Use Prohibitions

1. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver:
 - a. Uses any controlled substances; or
 - b. Tests positive for use of a drug; or
 - c. Refuses to be tested for use of drugs.
2. No driver shall be on duty and possess, be under the influence of, or use, any of the following drugs or other substances:
 - a. Any Schedule 1 controlled substance;
 - b. An amphetamine or any formulation thereof (including, but not limited, to “pep pills”, and “bennies”;
 - c. A narcotic drug or any derivative thereof; or
 - d. Any other substance, to a degree which renders the driver incapable of safely operating a motor vehicle.
3. Paragraphs (1)(a)(b) and (2)(b)(c) and (d) above do not apply to the possession or use of a substance administered to a driver by or under the instructions of a physician who has advised the driver that the substance will not affect the driver’s ability to safely operate a motor vehicle.

B. Alcohol Prohibitions

- (a) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- (b) No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
- (c) No driver shall use alcohol while on duty.
- (d) No driver shall perform safety-sensitive functions within four hours after using alcohol.
- (e) No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

C. Refuse to Submit

No driver shall refuse to submit to a post-accident alcohol or controlled substance test required under this Addendum, a random alcohol or controlled substances test required under this Addendum, a reasonable suspicion alcohol or controlled substances test required under this Addendum, or a follow-up alcohol or controlled substances test required under this Addendum.

D. Consequences

Any driver/employee or driver applicant who is presently employed by the City who violates any of the provisions of Subsections A through C of this Section or whose positive test for alcohol is at a result of 0.04 or greater or who otherwise violates the provisions of this Addendum will be removed immediately from safety sensitive functions and is subject to disciplinary action up to and including dismissal. Each driver and each driver applicant already employed by the City who engages in conduct prohibited by Section II A-C or who tests positive for alcohol at 0.04 or greater shall be evaluate by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use. Except as provided below, dismissals for a first offense will be considered an appropriate penalty absent mitigating circumstances. Driver applicants who are not already employed by the City will not be hired if they test positive for controlled substances or have any measured alcohol concentration or any detected presence of alcohol. In the event a driver submits to a random alcohol or controlled substances test, which tests positive (in the case of alcohol a concentration greater than 0.04) the driver may be allowed a one-time

opportunity to participate in an alcohol/drug rehabilitation program in accordance with the procedures described in 49 CFR 382.605, copy attached (which may include the City's EAP) approved by the City in lieu of being immediately dismissed based upon such test result. However, allowing the driver to participate in such program in lieu of being dismissed is conditioned upon the driver meeting the requirements set forth in paragraph XD of the City's Drug Free Workplace Program. Furthermore, such an opportunity will not be available to an employee who has previously participated in an alcohol/drug rehabilitation program as an alternative to dismissal. Drivers allowed the rehabilitation opportunity described herein may still receive disciplinary action short of dismissal in addition to required participation in the rehabilitation program. Participation in the treatment program, be it entirely voluntary, or pursuant to this subsection will not excuse additional violations of this Addendum, the City's Drug Free Workplace Program, work rules violations, improper conduct, or poor performance and the driver employee may be disciplined or dismissed for such offenses or failure to perform. Drivers who test positive for alcohol with a concentration of 0.02 or greater but less than 0.04 shall be immediately removed from performance of safety sensitive functions for the remainder of their shift and that of the entire next scheduled shift if the next scheduled shift would begin in less than twenty four (24) hours after the test. If the driver is suspended, vacation or sick leave may be used in lieu of being in a no pay status. Use of vacation with respect to this section {II (D)} will be granted on a one time basis; up to a maximum of two (2) shifts. The driver may be subject to additional disciplinary action. In the event that the City requires the employee's presence at the collection site outside normal working hours as part of the testing process and the employee passes the drug/alcohol test, such required time outside after normal working hours shall be considered actual time worked for the purpose of Section 13.4 of the CWA labor agreement, of applicable.

III. TESTS REQUIRED

A. Pre-employment Testing

All driver applicants the CITY intends to employ must be tested for the use of controlled substances.

B. Post-accident Testing

1. All drivers who were performing safety sensitive functions at the time of an accident involving loss of human life or who are involved in an accident as defined in 1.(c).(5) and who receive a citation for a moving traffic violation arising from the accident shall submit to breath alcohol test within (2) hours following the accident but no longer than eight (8) hours following the accident and shall provide a urine sample to be tested for the presence of controlled substances as soon as possible, but no later than 32 hours, after such accident.

2. All drivers involved in an accident shall inform their management representative or other appropriate CITY official as soon as possible following such accident unless medically unable to do so. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the City to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention of injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. Through this Addendum the CITY is providing drivers with necessary information and procedures regarding their obligation to provide specimens under this section.
3. The results of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to applicable Federal, State, or local requirements, and that the result of the tests are obtained by the City.

C. Random Testing

1. (a) Except as provided in paragraph 2 of this section, the minimum annual percentage rate for random alcohol testing shall be 25 percent of the average number of driver positions.
(b) The minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of driver positions.
2. Any new minimum annual percentage rate for random alcohol testing will be applicable starting January 1 of the calendar year following publication of such in the Federal Register by the FHWA.
3. The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as random number table or computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
4. Random alcohol and controlled substances tests conducted under this Addendum shall be unannounced and that the dates for administering

random alcohol and controlled substances tests are spread reasonably throughout the calendar year.

5. Each driver who is notified of selection for random alcohol and/or controlled substances testing shall make himself available at the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and make himself available at the testing site as soon as possible.
6. A driver shall only be randomly tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

D. Reasonable Suspicion Testing

1. A driver is required to submit to an alcohol test when the City has reasonable suspicion to believe that the driver has violated the prohibitions of Section II concerning alcohol, except in the case of mere possession. The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.
2. A driver is required to submit to a controlled substances test when the City has reasonable suspicion to believe that the driver has violated the prohibitions of Section II concerning controlled substances. The City's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances. For a more detailed description of observations and indicators, see Section VII B2 of the City's Drug Free Workplace Program.
3. The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or management official who is appropriately trained. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.
4. Alcohol testing is authorized by this section only if the observations required by paragraph 1 of this section are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this Addendum. A driver may be directed by the City to only undergo reasonable suspicion alcohol testing while the driver is

performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

5. Notwithstanding the absence of a reasonable suspicion alcohol test under this section, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, not shall the driver perform or continue to perform safety-sensitive functions, until:
 - (a) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
 - (b) Twenty-four hours have elapsed following the determination under paragraph 1 of this section that there is reasonable suspicion to believe that the driver has violated the prohibitions of this Addendum concerning the use of alcohol.
6. A written record shall be made of the observations leading to a controlled substance reasonable suspicion test, and signed by the supervisory management official who made the observations, within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

E. Return to Duty and Follow-up Testing

1. Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Section II of this Addendum concerning alcohol, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.
2. Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by subpart II of this Addendum concerning controlled substances, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances.
3. In the event that a driver is allowed to return to duty/work after engaging in conduct prohibited by Section II of this Addendum and has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or the use of controlled substances, the driver will be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional consisting of at least six tests in the first twelve months following the driver's return to

duty/work, but shall not exceed sixty months from the date of the driver's return to duty/work. Follow-up alcohol testing conducted pursuant to this Addendum shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

IV. TESTING PROCEDURES

Testing procedures for alcohol and drug tests required by this Addendum shall be in conformance with 49 CFR Part 40, a copy of which is attached hereto, except as modified by this Addendum. A summary of 49 CFR Part 40, prepared by J.J. Keller and Associates is available for review (but not copying since this is copyrighted material) at the Human Resources Department. The list of the drivers/classifications covered by this Addendum is attached hereto and on file at the Human Resources Department. The Human Resources Director is the City official designated to answer questions about the testing procedures as well as any other matter covered in this Addendum.

V. HANDLING OF TEST RESULTS, AND CONFIDENTIALITY

A. Handling of test results and confidentiality shall be in conformance with 49 CFR Part 40 except as modified below.

- (1) Except as required by law or expressly authorized or required in this section, the City shall not release driver information that is contained in records required to be maintained under 49 CFR § 382.401.
- (2) A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests. The City shall promptly provide the records requested by the driver. Access to a driver's records shall not be contingent upon payment for records other than those specifically requested.
- (3) The City shall release information regarding a driver's records as directed by the specific, written consent of the driver authorizing release of the information to an identified person. Release of such information is permitted only in accordance with the terms of the employee's consent.
- (4) Records shall be made available to a subsequent employer upon receipt of a written request from a driver.
- (5) The City may disclose information required to be maintained under 49 CFR 382 pertaining to a driver and driver applicant, the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of such

individuals, and arising from the results of an alcohol and/or controlled substance test administered under this part, or from the employer's determination that the driver engaged in conduct prohibited by Section II of this Addendum (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver.)

- (6) The City shall permit access to all facilities utilized in complying with the requirement of this part to the secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers.
- (7) The City shall make available copies of all results for City alcohol and/or controlled substances testing conducted under this Addendum and any other information pertaining to this alcohol misuse and/or controlled substances use prevention program, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers.
- (8) When requested by the National Transportation Safety Board as part of an accident investigation, City shall disclose information related to its' administration of a post-accident alcohol and/or controlled substance test administered following the accident under investigation.

B. Controlled Substances - Medical Review Officer Notifications to the City, Notification by the City to Driver Applicant/Driver

- (1) The medical review officer may report to the City using any communications device, but in all instances a signed, written notification must be forwarded to the City within a reasonable amount of time pursuant to 49 CFR 40.
 - (A) That the controlled substances test being reported was in accordance with 49 CFR 40 and 382.
 - (B) The name of the individuals for whom the test results are being reported;
 - (C) The type of test indicated on the custody and control form (i.e. random, post-accident, etc.);
 - (D) The date and location of the test collection;
 - (E) The identities of the person or entities performing the collection, analysis of the specimens and serving as the medical review officer for the specific test;

- (F) The verified results of a controlled substances test, either positive or negative, and if positive, the identity of the controlled substance(s) for which the test was verified positive.
- (2) A designated management official shall make reasonable efforts to contact and request each driver/driver applicant who submitted a specimen under the employer's program, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a medical review officer who has been unable to contact the driver. See also 49 CFR 40.33.
- (3) A designated management official shall immediately notify the medical review officer that the driver/driver applicant has been notified to contact the medical review officer within 24 hours. See also 49 CFR 40.33.
- (4) A medical review officer shall report to the City that the medical review officer has made all reasonable efforts to contact the driver/driver applicant as provided in 49 CFR §40.33(c). The City shall, as soon as practicable, request that the driver/driver applicant contact the medical review officer prior to dispatching the driver or within 24 hours, whichever is earlier. See subsection (2) above and 49 CFR 40.33.
- (5) The City shall notify a driver/applicant of the results of a pre-employment controlled substance test conducted under this part, if the driver/applicant requests such results within 60 calendar days of being notified of the disposition of the employment application. The City shall notify a driver of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this part if the test results are verified positive. The city shall also inform the individual which controlled substance or substances were verified as positive.

C. Medical Review Officer Record of Retention for Controlled Substances

- (1) A medical review officer shall maintain all dated records and notifications, identified by individual, for a minimum of five years for verified positive controlled substances test results.
- (2) A medical review officer shall maintain all dated records and notifications, identified by individual, for a minimum of one year for negative and canceled controlled substances test results.
- (3) No person may obtain the individual controlled substances test results retained by a medical review officer, and no medical review officer shall release the individual controlled substances test results of any driver to any person, without first obtaining a specific, written authorization from the tested driver/driver applicant. Nothing in this paragraph shall prohibit a

medical review officer from releasing, to the City or local officials of the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the controlled substances testing program under this part, the information delineated in B(1) of this section.

D. Notification of Alcohol Test Results

In accordance with the provisions of 49 CFR Part 40, the results of both the screening and confirmation of breath alcohol test are displayed to the individual being tested immediately after the tests. The breath alcohol technician transmits the results to the City in a confidential manner, in writing, in person, or by telephone or electronic means. For more information, see 49 CFR Part 40, Subpart (c).

VI. ALCOHOL AND DRUG EFFECTS, SYMPTOMS, AND INTERVENTION METHODS

1. Symptoms and Effects of Alcohol

Alcohol or drug problems usually manifest themselves in an employee's work performance, behavior, and appearance. Some of the warning signs of any substance abuse are:

- Excessive absenteeism (especially after weekends and holidays)
- Frequent need to borrow money
- Avoidance of supervisors
- Lack of concentration or decreased productivity after lunch or breaks
- Unsatisfactory work performance
- Drastic weight changes
- Bloodshot eyes, runny nose
- Deterioration in personal grooming and hygiene
- Agitation, rapid or slurred speech, dilated pupils
- Pattern of accidents
- Wearing of sunglasses and long-sleeved shirts at inappropriate times.

a. Effects of Alcohol Use:

The chronic use of alcohol [three servings per day of beer (12 ounces), whiskey (1 ounce) or wine (6 ounces)] may result in the following:

(i) Effects on Health:

- Dependency

Kidney disease
 Ulcers
 Fatal liver diseases
 Alcohol Related Birth Defects
 Inflammation of the heart muscle
 Permanent brain damage

(ii) Effects on Work:

Slows down physical responses
 Progressively impairs mental functions
 Slowed reaction times
 More than 6 times more likely to have an accident
 Confusion
 Loss of memory, judgment and learning ability
 Permanent brain damage

(iii) Effects on Personal Life:

Separation and divorce rate is 7 times the average
 Two-thirds of all Americans will be involved in an alcohol-related vehicle accident
 15 times more likely to commit suicide
 Permanent brain damage

b. Signs and Symptoms of Alcohol Use

Odor of alcohol on breath
 Lack of coordination
 Slurred speech
 Sleepy or stuporous condition
 Dulled mental process
 (except for odor, these are sign and symptoms of any depressant substance)

2. Symptoms and Effects of Drug Abuse

a. Effects of Drug Abuse on Work, Health, and Personal Life

(i) Marijuana

Irritation to the lungs
 Cancer
 Delayed decision making
 Impaired short-term memory
 Impaired signal detection (risk for users operating machinery)
 Long-term effect on performance

- (ii) Cocaine
Strong psychological dependency
Strokes and heart attacks
Death
Paranoia and withdrawal causing unpredictable and violent behavior
- (iii) Opiates
High risk for contracting hepatitis and AIDS due to sharing needles
Increased pain tolerance - failure to seek medical attention
Higher risk for accident caused by mental clouding and drowsiness
Financial problems
- (iv) Amphetamines
Heart and brain damage
Heart attack and stroke
Withdrawal may cause severe physical and mental depression
Toxic psychosis - resembles schizophrenia
- (v) Phencyclidine (PCP)
Irreversible memory loss
Personality changes
Thought disorders
Death
Suicidal tendencies and mental dysfunction
Acute toxicity - possibly causing combativeness, catatonia, convulsions and coma

b. Signs and Symptoms of Drug Abuse

- (i) Marijuana
Reddened eyes
Distinctive odor on clothing
Chronic fatigue and lack of motivation
Chronic sore throat
- (ii) Cocaine
Financial problems
runny or irritated nose
Difficulty in concentration
Secretive behaviors, frequent non-business visitors, delivered packages, phone calls
Wide mood swings - unusual defensiveness, anxiety,

agitation
 Insomnia
 Talkativeness
 Forgetfulness, absenteeism, tardiness and missed assignments

- (iii) Opiates
 Mood changes
 Nausea, vomiting, and constipation
 Impaired mental functioning and alertness
 Depression
 Fatigue
- (iv) Amphetamines
 Increased heart rate and pupils
 Confusion, panic
 Inability to concentrate
 Profuse sweating
- (v) Phencyclidine (PCP)
 Extreme mood shift
 Muscle rigidity
 Jerky eye movements
 Confusion and agitation
 Dizziness

3. Intervention Methods

- (a) Employees may be referred by management or employees may personally seek assistance for help in combating alcohol and/or controlled substance abuse from the City's EAP or other community resources. The name of the City's EAP can be obtained from Employee Health Services. Information about a self-referred employee's contact with the EAP is confidential and will not be disseminated without the employee's permission. See Article X of the City's Drug Free Workplace Program and Personnel Policy No. 21 for additional information regarding the City's EAP.
- (b) Participation in an employee assistance program or a drug rehabilitation program or other community assistance program shall be paid for to the extent authorized under the City's Health Insurance Program, whether the particular program is selected by the employee or the City. Information regarding the City's Health Insurance Program can be obtained from the Risk Management.

- (c) The following is a list of drug and alcohol treatment programs within the Alachua and Marion County areas. The City does not recommend or endorse any of the programs. This list is provided for information only.

**Alachua and Marion County
Drug and Alcohol Treatment Programs
and Employee Assistance Programs
Non-Blue Cross and Blue Shield Providers**

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Charter Springs Hospital Inc. & Charter Counseling Center	2631 NW 41st Street Suite E-5, Foxbridge III Gainesville, FL 32606	(352) 371-2335
Mental Health Center, Inc. of North Florida	4300 SW 13th Street Gainesville, FL 32608	(352) 374-5600
Sid Martin Bridge House	4400 SW 13th Street Gainesville, FL 32608	(352) 374-5615 (800) 330-5616
Alachua Associates	3601 SW 2nd Avenue, Suite V Gainesville, FL 32607	(352) 335-4004
Charter Springs Hospital, Inc.	3130 SW 27th Avenue Ocala, FL 32674	(352) 237-7293
Fountain Ctr. of Ocala. Forest, Inc	25011 NE County Hwy. 314 Salt Springs, FL 32134	(352) 685-1010 (800) 762-3707
Marion-Citrus Mental Health Centers	717 SW Martin Luther King Jr. Ave. Ocala, FL 32674	(352) 629-8893
VA Hospital	1601 SW Archer Road Gainesville, FL 32608	(352) 376-1611

**Alachua and Marion County
Drug and Alcohol Treatment Programs
and Employee Assistance Programs
Blue Cross and Blue Shield Service Providers**

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Clinical Psychology Associates of North Central Florida (EAP for employee and covered family members)	2121 NW 40th Terrace Gainesville, FL 32605	(352) 336-2888
City of Gainesville Employee Assistance Program (For City employees and covered family members)	3221 NW 13th Street Suite D-1 Gainesville, FL 32609	(352) 375-1414
Community Behavioral Service	1212 NW 12th Avenue Gainesville, FL 32601	(352) 372-6645
Corner Drug Store of Gainesville (CDS), Inc.	1300 NW 6th Street Gainesville, FL 32601	(352) 378-1588
Vista Pavilion	8900 NW 39th Avenue Gainesville, FL 32606	(352) 338-0097
Quad County Treatment Center	913 E Silver Springs Blvd Ocala, FL 34470	(352) 732-6565

I hereby acknowledge receipt of Drug and Alcohol
Testing Information titled:

ADDENDUM

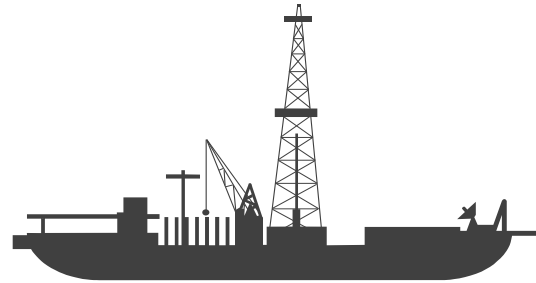
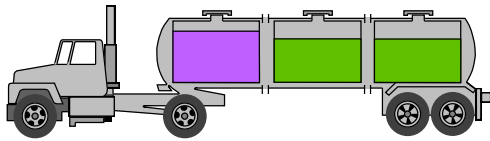
Drug Testing Under Rules of the Federal Motor
Carrier Safety Administration.

Name (please print) _____

Signature

Date

PHMSA



PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION

PHMSA DRUG AND ALCOHOL TESTING PROGRAM

SUBPART A - ANTI-DRUG PROGRAM

POLICY STATEMENT

The purpose of this subpart is to establish procedures for the administration of the Department of Transportation (DOT) anti-drug program pursuant to the Pipeline Safety Regulations, Code of Federal Regulations, Title 49 (49 CFR), Part 199, as amended or superseded, which, in turn, incorporates DOT Procedures for Transportation Workplace Drug Testing Programs, 49 CFR Part 40. Part 199 requires operators of gas systems to have an anti-drug program for persons who perform on these facilities operating, maintenance, or emergency-response functions covered by the DOT Pipeline Safety Standards in 49 CFR Part 192.

Any job applicant applying for a position covered in this policy who refuses or fails a pre-employment drug test will not be hired for the covered position. Any employee covered by this policy who refuses or fails a drug test will immediately be removed from duty. Any employee covered by this policy who refuses or fails a drug test may receive disciplinary action, up to and including termination.

INTRODUCTION

Unless the context clearly indicates otherwise, words and phrases utilized in this policy shall be defined and utilized as similar phrases are used in 49 CFR Part 40 and 49 CFR Part 191 and 199, as may be amended from time to time. In particular, the anti-drug program described herein shall utilize the concepts set forth in 49 CFR 191.3, 199.3, dealing with “accident,” “DOT procedures,” “fail a drug test,” and “prohibited drug.”

PROCEDURE

1. Employee Categories

- (a) Testing Program--Covered employee means a person who performs on a pipeline or at an LNG facility an operation, maintenance, or emergency-response function regulated by 49 CFR Parts 192, 193 or 195.
- (b) Drug Free Workplace Training (DFWP) —Individuals supervising or managing covered employees as described above shall receive DFWP training for detecting symptoms of drug use.:

2. Types of Drug Testing

Employees/applicants subject to this drug testing program are required to be tested under the following circumstances:

(a) Pre-employment Testing

- (1) A pre-employment drug test will be conducted when an individual is offered employment in a position covered in this policy.
- (2) A pre-employment drug test will be conducted when a current employee transfers from a position not covered by this policy into a covered position.
- (3) Only applicants who are offered a position covered by this policy will be drug tested before being employed in a covered position. Pre-employment job applicants who test positive will not be hired. A valid negative test must be obtained. Employees transferring into a position requiring drug testing who test positive do have the right to have their split sample tested. Employees who fail a drug test will not be hired for the position requiring drug testing and are subject to disciplinary action up to and including dismissal.
- (4) An employee who transfers from one position covered by this policy to another covered by this policy does not require pre-employment drug testing.

(b) Random Testing

- (1) All employees working in a position covered by this policy are subject to unannounced drug testing based on random selection. This includes temporary employees performing work in a covered position.
- (2) The City will test at minimum the rate established by the Department of Transportation (DOT) or any other agency having jurisdiction over employees covered by this policy and the comparable CWA PHMSA Anti-Drug policy every twelve (12) months, divided on the basis set forth in paragraph six (6) below. All covered employees will be subject to be randomly picked for drug testing at each random testing date. A person may be randomly picked more than once or not picked at all during the annual period.
- (3) To assure that the selection process is random, all employees covered by this policy and the comparable CWA PHMSA Anti-Drug policy will be placed in a common pool. All permanent and temporary covered employees will be in this pool.
- (4) The random selection of employees will be determined using either a random number table or a computer-based number generator that is matched with the employee number.
- (5) The selection procedure will select sufficient additional numbers to be used to reach the appropriate testing level during the year.

- (6) Each month the department will drug test approximately 1/24 of the total number of employees in the pool at that time. The testing schedule will be determined each month by either Employee Health Services or the MRO.
 - (7) An employee who fails a random drug test will be allowed a one-time opportunity for rehabilitation using a Substance Abuse Professional.
- (c) Post-accident Testing
- (1) An “accident” on a gas pipeline or LNG facility is defined as an “incident” in 49 CFR, Section 191.3.
 - (2) Employees working in positions covered by this policy whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident will be drug tested.
 - (3) The employee will be tested as soon as possible, but no later than 32 hours after the accident. Because certain drugs or drug metabolites do not remain in the body for extended periods of time, testing should be as soon as possible.
 - (4) All reasonable steps will be taken to obtain a urine sample from an employee after an accident. In case of a conscious but hospitalized employee, the hospital or medical facility will be requested to obtain a sample and, if necessary, reference will be made to the DOT drug testing requirements.
 - (5) If an employee who is subject to post-accident testing is conscious, able to urinate normally (in the opinion of a medical professional) and refuses to be tested, that employee will be terminated.
- (d) Reasonable Cause Testing
- (1) When there is reasonable cause to believe that an employee covered by this policy is using a prohibited drug, the employee will be required to take a drug test.
 - (2) Two supervisors/managers from the department must agree to test an employee for reasonable cause. The supervisors/managers must be EAP trained in the symptoms of drug use.
 - (3) A decision to test must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug use. Examples of this are evidence of repeated errors on the job; regulatory, City, or department rule violations; or unsatisfactory time and attendance patterns; coupled with a specific contemporaneous event that indicates probable drug use.

- (4) Employees whose test results are negative will be allowed to return to work without loss of pay or benefits.
- (e) Return to Duty and Follow-up Testing
 - (1) Return to duty testing. An employee who refuses to take or does not pass a drug test may not return to duty until the employee has been referred to a Substance Abuse Professional who shall determine the necessary treatment program and the return to duty and follow up testing requirement.. The requirement is for a negative test prior to returning to work and at least 6 follow up tests in the first 12 months following the employees return to duty. In addition, follow-up testing may include testing for up to 60 months as prescribed by the SAP.
 - (2) The time period for follow-up testing will not be more than 60 months. A reasonable minimum is 12 months. This period will be determined by the MRO/SAP.
 - (3) Follow-up testing will be conducted at daily, weekly, monthly or other basis at the discretion of the MRO/SAP.

3. Testing Procedures

- (a) Drug testing will be performed utilizing urine samples.
- (b) Tests for marijuana, cocaine, opiates, amphetamines, and phencyclidine will be performed.
- (c) An applicant who is offered a position covered by this policy will be required to report to the drug testing collection site specified in Section 6 of this policy within 24 hours of the job offer and provide a specimen of his/her urine.
- (d) Upon notification that a drug test is required, an employee will report within a reasonable amount of time after notification to the drug collection site and provide a specimen of his/her urine.
- (e) Refusal to take or submit to a DOT drug test means: As an employee/applicant, you have refused a drug test if you:
 - (1) Fail to appear for any test (except in the case of an applicant/pre-employment test) within a reasonable time, as determined by your employer, consistent with PHMSA regulations, after being directed to do so by the employer;
 - (2) Fail to remain at the testing site until testing process is completed; provided, that an applicant who leaves the testing site before testing commences for a pre-employment test is not deemed to have refused a test:

- (3) Fail to provide a urine specimen for any drug test required by this part of PHMSA regulations; provided that an applicant who does not provide a urine specimen because he or she left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen;
- (5) Fail to provide a sufficient amount of urine when directed, and has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- (6) Fail or decline to take a second test the employer or collector has directed you to take;
- (7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 40.1930(d). In the case of a pre-employment test, the applicant is deemed to have refused to test on the basis only if the pre-employment test is conducted following a contingent offer of employment; or
- (8) Fail to cooperate with any part of the testing process (e.g. refuse to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process).
- (9) As an employee, if you refuse to take a drug test you incur the same consequences specified under PHMSA regulations for a violation of those regulations.
 - a. As an employee when you refuse to take a non-DOT test or sign a non-DOT form, you have not refused to take a DOT test there are no consequences under PHMSA regulations for refusing to take a non DOT test.
 - b. Refusal to take an alcohol test means: As an employee applicant you have refused to take a test if you:
 - i. Fail to appear for any test (except in the case of an applicant or a pre-employment test) within a reasonable time as determined by the employer, consistent with the applicable PHMSA regulations, after being directed to do so by the employer:
 - ii. Fail to remain at the testing site until the process is complete: provided that an applicant

who leaves the testing site before the pre-employment testing process commences for a pre-employment test is not deemed to have refused to test;

- iii. Fail to provide amount of saliva or breath for any alcohol test required by this part or PHMSA regulations; provided that an applicant who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the process commences for a pre-employment test is not deemed to have refused a test;
 - iv. Fail to provide sufficient breath specimen and the physician has determined through a required medical evaluation, that there is no adequate explanation for failure;
 - v. Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures;
 - vi. Fail to sign the certification at Step 2 of ATF;
 - vii. Fail to cooperate with any part of the process;
 - viii. As an employee, if you refuse to take an alcohol test you incur the same consequences specified under PHMSA regulations for a violation of those regulations.
 - ix. As an employee, when you refuse to take a non-DOT form, you have not refused to take a DOT test and there are no consequences under PHMSA regulations for refusing to take a non-DOT test.
- (f) The collection agency shall adhere to all requirements outlined in 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs utilizing the split sample method of collection.

4. Medical Review Officer (MRO)

- (a) The name, address and phone number of the MRO for this policy is on file at Health Services.

NOTE: The MRO must be a licensed physician, with knowledge of drug abuse disorders. Reference U.S. Department of Health and Human Services Medical Review Officer Manual.

- (b) The MRO shall adhere to all requirements of 49 CFR Part 40 and 49 CFR 199.15, utilizing the split sample method.
- (c) The following is a general listing of the MRO's responsibilities.
 - (1) Receive positive confirmed results from laboratory.
 - (2) Request, if needed, a quantitative description of test results.
 - (3) Receive a certified copy of the original chain of custody.
 - (4) Review and interpret positive test results.
 - (5) Inform the tested individual and provide test results.
 - (6) Offer to conduct a medical interview with the tested individual.
 - (7) Review the individual's medical history or any other relevant biomedical factors.
 - (8) Give the individual an opportunity to discuss test results.
 - (9) Order an analysis of the split sample in a certified laboratory, if necessary.
 - (10) Consult with others if question of accuracy arises. Consistent with Part 10--Confidentiality.
 - (11) Consult with laboratory officials.
 - (12) Not confirm urinalysis results that do not comply with the Mandatory Guidelines.
 - (13) Not declare as positive an opiate-positive urine test without "clinical evidence."
 - (14) Determine whether a result is scientifically sufficient.
 - (15) Determine whether and when an employee who refused to take or did not pass a drug test administered under DOT procedures may be returned to duty.
 - (16) Determine whether a result is consistent with legal drug use.
 - (17) Advise Health Services of verified positive results.
 - (18) Maintain the required records to administer this program.

(Note: For additional details of responsibilities, see the U.S. Department of Health and Human Services (DHHS) Medical Review Officer Manual.)

5. Testing Laboratory

- (a) The testing laboratory for this policy is currently Doctors Laboratory, Inc. This laboratory may be changed in the future to another City-approved facility, providing advance notification is given.
- (b) The testing laboratory will comply with all methods and procedures of 49 CFR Part 40 and 49 CFR 199.13 and 199.17, utilizing split sample methods, and will provide annual reports to the City showing compliance.

6. Collection Agency

- (a) The collection agency for this policy is Doctors Laboratory, Inc. This collection agency may be changed in the future to another City-approved facility, provided advance notification is given.
- (b) The collection agency will comply with all methods and procedures of 49 CFR Part 40, utilizing the split sample method of collection, and will provide annual reports to the City showing compliance.

7. Employee Assistance Program (EAP)

- (a) Education--Every employee covered by this policy will receive the following drug use education.
 - (1) Drug information will be periodically distributed and displayed in the work areas.
 - (2) A copy of this policy will be given to each employee and displayed in the work area.
 - (3) The hot-line telephone number for employee assistance will be given to each employee and displayed in the work area.
- (b) Training--Every supervisor covered by this policy who will determine whether an employee must be drug tested based on reasonable cause, will receive the following drug use training:
 - (1) A 1-hour (minimum) training period on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use.
- (c) The City regards its employees as its most important asset. Accordingly, the City maintains an EAP which provides help to employees who suffer from alcohol or drug abuse and other personal or emotional problems. Employees with such problems should seek confidential assistance from the EAP or other community resources before drug or alcohol problems lead to disciplinary action. Employees may contact Employee Health Services for the name of the City's EAP. Information about a self-referred employee's contact with the EAP is confidential and will not be disseminated without the employee's permission. Further, an employee is not subject to discipline solely as a result of a self-referral for

treatment. However, use of the EAP or other community resources will not shield the employee from appropriate disciplinary action for violations of the City's Drug-Free Workplace Program if such violations come to the City's attention through other means, including but not limited to, reports from employees or outsiders, direct observation, or drug testing.

8. Discipline, Discharge, Return to Duty

- (a) Upon the City's receipt of a positive test result, an employee in a covered position shall be suspended with pay for five (5) working days or until the MRO determines whether or not a legitimate medical explanation exists for the confirmed positive test result. Employees must cooperate fully with the MRO. Failure to meet with the MRO upon his/her request, or to promptly provide requested information will result in the Employee immediately being placed upon suspension without pay, and may result in termination and discharge.
- (b) An employee who fails a random drug test will be allowed a one-time opportunity to participate in an Alcohol/Drug Rehabilitation Program or the City of Gainesville Employee Assistance Program (EAP) or other approved program as determined by the SAP, in lieu of being immediately discharged based upon such failure. Provided further, however, that allowing the Employee to participate in such program in lieu of being discharged is conditioned upon the Employee's execution of a written agreement describing his/her obligations under the program. Furthermore, such an opportunity will not be available to an employee who has previously participated in an Alcohol/Drug rehabilitation program, the City's EAP, or other approved similar program, as an alternative to discharge. Finally, employees allowed the rehabilitation opportunity described herein may still receive disciplinary action short of discharge in conjunction with the rehabilitation program.
- (c) Except as provided above, a covered employee's refusal to take or failure to pass a drug test is JUST CAUSE for dismissal.
- (d) Participation in a treatment program, be it entirely voluntary or pursuant to Section b, above, will not excuse work rule violations or poor performance and an employee may be disciplined or discharged for such offenses or failure to perform.

9. Record Keeping

- (a) The City will keep the following records for the period specified. The records described in subsections (1), (3), (4), and (5) below will be maintained in Employee Health Services. The records described in subsection (2) shall be maintained by the MRO.
 - (1) Records that demonstrate the collection process conforms to Part 199 will be kept for a minimum of 3 years.
 - (2) Records of drug test results that show employees or applicants who failed a drug test, and the type of test failed and records that

demonstrate employee rehabilitation, if any, will be kept for a minimum of 5 years, and as to employee records include the following information:

- (i) The functions performed by each employee who fails the drug test.
 - (ii) The prohibited drugs which were used by each employee who fails the drug test.
 - (iii) The disposition of each employee who fails the drug test (e.g. termination, rehabilitation, leave without pay, etc.)
- (3) Records of employee drug test results that show employees passed a drug test will be kept for a minimum of 1 year.
 - (4) A record of the number of employees tested by type of test (e.g., post-accident) will be kept for a minimum of 5 years.
 - (5) Records confirming that supervisors and employees have been trained as required by this policy will be kept for a minimum of 3 years. Training records will include copies of all training materials.

10. Confidentiality

- (a) Each individual's record of testing and results under this policy will be maintained private and confidential to the extent allowed by law. With the exception of the testing laboratory, MRO, designated manager, and the Employee Health Services representative, and, if necessary, as part of a judicial or administrative proceeding, or upon request of PHMSA or State agency officials as part of an accident investigation, the results of individual drug tests will not be released to anyone without the expressed written authorization of the individual tested. Prior to testing, the individual will be informed about who will receive test data (e.g., testing laboratory, MRO, Human Resources Director).
- (b) All written records will be stored in locked containers or in a secure location with access available only by the individuals listed above.
- (c) To the extent allowed by law, unless an employee gives his or her written consent, the employee's drug testing and/or rehabilitation records will not be released to a subsequent employer.

PHMSA DRUG AND ALCOHOL TESTING PROGRAM

SUBPART B - ALCOHOL MISUSE PREVENTION PROGRAM

1. Purpose

The purpose of this subpart is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol by employees who perform covered functions for operators of certain pipeline facilities.

2. Definitions

As used in this subpart:

Accident means an incident reportable under 49 CFR Part 191, involving gas pipeline facilities or LNG facilities, or an accident reportable under 49 CFR Part 195, involving hazardous liquid or carbon dioxide pipeline facilities.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this subpart.

Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Confirmation test means a second test, following a screening test with a result 0.02 or greater, that provides quantitative data of alcohol concentration.

Covered employee means a person who performs on a pipeline or at an LNG facility an operation, maintenance, or emergency-response function regulated by 49 CFR Parts 192, 193, or 195. *Covered employee* and *individual* or *individual to be tested* have the same meaning for the purposes of this subpart. The term covered employee does not include clerical, truck driving, accounting, or other functions not subject to 49 CFR Parts 192, 193 or 195.

Covered function (safety-sensitive function) means an operation, maintenance, or emergency-response function that is performed on a pipeline or LNG facility and the function is regulated by 49 CFR Parts 192, 193, or 195, including, but not limited to, activities and operations described and dealt with in subparts F, H, L and M of 49 CFR Part 192.

On duty means all times from the time a covered employee begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

Performing (a covered function): An employee is considered to be performing a covered function (safety-sensitive function) during any period in which he or she is actually performing, reading to perform, or immediately available to perform such covered functions.

Refuse to submit (to an alcohol test) means that a covered employee fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement to be tested in accordance with the provisions of this subpart, or engages in conduct that clearly obstructs the testing process.

Screening test means an analytical procedure to determine whether a covered employee may have a prohibited concentration of alcohol in his or her system.

Substance abuse professional means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of an clinical experience in the diagnosis and treatment of alcohol-related disorders.

3. Alcohol Prohibitions

- (a) No covered employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- (b) No covered employee shall be on duty or perform a covered function while the covered employee possesses alcohol.
- (c) No covered employee shall use alcohol while on duty.
- (d) No covered employee shall perform safety-sensitive functions within four hours after using alcohol, or if called out, within the time period after the covered employee has been ordered to report to work.
- (e) No covered employee who would be required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

4. Refuse to Submit

No covered employee shall refuse to submit to a post-accident alcohol test required under this subpart, a reasonable suspicion alcohol test required under

this subpart, a return to duty alcohol test, or a follow-up alcohol/drug test required under this subpart.

5. Consequences

Any covered employee who violates any of the provisions of Subsections 3 or 4 of this subpart or whose positive test for alcohol is at a result of 0.04 or greater or who otherwise violates the provisions of this subpart will be removed immediately from safety sensitive functions and is subject to disciplinary action up to and including dismissal. Each covered employee who engages in conduct prohibited by subsection 3 or 4 or who tests positive for alcohol at 0.04 or greater shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse. Dismissals for a first offense will be considered an appropriate penalty absent mitigating circumstances. Covered employees who test positive for alcohol with a concentration of 0.02 or greater but less than 0.04 shall be immediately removed from performance of safety sensitive functions for the remainder of their shift and that of the entire next scheduled shift if the next scheduled shift would begin in less than twenty four (24) hours after the test.

If the covered employee is suspended, vacation or sick leave may be used in lieu of being in a no pay status. Use of vacation with respect to this section (5) will be granted on a one time basis; up to a maximum of two (2) shifts. The covered employee may be subject to additional disciplinary action.

In the event that the City requires the employee's presence at the collection site outside normal working hours as part of the testing process and the employee passes the drug/alcohol test, such required time outside normal working hours shall be considered actual time worked for the purpose of Section 13.4 of the CWA labor agreement, if applicable.

6. Alcohol Tests Required

(a) Post-accident

- (1) As soon as practicable following an accident, but no later than eight (8) hours following the accident, each surviving covered employee shall be tested for alcohol if that employee's performance of a covered function either contributed to the accident or cannot be completely discounted as a contributing factor to the accident.
- (2) A covered employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying management of his/her location if he/she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing. Nothing in this section shall be

construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

(b) Reasonable Suspicion Testing

- (1) A covered employee shall be required to immediately submit to an alcohol test when the City has reasonable suspicion to believe that the employee has violated the prohibitions in this subpart.
- (2) The City's determination that reasonable suspicion exists to require the covered employee to undergo an alcohol test shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. The required observations shall be made by a supervisor/manager who is trained in detecting the symptoms of alcohol misuse. The supervisor/manager who makes the determination that reasonable suspicion exists shall not conduct the breath alcohol test on that employee.
- (3) Alcohol testing is authorized by this subsection only if the observations required by paragraph (b)(2) of this subsection are made during, just preceding, or just after the period of the work day that the employee is required to be in compliance with this subpart. A covered employee may be directed to undergo reasonable suspicion testing for alcohol only while the employee is performing covered functions; just before the employee is to perform covered functions; or just after the employee has ceased performing covered functions. Notwithstanding the absence of a reasonable suspicion alcohol test under this section, a covered employee shall not report for duty or remain on duty requiring the performance of covered functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse.

(c) Return-To-Duty Testing

Before a covered employee returns to duty requiring the performance of a covered function after engaging in conduct prohibited by this subpart (except section 3(b)), the employee shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(d) Follow-up Testing

- (1) Following a determination under this subpart that a covered employee is in need of assistance in resolving problems associated with alcohol misuse, the employee shall be subject to unannounced follow-up alcohol and drug testing as directed by a substance abuse professional in accordance with the provisions of this subpart.
- (2) Follow-up testing shall be conducted when the covered employee is performing covered functions; just before the employee is to perform covered functions; or just after the employee has ceased performing such functions.

7. Testing Procedures

Testing procedures for alcohol tests required by this subpart shall be in conformance with 49 CFR Part 40, Subparts C and D, a copy of which is attached hereto, except as modified by this subpart. A summary of Subparts C and D of 49 CFR Part 40, prepared by J.J. Keller and Associates is available for review (but not copying since this is copyrighted material) at the Human Resources Department. The list of the covered employees is attached hereto and on file at the Human Resources Department. The Human Resources Director is the City official designated to answer questions about the testing procedures as well as any other matter covered in this program.

8. Handling of Test Results, and Confidentiality

- (a) Handling of test results and confidentiality shall be in accordance with 49 CFR Part 40, except as modified below.
 - (1) Except as required by law or expressly authorized or required in this section, the City shall not release covered employee information that is contained in records required to be maintained under 49 CFR §199.227.
 - (2) A covered employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol, including any records pertaining to his or her alcohol tests. The City shall promptly provide the records requested by the covered employee. Access to a covered employee's records shall not be contingent upon payment for records other than those specifically requested.
 - (3) The City shall release information regarding a covered employee's records as directed by the specific, written consent of the covered employee authorizing release of the information to an identified

person. Release of such information is permitted only in accordance with the terms of the employee's consent.

- (4) Records shall be made available to a subsequent employer upon receipt of a written request from a covered employee.
- (5) The City may disclose information required to be maintained under 49 CFR 199, Subpart B, pertaining to a covered employee, to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol test administered under this subpart, or from the employers' determination that the covered employee engaged in conduct prohibited by Sections 3 or 4 (except 3(b) of this subpart (including but not limited to, a workers compensation, unemployment compensation, or other proceeding relating to a benefit sought by the covered employee)).
- (6) The City shall permit access to all facilities utilized in complying with the requirements of this part to the Secretary of Transportation, any DOT agency, or any state or local officials with regulatory authority over the employer or any of its covered employees.
- (7) The City shall make available copies of all results for City alcohol testing conducted under this subpart and any other information pertaining to this alcohol misuse prevention program, when requested by the Secretary of Transportation, any DOT agency, or any state or local officials with regulatory authority over the employer or any of its covered employees.
- (8) When requested by the National Transportation Safety Board as part of an accident investigation, the City shall disclose information related to its administration of a post-accident alcohol test administered following the accident under investigation.

9. Referral, Evaluation and Treatment

- (a) Each covered employee who has engaged in conduct prohibited by this subpart (except 3(b)) shall be advised of the resources available to the covered employee in evaluating and resolving problems associated with the misuse of alcohol, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
- (b) Each covered employee who engages in conduct prohibited under this subpart (except 3(b)) shall be evaluated by a substance abuse

professional designated by the City, who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse.

- (c) In addition, each covered employee identified as needing assistance in resolving problems associated with alcohol misuse:
- (1) Shall be evaluated by a substance abuse professional designated by the City, to determine that the employee has properly followed any rehabilitation program prescribed under paragraph (9)(b) of this subsection, and
 - (2) Shall be subject to unannounced follow-up alcohol tests administered by the City following the employee's return to duty. The number and frequency of such follow-up testing shall be determined by a substance abuse professional, but shall consist of at least six tests in the first 12 months following the employee's return to duty. In addition, follow-up testing may include testing for drugs, as directed by the substance abuse professional, to be performed in accordance with 49 CFR Part 40. Follow-up testing shall not exceed 60 months from the date of the employee's return to duty. The substance abuse professional may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the substance abuse professional determines that such testing is no longer necessary.

10. Notification of Alcohol Test Results

In accordance with the provisions of 49 CFR Part 40, the results of both the screening and confirmation of the breath alcohol test are displayed to the individual being tested immediately after the tests. The breath alcohol technician transmits the results to the City in a confidential manner, in writing, in person, or by telephone or electronic means. For more information, see 49 CFR Part 40, Subpart C.

11. Alcohol, Drug Effects and Symptoms, and Intervention Methods

(a) Symptoms and Effects of Alcohol

Alcohol or drug problems usually manifest themselves in an employee's work performance, behavior, and appearance. Some of the warning signs of any substance abuse are:

Excessive absenteeism (especially after weekends and holidays)
 Frequent need to borrow money
 Avoidance of supervisors

Lack of concentration or decreased productivity after lunch or breaks
 Unsatisfactory work performance
 Drastic weight changes
 Bloodshot eyes, runny nose
 Deterioration in personal grooming and hygiene
 Agitation, rapid or slurred speech, dilated pupils
 Pattern of accidents
 Wearing of sunglasses and long-sleeved shirts at inappropriate times

(1) Effects of Alcohol Use

The chronic use of alcohol [three servings per day of beer (12 ounces), whiskey (1 ounce) or wine (6 ounces)] may result in the following:

(i) Effects on Health:

Dependency
 Kidney disease
 Ulcers
 Fatal liver diseases
 Alcohol Related Birth Defects
 Inflammation of the heart muscle
 Permanent brain damage

(ii) Effects on Work:

Slows down physical responses
 Progressively impairs mental functions
 Slowed reaction times
 More than 6 times more likely to have an accident
 Confusion
 Loss of memory, judgment and learning ability
 Permanent brain damage

(iii) Effects on Personal Life:

Separation and divorce rate is 7 times the average
 Two-thirds of all Americans will be involved in an alcohol-related vehicle accident
 15 times more likely to commit suicide
 Permanent brain damage

(2) Signs and Symptoms of Alcohol Use

Odor of alcohol on breath
Lack of coordination
Slurred speech
Sleepy or stuporous condition
Dulled mental process
(except for odor, these are signs and symptoms of any depressant substance)

(b) Symptoms and Effects of Drug Abuse

(1) Effects of Drug Abuse on Work, Health, and Personal Life

(i) Marijuana

Irritation to the lungs
Cancer
Delayed decision making
Impaired short-term memory
Impaired signal detection (risk for users operating machinery)
Long-term effect on performance

(ii) Cocaine

Strong psychological dependency
Strokes and heart attacks
Death
Paranoia and withdrawal causing unpredictable and violent behavior

(iii) Opiates

High risk for contracting hepatitis and AIDS due to sharing needles
Increased pain tolerance - failure to seek medical attention
Higher risk for accident caused by mental clouding and drowsiness
Financial problems

(iv) Amphetamines

Heart and brain damage
Heart attack and stroke

Withdrawal may cause severe physical and mental depression

Toxic psychosis - resembles schizophrenia

(v) Phencyclidine (PCP)

Irreversible memory loss

Personality changes

Thought disorders

Death

Suicidal tendencies and mental dysfunction

Acute toxicity - possibly causing combativeness, catatonia, convulsions and coma

(2) Signs and Symptoms of Drug Abuse

(i) Marijuana

Reddened eyes

Distinctive odor on clothing

Chronic fatigue and lack of motivation

Chronic sore throat

(ii) Cocaine

Financial problems

Runny or irritated nose

Difficulty in concentration

Secretive behaviors, frequent non-business visitors, delivered packages, phone calls

Wide mood swings - unusual defensiveness, anxiety, agitation

Insomnia

Talkativeness

Forgetfulness, absenteeism, tardiness and missed assignments

(iii) Opiates

Mood changes

Nausea, vomiting, and constipation

Impaired mental functioning and alertness

Depression

Fatigue

(iv) Amphetamines

Increased heart rate and pupils
Confusion, panic
Inability to concentrate
Profuse sweating

(v) Phencyclidine (PCP)

Extreme mood shift
Muscle rigidity
Jerky eye movements
Confusion and agitation
Dizziness

(c) Intervention Methods

- (1) Participation in an employee assistance program or a drug rehabilitation program or other community assistance program shall be paid for to the extent authorized under the City's Health Insurance Program, whether the particular program is selected by the employee or the City. Information regarding the City's Health Insurance Program can be obtained from the Risk Management.
- (2) The following is a list of drug and alcohol treatment programs within the Alachua and Marion County areas. The City does not recommend or endorse any of the programs. This list is provided for information only.

**Alachua and Marion County
Drug and Alcohol Treatment Programs
and Employee Assistance Programs
Non-Blue Cross and Blue Shield Providers**

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Charter Springs Hospital Inc. & Charter Counseling Center	2631 NW 41st Street Suite E-5, Foxbridge III Gainesville, FL 32606	(352) 371-2335
Mental Health Center, Inc. of North Florida	4300 SW 13th Street Gainesville, FL 32608	(352) 374-5600
Sid Martin Bridge House	4400 SW 13th Street Gainesville, FL 32608	(352) 374-5615 (800) 330-5616
Alachua Associates	3601 SW 2nd Avenue, Suite V Gainesville, FL 32607	(352) 335-4004
Vista Pavilion	8900 NW 39th Avenue Gainesville, FL 32606	(352) 338-0097
Charter Springs Hospital, Inc.	3130 SW 27th Avenue Ocala, FL 32674	(352) 237-7293
Fountain Ctr. of Ocala. Forest, Inc	25011 NE County Hwy. 314 Salt Springs, FL 32134	(352) 685-1010 (800) 762-3707
Marion-Citrus Mental Health Centers	717 SW Martin Luther King Jr. Avenue Ocala, FL 32674	(352) 629 8893
VA Hospital	1601 SW Archer Road Gainesville, FL 32608	(352) 376-1611

**Alachua and Marion County
Drug and Alcohol Treatment Programs
and Employee Assistance Programs
Blue Cross and Blue Shield Providers**

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Clinical Psychology Associates of North Central Florida (EAP for employee and covered family members)	2121 NW 40th Terrace Gainesville, FL 32605	(352) 336-2888
City of Gainesville Employee Assistance Program (For City employees and covered family members)	3221 NW 13th Street Suite D-1 Gainesville, FL 32609	(352) 375-1414
Community Behavioral Service	1212 NW 12th Avenue Gainesville, FL 32601	(352) 372-6645
Corner Drug Store of Gainesville (CDS), Inc.	1300 NW 6th Street Gainesville, FL 32601	(352) 378-1588
Vista Pavilion	8900 NW 39th Avenue Gainesville, FL 32606	(352) 338-0097
Quad County Treatment Center	913 E Silver Springs Blvd Ocala, FL 34470	(352) 732-6565

NOTE: The City does not recommend or endorse any of the above programs. This list is provided for your information.

All Code of Federal Regulations or State Statutes addressed in this document are available for review in the City of Gainesville's Human Resources Office.