

**AGREEMENT**  
**BETWEEN THE**  
**CITY OF GAINESVILLE**  
**AND**  
**AMALGAMATED TRANSIT UNION**  
**LOCAL NO. 1579**

**EFFECTIVE: OCTOBER 1, 2021 - SEPTEMBER 30, 2024**

## TABLE OF CONTENTS

PREAMBLE .....	1
ARTICLE 1 PURPOSE AND INTENT .....	3
ARTICLE 2 UNION RECOGNITION.....	3
ARTICLE 3 UNION SECURITY AND CHECK OFF.....	4
ARTICLE 4 MANAGEMENT SECURITY.....	5
ARTICLE 5 MANAGEMENT RIGHTS.....	7
ARTICLE 6 UNION STEWARDS & UNION ACTIVITY .....	8
ARTICLE 7 PROBLEM AND COMPLAINT RESOLUTION .....	11
ARTICLE 8 GRIEVANCE PROCEDURE.....	12
ARTICLE 9 NON-DISCRIMINATION.....	18
ARTICLE 10 DISCHARGE AND DISCIPLINE.....	18
ARTICLE 11 DESIGNATED LEAVE SYSTEM.....	20
ARTICLE 12 PAID TIME OFF LEAVE (PTO) SYSTEM.....	28
ARTICLE 13 HOLIDAYS .....	36
ARTICLE 14 HOURS OF WORK AND OVERTIME PAYMENT .....	37
ARTICLE 15 BEREAVEMENT LEAVE.....	44
ARTICLE 16 JURY DUTY .....	45
ARTICLE 17 HOSPITALIZATION AND LIFE INSURANCE.....	46
ARTICLE 18 TUITION REIMBURSEMENT .....	47
ARTICLE 19 MISCELLANEOUS EMPLOYEE BENEFITS .....	47
ARTICLE 20 WORKERS' COMPENSATION .....	50
ARTICLE 21 LEAVE OF ABSENCE WITH OR WITHOUT PAY .....	51
ARTICLE 22 MILITARY LEAVE.....	66

<b>ARTICLE 23 JOB VACANCY AND PROBATION .....</b>	<b>67</b>
<b>ARTICLE 24 LAYOFF .....</b>	<b>69</b>
<b>ARTICLE 25 RECALL.....</b>	<b>71</b>
<b>ARTICLE 26 LENGTH OF SERVICE .....</b>	<b>72</b>
<b>ARTICLE 27 LIABILITY .....</b>	<b>73</b>
<b>ARTICLE 28 HEALTH AND SAFETY .....</b>	<b>73</b>
<b>ARTICLE 29 BULLETIN BOARDS.....</b>	<b>75</b>
<b>ARTICLE 30 BIDDING .....</b>	<b>76</b>
<b>ARTICLE 31 WAGES.....</b>	<b>78</b>
<b>ARTICLE 32 SEVERABILITY .....</b>	<b>82</b>
<b>ARTICLE 33 SICK LEAVE BANK .....</b>	<b>82</b>
<b>ARTICLE 34 PENSIONS .....</b>	<b>84</b>
<b>ARTICLE 35 DRUG TESTING.....</b>	<b>85</b>
<b>ARTICLE 36 TEMPORARY EMPLOYEES .....</b>	<b>85</b>
<b>ARTICLE 37 COMMERCIAL DRIVERS LICENSE .....</b>	<b>86</b>
<b>ARTICLE 38 TARDINESS.....</b>	<b>86</b>
<b>ARTICLE 39 RTS MAINTENANCE .....</b>	<b>87</b>
<b>ARTICLE 40 OPEN ARTICLE .....</b>	<b>91</b>
<b>ARTICLE 41 ENTIRE AGREEMENT.....</b>	<b>91</b>
<b>TOPIC INDEX .....</b>	<b>97</b>
<b>Exhibit A – Pay Plans</b>	
<b>Addendum A – ATU Drug-Free Workplace Program</b>	

## TABLE OF CONTENTS ALPHABETICAL LISTING

<b><u>ARTICLE</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
15	BEREAVEMENT LEAVE.....	44
30	BIDDING.....	76
29	BULLETIN BOARDS.....	75
37	COMMERCIAL DRIVERS LICENSE.....	86
11	DESIGNATED LEAVE SYSTEM.....	20
10	DISCHARGE AND DISCIPLINE.....	18
35	DRUG TESTING.....	85
41	ENTIRE AGREEMENT.....	91
8	GRIEVANCE PROCEDURE.....	12
28	HEALTH AND SAFETY.....	73
13	HOLIDAYS.....	35
17	HOSPITALIZATION AND LIFE INSURANCE.....	46
14	HOURS OF WORK AND OVERTIME PAYMENT.....	37
23	JOB VACANCY AND PROBATION.....	67
16	JURY DUTY.....	45
24	LAYOFF.....	69
21	LEAVE OF ABSENCE WITH OR WITHOUT PAY.....	51
26	LENGTH OF SERVICE.....	72
27	LIABILITY.....	73
5	MANAGEMENT RIGHTS.....	7
4	MANAGEMENT SECURITY.....	5
22	MILITARY LEAVE.....	66
19	MISCELLANEOUS EMPLOYEE BENEFITS.....	47
9	NON-DISCRIMINATION.....	18
40	OPEN ARTICLE.....	91
12	PAID TIME OFF LEAVE SYSTEM .....	28
34	PENSIONS.....	84
	PREAMBLE.....	1
7	PROBLEM AND COMPLAINT RESOLUTION.....	11
1	PURPOSE AND INTENT.....	3
25	RECALL.....	71
39	RTS MAINTENANCE .....	87
32	SEVERABILITY.....	82
33	SICK LEAVE BANK.....	82
38	TARDINESS.....	86
36	TEMPORARY EMPLOYEES.....	85
18	TUITION REIMBURSEMENT.....	47
2	UNION RECOGNITION.....	3
3	UNION SECURITY AND CHECK OFF.....	4
6	UNION STEWARDS & UNION ACTIVITY.....	8
31	WAGES.....	78
20	WORKERS' COMPENSATION.....	50

1 **PREAMBLE**

2 **THIS AGREEMENT** is entered into by the City of Gainesville, hereinafter  
3 referred to as the "Public Employer" or "City", and Local No. 1579 Amalgamated Transit  
4 Union, hereinafter referred to as the "Union", on this \_21<sup>st</sup>\_ day of October 2021.

5  
6 WITNESSETH:

7 WHEREAS, the City is engaged in furnishing essential public service which vitally  
8 affects the health, safety, comfort and general well-being of the public, and;

9 WHEREAS, all parties hereto recognize the need for continuous and reliable  
10 service to the public, it is mutually agreed the City's obligation to provide efficient,  
11 responsive service to the citizens of the City of Gainesville should not be obstructed by  
12 disputes between it and its employees, and;

13 WHEREAS, all parties hereto agree that the basic intent of this Agreement is to  
14 provide a fair day's work in return for a fair day's pay under fair conditions, and;

15 WHEREAS, it further is the general purpose of this Agreement to promote the  
16 mutual interests of the Regional Transit System and its employees and to provide for the  
17 operation of the Regional Transit System's business operations under methods which will  
18 further to the fullest extent possible, the safety of the employees, economy and efficiency  
19 of operation, elimination of waste, realization of maximum quantity and quality of  
20 operation, cleanliness, protection of the public's property and avoidance of interruptions to  
21 operations. The City and the Union will cooperate fully to secure the advancement and  
22 achievement of these purposes, and;

23 WHEREAS, it is mutually recognized that all employees shall work at all times to  
24 the best interest of the City's public transportation system; they shall operate and handle  
25 the City's public transportation system's vehicles at all times in full compliance with the  
26 rules of the City; they shall give the riding public courteous, respectful and fair treatment  
27 at all times to the end that the City's public transportation system may improve and grow;  
28 they shall extend courteous, respectful and fair treatment to their fellow employees  
29 regardless of classification ranking or job duties; and they shall, at all times, use their  
30 influence and best endeavors to preserve, promote and protect the interest of the City's

1 public transportation service as well as cooperate in the promotion and advancement of  
2 the public transportation service; recognizing the benefit to this community provided by a  
3 well run, properly managed, well executed, publicly funded and subsidized mass transit  
4 facility. Further, recognizing that such cooperation between employees in all  
5 classifications and all levels, management and operations, in almost all instances,  
6 furthers their own interests as public employees to retain meaningful work in jobs they  
7 desire as well as to best achieve the above goals and standards.

8 NOW, THEREFORE, and in this spirit, for and in consideration of the premises  
9 herein contained, it is mutually agreed that:

10

11

1 **ARTICLE 1**

2 **PURPOSE AND INTENT**

3 1.1 The following Agreement between the City and the Union is recorded in  
4 written form to meet the requirements set forth in Chapter 447 of the State  
5 Statutes, specifically Section 447.203(14), which requires the execution of a  
6 written contract with respect to agreements reached.

7 1.2 This Agreement is designed to provide for a fair and equitable procedure for  
8 the resolution of contractual differences in accordance with the grievance  
9 procedure specified herein.

10 1.3 It is the intent and purpose of this Agreement to set forth herein basic and  
11 full agreement between the parties concerning specified terms and  
12 conditions of employment consistent with the availability of public funds.

13  
14 **ARTICLE 2**

15 **UNION RECOGNITION**

16 2.1 The City recognizes the Union as the collective bargaining agent of all  
17 probationary, regular full-time and regular part-time non-supervisory  
18 employees of the City's Regional Transit System with the classifications  
19 listed in Exhibit A attached hereto except:

- 20 1. Managerial and administrative employees.  
21 2. Professional employees, unless and until inclusion of professional  
22 employees is approved pursuant to Florida Statutes, Chapter 447,  
23 specifically Section 447.307(4)(h).  
24 3. Supervisory employees.  
25 4. Temporary employees.

26 Further provided, should the City create new job classifications, which by  
27 the nature of the duties of the position meet the bargaining unit definition,  
28 then that job classification shall be included in the bargaining unit. The City  
29 shall notify the Union of the addition of all new job classifications in a timely  
30 manner. Should the Union object to the exclusion of the position in the

1 bargaining unit, it is understood that the Union will request determination of  
2 the bargaining unit status from the Public Employees Relations  
3 Commission.

4 2.2 The President of Local 1579 or his/her designated representative will be the  
5 official spokesperson for said Local Union in any matter between the Local  
6 Union and the Public Employer.

7 2.3 The Union recognizes the City Manager or his/her designated  
8 representatives as the sole representatives of the City of Gainesville for the  
9 purpose of collective bargaining. There shall be no individual arrangements  
10 or agreements made covering any part or all of this Agreement contrary to  
11 the terms herein provided. This Agreement may be amended only upon the  
12 written mutual agreement of both parties, City and Union, and shall become  
13 part of this Agreement only upon ratification by both parties, City and Union.  
14

## 15 **ARTICLE 3**

### 16 **UNION SECURITY AND CHECK OFF**

17 3.1 Any and all employees who are eligible for inclusion in the bargaining unit  
18 shall have the right to join or not to join the Union as they individually prefer.  
19 It is agreed that there shall be no discrimination for or against any employee  
20 because of his membership in said organization and, likewise, no employee  
21 shall be discriminated against for non-membership in the Union and neither  
22 the Union nor any employee shall attempt to coerce an employee into  
23 joining or continuing in said organization or interfere with an employee in  
24 any way because of failure or refusal on the employee's part to join said  
25 organization.

26 3.2 The City agrees to deduct, from bargaining unit employees, on a bi-weekly  
27 basis, Union dues as certified to the Public Employer by the Secretary-  
28 Treasurer or designated representative of the Amalgamated Transit Union,  
29 Local No. 1579, and to remit the aggregate deductions so authorized,  
30 together with an itemized statement, to the Secretary-Treasurer. Dues  
31 deduction requests submitted after the above date will be remitted within



thirty (30) days after the effective date of such requests upon receipt of a stipulated, lawfully executed, written authorization from an employee covered by this Agreement. Changes in Union membership dues will be similarly certified to the City in writing and shall be done at least thirty (30) days prior to the effective date of such change. This dues authorization may be revoked by the employee upon thirty (30) days written notice to the City and to the Union.

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

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

## **ARTICLE 4**

### **MANAGEMENT SECURITY**

4.1 The Union and its members agree they shall have no right to strike. Strike means the concerted stoppage of work, the concerted absence for any reason including sickness of employees from their positions, the concerted failure to report for duty, the concerted submission of resignations, the concerted abstinence in whole or in part of any group of employees from the full and faithful performance of their duties of employment with the City of Gainesville, the Public Employer, for the purpose of inducing, influencing, condoning or coercing a change in the obligations, terms or conditions of their employment. The Union and its members further agree they shall have no right to participate in a deliberate and concerted course of conduct which adversely affects the services of the employer, including the failure to work overtime, the concerted failure to report for work after the expiration of a collective bargaining agreement and picketing in furtherance of a work stoppage or refusing to cross a picket line. Any violation of this section shall

subject the violator(s) to the penalties as provided by law and to the rules and regulations of the Public Employer.

4.2 Any employee covered by this Agreement who participates in, is a party thereto, or promotes any of the above actions as outlined in Section 4.1 or other similar forms of interference with the operations or functions of the City, shall be subject to disciplinary action up to and including discharge. The only question that shall be raised in any proceedings, judicial or otherwise, contesting such action, is whether any provision as outlined in Section 4.1 was violated by the employee to be disciplined or discharged. Employees shall not be entitled to any benefits or wages whatsoever while they are engaged in strike activities, or other interruptions of work. Any employee discharged in accordance with this Article or applicable provisions of the State of Florida Collective Bargaining Statute shall forfeit all pension rights, and if appointed, reappointed, employed or re-employed by the City, serve a six (6) month probationary period following the reappointment or re-employment, and the compensation may in no event exceed that received immediately prior to the time of the violation and the compensation may not be increased for one (1) year.

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

4.4 During the term of this Agreement, the Public Employer agrees to not lock out any employees covered by this Agreement.

## ARTICLE 5

### MANAGEMENT RIGHTS

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

5.2 Except as otherwise provided herein, the Union recognizes the sole and exclusive rights, powers and authority of the Public Employer further include, but are not limited to, the following: to direct and manage employees of the City to hire, promote, transfer, schedule, assign and retain employees, to suspend, demote, discharge or take other disciplinary action against employees for just cause, to relieve employees from duty because of lack of work, funds, or other legitimate reasons, to maintain the efficiency of its operations including the right to contract and subcontract existing and future work, to determine the duties to be included in job classifications and the numbers, types and grades of positions or employees assigned to an organizational unit, department or project, to assign overtime and to determine the amount of overtime required, to control and regulate the use of all its equipment and property, to establish and require employees to observe all its rules and regulations, to conduct performance evaluations and to determine internal security practices. The employer agrees that, prior to substantial permanent layoff of Union bargaining members, it will discuss such with the Union. The Union shall be notified and permitted an opportunity for discussion and consultation prior to any sub-contracting of transit-related services or duties which would substantially affect members of its bargaining unit.

5.3 If, in the sole discretion of the Public Employer, it is determined that civil emergency conditions exist, or are imminent including, but not limited to, riots, civil disorders, severe weather conditions (or similar catastrophes), or unusual operational needs the provisions of this Agreement may be suspended by the appropriate manager during the time of the declared

1 emergency, provided that wage rates and monetary fringe benefits shall not  
2 be suspended. If it is determined that an emergency condition exists that is  
3 an unusual operational need, seniority rights for work assignments may be  
4 suspended by the appropriate manager during the time of the declared  
5 emergency. Should an emergency arise, the Union President shall be  
6 advised as soon as possible of the nature of the emergency.  
7

## 8 **ARTICLE 6**

### 9 **UNION STEWARDS & UNION ACTIVITY**

10 6.1 The Union shall have the right to select employees from those covered by  
11 this Agreement to act as Union stewards. A written list of the Union officers  
12 and stewards shall be furnished to the Human Resources Director (or  
13 designee) and the Director for the Regional Transit System at the time of  
14 the effective date of their assuming office. The Union shall notify the  
15 Human Resources Director (or designee) and the Director for the Regional  
16 Transit System promptly of any change(s) of such Union officers and  
17 stewards. No Union steward will perform any Union work unless the above  
18 has been complied with.

19 6.2 An Amalgamated Transit Union representative or any Local No. 1579 officer  
20 or steward may, with proper authorization, which will not be unduly withheld,  
21 be admitted to the property of the Public Employer. The representative, as  
22 designated above, shall be able to talk with employees before or after  
23 regular working hours, during lunch hours or during break periods of said  
24 employees on Public Employer property in areas designated by the Public  
25 Employer.

26 6.3 All Union stewards shall be employees in the bargaining unit who have  
27 satisfactorily completed their probationary period.

28 6.4 The Union recognizes that Union stewards and officers are not entitled to  
29 any special benefits or treatment because of their role as a steward or  
30 officer, nor shall stewards and officers be discriminated against for the  
31 proper and legitimate Union activity in which they engage.

- 1    6.5            While on sick leave, PCLB, unscheduled PTO, vacation in lieu of sick leave  
2                   or leave without pay for disciplinary reasons, no employee shall function as  
3                   a Union officer or steward on City property. Employees who violate this  
4                   section while on sick or unscheduled leave shall not be eligible to receive  
5                   pay for the time off.
- 6    6.6            The investigation, handling, or adjustment of grievances shall be conducted  
7                   by employees and/or Union officers and stewards during non-working  
8                   hours. Union stewards shall not exceed five (5) in number. If grievance  
9                   matters must be attended to during regular working hours, Union stewards  
10                  may be allowed to conduct such business without loss of straight time pay  
11                  or benefits by using Union pool time, provided:
- 12                  A.     A written request for use of Union pool time is submitted to the  
13                         immediate supervisor for department head approval in advance of  
14                         time off.
- 15                  B.     It shall be the Union's responsibility to supply, to the City, a Union  
16                         Time Pool Authorization form which includes the name of the  
17                         employee and the hours of vacation time donated by the employee  
18                         to the pool. The form must be signed by the employee donating  
19                         time. Time donations may be made at any time and shall be in  
20                         increments of not less than one (1) hour nor more than forty-eight  
21                         (48) hours. Time pool hours may be drawn upon at the discretion of  
22                         the Union in increments of at least one (1) hour.
- 23                  C.     Charges against the Union business time pool shall only be made  
24                         when approved by the President of the Union. If the Union time pool  
25                         shall become depleted, anyone engaging in Union activities during  
26                         his/her working hours shall do so without pay, unless otherwise  
27                         provided in this Agreement.
- 28                  D.     A record of all time donated and drawn against the above pool shall  
29                         be kept by Regional Transit and the Union. The Union shall  
30                         indemnify, defend, and hold the City harmless against any and all  
31                         claims made and against any suits instituted against the City on

1 account of the City complying with any of the provisions of this  
2 Article.

3 E. Employees who are members of the negotiating team for the Union  
4 may use pool time in accordance with provisions of this Article.

5 F. The Union President/designee may use pool time in accordance with  
6 the provisions of this Article to attend resolutions of impasse  
7 hearings before the City Commission, the actual days of the ATU  
8 National Convention, and the Florida ATU legislative conference  
9 board meeting.

10 G. In the event the Union Time Pool does not have forty-five (45) hours  
11 each October 1, the City will contribute the difference to make at  
12 least forty-five (45) hours. During each fiscal year the City will match  
13 an additional hour for hour up to a maximum of 10 hours of union  
14 pool time for each hour of pool time contributed by the employees.

15 In no event shall the City contribute more than fifty-five (55) hours.

16 6.7 Solicitation of any and all kinds by the Union, including but not limited to, the  
17 solicitation of membership, grievances and the collection of Union monies  
18 shall not be engaged in during working hours, further provided that the  
19 Public Employer's radio equipment shall not be used for such purposes. It  
20 is not the intent of the above to restrict or preclude any steward from  
21 answering legitimate questions from any members of the bargaining unit  
22 concerning Union activity or grievances.

23 6.8 The Union shall not distribute literature during working hours in areas where  
24 the actual work of public employees is performed, such as offices,  
25 warehouses, schools, police stations, fire stations, and any similar public  
26 installation. This section shall not be construed to prohibit the distribution of  
27 literature during the employee's lunch or before or after work hours and  
28 dinner break or scheduled break periods, in such areas not exclusively  
29 devoted to the performance of the employee's official duties.

30 6.9 The Union shall not distribute, on City property, any materials that reflect on  
31 the integrity or motives of any individual, agency, or activity of the City

government or other labor organization. This shall not restrict the Union from having the same privilege as any citizen.

6.10 The City agrees to notify the Union President of the discharge, resignation, layoff or suspension of an employee covered by this Agreement if the employee requests such notification.

6.11 Any rule or regulation pertaining to members of the bargaining unit will be made available to all such employees in written form prior to the time of taking effect, except in clear instances where circumstances of an emergency nature necessitate immediate implementation of rules and regulations.

6.12 The City will maintain an up-to-date and accurate seniority roster to be posted on RTS bulletin boards and furnish the Union a copy of such roster upon changes in the roster.

6.13 Union members will be permitted to wear a Union pin or shoulder patch on their uniform.

6.14 An employee, upon request, shall be entitled to Union representation at disciplinary interviews or conferences in accordance with law.

## **ARTICLE 7**

### **PROBLEM AND COMPLAINT RESOLUTION**

7.1 The purpose of this Article is to provide for the informal resolution of employee problems and complaints. This Article recognizes that there are times that problems, complaints, or situations may occur when an employee covered by this Agreement may require information or feels that an adjustment of some type is required that can best be provided through informal resolution.

7.2 When an employee covered by this Agreement is working under the jurisdiction of an employee in the category of Supervisor the employee and the supervisor shall be expected to informally resolve problems, complaints or situations that the employee feels need either adjustment or information and that are within the authority of the Supervisor to resolve. In this

1 resolution process, the Supervisor does not have the authority to adjust  
2 claims that involve the interpretation or application of this Collective  
3 Bargaining Agreement.

4 7.3 This informal resolution procedure shall normally be accomplished within  
5 one (1) working day of the incident from which the matter arose. The  
6 immediate supervisor shall verbally notify the employee of his/her decision  
7 within one (1) working day.

8 7.4 If the problem, complaint or situation is not resolved to the employee's  
9 satisfaction and if the problem, complaint or situation involves the  
10 interpretation or application of this Collective Bargaining Agreement, the  
11 employee may utilize the grievance procedure provided for in Article 8 of  
12 this Agreement.

13 7.5 If an employee feels the complaint or situation involves interpretation or  
14 application of this Collective Bargaining Agreement, he/she may bypass  
15 Article 7 and utilize the grievance procedure.

## 16 17 **ARTICLE 8**

### 18 **GRIEVANCE PROCEDURE**

19 8.1 Any employee or the Union on behalf of employees who sign a grievance,  
20 may file a grievance concerning the meaning, application and/or  
21 interpretation of the specific articles of the Agreement and any disciplinary  
22 action as defined in Article 10.3 of the Agreement, when a question of "just  
23 cause" exists resulting from the application of City Transit Department rules  
24 and regulations. The Union may file a grievance on its own behalf claiming  
25 a violation of Article 3. The settlement of a grievance at its lowest possible  
26 step is mutually encouraged by both the City and the Union. Any grievance  
27 filed shall adequately set forth the facts pertaining to the alleged violation  
28 and shall be processed in accordance with the following rules:

29 8.2 Prior to filing a written grievance, an aggrieved employee, with or without  
30 union representation, shall, within five (5) days [see 8.3 (D)], meet with the  
31 appropriate supervisor or manager to discuss his/her complaint or potential



grievance in an effort to resolve the complaint. This informal step is for the grievant to fully explain his/her grievance, present the facts, state his/her contentions and clear up any possible misunderstandings in an effort to informally resolve the grievance. If management has not responded within five (5) days from the date of this initial meeting or the decision reached is not acceptable, the employee has five (5) days, from receipt of response, to file a grievance in accordance with Step 1.

### 8.3 Rules for Grievance Processing:

It is agreed:

- (A) A grievance must be brought forward within seven (7) days after the occurrence of the event giving rise to the grievance or within seven (7) days after the employee through the use of reasonable diligence, should have obtained knowledge of the occurrence of the event giving rise to the grievance or within seven (7) days after the immediate supervisor's response in the Problem and Complaint Resolution procedure as set forth in Article 7 of this Agreement, but in no event more than thirty (30) days after the occurrence of the event giving rise to the grievance.
- (B) Time limits at any stage of the grievance procedure may be extended by written mutual agreement of the parties involved at that step.
- (C) A grievance not advanced to the higher step within the time limit provided shall be deemed permanently withdrawn and as having been settled on the basis of the decision most recently given. Failure on the part of the Public Employer's representative to answer within the time limit set forth in any step will entitle the employee to proceed to the next step.
- (D) In computing time limits under this Article, Saturdays, Sundays and holidays shall not be counted except where it is specified as calendar days.

- 1 (E) In settlement of any grievance resulting in retroactive  
2 adjustment, such adjustment shall be limited to fourteen (14)  
3 days prior to the date of the filing of the grievance. Remedies  
4 or corrective actions shall not require the employer to violate  
5 this Agreement.
- 6 (F) When a grievance is reduced to writing, there shall be set  
7 forth in the space provided on the grievance form provided by  
8 the Public Employer all of the following:
- 9 1. A complete statement of the grievance and facts upon  
10 which it is based;
  - 11 2. The article, or articles, and the specific section or  
12 sections of articles within this Agreement the employee  
13 claims to have been violated and a statement which  
14 completely explains the manner in which the section(s)  
15 and/or article(s) have been violated;
  - 16 3. A clear description of the remedy or corrective action  
17 requested;
  - 18 4. The signature of the grievant or grievants and the date  
19 submitted; and
  - 20 5. The date and time of the alleged events which gave  
21 rise to the grievance.
- 22 (G) An employee, upon request, shall be entitled to Union  
23 representation in accordance with the provisions of this  
24 Agreement at each and every step of the grievance procedure  
25 set forth in this Agreement. This shall not be construed as  
26 requiring the Union to represent a non-member. The Union  
27 President shall be notified of any grievance meeting which  
28 involves any bargaining unit employee.
- 29 (H) The cost of any transcript shall be borne solely by the party  
30 requesting it.

1 (l) Any grievance may be returned to the grievant for failure to  
2 meet the technical requirements as outlined in Section F of  
3 this article. The grievant shall have a one-time opportunity to  
4 resubmit the grievance within three (3) days of its return to the  
5 employee.

6 Step 1. An employee who has a grievance may, with or without  
7 Union representation, submit it in writing to the Transit  
8 Director, between the hours of 8:00 a.m. to 5:00 p.m.  
9 Monday through Friday. In the event the Transit  
10 Director is unavailable, the grievance may be  
11 submitted to his/her appointed designee or Staff  
12 Specialist. The Transit Director or representative may  
13 hold a meeting. Transit Director shall give a written  
14 response to the employee and the Union President or  
15 designee within ten (10) calendar days after the receipt  
16 of the grievance or the date of the meeting, whichever  
17 later occurs. The aggrieved employee, upon his  
18 request, may be accompanied at the meeting, if one is  
19 held, by the Union Steward.

20 Step 2. If the grievance is not settled at Step 1, the aggrieved  
21 employee, with or without the Union representative,  
22 may submit a written appeal to the City Manager or  
23 designee (with copies to RTS, and Human Resources)  
24 within five (5) days after the Step 1 answer was  
25 received, and it shall be signed by the employee. The  
26 appeal shall specify the basis for the appeal as  
27 specified in section 8.3 (F). The City Manager or his  
28 designee shall hold a meeting within ten (10) calendar  
29 days of the receipt of the written appeal. The City  
30 Manager or his designee shall give a written response  
31 to the employee and the Union within ten (10) calendar

1 days of the meeting or the filing of the appeal,  
2 whichever later occurs.

3 8.4 If the grievance is not settled in accordance with the foregoing procedure,  
4 the Union may request the grievance be submitted to arbitration by serving  
5 written notice of such to the Human Resources Director (or designee) within  
6 twenty (20) calendar days after receipt of the City's response to Step 2.  
7 The written notice shall state the facts of the case and list the article(s) and  
8 the section(s) of such article(s) of this contract alleged to have been  
9 violated. If the grievance is not appealed to arbitration within said twenty  
10 (20) calendar days, the City's Step 2 answer shall be final and binding.

11 8.5 Except as otherwise provided herein, within fifteen (15) calendar days after  
12 receipt of the notice of request to arbitrate, the Union shall complete a  
13 "Request For Arbitration Panel" form and submit it to the City who shall sign  
14 and submit it to the Federal Mediation and Conciliation Service (FMCS), the  
15 sole function of that body being to assist in the selection of the arbitrator, to  
16 furnish a panel of five (5) impartial arbitrators particularly skilled in matters  
17 involving local government employee relations. Unless the parties can  
18 mutually agree on a concise description of the issue, only the grievance  
19 number shall be placed in this space on the panel request. If the Union  
20 does not submit a "Request For Arbitration Panel" form to the City within  
21 said fifteen (15) days, the City's Step 2 answer shall be final and binding.

22 8.6 Both the City and the Union shall have the right to strike two (2) names from  
23 the panel. Within fifteen (15) days after receipt of the list, the Union shall  
24 notify the City in writing requesting a date and time to meet and alternately  
25 cross out names on the list. Failure of the Union to notify the City in writing  
26 within the fifteen (15) days of receipt of the list shall result in the City's Step  
27 2 answer being final and binding. In all cases the party requesting  
28 arbitration shall cross out the first name. The remaining person shall be the  
29 arbitrator. The arbitrator shall be notified of his/her selection within five (5)  
30 days by a joint letter from the City and the Union requesting that he/she set  
31 a time and place, subject to the availability of the City and Union

representatives. A copy of this article shall be included. The letter shall not be sent unless and until the provisions of Section 8.8 are complied with.

8.7 The arbitration shall be conducted under the terms of this Agreement. The arbitrator shall have no authority to modify, amend, ignore, add to, subtract from, or otherwise alter or supplement this Agreement or any part thereof or any amendment thereto. The arbitrator shall consider and decide only the specific issue(s) submitted to him/her in writing by the City and the Union and shall have no authority to consider or rule upon any matter which is stated in this Agreement not to be subject to the arbitration, which is not a grievance as defined in Section 8.1, or which is not specifically covered by this Agreement. The arbitrator may not issue declaratory or advisory opinions and shall be confined exclusively to the question which is presented to him/her, which question must be actual and existing. The arbitrator shall have no authority to impose on either the City or the Union any limitation or obligation not specifically provided for under the terms of this Agreement. The arbitrator shall submit, in writing, his/her decision within thirty (30) days of the hearing, provided that the parties may mutually agree in writing to extend said limitation. Consistent with this section, the decision of the arbitrator shall be final and binding.

8.8 The expenses and/or fees of the arbitrator shall be borne equally by the parties.

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

8.10 The cost of any transcript shall be borne solely by the party requesting it.

8.11 The parties may agree to have more than one grievance presented to the arbitrator.

8.12 Grievances filed by the Union on behalf of all members of the bargaining unit on matters of Transit-wide concern may be filed through the normal grievance procedure.

1 8.13 The Union President or designee shall be paid for time spent at the Second  
2 Step Grievance meetings if the meetings are held during his/her regular  
3 working hours.  
4

## 5 **ARTICLE 9**

### 6 **NON-DISCRIMINATION**

7 9.1 Employees of the City shall have the right to form, join and participate in, or  
8 to refrain from forming, joining or participating in any employee organization  
9 of their own choosing. No employee shall be intimidated, restrained,  
10 coerced or discriminated against by either the City or the Union because of  
11 the exercise of these rights.

12 9.2 The City and the Union shall apply the provisions of this Agreement equally  
13 to all employees without discrimination because of age, sex, race, color,  
14 sexual orientation, religion, national origin, political affiliation, disability,  
15 marital status, gender identity or membership or non-membership in the  
16 Union as required by applicable federal or state law; including any  
17 obligations to reasonably accommodate a disability under the Americans  
18 with Disabilities Act (ADA). Any grievances concerning this paragraph shall  
19 be handled in the grievance procedure only through the second step and  
20 shall not be processed through arbitration.  
21

## 22 **ARTICLE 10**

### 23 **DISCHARGE AND DISCIPLINE**

24 10.1 Employer reserves the right to discipline or discharge any employee for just  
25 cause. It is understood by the parties that employees are subject to all  
26 applicable rules and regulations of the City and the Transit System.  
27 Employer agrees that disciplinary action shall be in a timely fashion and the  
28 employee shall be notified of the potential of such disciplinary action within  
29 thirty (30) working days of the employer becoming aware of the event giving  
30 rise to the discipline, except in cases where immoral or unlawful conduct is  
31 involved.

- 1 10.2 Any official written reprimand shall be furnished to the employee outlining  
2 the reason for the reprimand. The employee will be requested to sign the  
3 statement; however, that signature does not constitute or imply agreement,  
4 only acknowledging receipt of the reprimand. If the employee refuses to  
5 sign, the refusal shall be noted and placed in the employee's personnel file.  
6 The employee shall have the opportunity to respond to the reprimand in  
7 writing. This written response shall remain attached to the reprimand  
8 maintained within the employee's file. Whenever possible, the City will  
9 make every effort to reprimand the employee in a private manner so as to  
10 avoid embarrassing the employee.
- 11 10.3 Disciplinary actions involving discharge, demotion, suspension with loss of  
12 pay and written instructions and cautionings may be subject to the  
13 grievance provisions of the Agreement. Written or verbal warnings are not  
14 grievable, provided they are not placed in the employee's official personnel  
15 file. Such warnings shall not be considered a "first offense" under City  
16 Personnel Policies and Procedures, Policy #E-3, however, such warnings  
17 may be used as a basis to substantiate future disciplinary action under  
18 Policy #E-3.
- 19 10.4 Any discharged employee who has completed his/her probationary period  
20 shall have the right to appeal said discharge directly to the second step of  
21 the grievance procedure provided such appeal is made within seven (7)  
22 days from the effective date of such action, computed in accordance with  
23 Section 8.2(D).
- 24 10.5 Probationary employees on initial hire shall not be subject to the grievance  
25 procedure of this Agreement except as provided in Article 23.3.
- 26 10.6 In imposing disciplinary measures by incremental steps based on  
27 successive deficiencies in employee performance, on a current charge the  
28 Transit Director will not take into consideration prior infractions of the same  
29 rule which occurred more than eighteen (18) months previously, or, in the  
30 case of safety violations, any prior safety violations which occurred more

1 than five (5) years previously. In discharge cases, the overall disciplinary  
2 record of the employee may be taken into consideration.

3 10.7 An employee shall have the right to review his/her personnel file at  
4 reasonable times under proper supervision.

5 10.8 No telephone complaints from the public shall be made part of the  
6 employee's personnel record until the employee has had the opportunity to  
7 offer his/her defense of such complaint.

8 10.9 If an employee is charged with an offense which involves immoral or  
9 unlawful conduct, neither such charge nor any discipline meted out in  
10 connection therewith shall be subject to the grievance procedure of this  
11 Agreement, unless the grievance in such cases is accompanied by the  
12 signed authorization of the employee involved releasing the City and the  
13 Union from any liability and authorizing the City to submit any and all  
14 information and facts pertaining to the case to whomever they may concern,  
15 including the Union President.

16 10.10 All applicable rules and regulations, and discipline meted out in connection  
17 therewith, shall be consistently applied and administered for all employees  
18 based on sound discretion and a consideration of all the facts involved in  
19 each individual situation.

20 10.11 No rule or regulation shall be established which is in conflict with this  
21 Agreement.

## 22 **ARTICLE 11**

### 23 **DESIGNATED LEAVE SYSTEM**

24  
25 11.1 Regular and probationary full-time employees hired prior to 10/01/00 who  
26 are covered by this Agreement and have not elected the Paid Time Off  
27 (PTO) option shall accrue vacation (annual leave) based on their leave  
28 progression date and shall be limited to the following schedule:  
29



1

<b>Years of Continuous Service</b>	<b>Rate of Accrual Per Pay Period</b>
1 to 5 years (1 mo. thru 59 mos.)	3 Hrs. 42 Mins
5 to 10 years (60 mos. thru 119 mos.)	4 Hrs. 19 Mins
10 to 20 years (120 mos. thru 239 mos.)	5 Hrs. 14 Mins
20 years or more (240 mos. or more)	6 Hrs. 47 Mins

3

4 Regular part-time employees shall earn vacation (annual leave)  
5 proportionate to their work schedule.

6 11.2

7 The maximum number of vacation (annual leave) hours that employees  
8 covered by this Agreement are allowed to have, as of the anniversary of  
9 their adjusted service date (leave progression date or date of permanent  
employment with the City, whichever is later), are as follows:

<b>Years of Continuous Service</b>	<b>Maximum Hours</b>	<b>Maximum Bidded Vacation Weeks</b>
1 to 5 years (1 mo. thru 59 mos.)	160	4
5 to 10 years (60 mos. thru 119 mos.)	192	5
10 or more years (120 mos. or more)	240	6

11

12 Employees with vacation (annual leave) balances above the maximum  
13 allowed as of the anniversary of their adjusted service date (leave  
14 progression date or date of permanent employment with the City, whichever  
15 is later) shall have their balances reduced to the maximum allowed during  
16 the pay period in which the anniversary of their adjusted service date (leave  
17 progression date or date of permanent employment, whichever is later)  
18 occurs. Any sick leave incentive time awarded will be added to the vacation  
19 (annual leave) balance after the maximum hours have been adjusted.

1 11.3 Vacation (annual leave) shall continue to accrue during periods of absence  
2 in which the employee is in pay status (including that period in which  
3 employee is receiving workers' compensation payments from the City).

4 11.4 Vacation (annual leave) may be taken with Transit Director or designee  
5 approval and use of vacation (annual leave) will be in quantities of not less  
6 than one hour, unless otherwise approved by the Transit Director or  
7 designee, or a family emergency arises. Other than as provided in Section  
8 11.12, scheduling of vacations (annual leave) shall be based upon the  
9 availability of manpower at straight time rates as determined by the City and  
10 notification for vacation (annual leave) approval must be made at least four  
11 (4) calendar days in advance of being taken or as approved by the Transit  
12 Director or designee in his/her sole discretion for extenuating  
13 circumstances.

14 11.5 Should a holiday occur during an employee's vacation (annual leave), that  
15 day shall be charged as a holiday.

16 11.6 Employees shall not be paid for vacation (annual leave) earned in lieu of  
17 taking a vacation (annual leave). The only time employees may be paid for  
18 accrued vacation (annual leave) is upon termination.

19 11.7 Vacation (annual leave) shall not be granted in advance of being earned. If  
20 an employee has insufficient vacation (annual leave) credit to cover a  
21 vacation (annual leave), the employee shall be in a no pay status.

22 11.8 Employees who are transferred from one department to another shall have  
23 their vacation (annual leave) credits transferred with them.

24 11.9 Upon termination of employment, the employee shall be entitled to  
25 compensation for any earned but unused vacation (annual leave) to his/her  
26 credit at the time of termination at the employee's normal straight time rate  
27 of pay as set forth in the salary schedule – Exhibit A. This does not apply to  
28 employees on their initial probation. The employee's official termination  
29 date shall be the last day of active employment, and shall not be extended  
30 due to payment for unused vacation (annual leave) time.

1 11.10 If an employee is called back to work during his vacation (annual leave)  
2 period, the employee shall be allowed to reschedule, with special  
3 consideration, any vacation (annual leave) time lost as a result of the call  
4 back.

5 11.11 In the event of the death of an employee, all compensation due to the  
6 employee as of the effective date of death shall be paid to the beneficiary,  
7 surviving spouse, or to the estate of the employee as determined by law or  
8 by executed forms in his/her personnel folder.

9 11.12 Selection of Vacations (annual leave): Schedules of the available vacation  
10 (annual leave) periods for the next calendar year, up to fifty (50) weeks of  
11 each year, will be posted by November 15th of the preceding year. The  
12 initial bidding of vacation (annual leave) periods must be completed by  
13 December 31st of the preceding year. Thereafter, provided additional  
14 vacation periods remain or become available, bidding may take place  
15 during the next normal run bidding. Vacations (annual leave) will be bid in  
16 each classification by seniority and the number of employees permitted to  
17 take vacation (annual leave) at any one time will be based upon operational  
18 considerations. For a given calendar year, employees shall be limited to  
19 selecting no more vacation weeks than is indicated in 11.2 above.

20 Vacation (annual leave) periods once bid cannot be changed or exchanged  
21 by the City unless the Transit Director or his/her designee reasonably  
22 requires such because of operational requirements beyond the  
23 Department's control. An employee may request to change or exchange  
24 bidded vacation (annual leave) time, provided such request, if granted, does  
25 not unduly inconvenience the City and operational considerations permit the  
26 granting of such requests. Such requests to change or exchange bidded  
27 vacation (annual leave) time shall be considered in the order in which they  
28 are submitted in writing to the Transit Director or designee.

29 Seniority is an employee's length of continuous service with the City's  
30 Transit Department.

Bid vacation (annual leave) shall be in increments of one (1) workweek or more. Non-bid vacation (annual leave) shall not exceed three (3) work days unless otherwise approved by the Transit Director.

#### SICK LEAVE

11.13 Regular and probationary full-time employees hired prior to 10/1/00 who are covered by this agreement and have not elected the Paid Time Off (PTO) option shall accrue sick leave based on their leave progression date and shall be limited to the following schedule:

- A. Employees will earn sick leave at the rate of forty-eight (48) hours annually until their second anniversary. After two (2) years of service, employees will earn sick leave at the rate of seventy-two (72) hours annually, and after four (4) years of service, ninety-six (96) hours annually. For those with four (4) or more years of service sick leave shall be accrued on a bi-weekly basis in increments of three (3) hours, forty-two (42) minutes.
- B. Regular part-time employees shall earn sick leave of one-half ( $\frac{1}{2}$ ) the amount as set forth in Section 11.13(A), except that regular part-time employees who work at least thirty-five (35) hours per week shall accrue full sick leave benefits.

11.14 Sick leave will be granted and paid at the employee's regular straight time hourly rate upon approval of the Transit Director, or his/her designee for the following reasons:

- A. For absence due to personal illness, injury or temporary disability (doctor's statement required for temporary disability indicating approximate length of absence due to disability).
  - B. For personal medical and dental appointments.
- Provided that when sick leave is used for the above where the employee is not incapacitated, he/she shall return to duty upon completion of the appointment as determined by the employee's attending physician. In an incident of such sickness, a doctor's statement may be required.

1 C. For absence due to a compensable injury arising out of the course of  
2 City employment (employee may request the Transit Director, or  
3 his/her designee, to allow him/her to remain on full pay for the period  
4 which can be covered by sick leave balance when prorated with the  
5 amount being paid by compensation).

6 D. An employee may use up to a maximum of 480 hours of the  
7 employee's accrued sick leave, for illness of a member of the  
8 employee's immediate family (defined as spouse, registered  
9 domestic partner, dependent child[ren], mother or father) living in the  
10 same domicile, in the year between their leave progression dates.  
11 For the purpose of this article, dependent children are defined as the  
12 employee's unmarried, natural, adopted, or step-child[ren], or a child  
13 for whom the employee has been appointed legal guardian, or the  
14 natural or adopted child[ren] of the employee's current registered  
15 domestic partner, who are under the age of nineteen (19) and  
16 dependent upon the employee for over half of his/her support.  
17 Management may require confirmation of the illness from the  
18 employee by furnishing a doctor's certificate, or any other means  
19 deemed appropriate.

20 11.15 A. All employees are required to notify the designated supervisor as  
21 early as possible (no later than forty-five (45) minutes prior to a shift  
22 beginning before 12:00 noon and two (2) hours prior to a shift  
23 beginning on or after 12:00 noon) when he/she is unable to report for  
24 work because of illness or injury, giving reason for absence.  
25 Employees failing to comply with this provision shall not be allowed  
26 to charge their absence to sick leave unless waived by the Transit  
27 Director. Operators must notify the appropriate supervisor of their  
28 intent to return to work after any absence due to illness, by 12:00  
29 p.m. the day before their return to work. Failure to provide such  
30 notice may result in the employee being refused work. Sick leave  
31 will not be granted for any sickness, injury or disability arising from a

1 felonious act on the part of employee. Sick leave will be charged  
2 only against any employee's regular workday and shall not be  
3 charged for absences on overtime or stand-by time. It shall be the  
4 mutual obligation of the City and the Union to cooperate with each  
5 other to prevent abuse of sick leave.

6 B. When a diagnosis and verification of illness or injury is required, the  
7 following shall apply: The doctor's statement will be turned in to  
8 Employee Health Services before the employee returns to work,  
9 which statement shall detail the employee's illness, the treatment  
10 made and any restrictions on the employee's ability to perform all the  
11 duties normally assigned to the employee's classification. Failure to  
12 provide such a statement, or refusal by the employee's doctor to  
13 allow the City to verify the statement, if such is requested, shall  
14 preclude the use of sick leave and the employee returning to work.  
15 Expenses of a doctor resulting from the verification of illness or injury  
16 shall be the responsibility of the employee except if he/she is  
17 required to obtain such from a doctor selected by the City.  
18 Excessive absenteeism due to illness or injury may result in  
19 discipline being imposed.

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

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

30 11.16 An employee absent for three (3) or more consecutive workdays shall be  
31 required to report to Employee Health Services prior to returning to work to

1 verify that the employee is fit to work. An employee shall remain in sick  
2 leave status until he/she is released by Employee Health Services and  
3 reports to his/her work site. This provision may be waived temporarily by  
4 Management for employees returning to work anytime that Employee  
5 Health Services is not open, **except in cases of injury in which this**  
6 **provision shall apply.** Such absence shall require a doctor's written  
7 statement of diagnosis verifying illness or injury which will be turned in to  
8 Employee Health Services, or a similar statement from the City's  
9 Occupational Health Nurse which will be turned in to the appropriate  
10 supervisor, or sick leave will not be allowed. A doctor's written statement of  
11 diagnosis verifying illness or injury of less than three (3) consecutive days  
12 shall be required by the City in cases of frequent use of sick leave or when  
13 the pattern of sick leave usage indicates potential abuse of sick leave  
14 privileges. If this doctor's statement is to be required on a continual basis,  
15 the employee shall be so notified, in writing, prior to the imposition of such  
16 requirement. The duration of each such requirement shall not exceed one  
17 (1) year. A copy of such notice shall be placed in the employee's master  
18 personnel file. The employee may be required by the Transit Director, or  
19 his/her designee, to obtain a written statement of diagnosis verifying illness  
20 or injury from the City's doctors prior to returning to work. Expenses of  
21 obtaining a statement from the City's doctor shall be borne by the City.  
22 Expenses of a doctor other than the City's doctor, if any, resulting from  
23 verification of illness or injury, shall be the responsibility of the employee.

24 11.17 Sick leave may not be charged in increments of less than one (1) hour  
25 without prior approval by the Transit Director or his/her designee. Sick  
26 leave shall not be granted in advance of being earned. When an employee  
27 has insufficient sick leave credit to cover a period of absence, vacation  
28 (annual leave) will be used and, if none is available, the employee shall be  
29 in a no pay status.

30 11.18 Should a holiday occur during an employee's sickness, the sick day shall be  
31 charged as a holiday.

- 11.19 Sick leave shall accrue during a period of absence on which the employee is in pay status.
- 11.20 Employees who are transferred from one department to another shall have their sick leave credits transferred with them.
- 11.21 The sick leave incentive award will be given by the City to employees who use little or no sick leave during a period of one (1) year. Eligibility for the incentive award shall be based on:
1. Date of hire or adjusted service date (leave progression date).
  2. The amount of sick leave, or vacation (annual leave) in lieu of sick leave, used in previous year of service that was not FMLA qualified.
- 11.22 The incentive award will be credited to an employee's accrued vacation (annual leave) and may be used as set forth in Article 11. The incentive award is computed on the following basis for each year of eligibility.

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

## **ARTICLE 12**

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

- 12.1 All regular and probationary full-time and part-time employees covered by this agreement hired on or after 10/1/2000 or who enter the Deferred Retirement Option Program (DROP) on or after 10/1/06, are automatically covered by this article. In addition, any regular or probationary full-time and part-time employee hired prior to 10/1/2000 and any employee currently in the DROP who make a one-time irrevocable election to select this leave system is also covered by this article rather than Article 11.
- 12.2 Paid Time Off (PTO) is a single leave bank system that combines earned vacation time (annual leave), earned sick time and optional holidays. This system does not include City-designated holidays; nor does it include any event-based leave which may be additionally authorized based on the



1 occurrence of specific events.

2 12.3 Transition Plan for Employees Hired Prior to October 1, 2000 who elect to  
3 move to the PTO System and for any employee who enters the DROP on  
4 or after October 1, 2006:

5 A. An employee hired prior to October 1, 2000, may elect at any time  
6 to move to the PTO System at the beginning of any pay period.

7 B. Any employee who enters the DROP on or after October 1, 2006,  
8 is automatically moved to the PTO System if he/she is not already  
9 enrolled in the PTO System.

10 C. If an employee elects to move to the PTO System or enters the  
11 DROP on or after October 1, 2006, the following conditions will  
12 apply:

13 1. No transfer back to the "old plan" (Sick/Vacation) will be  
14 permitted.

15 2. No loss of accrued leave will occur, meaning that all unused  
16 accrued sick leave will be transferred to the employee's  
17 Personal Critical Leave Bank (PCLB) account and all  
18 unused accrued vacation (annual leave) will be transferred  
19 to the employee's Paid Time Off (PTO) account.

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

24 4. The PCLB requirements of the PTO System will prevail  
25 beginning the date of election/transfer.

12.4 Annual Accrual Rates:

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

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. 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 Selection of Vacations:

Schedules of the available vacation periods for the next calendar year, up to fifty (50) weeks each year, will be posted by November 15<sup>th</sup> of the preceding year. The initial bidding of vacation periods must be completed by December 31<sup>st</sup> of the preceding year. Thereafter, provided additional vacation periods remain or become available, bidding may take place during the next normal run bidding. Vacations will be bid in each classification by seniority and the number of employees permitted to take vacation at any one time will be based upon operational considerations. For a given calendar year, employees shall be limited to selecting no more vacation weeks than is indicated in 12.10 below.

Vacation periods once bid cannot be changed or exchanged by the City unless the Transit Director reasonably requires such because of operational requirements beyond the Department's control. An employee may request to change or exchange bidded vacation time, provided such

request, if granted, does not unduly inconvenience the City and operational considerations permit the granting of such request. Such requests to change or exchange bidded vacation time shall be considered in the order in which they are submitted in writing to the Transit Director or designee.

Seniority is an employee's length of continuous service with the City's Transit Department.

Bid vacation shall be in increments of one (1) work week or more. Non-bid vacation shall not exceed three (3) work days unless otherwise approved by the Transit Director.

12.7 The first sixteen hours of any absence will be deducted from the employee's PTO leave account except as otherwise provided in Article 20, (Workers' Compensation), or Article 21 (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. 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 Transit Director may require certification/documentation of absence. All employees are required to notify the appropriate supervisor as early as possible (no later than forty-five (45) minutes prior to a shift beginning before 12:00 noon and two (2) hours prior to a shift beginning on or after 12:00 noon) when he/she is unable to report for work. Employees failing to comply with this provision may not be allowed to charge their absence to PTO or PCLB and shall preclude the employee returning to work. Operators must notify the appropriate supervisor of their intent to return to work after any unscheduled absence, by

1 12:00 p.m. the day before their return to work. Failure to provide  
2 such notice may result in the employee being refused work. A  
3 doctor's written statement of diagnosis verifying illness or injury  
4 shall be required by the City to be turned into Employee Health  
5 Services prior to returning to work in cases of frequent use of  
6 unscheduled leave or when the pattern of unscheduled usage  
7 indicates potential abuse of leave privileges. If this doctor's  
8 statement is to be required on a continual basis, the employee shall  
9 be so notified, in writing, prior to the imposition of such  
10 requirement. The duration of each such requirement shall not  
11 exceed one (1) year. A copy of such notice shall be placed in the  
12 employee's master personnel file. The employee may be required  
13 by the Department Head, or his/her designee, to obtain a written  
14 statement of diagnosis verifying illness or injury from the City's  
15 doctors prior to returning to work. Failure to provide such a  
16 statement shall preclude the use of PTO or PCLB and returning to  
17 work. Excessive unscheduled leave usage may result in  
18 disciplinary action in accordance with City policy. Expenses of  
19 obtaining a statement from the City's doctor shall be borne by the  
20 City. Expenses of a doctor other than the City's doctor, if any,  
21 resulting from verification of illness or injury, shall be the  
22 responsibility of the employee.

- 23 B. In the interest of keeping a healthy workforce, the employee's  
24 supervisor has the right to send an employee, who appears to be ill  
25 or who may be a health risk to co-workers, to Employee Health  
26 Services (EHS). If EHS determines that the employee should be  
27 sent home due to the illness, the time will be considered scheduled  
28 PTO leave for the first sixteen (16) scheduled work hours following  
29 such determination. For after-hours and weekend shifts, the  
30 supervisor shall have the right to send the employee home due to  
31 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:

<b>Years of Continuous Service</b>	<b>Carryover Permitted</b>	<b>Maximum Bidded Vacation Weeks</b>
0 to 5 years (1 mo. thru 59 mos.)	160 Hours	4
5 to 10 years (60 mos. thru 119 mos.)	200 Hours	5
10 to 15 years (120 mos. thru 179 mos.)	224 Hours	6
15 to 20 years (180 mos. thru 239 mos.)	240 Hours	6
20 to 25 years (240 mos. thru 299 mos.)	272 Hours	7
25 years or more (300 mos. or more)	280 Hours	7

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, except that, if an employee has less than 240 hours in a PCLB on his/her anniversary date (leave progression date), he/she must first deposit the appropriate amount of time in the PCLB to meet the minimum requirement.

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

12.12 Personal Critical Leave Bank (PCLB):

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

1 and beyond of absence due to any injury/illness of the employee or the  
2 employee's immediate family (defined as spouse, dependent child[ren],  
3 mother, father, or registered domestic partner) requiring the employee to  
4 be absent and may require documentation by a certified physician,  
5 hospital or Employee Health Services as determined by his/her  
6 Manager/designee. For the purpose of this article, dependent children are  
7 defined as the employee's unmarried, natural, adopted, or step-child[ren],  
8 or a child for whom the employee has been appointed legal guardian, or  
9 the natural or adopted child[ren] of the employee's current registered  
10 domestic partner, who are under the age of nineteen (19) and dependent  
11 upon the employee for over half his/her support.

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

16 12.14 A. Any unused PCLB credits earned on or before September 30, 2012  
17 shall be credited as additional service credit for determining pension  
18 benefits. No cash payment for unused PCLB hours will be allowed at  
19 retirement, resignation or termination.

20 B. For service earned on or after October 1, 2012, no additional  
21 months of service shall be credited for unused PCLB credits earned on or  
22 after October 1, 2012. In calculating credited service on or after October  
23 1, 2012, the lesser number of months between the additional months of  
24 service credited for unused PCLB credits earned on or before September  
25 30, 2012 and the months of unused PCLB credits available to a member  
26 at the time of his or her retirement shall be used.

27 12.15 There is unlimited accumulation of time in the PCLB.

28 12.16 An employee may transfer any number of PTO leave hours (in one hour  
29 increments) to a PCLB account at any time and may enroll in recurring  
30 contributions (on a bi-weekly basis) during Open Enrollment each year.

31 12.17 A. In addition, provided the employee has accumulated a minimum of

1 40 hours of PTO and at least 220 hours in PTO and/or a PCLB at  
2 the time of election and the beginning of the pay period when  
3 payment is to be made, the employee will be permitted to convert  
4 up to forty (40) hours of PTO to cash, at any one time during the  
5 fiscal year, to be paid via payroll. Hours converted to cash will not  
6 be included in the pension base nor used for final average earnings  
7 calculations.

8 B. In order to use the conversion to cash option, the employee must  
9 submit a written request to the timekeeper on the form provided at  
10 least fourteen (14) calendar days in advance of the beginning of  
11 the pay period when payment is to be made.

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

16 12.19 Donations to other employees:

17 An employee may donate time from accrued PTO leave credits to another  
18 employee for whom a leave donation fund has been established in  
19 accordance with City policy. This option does not necessarily have to  
20 occur at the employee's anniversary date (leave progression date), but  
21 rather whenever an eligible leave bank is established. No minimum PCLB  
22 balance is required for donations of PTO to a leave donation bank.

## 23 **ARTICLE 13**

### 24 **HOLIDAYS**

25  
26 13.1 The City observes the following paid holidays, but reserves the right to  
27 schedule work on these days. The day on which the holiday is observed by  
28 the City shall be considered to be the paid holiday. Regular and  
29 probationary full-time employees covered by this Agreement are entitled to  
30 the paid holidays listed below. Regular part-time employees shall earn  
31 holiday leave based on Section 13.2:

New Year's Day .....Observance Date

Martin Luther King, Jr.'s Birthday.....Observance Date

Memorial Day..... Last Monday in May

Juneteenth ..... Observance Date

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

Christmas Eve .....Observance Date

In the event the City Commission declares a holiday not expressly listed in this paragraph, the parties agree to reopen this paragraph to negotiate implementation of that holiday.

13.2 Regular part-time employees who do not work on the holiday are entitled to four (4) hours holiday pay for each holiday provided they were in a pay status or on call/stand-by for a full day on his/her assigned workdays immediately before and after the day on which the holiday is observed.

Regular part-time employees working thirty-five (35) or more hours in the week that the holiday falls within shall be entitled to eight (8) hours holiday pay if in a pay status for a full day on his/her assigned workdays immediately before and after the day on which the holiday is observed.

13.3 To be eligible for a paid holiday, an employee must be in a pay status for a full day on his/her assigned workday immediately before and after the day on which the holiday is observed. Employees who report late for work on the day before or after a holiday may use their accrued PTOU or Vacation Leave (unscheduled), if available, and will lose double the time they were late from their holiday pay. These requirements may be waived by the



Transit Director or designee (in his/her sole discretion) in cases of late reports or situations of extenuating circumstances. However, time will still be charged to Leave Without Pay (LWOP) if no leave time is available.

13.4 Whenever an observed holiday occurs on an employee's scheduled day off and the employee does not work thereon, the employee shall receive eight (8) hours at their straight time hourly rate of pay for the holiday. Part-time employees are handled in accordance with Section 13.2.

13.5 Work on a holiday falling on an employee's regularly scheduled workday shall be paid for the hours worked at the straight time hourly rate of pay. In addition, the employee shall be entitled to holiday pay that is equal to his/her regular bidded run for the day the holiday is observed.

13.6 Should an employee be required to work on a holiday falling on his/her day off, the employee shall be paid for the hours worked plus eight (8) hours at the straight time hourly rate of pay for the holiday. Part-time employees are handled in accordance with Section 13.2.

13.7 Failure to report for work on a holiday after having been scheduled or requested to work on such holiday, shall be just cause for denial of holiday pay.

13.8 Should a holiday occur during an employee's sickness, the sick day shall be charged as a holiday.

## **ARTICLE 14**

### **HOURS OF WORK AND OVERTIME PAYMENT**

14.1 The provisions of this Article are intended to provide a basis for determining the number of hours of work for which an employee shall be entitled to be paid at overtime rates and shall not be construed as a guarantee to such employee of any specified number of hours of work either per day or per week or as limiting the right of the City to fix the number of hours of work (including overtime) either per day or per week for such employee. Departmental Management will establish the basic workweek and hours of work best suited to meet the needs of the department and to provide

1 superior service to the community. Except where an emergency situation  
2 exists, before the City changes its policy involving the basic workweek and  
3 hours of work, where such policy change amounts to a significant deviation  
4 from past practice, the City will notify the Union and offer the Union an  
5 opportunity to discuss the proposed change.

6 14.2

- 7 A. The workweek shall consist of four (4) or five (5) days within a period  
8 of seven (7) consecutive days for all employees except for part-time  
9 employees who may be assigned work according to the needs of the  
10 Department.
- 11 B. The normal workweek for office clerical and maintenance shall  
12 consist of forty (40) hours per week. The normal workday shall  
13 consist of eight (8) or ten (10) hour shifts as near as possible,  
14 exclusive of the lunch period, within a twenty-four (24) hour period.
- 15 C. Regular Transit Operators who work a regular bidded run shall be  
16 paid at least forty (40) hours of pay for such workweek provided they  
17 fulfill all required work assignments during the entire workweek.
- 18 D. All operators whose routes are affected by service breaks shall be  
19 placed on the extra board and shall be paid at least forty (40) hours  
20 of pay for such workweek. In no event shall bidded overtime be paid  
21 for time not actually worked.
- 22 E. Open work that can be scheduled the previous day shall be assigned  
23 whenever possible at straight time to standby operators who have  
24 not accrued forty (40) hours before being assigned as overtime in  
25 accordance with section 14.5. The City agrees to provide the Union  
26 with a copy of the "RTS Summary of Hours Worked and Hours of  
Leave" report on a bi-weekly basis.

27 14.3

28 All authorized and approved work performed or hours earned as set forth in  
29 Section 14.4 by an employee in a classification eligible for overtime, in  
30 excess of forty (40) hours in any one workweek, shall be paid at the  
31 overtime rate of one and one-half (1½) times the employee's hourly rate of  
pay as set forth in Exhibit A.

1 14.4 Holidays and Paid Time Off Scheduled (PTOS) shall count as hours worked  
2 for the purpose of computing overtime. Vacations (Annual Leave), sick  
3 leave, PCLB, PTO unscheduled (PTOU) and injury leave (Workers'  
4 Compensation) shall not count for the purpose of computing overtime.  
5 Either party may, upon written notification to the other party, reopen this  
6 paragraph for negotiation one time during the term of this Agreement.

7 14.5 A. Opportunities to perform open work assignments will be distributed  
8 among employees in accordance with seniority ranking by  
9 classification.

10 B. The distribution of open work assignments will be paid at a straight  
11 time rate of pay first, in the following order of classification:

- 12 1. Regular Full-time Operators
- 13 2. Regular Standby Operators
- 14 3. Regular Part-time Operators
- 15 4. Temporary Standby Operators

16 C. Once open work assignments, to the extent possible, have been  
17 distributed at straight time rates, the remaining work will be  
18 distributed on an overtime basis.

19 D. In order to be eligible for overtime, operators must have previously  
20 signed the overtime request log located in the dispatch office. This  
21 log will be available for drivers to sign up for overtime until 10:00  
22 a.m. on the day preceding the open work assignment. Once an  
23 operator signs the overtime request log, he/she may remove  
24 his/her name only until 10:00 a.m. on the day preceding the open  
25 work assignment. **NO ONE EXCEPT THE OPERATOR MAY SIGN**  
26 **OR REMOVE HIS/HER NAME FROM THE OVERTIME REQUEST**  
27 **LOG, EXCEPT IN THE CASE OF AN EMERGENCY WHERE THE**  
28 **SUPERVISOR MAY REMOVE THE OPERATOR'S NAME, IF**  
29 **ASKED TO DO SO BY THE OPERATOR.** If the operator's name  
30 remains on the log after that time, he/she is obligated to perform  
31 the open work overtime assignment, if called. Refusal to work the

overtime assignment will result in disciplinary action as described in City Policy.

- E. The schedule will be posted by 6:00 p.m. daily for the next work day assignment; with the Sunday and Monday list being posted on the preceding Friday. Operators on the overtime list will be assigned overtime in order of seniority, with the most senior operator who is available to fill the **entire** open work assignment being assigned first. **Operators who are not working the day prior to the day they have signed to work overtime, must check the overtime board or call the CONTROL CENTER to find out whether or not they have been assigned overtime work. An operator who has been assigned overtime work and fails to show up at the scheduled work time, is considered to have refused the overtime assignment.**

**Note:** A senior employee who has signed up for and been called to work overtime, must work the overtime and may not refuse/decline it even if employees with less seniority remain on the overtime list below him/her.

- F. Operators will sign up for overtime based on assignment preference, i.e., designate whether he/she wants morning, afternoon, special event or ANY overtime assignment. The operator may also specify particular available hours of the day if he/she is only available during specific time periods. The actual hours available will be entered in the column labeled "Anytime or Hours Available" rather than the check mark (√) or an "X" used for anytime availability. The sign-up sheets will contain the date and day of the week, as well as spaces for employee names and designating preferences. (See example of Overtime Sign-up Form below)

**EXAMPLE OF OVERTIME SIGN-UP FORM:**

Overtime Sign-up Form 10/18

**10/08/18**

**Monday**

Employee Name	Employee Number	Anytime	Hours Available		Special Events

**NOTE: Only the operator may sign or remove his/her name from this list, except in an emergency, when a supervisor may remove the name at the operator's request. Refusal to work overtime after putting name on list may result in disciplinary action.**

1 The employee will personally print his/her name in the appropriate  
2 column and then indicate with a check mark (✓) or an "X", his/her  
3 preference for overtime assignments, e.g., anytime, etc. or enter  
4 actual hours of availability in the "Hours Available" column when  
5 the operator is only available for a specific time period.

6 G. Overtime will be assigned in accordance with section A of this  
7 paragraph. Specific runs will be assigned by Departmental  
8 Management with the following priority: The senior-most operator  
9 will be assigned to the piece of open work with the greatest number  
10 of pay hours within the requested time period that he/she is  
11 available to work, the next senior operator will be assigned to the  
12 next piece of open work with the greatest number of hours he/she  
13 has requested to work that he/she is available to work, etc. with the  
14 least senior operator being assigned the work with the least  
15 number of pay hours. The full-time roster shall be exhausted prior  
16 to utilizing part-time staff to fill overtime assignments. This process  
17 will continue until all open work assignments are filled on a rotating  
18 basis by seniority. For next day assignments, open work will be  
19 assigned to the most senior employee on the overtime list who did  
20 not obtain a work assignment or was not given the opportunity to  
21 work the previous day. This rule does not apply to special service.

22 **Note:** Employees will need to sign the overtime sheet on a daily  
23 basis in order to be considered for overtime assignments.

24 H. In the event there are more overtime assignments than operators  
25 on the overtime list, the City retains the right to assign overtime  
26 work. All such overtime will be assigned in a **full rotation** in  
27 inverse order of seniority beginning with the junior-most temporary  
28 standby operator and then regular operators with bidded runs who  
29 have not previously been drafted to work assigned overtime in the  
30 current rotation, have not worked overtime in the current week  
31 (excluding overtime that is built-in to a bid), and are available to fill

1 the entire piece of work or the remainder of the open work.  
2 Employees whose bid includes built-in overtime are not excused  
3 from the drafting requirements of this provision.

4 **Note:** The employee performing the dispatch function will log all  
5 overtime call attempts. His/her log will be used as the official  
6 document in resolving disputes over who was or was not called for  
7 overtime. This log will contain the name of the operator called, the  
8 date and time of the call as well as the initials of the person making  
9 the call.

10 I. Any operator assigned overtime by Departmental Management,  
11 who refuses to perform the work assigned, will be subject to  
12 disciplinary action.

13 J. Managerial employees, other than in emergency situations or for  
14 purposes of training or education, shall not be called on to perform  
15 bargaining unit functions.

16 K. Either party may reopen this article once during the life of this  
17 agreement with thirty (30) days written notice to the other party.

18 14.6 There shall be no duplication or pyramiding in the computation of overtime  
19 or other premium wages and nothing in this Agreement shall be construed  
20 to require the payment of overtime or other premium pay more than once  
21 for the same hours worked or to pay overtime or other premium pay where  
22 such work can be covered by straight time hours.

23 14.7 Employees shall not be required to take time off or change their day off on  
24 their regular bid assignment in order that payment of overtime may be  
25 avoided.

26 14.8 When an employee in a position eligible for overtime, after departing from  
27 his/her regularly scheduled shift, is officially ordered to and does report  
28 back to work, he/she shall receive compensation for a minimum of two (2)  
29 hours at the applicable rate. The minimum time provided herein does not  
30 apply if an early call-in period extends into the start of the employee's  
31 regular work period. If an employee is dispatched to more than one (1) job

1 before the end of the basic two (2) hour period, no extra time will be  
2 allowed.

3 14.9 All overtime shall be authorized by the Department Head or a subordinate, if  
4 such authority has been specifically delegated to him/her.

5 14.10 In all instances, employees required to work past a fourteen (14) hour  
6 spread shall receive time and a half (1½) overtime pay for all time  
7 exceeding the fourteen (14)-hour period starting from the first report time in  
8 a twenty-four (24) hour period unless an interval of eight (8) or more hours  
9 occurs between assignments. Except as provided under Article 5.3, the  
10 City does not retain the right to require overtime work in excess of fourteen  
11 (14) hours per day within a twenty-four (24) hour period.

## 12 **ARTICLE 15**

### 13 **BEREAVEMENT LEAVE**

14  
15 15.1 In the event of death in an employee's immediate family, he/she shall be  
16 granted bereavement leave with pay by the employee's Department Head  
17 for three (3) working days. Bereavement leave must be taken within five (5)  
18 calendar days of the death and/or funeral/memorial service of the  
19 employee's immediate family. The employee shall be required to furnish to  
20 Management such information as may be requested to properly administer  
21 this Article. Leave granted in the event of death of a relative other than  
22 those in the immediate family shall be charged as vacation (annual leave)  
23 or PTO.

24 15.2 For the purpose of this Article, the following relationships shall be  
25 considered immediate family: father, mother, foster parent, brother, sister,  
26 spouse, current certified or registered domestic partner, son, daughter,  
27 natural or adopted children of current certified or registered domestic  
28 partner, current father-in-law, father of current certified or registered  
29 domestic partner, current mother-in-law, mother of current certified or  
30 registered domestic partner, current stepmother and current stepfather,  
31 current certified or registered domestic partner of employee's natural



1 mother or father, natural grandfather and natural grandmother,  
2 grandchildren, and children holding the following relationships with the  
3 employee, employee's spouse, or the employee's current certified or  
4 registered domestic partner: natural, adopted, or stepchild(ren), or a child  
5 for whom the person has been appointed legal guardian or legal custodian.

6 15.3 Employees taking bereavement leave shall be compensated at their straight  
7 time hourly rate of pay as set forth in Exhibit A (pay plan) for the time off  
8 work.

## 10 **ARTICLE 16**

### 11 **JURY DUTY**

12 16.1 Any employee covered by this Agreement who is required to perform jury  
13 service during his/her normal working hours in a City, County, or Federal  
14 court shall be paid his/her regular straight time hourly rate for the period of  
15 such service. Employees receiving a summons for jury duty must notify  
16 their immediate supervisor promptly or as soon as possible after receiving  
17 such notice. Any employee failing to make such notification will not be paid  
18 for the period of said absence. A Request for Leave form must be  
19 completed by the employee with a copy of the court summons attached and  
20 must be approved by the Department Head or appropriate authority prior to  
21 payment for such time off.

22 16.2 Any employee covered by this Agreement who is required to appear in a  
23 court of law during his/her normal working hours in response to a legally  
24 valid subpoena shall be paid his/her regular straight time hourly rate for  
25 those hours absent from work; provided that either the employee is required  
26 to testify on behalf of the City, or, that the City be a party to the case and  
27 the employee is required to testify because of conduct arising out of and in  
28 the course of his/her employment with the City while actually on duty; and  
29 provided further, that in no other case shall employees covered by this  
30 Agreement be paid by the City including any case where the Union or the  
31 employee is a party to the case directly or as a member of a class.

1 Employees receiving such subpoena must notify their immediate supervisor  
2 promptly and submit evidence of such service as a witness. Any witness  
3 fee which the employee receives shall be endorsed and promptly  
4 transmitted by the employee to his appropriate supervisor for forwarding to  
5 the Finance Department.

6 16.3 An employee who is excused from jury duty or from appearance as a  
7 witness during his/her normal working hours must report to his/her  
8 supervisor to determine if he/she will be required to work the remainder of  
9 his/her normal work schedule.

10 16.4 In the event an employee is on Jury Duty, his/her work schedule may be  
11 altered so as to accommodate the jury duty scheduling.  
12

## 13 **ARTICLE 17**

### 14 **HOSPITALIZATION AND LIFE INSURANCE**

15 17.1 The City and employees shall pay bi-weekly for Health Insurance coverage.  
16 In the event all other City bargaining units agree that employees will pay  
17 semi-monthly for Health Insurance, the same shall become effective for all  
18 members covered by this Agreement, beginning with the next full plan  
19 year.

20 Any future premium increases shall be shared equally by the employee and  
21 the employer; provided that the employee shall not pay more than twenty  
22 percent (20%) of the total premium for Employee only.

23 17.2 Part-time employees shall pay bi-weekly for Health Insurance on a three  
24 quarter ( $\frac{3}{4}$ ) or one-half ( $\frac{1}{2}$ ) time based upon the budgeted level of their part-  
25 time position.

26 17.3 The City, during the term of this Agreement, will pay 100% of the premium  
27 cost for life insurance.  
28

1 **ARTICLE 18**

2 **TUITION REIMBURSEMENT**

3 18.1 General:

4 It is the intention of this article to provide funds to employees for educational  
5 reimbursement. This article is exclusive of City in-house training.

6 18.2 Tuition Reimbursement:

7 The City of Gainesville will provide funding to support this program and to  
8 assist employees with accredited educational tuition costs in accordance  
9 with City Policy and Procedure.

10  
11 **ARTICLE 19**

12 **MISCELLANEOUS EMPLOYEE BENEFITS**

13 19.1 When an employee is required to use his/her personal automobile in the  
14 performance of City business, said employee will be reimbursed for  
15 operating expenses at the rate outlined in the City's Travel Policy exclusive  
16 of mileage traveled to and from his/her work location.

17 19.2 The City shall provide replacement uniforms and/or shoes to each  
18 employee, who is required to wear a transit uniform, annually in November.  
19 The amount that may be used for these purposes shall not exceed \$280.  
20 There will be no change to the amount (\$280), unless and until there is a  
21 new Agreement in effect providing for such. It is the employee's  
22 responsibility to maintain his/her uniforms in what the City deems a  
23 presentable condition and replace uniforms as required. The City shall  
24 discuss its selection of a supplier with the Union. In the event the City  
25 provides new uniforms, the next annual payment, during the life of this  
26 Agreement, shall be waived.

27 19.3 A. Biennial physical examinations may be given to all regular full-time  
28 employees covered by this Agreement in accordance with the  
29 regulations issued by the Florida Department of Transportation and  
30 as may be amended.

1 B. The examinations for those covered under the regulations shall  
2 include required drug screening tests as required by state and/or  
3 federal regulations imposed by the Department of Transportation  
4 and as may be amended.

5 C. For non-drivers, periodic physical examinations may be given to all  
6 regular full-time employees as follows: At age 30, 40 and every 5  
7 years thereafter. The examinations for non-drivers are voluntary on  
8 both the part of the City and the employee.

9 D. The City Nurse and/or City doctor may prescribe more extensive  
10 tests should the physical history or preliminary lab work indicate a  
11 need for a more extensive physical.

12 The City Nurse and/or City doctor may require the employee to submit to  
13 regular blood pressure checks and/or other tests, lab work, physical  
14 examination, etc. as they deem necessary. Tests will be scheduled at the  
15 City's discretion. When possible, tests will be given during work hours  
16 and/or immediately before or after work. If not possible to schedule during  
17 work hours, the employee shall be paid accordingly. Employees who are  
18 attending medical appointments as the result of Workers' Compensation  
19 claims shall be paid in accordance with the provisions of Article 20  
20 (Workers' Compensation).

21 19.4 The City agrees to provide transportation to and from all work sites when a  
22 given assignment begins or ends at any location away from the Transit  
23 compound, excepting the first report, provided that operational  
24 considerations permit.

25 19.5 Employees who are selected by the City to assist in instructing new  
26 operator/trainees in all aspects of the operation and handling of transit  
27 system equipment shall receive \$1.00 per hour above their regular hourly  
28 rate of pay for such time worked.

29 19.6 All ATU-represented employees are encouraged to have direct deposit of  
30 their payroll checks. New employees, as of December 8, 1997 as a  
31 condition of employment, will be required to have and maintain a direct

1 deposit account for the purpose of receiving their employment  
2 compensation. Either party may, upon written notice to the other party,  
3 reopen this paragraph, for the purpose of negotiating a fee relating to  
4 income deduction orders, one time during the term of this Agreement.

5 19.7 Operators may be required, on occasion, to perform clerical duties,  
6 dispatching, telephone reservations/scheduling, and other job related  
7 duties except mechanical maintenance and exterior washing of their  
8 vehicles. Training will be provided by the City and will assign such duties  
9 when necessary. Exterior washing and fueling of vehicles may be done  
10 on a voluntary basis.

11 19.8 OUT OF CLASS\*

12 Employees assigned by the Transit Director or designee to work out-of-  
13 class in a higher paid bargaining unit classification for at least forty (40)  
14 hours within the pay period, including holidays, shall be paid for such time  
15 at five percent (5%) above their straight time rate of pay or base of the  
16 higher classification whichever is higher, but not to exceed the maximum  
17 rate of pay assigned to the higher classification.

18  
19 \* Working Out-Of-Class – Performing all the functions of a higher  
20 classification.

21 SPECIAL ASSIGNMENT\*\*

22 Employees assigned by the Transit Director or designee to work on a  
23 special assignment for at least forty (40) hours within the pay period,  
24 including holidays, shall be paid for such time at five percent (5%) above  
25 their straight time rate of pay.

26  
27 \*\*Special Assignment – Performing some, but not all the duties of another  
28 classification or performing duties substantially above those of the  
29 employee's regular classification  
30

Selection for these assignments will be at the sole discretion of the Transit Director or designee. The Director or designee will consider criteria such as, but not limited to:

- A. Extensive knowledge of the RTS routes and operations
- B. Consideration of their past disciplinary record
- C. Minimum of one year employment at RTS
- D. Employee seniority will be used as a tie breaker

19.9 Transit Operator Trainees, upon hire, will be required to sign a Trainee Contract requiring the Trainee to repay the City (prorated) for the cost of training and equipment if the Trainee leaves employment before two (2) years. This is to include the cost of training, wages, benefits, supplies and uniform (if appropriate), during the training period.

## **ARTICLE 20**

### **WORKERS' COMPENSATION**

20.1 Payment of workers' compensation benefits to all employees who are disabled because of an injury arising out of, and in the course of, performing their duties with the City will be governed as follows: Full workers' compensation benefits as provided in accordance with the Workers' Compensation Law, Chapter 440, Florida Statutes.

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

20.3 An employee sustaining a lost-time injury may use sick leave or PCLB and if exhausted vacation (annual leave) or PTO, except for a FMLA qualifying event in which case, vacation (annual leave) or PTO may be used prior to the use of sick leave or PCLB. The request must be made to the Department Head to allow the employee to remain on full pay for the period

1 which can be covered by the sick leave or vacation leave balance when  
2 prorated with the amount being paid by workers' compensation as set forth  
3 in paragraph 1.

4 20.4 An employee will continue to earn vacation leave and sick leave during the  
5 period of disability if in a pay status.

6 20.5 After employees are authorized to return to rehabilitative duty, they shall  
7 receive no further benefits under this Article nor shall they be entitled to  
8 elect to take sick leave or PCLB in lieu of returning to work.

## 10 **ARTICLE 21**

### 11 **LEAVE OF ABSENCE WITH OR WITHOUT PAY**

12 21.1 Leaves of absence may be paid or unpaid, depending upon the  
13 circumstances of the leave and whether the employee has accrued  
14 applicable paid leave available. Four categories of leaves of absence are  
15 described herein.

16 A. Leaves of absence will be granted for Family and Medical Leave  
17 (FMLA) – see Section 21.6.

18 B. Leaves of absences may be granted under conditions similar to  
19 FMLA for employees to care for Registered Domestic Partners –  
20 see 21.9.

21 C. Leaves of absence may be granted for Personal Leave – see  
22 Section 21.10.

23 D. Union Leave may be granted for authorized union activities – see  
24 Section 21.11.

25 21.2 Leave Request Procedure:

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

21.3

Continuity of Service:

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

21.4

Expiration of Leave and Reinstatement:

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

21.5

Extension of Leave:

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

21.6

FAMILY AND MEDICAL LEAVE:

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

FMLA will be granted for:

1. The birth of a child and care for a child within twelve (12) months following a birth.
2. The placement of a child with the employee. Leave must be taken within twelve months following placement.
3. To care for the spouse, child, or parent of the employee who has a "serious health condition".
4. If the employee is unable to perform his or her own job because of the employee's own serious health condition.



1                   5.     Because of “any qualifying exigency” arising out of the fact  
2                             that the spouse, son, daughter, or parent of the employee is  
3                             on active duty, or has been notified of an impending call to  
4                             active duty status, in support of a contingency operation, as a  
5                             member of the reserves or a former retired reserve or regular  
6                             armed member.

7                   B.     An eligible employee who is the spouse, son, daughter, parent or  
8                             next of kin of a covered servicemember, as defined by the FMLA,  
9                             who is recovering from a serious illness or injury sustained in the line  
10                            of duty on active is entitled to up to twenty-six (26) weeks of leave in  
11                            a single 12-month period to care for the servicemember. This  
12                            military caregiver leave is available during “a single 12-month period”  
13                            during which an employee is entitled to a combined total of twenty-  
14                            six (26) weeks of all types of FMLA leave.

15                   If both the husband and wife are employed by the City, then the  
16                             aggregate number of workweeks of leave to which both husband and  
17                             wife may be entitled under this subsection may be limited to twenty-  
18                             six (26) workweeks during the single 12-month period described in  
19                             this subsection B if the leave is:

- 20                           (i)     leave under subsection B; or  
21                           (ii)    a combination of leave under subsection A and leave  
22                                       described in B

23                   C.     Eligibility Requirements:

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

27                   D.     Definitions of Serious Health Condition:

28                             A serious health condition is an illness, injury, impairment, or physical or  
29                             mental condition that involves either an overnight stay in a medical care  
30                             facility, or continuing treatment by a health care provider for a condition that

1           either prevents the employee from performing the functions of the  
2           employee's job, or prevents the qualified family member from participating  
3           in school or other daily activities. Slightly different requirements apply in the  
4           case of covered servicemembers.

5           Subject to certain conditions, the continuing treatment requirement may be  
6           met by a period of incapacity of more than three (3) consecutive calendar  
7           days combined with at least two visits to a health care provider or one visit  
8           and a regimen of continuing treatment, or incapacity due to pregnancy, or  
9           incapacity due to a chronic condition. For further information contact  
10          Employee Health Services or the Human Resources Department.

11          E.    Use of Leave:

12           An employee does not need to use this leave entitlement in one block.  
13           Leave can be taken intermittently or on a reduced leave schedule when  
14           certified as medically necessary. Employees must make a reasonable  
15           effort to schedule leave for planned medical treatment so as not to unduly  
16           disrupt operations. Leave due to qualifying exigencies may also be taken  
17           on an intermittent basis.

18          F.    Substitution of Paid Leave for Unpaid Leave:

19           The City generally requires use of accrued paid leave while taking FMLA  
20           leave (see Section 21.7). In order to use paid leave for FMLA leave,  
21           employees must comply with the City's normal paid policies.

22          G.    Employee Responsibilities:

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

27  
28           Employees must provide sufficient information for the City to determine if  
29           the leave may qualify for FMLA protection and the anticipated timing and  
30           duration of the leave. Sufficient information may include that the employee  
31           is unable to perform job functions, the family member is unable to perform

1 daily activities, the need for hospitalization or continuing treatment by a  
2 health care provider and information on symptoms, diagnosis,  
3 hospitalization, doctor results, whether medication has been prescribed, any  
4 referrals for treatment (physical therapy, for example) any other regimen of  
5 continuing treatment, or circumstances supporting the need for military  
6 family leave. Employees also must inform the City if the requested leave is  
7 for a reason for which FMLA leave was previously taken or certified.  
8 Employees also may be required to provide a certification and periodic  
9 recertification supporting the need for leave. Documentation must be  
10 provided in a timely manner, utilizing the forms provided by the City, or  
11 FMLA leave may be denied, use of paid leave may be denied, employees  
12 will lose job benefits and protections, and may be subject to disciplinary  
13 action.

14 Employees with questions about what illnesses/conditions are covered by  
15 this section of the policy or under the City's leave policies are encouraged  
16 to consult with the Human Resources Department.

17 H. Reserved:

18 I. Conditions:

- 19 1. Leave without pay for one (1) full pay period or more will not be  
20 considered time worked for purposes of accruing seniority,  
21 longevity, vacation, sick or other employee benefits, including PTO  
22 for employees in the new leave system.
- 23 2. Employees may take Family and Medical Leave in twelve (12)  
24 consecutive weeks, may use the leave intermittently, or under  
25 certain circumstances may use the leave to reduce the work week  
26 or work day, resulting in a reduced hour schedule. Except for care  
27 for a covered servicemember, the FMLA-covered leave may not  
28 exceed a total of twelve- (12) weeks in each twelve- (12) month  
29 calendar year. However, for the birth, placement, adoption of a  
30 child, or well newborn care the City and the employee must

1 mutually agree to the schedule before the employee may take  
2 leave intermittently or work a reduced hour schedule.

3 3. The City may temporarily transfer an employee to an available  
4 alternative position with equivalent pay and benefits if the  
5 employee is qualified for the position and if the alternative position  
6 would better accommodate the intermittent or reduced schedule.

7 4. If an employee out on regular paid leave seeks to extend that leave  
8 under the provisions of the Family Medical Leave Act, the City may  
9 classify and apply leave already taken towards the employee's  
10 twelve (12) week total upon appropriate information from the  
11 employee.

12 5. The employee's position may be filled by a temporary appointment  
13 or assignment of another employee. At the expiration of the leave,  
14 the employee shall be reinstated in the position vacated, if the  
15 position exists and reinstatement is otherwise warranted.

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

23 7. While the employee is on medical leave, the City will continue the  
24 employee's health benefits during the leave period at the same  
25 level of benefits and under the same conditions as if the employee  
26 had continued to work. An employee on paid medical leave  
27 continues to pay the contribution rate via payroll deduction as when  
28 an active employee. An employee on unpaid medical leave  
29 continues to pay the contribution as when an active employee. In  
30 this case, the employee must continue to make this payment either  
31 in person or by mail to the City's Risk Management Department.

1 Payment must be received by the last day of the month prior to  
2 each month of coverage. If the payment is more than thirty (30)  
3 days late, the employee's health care coverage may be dropped.  
4 The City will notify the employee in writing at least fifteen (15) days  
5 before the date the health coverage retroactively is cancelled, or at  
6 the City's option, it may pay the employee's share of the premiums  
7 during unpaid medical leave and recover those payments from  
8 employee upon employee's return to work.

9 If the employee chooses not to return to work for reasons other  
10 than a continuation, recurrence, or onset of a FMLA qualifying  
11 serious health condition or for other circumstances beyond the  
12 control of the employee, the City will require the employee to  
13 reimburse the City the amount it paid for the employee's health  
14 insurance premium during the leave period through deducting from  
15 any sums due employee arising out of the employment  
16 relationship, or by initiating legal actions against the employee to  
17 recover such costs.

18 21.7 How available paid leave is applied to an FMLA qualifying absence:

19 A. PTO – for employees hired on or after October 1, 2000, or for  
20 employees hired prior to October 1, 2000 who elect the Paid Time  
21 Off (PTO) leave plan, as provided in Article 12 of this Labor  
22 Agreement.

23 1. For Employee's Own Illness:

24 The first sixteen (16) hours of each FMLA qualifying  
25 absence for the employee's own serious health condition will  
26 be charged against the employee's Paid Time Off (PTO)  
27 bank. If an employee has more than one qualifying FMLA  
28 absence, or is using FMLA leave on an intermittent basis,  
29 the maximum number of hours charged to PTO will be 96  
30 hours during that leave year. Any subsequent FMLA  
31 qualifying time off during that leave year will be charged

1 against the employee's Personal Critical Leave Bank  
2 (PCLB), then leave without pay. In the case of an FMLA  
3 qualifying absence as a result of a compensable injury, the  
4 first 16 hours may be taken as PCLB.

- 5 2. For FMLA qualified absence for the serious health  
6 condition(s) of the employee's qualifying family member:

7 The first sixteen (16) hours of each qualifying absence(s) will  
8 be charged to PTO. If an employee has more than one  
9 qualifying FMLA absence, or is using FMLA leave on an  
10 intermittent basis, the maximum number of hours charged to  
11 PTO will be 96 hours during that leave year. Should the  
12 employee have an insufficient PTO balance to cover the first  
13 sixteen (16) hours of absence(s), the remainder such sixteen  
14 (16) hours will be leave without pay; any subsequent hours  
15 of absence shall be charged to the employee's PCLB  
16 account, then leave without pay. If an absence will extend  
17 beyond 480 hours in the leave year, the employee must  
18 apply for a Personal Leave (Article 21.10).

- 19 3. For the birth, placement, adoption of a child or well child  
20 care of a newborn:

21 The first sixteen (16) hours of each qualifying absence will  
22 be charged to PTO. If an employee has more than one  
23 qualifying FMLA absence, or is using FMLA leave on an  
24 approved intermittent basis or reduced schedule basis, the  
25 maximum number of hours charged to PTO will be ninety-six  
26 (96) during that leave year. Should the employee have an  
27 insufficient PTO balance to cover the first sixteen (16) hours  
28 of absence(s), such absence will be leave without pay; any  
29 subsequent hours of absence shall be charged to the  
30 employee's PCLB account then PTO, then leave without  
31 pay.

1           B.     Designated Leave System:

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

22          2.     Parental Leave:

23                In instances of parental leave, for the care and custody of  
24                the employee's natural or adoptive newborn infant, sick  
25                leave up to fifty percent (50%) of that available in the pay  
26                period prior to the date of birth, or one hundred four (104)  
27                hours (whichever is greater) may be taken during the first six  
28                (6) weeks following the infant's birth.

29                Management may require confirmation of the illness, birth,  
30                or adoption from the employee by furnishing a doctor's

1 certificate, birth certificate, or any other means deemed  
2 appropriate.

3 C. The maximum hours of paid leave under this Article 21.7 and  
4 Article 21.9 shall be 480 and any approved absence beyond 480 in  
5 the leave year, or servicemember leave period shall be without pay.

6 21.8 FMLA, Partner leave Definitions:

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

12 Parent: means the biological parent of an employee or an individual who  
13 stood in loco parentis to an employee when the employee was a son or  
14 daughter. (FMLA)

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

18 (i) inpatient care at a hospital, hospice, or residential medical care  
19 facility, or

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

21 Leave Year: The twelve- (12-) month period measured forward from  
22 January 1 each year, except in the case of covered servicemember  
23 caregiver leave (see 21.6B ).

24 21.9 REGISTERED DOMESTIC PARTNER MEDICAL LEAVE (PARTNER):

25 A. Eligible employees may take a maximum of twelve (12) weeks of  
26 Partner medical leave in the FMLA leave year. Eligible employees  
27 may also take covered servicemember caregiver leave, if the  
28 covered servicemember is the eligible employee's Registered  
29 Domestic Partner, for a maximum twenty-six (26) weeks as  
30 described in 21.6B. In all cases, Partner leave and FMLA leave  
31 combined may not exceed a total of twelve (12) weeks in the



FMLA (for care for Partners who are covered servicemembers leave year, twenty-six (26) weeks in the covered servicemember leave period), as the case may be, unless otherwise required by law. This leave may be paid if applicable leave is available or the leave may be unpaid. The FMLA Leave Year is defined as the twelve- (12-) month period measured forward from January 1 each year.

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

#### 21.10 PERSONAL LEAVE:

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

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

#### B. CONDITIONS:

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

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

4 During an employee's approved Personal Leave, his/her position may be  
5 filled by a temporary appointment, or permanent assignment of another  
6 employee. At the expiration of the leave, the employee shall be reinstated  
7 to the employee's regular position vacated if it has not been filled  
8 permanently during the leave. If the position has been filled, then the  
9 employee will be reinstated to another position which is vacant and for  
10 which the employee is qualified. The replacement position shall not be at a  
11 higher wage rate than the position from which the leave was granted.  
12 Refusal of a vacant position offered by the City shall result in the  
13 termination of the employee.

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

18 To return to work the employee must report to Employee Health Services  
19 and the employee may be required to submit a written approval from  
20 his/her health care provider releasing him/her for work. The employee  
21 may be required to complete a health examination.

22 An employee on unpaid personal leave must contact the City of  
23 Gainesville's Risk Management Department to obtain a COBRA Notification  
24 Form. The COBRA Notification Form outlines the terms and conditions of  
25 the Consolidated Omnibus Budget Reconciliation Act, COBRA rates, when  
26 payments are due, and where payments are to be mailed. Payment must  
27 be received by the last day of the month prior to each month of coverage. If  
28 the payment is more than thirty (30) days late, the employee's health care  
29 coverage may be dropped. The City will notify the employee in writing at  
30 least fifteen (15) days before the date that health coverage retroactively is  
31 cancelled, or at the City's option, it may pay the employee's share of the

1 premiums during the unpaid medical leave and recover those payments  
2 from employee upon employee's return to work. If the employee chooses  
3 not to return to work, the City will require the employee to reimburse the City  
4 the amount it paid for the employee's health insurance premium during the  
5 leave period through deducting from any sums due employee arising out of  
6 the employment relationship, or by initiating legal action against the  
7 employee to recover such costs.

8 21.11 Union Leave of Absence:

- 9 A. Employees designated by the Union may be granted a leave of  
10 absence upon request of the Union President for Union business.  
11 Such leave will be treated as personal leave (PTO or leave without  
12 pay) and permission for such leave may be withheld if operational  
13 considerations so require. Such leave shall be considered as time  
14 worked for the purpose of seniority accrual and other fringe  
15 benefits, provided that such leave does not exceed ten (10)  
16 consecutive work days.
- 17 B. The Union President shall, upon written request, receive leave of  
18 absence without pay for their term of office or up to a period not to  
19 exceed one (1) year, whichever is greater, and said leave shall be  
20 renewable for an additional year period.
- 21 C. Employees desiring leave under this section shall notify the City at  
22 least two (2) weeks in advance of the date on which such leave is  
23 to become effective and specify the reason for such request. If  
24 operational considerations permit, and all parties mutually agree,  
25 this two (2) week period of prior notification may be waived.  
26 However, for the purpose of contract negotiations only forty-eight  
27 (48) hours notice will be required, and this forty-eight (48) hours  
28 prior notification may be waived by the City.
- 29 D. Union President seeking to return from a leave of absence which  
30 has exceeded thirty (30) days duration shall give the City a  
31 minimum of two (2) weeks notice. An employee seeking to return

1 from extended Union leave of absence before the time specified for  
2 such leave expires may do so provided the two (2) week notice is  
3 given prior to the date of return.

4 E. At the expiration of a leave of absence, the employee shall be  
5 reinstated in the position he vacated or in any other vacant position  
6 in the same class provided the employee can pass a medical  
7 examination prescribed by the City and the employee meets the  
8 existing employment standards of the City. Such employee shall  
9 receive the prevailing rate of pay accorded to the position.

10 21.12 Domestic/Sexual Violence Leave

11 A. Eligibility:

12 Employees who have been employed by the City for at least three (3)  
13 months shall be granted up to three (3) working days of leave in any 12-  
14 month period if the employee or a family or household member of the  
15 employee is the victim of domestic violence or sexual violence. This leave  
16 is available to an employee to engage in activities needed because of the  
17 domestic/sexual violence, such as:

- 18 1. Seeking an injunction for protection against domestic violence or an  
19 injunction for protection in cases of repeat violence, dating violence,  
20 or sexual violence;
- 21 2. Obtaining medical care or mental health counseling, or both, for the  
22 employee or a family or household member to address physical or  
23 psychological injuries resulting from the act of domestic violence or  
24 sexual violence;
- 25 3. Obtaining services from a victim services organization, including,  
26 but not limited to, a domestic violence shelter or program or a rape  
27 crisis center as a result of the act of domestic violence or sexual  
28 violence;

4. Making employee's home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator; or
5. Seek legal assistance in addressing issues arising from the act of domestic violence or sexual violence or to attend and prepare for court-related proceedings arising from the act of domestic violence or sexual violence.

**B. Available Leave:**

Employees in need of Domestic or Sexual Violence Leave may use available PTO or vacation leave. Available sick leave or PTO may be used in circumstances where medical attention is needed. If the employee has no available paid leave, leave without pay will be granted.

**C. Notice:**

Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, an employee seeking leave under this section must provide his/her Department notice of the leave in accordance with the Department's guidelines for leave requests.

**D. Confidentiality:**

The City must keep information relating to an employee's leave under this section confidential and exempt from disclosure to the extent authorized by Florida law.

**21.13 Paid Parental Leave**

Employees covered by this Agreement shall be eligible for Paid Parental Leave in accordance with HR Policy L-2: General Leave Policies.

## ARTICLE 22

### MILITARY LEAVE

#### 22.1 Active duty:

The City Manager shall grant a regular employee under his/her authority leave for active military service and state active duty in accordance with applicable law.

#### 22.2 Reserve or Guard Annual Training:

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

Employees who are normally scheduled to work on Saturdays as part of their regular 40-hour work week shall be eligible to receive pay for those days they are required to attend weekend drills provided that the total number of days does not exceed seventeen (17) days for the calendar year for the combined weekend drills and two (2) week summer camp (annual training). In the event the employee has exhausted his/her seventeen (17) days he/she may use vacation leave (annual leave) provided he/she is scheduled to work on said days. Employees who are scheduled to be off on Saturdays or Sundays shall not be eligible to receive pay for attending weekend drills regardless of whether said employees are eligible for overtime work or not.

#### 22.3 Reserve or Guard Active Military Service (not annual training):

The City shall grant a military leave of absence to any employee called to active military service (not annual training or state active duty) with the National Guard, or a military reserve unit of the United States. For the purpose of active military service (not annual training or state active duty)

1 the first thirty (30) calendar days of any such leave of absence shall be with  
2 full pay from the City.

3 22.4 Requests for Military Leave:

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

9 22.5 Military Leave Without Pay:

10 In the event military leave is required in excess of the time allowed in  
11 paragraphs 22.2 and 22.3, the employee may be granted additional leave  
12 without pay or he/she may elect to use earned vacation leave. Vacation  
13 leave will not be required prior to allowing leave without pay.

14  
15 **ARTICLE 23**

16 **JOB VACANCY AND PROBATION**

17 23.1 A. Except as provided herein when vacancies occur in a department,  
18 the Department Head may first consider those employees within  
19 his/her department or among existing City employees and the  
20 general public simultaneously for promotion or lateral transfer. Jobs  
21 will be posted for seven (7) consecutive days, beginning on Monday  
22 except in cases where Monday is a City observed holiday, on RTS  
23 bulletin boards. This procedure recognizes that the Department  
24 Head is ultimately responsible for the efficient operation of his/her  
25 department.

26 B. In the event of a vacancy of a Transit Operator position, the City may  
27 offer the position to any regular part-time employee (by hire date)  
28 first, and then any temporary standby operator or post the position in  
29 accordance with section A.

30 C. In the event a position becomes vacant, the City may go back to the  
31 original pool of applicants to select the next person for the position.

23.2 The following factors may be considered in selecting persons to fill vacant positions:

A. Ability and qualifications to perform the work. (Tests may be given; however, lateral transfers within the same job classification and department involving the same or similar work may be made without a test being given. If tests are given, the results shall be valid for one year from the date of posting of scores or until exhausted, whichever occurs first.)

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

C. Affirmative Action Plan as adopted by the City Commission.

23.3 Initial Probation:

All new employees shall be considered probationary employees for six (6) months. The City may, at its discretion, extend the probationary period up to an additional three (3) months. Any break in continuous service shall not be credited should such time out of pay status equal or exceed one (1) pay period of two (2) weeks duration; however, all time other than such period(s) spent out of pay status shall be credited towards seniority accrual and time spent as a probationary employee. A probationary employee shall be covered under the terms and conditions set forth in this Agreement but shall have no right to appeal discharge, discipline, suspension, demotion or layoff through the grievance procedure of the Agreement. A probationary employee may appeal a suspension through the problem and complaint resolution procedure. An employee may be discharged without cause at any time during any portion of his/her initial probationary period or extended initial probationary period.

23.4 Promotional Probation:

Any employee who is promoted to a higher classification shall be on probation in that classification for a period of six (6) months from the date of promotion. The City may, at its discretion, extend the probationary period up to an additional three (3) months. An employee removed during the probationary period for failure to perform satisfactorily the duties of the



1 position, shall be returned to the classification held prior to the promotion or  
2 to a similar classification.

## 3 4 **ARTICLE 24**

### 5 **LAYOFF**

- 6 24.1 A. (1) Except as provided in Section 24.1(A)(2), layoffs shall be  
7 accomplished in an orderly, systematic and uniform manner in  
8 accordance with established procedures. The Transit Director  
9 or his/her designee may lay off an employee or employees  
10 when he/she deems it necessary for reasons of, but not  
11 limited to, the following: shortage of funds or work, or other  
12 material changes in the duties or organization, or for related  
13 reasons which are outside the Transit Director's control.  
14 Every effort will be made to provide employees with a  
15 minimum of ten (10) working days notification prior to layoff.  
16 The duties performed by an employee who is laid off may be  
17 reassigned to other employees already working who hold  
18 positions in appropriate classes. (See Article 39.5 for layoff  
19 procedures for Maintenance personnel)
- 20 (2) When it is necessary to reduce the regular force of operators  
21 of the Regional Transit System, layoffs for operators shall be  
22 in the reverse order of seniority. Employees so laid off will  
23 retain and accumulate seniority rights during such layoff for a  
24 period of one hundred eighty (180) days. This paragraph is  
25 the only provision in this Article 24 that applies to operators.  
26 For purposes of layoff or recall, main and paratransit  
27 operators will be considered under the same classification.
- 28 B. The Administrative Department Head or his/her designee shall  
29 determine the extent of layoffs necessary and identify: the class or  
30 classes of positions from which layoffs are to be made; and the  
31 number of positions in each class to be abolished resulting in layoffs.

- 1 C. When it becomes necessary to reduce the number of employees  
2 within a given classification in a division, section or responsibility  
3 area, employees in that division, section or responsibility area shall  
4 be laid off in the order listed as follows:
- 5 1. Temporary Employees
  - 6 2. Probationary Employees (new)
  - 7 3. Regular Part-Time
  - 8 4. Probationary Employees (promotional)
  - 9 5. Regular Full-Time.
- 10 D. When the need arises for laying off an employee serving a  
11 promotional probationary period, such employee shall be returned to  
12 a position of the classification from which he/she was promoted or  
13 advanced.
- 14 E. Layoffs:
- 15 If it is necessary to effect a layoff, employees will be laid off by  
16 classification and division within their department. The order of such  
17 layoffs shall be based on seniority with the least senior employees in  
18 the classifications and division being laid off first, provided the factors  
19 A, B, and C in Article 23, Job Vacancy and Probation Section 23.2  
20 are equal. In the event of the inequality of these factors as between  
21 employees in the same classification and division, the employee with  
22 the higher values of factors A, B, and C, in the aggregate, shall be  
23 retained. Laid off employees shall be recalled to the classification  
24 and division from which they were laid off in the reverse order in  
25 which they were laid off.
- 26 F. Employees on layoff shall not accrue any employee benefits  
27 whatsoever.
- 28 G. Provided, however, and in any event, any action taken under this  
29 entire Article shall be in derogation of the City's Affirmative Action  
30 plan.
- 31

## ARTICLE 25

### RECALL

- 25.1 A. (1) Except as provided in Section 24.1(A)(2), employees laid off under the provision of either paragraph C or D in Section 24.1 shall be recalled in the reverse order in which they were laid off.
- (2) When the regular force of operators of the Regional Transit System is increased, former employees of the employer who were laid off, in accordance with Article 24, Layoff, shall be offered recall in the reverse order in which they were laid off, provided, however, that this agreement, or any renewal, amendment, or extension thereof is still in effect and no more than three hundred sixty-five (365) days have elapsed since their last layoff. This paragraph is the only provision in this Article 25 that applies to operators.
- B. Regular employees laid off shall have precedence for recall to their former classification over other applicants for a period of three hundred sixty-five (365) days. Laid off employees recalled within three hundred sixty-five (365) days shall have their tenure of service restored. If re-employed after three hundred sixty-five (365) days, the employee shall be treated as a new employee.
- C. The City will offer recall to laid off employees by certified mail to the last known address on file with the Human Resources Department. If the laid off employee fails to report to the Human Resources Department his/her intentions of returning to work within fifteen (15) calendar days after mailing of said certified notice, tenure of service shall be broken. Any extenuating circumstances may receive consideration by management and the Human Resources Director.
- D. A laid off employee, when offered recall, who is temporarily unable to accept due to documented medical reasons may request a leave of absence without pay not to exceed thirty (30) calendar days.

- 1 E. Employees laid off for longer than thirty (30) calendar days may  
2 apply for any equivalent or lower classification with the City and, if  
3 selected within the one hundred eighty (180) day recall period, shall  
4 have their tenure of service restored.

5  
6 **ARTICLE 26**

7 **LENGTH OF SERVICE**

8 26.1 An employee shall lose his/her continuous length of service and his/her  
9 employment with the City shall be considered terminated for all purposes if:

- 10 A. The employee quits.  
11 B. The employee is discharged.  
12 C. The employee who has been laid off fails to report to work within a  
13 period of fifteen (15) calendar days after being recalled by certified  
14 letter sent to the last known address as shown on the records of the  
15 Human Resources Department. Any extenuating circumstance may  
16 receive consideration by the Human Resources Director.  
17 D. The employee fails to report for work at the termination of a leave of  
18 absence.  
19 E. The employee works on another job while on leave of absence  
20 without the City's permission.  
21 F. The employee is laid off for a period longer than three hundred and  
22 sixty -five (365) days.  
23 G. The employee is absent without leave for three (3) consecutive work  
24 days without notifying his supervisor or the Human Resources  
25 Department. Such absence shall constitute a voluntary resignation.  
26 Any extenuating circumstances may receive fair consideration by the  
27 Human Resources Director.  
28 H. An employee accepting another City position (within or outside the  
29 bargaining unit), may return to their prior bargaining unit position for  
30 up to six (6) months (180 calendar days) without loss of seniority.

1 26.2 For purposes of bidding for work hours (runs), seniority shall be continuous  
2 service within the employee's job classification.

3 26.3 For purposes of bidding for vacation, seniority shall be an employee's  
4 length of continuous service with the County's Transit Department, if  
5 applicable, added to the employee's continuous service in the City's Transit  
6 Department.

## 8 **ARTICLE 27**

### 9 **LIABILITY**

10 27.1 The City will defend any actions in tort brought against any employee(s)  
11 covered by this Agreement as a result of any alleged negligence of said  
12 employee(s) arising out of and in the scope of their employment with the  
13 City unless such employee(s) acted in bad faith with malicious purpose or in  
14 a manner exhibiting wanton and willful disregard of human rights, safety, or  
15 property.

16 27.2 Whenever a City employee is sued for actions taken in the course of duty,  
17 the City will provide legal defense through the lawyer supplied by the City or  
18 its insurance carrier. In exceptional cases when a claim for punitive  
19 damages has been made, the City will pay reasonable fees for additional  
20 counsel selected by the employee and the City when the City Commission  
21 has approved the hiring of additional counsel before the contract of hire is  
22 made. In no case will the cost of additional legal counsel be paid by the  
23 City unless prior approval is given as stated above, and in no case will the  
24 City pay punitive damages, if levied.

## 26 **ARTICLE 28**

### 27 **HEALTH AND SAFETY**

28 28.1 The City agrees it will conform to and comply with laws as to safety and  
29 health properly required by Federal, State and local law.

30 28.2 During the term of this agreement, the Transit Director or his/her designee  
31 will establish the structure and procedures of a Health and Safety

Committee. The Committee shall consist of five (5) members including the Operations Manager, one Transit Operator, one mechanic, one supervisor and one staff assistant. Members shall volunteer to participate and will be selected from an eligibility list, two by the Transit Director and two by the union. Service on the Committee shall be for one year.

Employees eligible to serve may not have any disciplinary actions or preventable accidents for the eighteen months prior to appointment.

Bargaining unit members shall be paid for any lost straight time wages.

The Committee may:

- 1) Meet as necessary, but not more than one time per month, for a specific reason(s).
- 2) Make written recommendations for correction of hazardous conditions or unsafe work methods. All such recommendations shall be forwarded to the Transit Director.

28.3 The Union and the City agree that accident prevention is important to the operation of the Regional Transit System, and that safety programs, safety meetings and general accident prevention work are mutually beneficial to both the City and to its employees. The Union agrees that it will encourage its members to cooperate and participate with the City in all matters pertaining to safety.

28.4 Attendance at any department meeting will be required, unless prevented from doing so by a work assignment, illness or approved leave of absence. If necessary, one mandatory make-up meeting will be scheduled. Employees will not be required to attend Department meetings on their days off unless the meeting is a specified safety meeting. Except in emergencies, employees will be given seven (7) calendar days notice of the scheduling of a safety meeting. Call-out provisions of this agreement shall not apply to this article and employees shall only be paid for actual time in the meeting.

28.5 In the delivery of bus service all employees shall be responsible for carrying out the mandates of the Americans With Disabilities Act of 1990 and as

1 may be amended. Employees shall be required to attend training sessions  
2 related to the Act and provide assistance to disabled passengers in the  
3 manner prescribed.  
4

## 5 **ARTICLE 29**

### 6 **BULLETIN BOARDS**

7 29.1 The Union may, at its own expense, place one (1) bulletin board at mutually  
8 agreed upon locations in the operators' lounge, Vehicle Service Attendants'  
9 area and the shop. Such bulletin boards are not to exceed approximately  
10 three (3) feet by five (5) feet in size for the posting of the following notices  
11 only:

- 12 A. Union literature (i.e., brochures, pamphlets, correspondence, etc.  
13 from ATU International or the AFL-CIO).
- 14 B. Notices of Union meetings
- 15 C. Union elections
- 16 D. Reports of Union Committees
- 17 E. Recreational and social affairs of the Union
- 18 F. Notices by public bodies
- 19 G. Other materials as approved by the Transit Director.

20 29.2 All material to be posted shall be signed by the Union President or designee  
21 and a copy submitted to the Transit Director. The Union shall keep its  
22 bulletin boards or space in neat and presentable order.

23 29.3 No material, notices or announcements shall be posted which contain  
24 anything political or controversial, or anything reflecting upon the City, any  
25 of its employees, or any labor organization among its employees. No  
26 material, notices or announcements which violate the provisions of this  
27 Article shall be posted.

28 29.4 Any materials posted which are not in conformance to this provision may be  
29 removed at the discretion of the City. The Union President shall be advised  
30 of such action.

## ARTICLE 30

### BIDDING

#### 30.1 A. Full-Time Bidding

Bidding of days off and runs shall be by all full-time operators in accordance with seniority. The City will maintain an up-to-date and accurate seniority roster to be posted on Department bulletin boards and shall furnish the Union a copy of such roster quarterly. There shall be only one seniority roster for all full-time operators, regardless of the type of bus assigned. Full-time operators will be allowed to bid on regular runs at all general bids insofar as seniority will permit. Full-time operators who bid regular runs shall remain thereon until the next general bid unless his/her regular bid work is discontinued. In such event, he/she will be permitted to exercise his/her seniority. The City reserves the right to discontinue, add, change, and/or alter runs. Any run altered or changed between general bids will be rebid if the pay time is altered or changed by more than two (2) hours per week. In this event, the run shall be rebid by the entire full-time seniority roster.

#### B. Part-Time Bidding

The City may, at its discretion, schedule part-time runs, but in no event shall part-time runs comprise more than 15% of all available runs. Management further reserves the right to hold a separate bid process for part-time runs, or may elect to assign part-time operators to open part-time runs.

#### 30.2 Employees who have not been released by Employee Health Services (EHS) to return to work by the time the bidding process begins and who are not expected to return to work by the time the bids become effective, will not pick a bid. Such employee shall be given the option upon return to work to select the extra board or any open bid not selected at the time of the current bid, in accordance with their full-time or part-time status. The employee shall remain on this bid until completion of the bid.



1 30.3 General bids of all full-time work open to the entire operators seniority roster  
2 will take place a minimum of three times each year, corresponding to the  
3 University of Florida semester schedule.

4 30.4 General bids will be posted on the bid picking board not less than fifteen  
5 (15) days prior to the effective date, but in no case shall bids be posted less  
6 than five (5) days before the first day of bidding. Any full-time operator who  
7 is not available to bid when it is his/her turn to bid, or who has not left a  
8 sealed bid of his/her choice or instructions with the Union Officer for runs  
9 with the Transit Department, will be passed, thereby permitting other  
10 operators to continue bidding. When a full-time operator that has been  
11 passed is available to bid, he/she may do so taking what is available at that  
12 time. If a passed full-time operator is not available to bid until the bidding  
13 has been complete, he/she will be required to pick from remaining bids, if  
14 available. If the employee does not make a selection, the City will assign  
15 the employee to an open bid. In the event no open bids are available, the  
16 employee shall be assigned and remain on the extra board until the next  
17 bid. No bids will be asked for on the telephone. The effective date of each  
18 bid will appear on the bid sheet. At least fifteen (15) operators will bid per  
19 day. No full-time operator shall be relieved from duty in order to bid. A  
20 copy of all runs to be bid shall be furnished to the Union Officer at the time  
21 they are posted for bid.

22 30.5 Every effort will be made to comply with operators' choices, when left, in  
23 order of priority. Once an operator submits a bid, it cannot be changed or  
24 withdrawn after the next operator has bid. Changed runs shall be noted at  
25 the time of posting on the bid sheet.

26 30.6 The Union President or his/her designee may assist with the selection of  
27 run bids. Time spent assisting shall be without pay.  
28

1  
2 **ARTICLE 31**

3 **WAGES**

4 31.1 Pay Range Adjustments and General Increases

5 A. Effective the beginning of the first full pay period in January 2022,  
6 the pay ranges shall be adjusted as reflected in Exhibit A.

7 Effective the beginning of the first full pay period in October 2022  
8 and October 2023, pay ranges shall be adjusted as provided herein.

9 The percentage increase to pay ranges shall be determined in  
10 accordance with Sec. 2-66 of the Code of Ordinances of the City of  
11 Gainesville, provided such increase shall not exceed 3% in any  
12 contract year. Sec. 2-66 provides that "Annual salary shall be  
13 adjusted by the August to August percent change in the Bureau of  
14 Labor Statistics Consumer Price Index (1982-84=100) all urban  
15 consumers, Southern region, All Items (CPI)."

16 In addition, employee base pay shall be adjusted by the same  
17 amount and at the same time ranges are adjusted. In no event shall  
18 ranges or employee base pay be reduced.

19 There shall be no Pay Range Adjustments or General Increases  
20 after the expiration of this Agreement, unless and until there is a new  
21 Agreement in effect providing for such adjustments.

22 B. Deferred Retirement Option Program (DROP):

23 Deferred Retirement Option Program (DROP) participants are not  
24 eligible for increases beyond the top of their individual salary ranges  
25 as they existed at the time of their entry into the DROP unless  
26 otherwise provided for in their Application for Deferred Retirement  
27 Option Program document.

28 31.2 Performance Safety Incentives

29 There shall be no Performance Safety Incentives during the term of this  
30 Agreement, and no Performance Safety Incentives after the expiration of

1 this Agreement, unless and until there is a new Agreement in effect  
2 providing for such increases.

3 31.3

A. Promotion:

4 Effective October 1, 2021 to January 9, 2022, when an employee is  
5 promoted, his/her salary shall be advanced to a rate that would  
6 provide a five percent (5%) increase in pay or to the beginning of the  
7 new range, whichever is greater. Effective January 10, 2022, when  
8 an employee is promoted, his/her salary shall be adjusted by slotting  
9 into the new pay range at the nearest pay step that ensures not less  
10 than a 5% increase. Promotional increases shall continue to be  
11 effected as provided herein, unless and until superseded by a new  
12 Agreement.

13 B. Transfer:

14 There shall be no immediate change in the salary rate of an  
15 employee who is transferred. If an employee is transferred to a  
16 position in a class having a higher pay grade, such change is a  
17 promotion.

18 C. Temporary Assignments:

19 When an employee is assigned to perform work for a position in a  
20 job classification with a lower pay grade on a temporary basis, the  
21 employee shall not suffer a decrease in pay.

22 D. Demotion:

23 When an employee is demoted to a position in a job classification  
24 with a lower pay grade, the employee shall be paid within the  
25 approved pay grade of the classification with the lower pay grade.  
26 The rate of pay shall be set by the Human Resources Director.

27 31.4

Merit or Performance Increases:

28 A. Effective October 1, 2021 through September 30, 2024, Merit or  
29 Performance Increases will be provided as detailed below.

30 B. For regular (non-probationary) employees, the review period is a  
31 one-year period from October 1 through September 30.

- 1 C. 1. Effective the beginning of the first pay period in January 2022,  
2 employees who have completed an **initial** probationary period and  
3 whose overall performance rating for the prior rating period is Meets  
4 Expectations or higher shall have their base rate slotted into the pay  
5 plan in Exhibit 1, limited by the pay range maximum and by any limits  
6 provided in an individual's DROP agreement. Slotting shall be  
7 accomplished by ensuring the employee's pay is increased not less  
8 than one full pay step from their rate of pay prior to the adjustment.  
9 In the event an employee, who is otherwise eligible, did not complete  
10 his/her **initial** probationary period during the prior rating period, the  
11 employee shall become eligible upon satisfactory completion (Meets  
12 Expectations or higher) of his/her **initial** probationary period.  
13 Payment in those instances shall be made prospectively from the  
14 first full pay period following completion of the **initial** probationary  
15 period.
- 16 2. Effective the beginning of the first pay period in January 2023  
17 and January 2024, employees who have completed an **initial**  
18 probationary period and whose overall performance rating for the  
19 prior rating period is Meets Expectations or higher shall have their  
20 base rate increased by one pay step, limited by the pay range  
21 maximum and by any limits provided in an individual's DROP  
22 agreement.  
23 In the event an employee, who is otherwise eligible, did not complete  
24 his/her **initial** probationary period during the prior rating period, the  
25 employee shall become eligible upon satisfactory completion (Meets  
26 Expectations or higher) of his/her **initial** probationary period.  
27 Payment in those instances shall be made prospectively from the  
28 first full pay period following completion of the **initial** probationary  
29 period.

D. There shall be no Merit or Performance Increases after the term of this Agreement unless and until there is a new Agreement in effect providing for such increases.

31.5 Income Deduction Orders

In the event an employee is subject to an income deduction order, the City shall charge the employee an administrative fee, or fees, in accordance with limits established by law.

31.6 Referral Bonus

A. Effective upon ratification, employees covered by this Agreement shall be eligible to participate in a Transit Operator referral program, as provided in this paragraph (31.6).

B. In order to be eligible, employees must refer a job candidate to apply to a Transit Operator position, and the employee must be named as the source by which the job candidate became aware of the Transit Operator position. Eligibility will be determined based on the job candidate's official application.

C. In the event a referred job candidate is hired into a Transit Operator position, the employee who referred the job candidate will receive a bonus, or bonuses, based on the job candidate successfully completing probation and upon completion of two years of service as a Transit Operator.

Benchmark	Bonus	Bonus to be paid
Successful completion of probation	\$300	First full pay period of the fiscal quarter following benchmark
Completion of two years of service as a Transit Operator	\$500	

D. Only referrals dated on or after the date of final ratification will qualify an employee for the Referral Bonus.

E. There shall be no referral bonus after the expiration of this Agreement, unless and until there is a new Agreement in effect that provides for such bonuses.

1 **ARTICLE 32**

2 **SEVERABILITY**

3 32.1 Should any provision of this Agreement be found to be inoperative, void, or  
4 invalid by a court of competent jurisdiction, all other provisions of this  
5 Agreement shall remain in full force and effect for the duration of this  
6 Agreement; it being the intention of the parties that no portion of this  
7 Agreement or provision herein shall become inoperative or fail by reason of  
8 the invalidity of any other portion or provision.  
9

10 **ARTICLE 33**

11 **SICK LEAVE BANK**

12 33.1 ELIGIBILITY

- 13 A. An employee having used all his/her sick and vacation (annual  
14 leave) or PTO/PCLB due to serious illness, accident or disability,  
15 may receive vacation (annual leave) or PTO donated on a strictly  
16 voluntary basis by fellow employees, except as provided in  
17 Paragraph 33.1(B). Serious illness, accident or disability is defined  
18 to include only those instances where an employee is expected to  
19 be absent for at least thirty (30) consecutive calendar days.
- 20 B. Effective January 1, 2010, PTO-covered employees who do not  
21 maintain a "Minimum Balance" total of PTO and PCLB as described  
22 below will **ONLY** be eligible to receive leave donations from other  
23 City employees if:
- 24 1. The employee is making a bi-weekly contribution to his/her  
25 PCLB  
26 **and;**
  - 27 2. PCLB contributions remain in effect until the employee's  
28 combined PCLB and PTO amount reach a "Minimum  
29 Balance" based on years of service as described below.

3. If leave donations are permitted, employees must sign an agreement stating that upon return to work, they will continue bi-weekly contributions to PCLB until their combined PCLB and PTO balance reaches a "Minimum Balance" based on years of service as defined below.

C. Employees may cease voluntary contributions to the PCLB account during Open Enrollment. However, to be eligible for Leave Bank Donations, the combined total of PTO and PCLB on the first day of extended leave must be equal to or greater than the "Minimum Balance" based on years of service as defined below.

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

<b>Years of Continuous Service</b>	<b>Minimum Balance</b>
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

### 33.2 DONATION TO OTHER EMPLOYEES

Fellow employees may contract to donate a minimum of four (4) hours of their vacation (annual leave) or PTO time to the affected employee. The maximum number of hours an employee may donate is forty (40) hours. The total donated time from fellow employees shall not exceed three (3)

1 calendar months. There shall be no restrictions on the amount of hours that  
2 may be donated in instances where the serious illness, accident or disability  
3 is expected, based upon a reasonable medical probability, to result in death  
4 within one (1) year from the creation of the leave bank.

5 33.3 Only regular full-time employees having completed initial probationary  
6 period may receive donated vacation (annual leave) or PTO from fellow  
7 employees or volunteer to donate vacation (annual leave) or PTO to a  
8 fellow employee.

9 33.4 The sick or disabled employee will remain on the payroll until he/she is able  
10 to return to work, donated leave expires, or until the doctor determines the  
11 illness or accident has become a total and permanent disability, whichever  
12 comes first. If the illness or accident is total and permanent, employee  
13 should file for disability retirement with the Social Security Administration  
14 and the City of Gainesville. During the time in which the sick or disabled  
15 employee is receiving donated vacation (annual leave) or PTO from fellow  
16 employees, he/she will not be eligible to earn (accrue) sick leave, PTO or  
17 vacation (annual leave).

## 18 **ARTICLE 34**

### 19 **PENSIONS**

20  
21 34.1 Division 5 and Division 6 of Article VII of Chapter 2, Gainesville Code of  
22 Ordinances, as amended, shall be incorporated in the Contract by  
23 reference.

24 34.2 Each party may reopen the negotiations once during the term of this  
25 agreement of any pension issues upon thirty (30) days notice.

26 34.3 Employees covered by this Agreement shall be covered by the City's  
27 General Pension Plan and Disability Plan as set forth by the City of  
28 Gainesville's Code of Ordinances, as amended. Minor changes may be  
29 made by the City. Minor changes are defined as changes the net effect of  
30 which would not require a current or potential increase in the contribution  
31 rate or a benefit decrease.



1 34.4 The City will give the Union a copy of such minor change(s) at least thirty  
2 (30) days prior to the adoption of such change(s).

3 34.5 A change, or changes, in the Plan, the net effect of which would require a  
4 current or potential increase in the contribution rate or a benefit decrease,  
5 may be made by the City subject to the Union's right to demand impact  
6 bargaining prior to the effective date of such change.

7  
8 **ARTICLE 35**  
9 **DRUG TESTING**

10 35.1 The City and the Union recognize that substance abuse in our nation and  
11 our community exacts staggering costs in both human and economic terms.  
12 Substance abuse can be reasonably expected to produce impaired job  
13 performance, lost productivity, absenteeism, accidents, wasted materials,  
14 lowered morale, rising health care costs, and diminished interpersonal  
15 relationship skills. The City and the Union share a commitment to solve this  
16 problem and to create and maintain a drug-free work place. The parties  
17 have, therefore, agreed to comply with the Federal Transit Authority (FTA)  
18 Drug and Alcohol testing regulations and the Amalgamated Transit Union  
19 (ATU) Drug – Free Workplace Program (Addendum “A”). The Union  
20 agrees that during the term of this agreement the FTA testing rules for drug  
21 and substance abuse may change but that the City will comply with these  
22 changes as the changes occur.

23  
24 **ARTICLE 36**  
25 **TEMPORARY EMPLOYEES**

26 36.1 Temporary employees may be hired to fulfill work of permanent employees  
27 that are on extended periods of absence or to fill permanent vacancies until  
28 such time as a permanent employee is employed by the City. In addition,  
29 temporary employees may be hired until permanent employees are  
30 authorized and hired by the City.

36.2 Temporary employees may be utilized for a period not to exceed two hundred (200) continuous workdays. In the event permanent positions are not filled by the City prior to the two hundred (200) continuous workday limitation, the City and the Union shall meet for the purpose of establishing a reasonable extension of time for the hiring of permanent employees. In this event, temporary employees may continue to be used until the parties agree to the extension period.

## **ARTICLE 37**

### **COMMERCIAL DRIVERS LICENSE**

37.1 It shall be just cause to terminate an employee who has his/her Commercial Drivers License revoked or suspended.

## **ARTICLE 38**

### **TARDINESS**

- 38.1
- A. Employees are expected to be at work on time.
  - B. Transit Operators who are late reporting to the facility will not be disciplined if they are five (5) minutes or less tardy or five (5) minutes or less late for relief at a relief point away from the RTS facility.
  - C. Maintenance Shop employees, administrative division employees and any employee not assigned to operate a bus but who are performing other work duties for RTS, shall continue to observe City Personnel Policies and Procedures; Policy E-3, Disciplinary Procedures; Rule 11, Tardiness (Guide: three (3) times in a thirty day period); of being more than five (5) minutes late to work.
  - D. Reasonable excuses for being late to work will continue to be considered in voiding any discipline which may have otherwise been applicable; such excuses being car trouble, extenuating circumstances, etc. which can be documented or otherwise verified by the department.

1  
2 **ARTICLE 39**

3 **RTS MAINTENANCE**

4 39.1 It is the general policy of the City, in accordance with its maintenance  
5 needs, to use its Maintenance employees for work for which they may be  
6 qualified, reserving to the City the right to judge qualifications and ability of  
7 the employee. Maintenance employees will perform all work assignments  
8 to the best of their ability and endeavor to acquire all knowledge possible to  
9 better enable them to perform their assignments well and efficiently. The  
10 City will work with the Union to provide training opportunities, training  
11 schedules, training programs, safety guidelines, job development programs  
12 and other such concerns to the mutual benefits of the City and its  
13 Maintenance personnel. Training will be done on special bid hours as  
14 determined by the City and will include payment for travel time on Sunday, if  
15 travel is required on Sunday.

16 39.2 Work assignment bidding. Maintenance employees will choose their work  
17 shifts and established days off in accordance with the following procedure:

- 18 A. Bidding shall take place three times each fiscal year, corresponding  
19 to the University of Florida semester schedule.
- 20 B. Bidding shall be done according to seniority in each job  
21 classification.
- 22 C. Work assignments shall be posted for bid at least one week prior to  
23 the effective date of the bid. Bidding will commence on the day after  
24 posting with the senior most person in each job classification and will  
25 continue in seniority order until all personnel have bid. Bidding must  
26 be completed by the close of business on the Thursday prior to the  
27 effective date of the bid. Those employees not available to bid  
28 whenever it is their time to bid will leave their choices of work  
29 assignment with the Shop Steward who will enter their choice of  
30 work assignment on the bid shift in order to permit the bidding to  
31 continue. Once an employee bids his choice of work assignment, no

employee may change his bid after the next employee has bid. All employees will remain on their bid work assignment until the next general bid unless another work assignment comes open because of an employee vacancy or a new assignment becomes available within the job classification in which the employee is qualified to bid.

D. Bidding of work assignments in a job classification will be determined by seniority within the job classification.

E. Except as provided herein when vacancies occur in a department, the Department Head may first consider those employees within his/her department or among existing City employees and the general public simultaneously for promotion or lateral transfer. Jobs will be posted for seven (7) consecutive days, beginning on Monday except in cases where Monday is a City observed holiday, on RTS and Maintenance bulletin boards. This procedure recognizes that the Transit Director is ultimately responsible for the efficient operation of the Regional Transit System.

39.3 The City reserves the right to determine and schedule the number of Maintenance personnel needed in each classification on each work shift.

39.4 Days off for each shift shall be consecutive, provided operational considerations permit.

39.5 Layoff:

In the event of a reduction in the number of employees in any job classification in the Maintenance Division due to lack of work, employees shall be laid off in reverse order of their seniority within that classification. Any employee affected will be given an opportunity to "bump" into a lower job classification (seniority prevailing) to keep from being laid off, or may be given an opportunity to cross-train for any vacant available position. In the event of recall, such laid off employees shall be called back in reverse order as they were laid off, and upon return, they shall assume the same position of bidding seniority as they held at the time of layoff.

1 39.6 Overtime opportunities will be provided to each employee on a rotating  
2 basis in each classification provided there is work available in the  
3 classification. In the event the opportunity to work overtime is not accepted,  
4 then such overtime may be assigned to the most junior employee in the  
5 classification. It is understood by both management and the Union that an  
6 employee assigned to a specific project may be permitted to complete the  
7 project without being in violation of this section.

8 39.7 Employees shall not be required to take time off or change their day off in  
9 order to prevent the payment of overtime.

10 39.8 Nothing in this Agreement shall be considered as to require the City to work  
11 any employee at a rate of pay in excess of regular straight time pay by way  
12 of offering overtime opportunities. All such overtime opportunities shall be  
13 based on operational needs as determined by the City.

14 39.9 Employees within the Maintenance Division who are eligible for overtime,  
15 after departing from his/her regularly scheduled shift, who are officially  
16 ordered to and do report back to work, he/she shall receive compensation  
17 for a minimum of two (2) hours at the applicable rate. The minimum time  
18 provided herein does not apply if an early call-in period extends into the  
19 start of the employee's regular work period.

20 39.10 Regular Mechanics who are assigned to and work the third shift, as  
21 determined by the City, shall receive supplemental pay in the amount of two  
22 dollars (\$2) per hour worked. .

23 39.11 Transit Bus Certification Tests

24 Regular Mechanics who obtain and maintain H Series (Transit Bus  
25 Certification Tests) certification through the National Institute for Automotive  
26 Service Excellence shall receive supplemental pay in the amount of twenty  
27 five cents (\$0.25) per hour for each test.

28

29 39.12 Maintenance personnel shall be permitted two (2) scheduled fifteen (15)  
30 minute breaks per work day as established by the City and one (1) unpaid  
31 thirty (30) minute lunch break per work day as established by the City.

- 1 39.13 Maintenance personnel must be dressed and ready to work when their shift  
2 begins. There shall be permitted a fifteen (15) minute wash-up period at  
3 the end of their work day.
- 4 39.14 A. The City shall provide uniforms and a laundry service for such  
5 uniforms to all maintenance personnel.
- 6 B. The City shall reimburse Regular Mechanics, Transit Vehicle  
7 Collision Repair Technicians and Vehicle Service Attendants up to  
8 \$750.00 per year for the purchase of boots, jackets and/or tools,  
9 and/or for the cost of resoling boots.
- 10 1. Boots and/or jackets shall not be purchased by the City, but  
11 shall be reimbursed to the employee upon submission of a  
12 valid receipt to the City. The allowance for one (1) pair of  
13 boots shall not exceed \$250.00 per year. The allowance for  
14 one (1) jacket shall not exceed \$75.00 per year. The  
15 allowance for resoling boots shall not exceed \$100.00 per  
16 year.
- 17 2. Regular Mechanics and Vehicle Service Attendants who are  
18 required to furnish their own tools and who have completed  
19 their initial probationary period will be reimbursed for the cost  
20 of purchase and/or replacement of required tools by  
21 submitting a valid receipt to the City. Mechanics and Vehicle  
22 Service Attendants who are separated from the City prior to  
23 the end of the fiscal year shall have a pro rata portion of the  
24 cost of tools withheld from their last paycheck. It shall be the  
25 responsibility of each Mechanic and Vehicle Service  
26 Attendant to have the proper tools to perform work in his/her  
27 classification as established by the City due to the nature of  
28 their work. Employees must have their tools on the premises  
29 and at their work location during working hours.
- 30 C. The City shall reimburse all other maintenance personnel up to  
31 \$75.00 per year for the purchase of boots and/or jackets. Boots or

jackets shall not be purchased by the City, but shall be reimbursed to the employee upon submission of a valid receipt to the City.

39.15 When a full workweek (Monday thru Sunday) of any combination of Vacation/PTO/Sick/PCLB/Holiday Leave is taken, the employee will only be charged for a maximum of 40 hours.

When Vacation/PTO/Sick/PCLB/Holiday Leave is taken for less than one full workweek (Monday thru Sunday) bid hours will be charged for each day of absence.

## **ARTICLE 40**

### **OPEN ARTICLE**

## **ARTICLE 41**

### **ENTIRE AGREEMENT**

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

41.2 The City and the Union, for the duration of this Agreement, agree that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, but may, upon mutual agreement of both the City and the Union, bargain collectively on any subject or matter not known or contemplated by either or both parties at the time that they negotiated this Agreement. Moreover, it is expressly agreed that the City shall not be obligated to bargain over the effect on employees of its exercising any of its rights, whether such be in the nature of retained rights or expressly provided for in this Agreement.

1     41.3        This Agreement shall be effective upon ratification by the membership of  
2                   Local No. 1579 and the City Commission and shall remain in full force and  
3                   effect up to and including September 30, 2024.

4     41.4        Should either party desire to terminate, change or modify this Agreement or  
5                   any portion thereof, they shall notify the other party in writing on or before  
6                   March 1, 2024. Such notification shall include the Titles and Sections of the  
7                   Articles the party wishes to renegotiate and all other Articles will remain in  
8                   full force and effect from year to year thereafter.

9     41.5        Following the sending and receipt of the notice described above, the parties  
10                  shall follow the procedures contained in the Florida Public Employee  
11                  Relations Act toward the consummation of a new Agreement.

12  
13



1 IN WITNESS WHEREOF, the parties have hereunto set their hands this 21<sup>st</sup> day of  
2 October, 2021.\*  
3

4 The City of Gainesville, Florida

Local No. 1579

Amalgamated Transit Union

5  
6  
7  
8  
9 By: Signed original on file in Human Resources

10 LEE FELDMAN  
11 CITY MANAGER  
12  
13

By: Signed original on file in Human Resources

ZEFNIA DURHAM III  
ATU PRESIDENT

14 APPROVED AS TO FORM AND LEGALITY:  
15  
16

17 By: Signed original on file in Human Resources

18 CITY ATTORNEY  
19  
20

21 City Bargaining Committee:

22 Scott Heffner

23 Steve Varvel

24 Roy Darnold

25 Paul Starling

26 Kimberly Sweigard

27 Frederick Mayer  
28  
29  
30

ATU Bargaining Committee:

Zefnia Durham III

Rodney Ivery

Desmond Grimes

Sherry DeSue

Dontavia Brown

Nina Stephens

31 \*Date ratified by last party.  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44

1  
2  
3  
4

## TOPIC INDEX

<b>Topic</b>	<b>Article #</b>	<b>Page</b>
ATU Weekly Work Schedules	14.2A	38
Calling in Sick – Designated Leave System	11.15	25
Calling in Sick - PTO	12.8	31
Customer Complaints	10.8	20
Drafting	14.5H	42
Emergency Conditions	5.3	7
Employees Who Have Not Been Released by EHS to Bid	30.2	76
FMLA	21.6	52
Holiday Pay During Vacations	11.5	22
Operators Whose Routes are Affected by Campus Breaks	14.2D	38
Overtime Sign-Up Sheet	14.5D-G	39-42
Partner Leave	21.9	60
Pay Status Before and After Holidays	13.3	36
Personal Leave	21.10	61
PTO Accrual Rates	12.4	30
PTO and Hours Worked	12.9	33
PTO Carryover Cap	12.10	33
Return to Work – Designated Leave System	11.16	26
Safety Committee	28.2	73
Scheduling Leave Requests	11.4	22
Seniority	26	72
Solicitation During Working Hours	6.7	10
Trainer Pay	19.5	48
Transit Operators – 40 Hour Guarantee	14.2C&D	38
Two Hour Shift Minimum	14.8	43
Union Leave	21.11	63
Union Representation	6.14	11
Vacation Bid	11.12, 12.6	23, 30
Working Out of Class	19.8	49

5

## Pay Plan Index

3008	Account Clerk, RTS	10ATU
3009	Account Clerk, Senior - RTS	12ATU
1144	Clerk 1, RTS	8ATU
5014	Custodial Worker, RTS	7ATU
9504	Customer Service Support Specialist 1-RTS	11ATU
9605	Fleet Mechanic I, RTS	12ATU
9609	Fleet Mechanic II, RTS	13ATU
5037	Maintenance Worker I, RTS	7ATU
5042	Maintenance Worker III, RTS	9ATU
3211	Parts Specialist, RTS	9ATU
1148	Staff Specialist RTS	12ATU
9501	Transit Operator	6ATU
9507	Transit Operator Trainee	5ATU
9623	Transit Vehicle Collision Repair Technician	13ATU
9627	Vehicle Service Attendant, RTS	7ATU

City of Gainesville  
Pay Plan  
Regional Transit System  
Effective 10/1/21

Grade	Hourly Min Year 1 Oct. 7, 2019	Hourly Min Year 2 Oct. 5, 2020	Hourly Min Year 3 Sept. 20, 2021	Hourly Mid	Hourly Max	Annual Min Year 1 Oct. 7, 2019	Annual Min Year 2 Oct. 5, 2020	Annual Min Year 3 Sept. 20, 2021	Annual Mid	Annual Max
5ATU	\$13.7500	\$14.2500	\$14.7500	N/A	N/A	\$28,600	\$29,640	\$ 30,680	N/A	N/A
6ATU	\$14.2500	\$14.7500	\$15.2500	\$18.3413	\$22.0096	\$29,640	\$30,680	\$ 31,720	\$ 38,150	\$ 45,780
7ATU	\$13.7500	\$14.2500	\$14.7500	\$15.9135	\$18.5659	\$28,600	\$29,640	\$ 30,680	\$ 33,100	\$ 38,617
8ATU	\$13.8875	\$14.2500	\$14.7500	\$16.9952	\$19.8279	\$28,886	\$29,640	\$ 30,680	\$ 35,350	\$ 41,242
9ATU	\$14.0828	\$14.5700	\$15.0639	\$18.0769	\$21.0899	\$29,292	\$30,313	\$ 31,333	\$ 37,600	\$ 43,867
10ATU	\$14.5370	\$15.4817	\$16.4264	\$19.7115	\$22.9966	\$30,237	\$32,202	\$ 34,167	\$ 41,000	\$ 47,833
11ATU	\$15.0244	\$16.4564	\$17.8885	\$21.4663	\$25.0442	\$31,251	\$34,229	\$ 37,208	\$ 44,650	\$ 52,092
12ATU	\$17.1429	\$18.1368	\$19.1308	\$22.9567	\$26.7827	\$35,657	\$37,725	\$ 39,792	\$ 47,750	\$ 55,708
13ATU	\$18.9301	\$20.2578	\$21.5856	\$26.4423	\$31.2990	\$39,375	\$42,136	\$ 44,898	\$ 55,000	\$ 65,102

City of Gainesville  
Pay Plan  
Regional Transit System  
Effective 1/10/22

Pay Grade	5ATU	Pay Grade	6ATU	Pay Grade	7ATU	Pay Grade	8ATU	Pay Grade	9ATU
Rate	\$ 15.00	Step 1	\$ 16.00	Step 1	\$ 15.00	Step 1	\$ 15.00	Step 1	\$ 15.06
		Step 2	\$ 16.43	Step 2	\$ 15.26	Step 2	\$ 15.34	Step 2	\$ 15.49
		Step 3	\$ 16.86	Step 3	\$ 15.51	Step 3	\$ 15.69	Step 3	\$ 15.92
		Step 4	\$ 17.29	Step 4	\$ 15.77	Step 4	\$ 16.03	Step 4	\$ 16.36
		Step 5	\$ 17.72	Step 5	\$ 16.02	Step 5	\$ 16.38	Step 5	\$ 16.79
		Step 6	\$ 18.15	Step 6	\$ 16.28	Step 6	\$ 16.72	Step 6	\$ 17.22
		Step 7	\$ 18.58	Step 7	\$ 16.53	Step 7	\$ 17.07	Step 7	\$ 17.65
		Step 8	\$ 19.01	Step 8	\$ 16.79	Step 8	\$ 17.41	Step 8	\$ 18.08
		Step 9	\$ 19.43	Step 9	\$ 17.04	Step 9	\$ 17.76	Step 9	\$ 18.51
		Step 10	\$ 19.86	Step 10	\$ 17.30	Step 10	\$ 18.10	Step 10	\$ 18.94
		Step 11	\$ 20.29	Step 11	\$ 17.55	Step 11	\$ 18.45	Step 11	\$ 19.37
		Step 12	\$ 20.72	Step 12	\$ 17.81	Step 12	\$ 18.79	Step 12	\$ 19.80
		Step 13	\$ 21.15	Step 13	\$ 18.06	Step 13	\$ 19.14	Step 13	\$ 20.23
		Step 14	\$ 21.58	Step 14	\$ 18.32	Step 14	\$ 19.48	Step 14	\$ 20.66
		Step 15	\$ 22.01	Step 15	\$ 18.57	Step 15	\$ 19.83	Step 15	\$ 21.09

Pay Grade	10ATU	Pay Grade	11ATU	Pay Grade	12ATU	Pay Grade	13ATU
Step 1	\$ 16.43	Step 1	\$ 17.89	Step 1	\$ 19.13	Step 1	\$ 21.59
Step 2	\$ 16.90	Step 2	\$ 18.40	Step 2	\$ 19.68	Step 2	\$ 22.28
Step 3	\$ 17.37	Step 3	\$ 18.91	Step 3	\$ 20.22	Step 3	\$ 22.97
Step 4	\$ 17.83	Step 4	\$ 19.42	Step 4	\$ 20.77	Step 4	\$ 23.67
Step 5	\$ 18.30	Step 5	\$ 19.93	Step 5	\$ 21.32	Step 5	\$ 24.36
Step 6	\$ 18.77	Step 6	\$ 20.44	Step 6	\$ 21.86	Step 6	\$ 25.05
Step 7	\$ 19.24	Step 7	\$ 20.96	Step 7	\$ 22.41	Step 7	\$ 25.75
Step 8	\$ 19.71	Step 8	\$ 21.47	Step 8	\$ 22.95	Step 8	\$ 26.44
Step 9	\$ 20.18	Step 9	\$ 21.98	Step 9	\$ 23.50	Step 9	\$ 27.14
Step 10	\$ 20.65	Step 10	\$ 22.49	Step 10	\$ 24.05	Step 10	\$ 27.83
Step 11	\$ 21.12	Step 11	\$ 23.00	Step 11	\$ 24.59	Step 11	\$ 28.52
Step 12	\$ 21.59	Step 12	\$ 23.51	Step 12	\$ 25.14	Step 12	\$ 29.22
Step 13	\$ 22.06	Step 13	\$ 24.02	Step 13	\$ 25.69	Step 13	\$ 29.91
Step 14	\$ 22.53	Step 14	\$ 24.53	Step 14	\$ 26.23	Step 14	\$ 30.61
Step 15	\$ 23.00	Step 15	\$ 25.04	Step 15	\$ 26.78	Step 15	\$ 31.30

# ATU



# DRUG-FREE WORKPLACE

# **PROGRAM**

**Revised 2006**

## **AMALGAMATED TRANSIT UNION DRUG-FREE WORKPLACE PROGRAM**

## TABLE OF CONTENTS

I.	PURPOSE .....	1
II.	SCOPE .....	2
III.	DRUG-FREE WORKPLACE PROGRAM DISSEMINATION .....	2
IV.	DEFINITIONS.....	3
V.	ALCOHOL USE PROHIBITIONS.....	3
VI.	DRUG USE PROHIBITIONS.....	4
VII.	TESTING .....	6
A.	<i>Reasonable Suspicion Testing</i>	6
B.	<i>Performance Related Accident Testing</i>	8
C.	<i>Return to Duty Testing</i>	8
D.	<i>Position Change Testing</i>	9
E.	<i>Follow-up Testing</i>	9
F.	<i>Routine Fitness for Duty</i>	9
G.	<i>Additional Testing</i>	9
H.	<i>Refusal to Test</i>	9
VIII.	TESTING PROCEDURE .....	10
A.	<i>Tested Substances</i>	10
B.	<i>Designated Laboratory</i>	10
C.	<i>Notification of Prescription Drug Use</i>	10
D.	<i>Testing of Injured Employees</i>	10
E.	<i>Body Specimens</i>	11
F.	<i>Cost of Testing</i>	11
G.	<i>Collection Site, Work Site</i>	11
H.	<i>Collection Site, Work Site, Personnel</i>	12
I.	<i>Testing Laboratory</i>	12
J.	<i>Initial Tests</i>	12
K.	<i>Confirmation Tests</i>	13
IX.	TEST RESULTS (CHEMICAL BREATH ALCOHOL AND DRUG URINE).....	14
A.	<i>Reporting Results</i>	14
B.	<i>Challenges to Test Results</i>	15
C.	<i>Employee Protection</i>	16

X.	EMPLOYEE ASSISTANCE PROGRAM (EAP).....	17
XI.	INVESTIGATION.....	17
XII.	ARREST FOR DRUG-RELATED CRIME .....	18
A.	<i>Notification</i>	18
B.	<i>Arrests</i>	18
XIII.	CONFIDENTIALITY.....	19
XIV.	RECORDS AND TRAINING .....	19
A.	<i>Resource File</i>	19
B.	<i>Individual Test Results</i>	19
C.	<i>General Records of the City</i>	20
D.	<i>Drug Training Program</i>	20



# **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 are applicable to those employees regulated by the United States Department of Transportation, or working as Police Officers and Firefighters. 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.

Florida Statute § 440.101 provides in part that an employee who is injured in the course and scope of his employment and tests positive on a drug or alcohol test may be terminated and shall forfeit his eligibility for medical and indemnity benefits under Florida's Workers' Compensation Law. Refusal to take a drug (urine) or alcohol (breath) test will result in the employee forfeiting his eligibility for medical and indemnity benefits under Florida's Workers' Compensation Law and the employee being subject to dismissal. The City group medical plan excludes benefits for job related injuries. Therefore, if Workers' Compensation benefits are forfeited pursuant to the drug-free workplace program, the employee injured on the job will be without any City provided medical benefits.

Certain components of this program involve utilization of additional techniques and procedures. These additional techniques and procedures, as well as the determination of the employee groups who will be covered by such, are both justified by, and based upon, federal and state statutes, case law, and regulatory findings related to various public sector and private sector employees working in safety-sensitive and "special risk" positions throughout inter- and intrastate commerce. 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. As determined by management, based upon additional information or experience, such additional techniques and procedures (those which are not required by § 440.101-.102 and addenda hereto) may be unilaterally, and without notice, altered, or eliminated from the remainder of this program, and shall not impact this program's continuing compliance

with § 440.101-.102, Fla. Stat. (2002). Except as provided for in this Section I, modifications to the Program authorizing the use of additional testing techniques, testing for additional drugs, or creating additional situations for testing (Section VII) the City will follow any stated requirements for notice to, or discussion with, employees or their agents.

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 are covered by this program and, as a condition of employment, are required to abide by the terms of this program. Supplemental programs for DOT covered employees and Police Officers and Firefighters may also apply. Any employee in doubt as to the requirements or procedures applicable to their situation may contact the City Human Resources Department for information.

## **III. DRUG-FREE WORKPLACE PROGRAM DISSEMINATION**

- A. The City will give 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; that it is a condition of employment to refrain from using nonprescription 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 will be 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. (2002), and the Agency for Health Care Administration, Drug-Free Workplace Standards (59A-24, F.A.C.) 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 Section 440.102(1)(c), Fla. Stat., which defines “drug” as follows:

(c) “Drug” means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph.

## **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. The prohibition of consumption of alcohol upon City property or on duty does not, however, apply to those assignments, premises, or events at which consumption of alcohol is authorized by management. Such authorization does not encourage, sanction, or authorize any individual to consume alcohol in excess to a point of being intoxicated. Therefore, any employee at an event, who in the sole opinion of the Management becomes intoxicated, must refrain from further consumption of alcohol and, upon request by Management, leave the function. Failure to comply with the request constitutes a violation of the program and will subject the employee to disciplinary action.
- 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, or 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 this policy, an employee is presumed to be under the influence of alcohol if a chemical breath alcohol test shows a concentration of alcohol of .04% or higher.
- F. An employee who 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 by Management, if reasonably available. 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 a chemical breath alcohol test will result in further confirmatory breath alcohol testing or disciplinary action, up to and including dismissal.
- H. Efforts to tamper with, or refusal to submit to a chemical breath alcohol test will subject the employee to dismissal.
- 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 nonprescription 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 nonprescription 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 a forensically acceptable positive quantum of proof of drug usage as set forth by federal guidelines as established by the U.S. Department of Transportation.
- D. 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 motor functions shall advise his 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 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 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, 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. Excessive or inappropriate prescribing by the prescriber or prescribers shall NOT constitute a defense for the employee. Prescription medication shall be kept in its original container if such medication is taken during working hours or on City property.

- E. Refusal to submit to or efforts to tamper with a drug test will subject the employee to dismissal.
- F. Except as provided herein, failure to pass a drug test will result in disciplinary action, up to and including dismissal.

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. 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.

Two management representatives shall substantiate and concur in the decision to test said employee, if feasible. Only one management representative need 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). . When chemical breath testing (or other reliable mechanisms 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 breath or urine 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 seven (7) 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 that 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” 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 that 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 twelve 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 twelve months) that warrants a

second or subsequent suspension action may result in a request for a drug test.

- h. Odor: Odor of cannabis or alcohol upon the person.

## **B. Performance Related Accident Testing**

1. In case of a fatality, any employee involved in the accident should be tested for drugs and alcohol.
2. In the case of a vehicular accident, not involving a fatality, the driver should be tested for drugs and alcohol if in the reasonable judgment of investigating public safety officials or supervisory personnel, the driver could not be absolved of any fault for the accident and either or both of the following apply:
  - a. Any vehicle involved in the accident has disabling damage that would prevent the vehicle from continuing in operation without causing additional damage to the vehicle;
  - b. Any person involved in the accident requires medical treatment away from the scene of the accident. An accident may consist of injury to occupants of the bus even if there is no physical damage to the bus.
3. In the case of a non-vehicular accident, not involving a fatality, all employees who could not be absolved from contributing to the accident will be tested for drugs or alcohol if:
  - a. Any person involved in the accident receives medical treatment away from the scene of the accident, or
  - b. The total damage caused by the accident meets or exceeds \$2,500.

## **C. Return to Duty Testing**

An employee who does not pass a chemical breath alcohol or urine drug test may not return to work until meeting at least the following requirements:

1. The employee must pass a drug test administered under this program.
2. The Substance Abuse Professional (SAP) must approve the employee for return to work.



3. The employee must agree to participate in and successfully complete any alcohol or drug evaluation, counseling or rehabilitation program prescribed by the SAP.
4. The employee must agree to submit to periodic, unannounced drug tests for a period of up to 60 months.

**D. Position Change Testing**

Employees moving to a position requiring pre-employment testing, shall be required to successfully pass the pre-employment drug and/or alcohol test required for that position and shall be subject to random testing if required by the position.

**E. Follow-up Testing**

If the employee in the course of employment enters an employee assistance program for drug related problems, or an alcohol and drug rehabilitation program not related to the employee's failure to pass a drug test, the employee shall submit to a drug test prior to return to duty and be cleared for return by the, SAP and, unless otherwise agreed to by the City, submit to drug tests as a follow-up to such program on at least an annual basis for a period of 24 months thereafter, as determined by the City. Advance notice of the follow-up test shall not be given to the employee.

**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.

**G. Additional Testing**

Additional testing may also be conducted as required by applicable state or federal laws, rules, or regulations.

**H. Refusal to Test**

Employees who refuse to submit to a chemical breath alcohol or urine drug test administered in accordance with this program forfeit their eligibility for all workers' compensation medical and indemnity benefits and 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 (e.g., Binhetamine, Desoxyn, Dexedrine, etc.)

Cannabinoids (e.g., marijuana, hashish, etc.)

Cocaine

Phencyclidine (PCP)

Methaqualone (e.g., Quaalude, Parest, Sopor, etc.)

Opiates

Barbiturates (e.g., Phenobarbital, Tuinal, Amytal, etc.)

Benzodiazophines (e.g., Ativan, Azene, Clonopin, Dalmane, Diazepam, Halcion, Librium, Poxipam, Restoril, Serax, Tranxene, Valium, Verstran, Xanax, etc.)

Methadone (e.g., Dolophine, Methadose, etc.)

Propoxyphene (e.g., Darvocet, Darvon N, Dolene, etc.)

### **B. Designated Laboratory**

Because of the potential adverse consequences of positive 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 the Designated Employer Representative (DER) in the Health Services Department..

### **C. Notification of Prescription Drug Use**

Employees will be given an opportunity prior to and 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 in writing or other relevant medical information on a Drug Use Information Form, which information will be furnished to the Medical Review Officer (MRO) in the event of a positive confirmed result. Employees will also be provided with a notice of the most common medications by brand name or common name, as well as the chemical name, that may alter or affect a drug test.

### **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 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. Chemical breath alcohol test will be used for the initial and confirmation test 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. In the case of injured employees, the physician will have the discretion to determine to not draw a blood sample if such would threaten the health of the injured employee or if the employee has a medical condition unrelated to the accident which may preclude the drawing of the necessary quantity of blood for a testing specimen. Under these circumstances, no inference or presumption of intoxication or impairment will be made for the purposes of § 440.101-.102, but 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. An employee will pay the cost of any additional drug test not required by the City.

**G. Collection Site, Work Site**

1. The City will utilize a collection site designated by an approved laboratory that has all necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, 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 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.

#### **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; 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 (EBT) devices, a technician licensed pursuant to federal regulations. In the case of other reliable mechanisms, a management representative who has received training in administering the test and analyzing the results.

#### **I. Testing Laboratory**

1. The laboratory used to analyze initial or confirmation chemical breath or urine specimens will be licensed or certified by the appropriate regulatory agencies to perform such tests.
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 the Agency for Health Care Administration of the U.S. Department of Transportation.
3. The laboratory or Medical Review Officer will provide assistance to the employee for the purpose of interpreting any positive confirmed test results.

#### **J. Initial Tests**

Initial tests will use an immunoassay except for the test for alcohol. 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	1,000ng/mL
Cannabinoids	50ng/mL
Cocaine	300ng/mL
Phencyclidine	25ng/mL
Methaqualone	300ng/mL
Opiates	2,000ng/mL
Barbiturates	300ng/mL
Benzodiazepines	300ng/mL
Synthetic Narcotics:	
Methadone	300ng/ml
Propoxyphene	300ng/ml

#### **K. Confirmation Tests**

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 Agency for Health Care Administration. Chemical breath alcohol testing will be confirmed using an Evidential Breath Testing (EBT) device or an Alcohol Screening Device (ASD). 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 drugs and metabolites. All levels equal to or exceeding the following will be reported as positive:

Alcohol	0.04% concentration
Amphetamines	500ng/mL
Cannabinoids	15ng/mL
Cocaine	150ng/mL
Phencyclidine	25ng/mL
Methaqualone	150ng/mL
Opiates	2,000ng/mL
Barbiturates	150ng/mL
Benzodiazepines	150ng/mL
Synthetic Narcotics:	
Methadone	150ng/mL
Propoxyphene	150ng/mL

## **IX. TEST RESULTS (Chemical Breath Alcohol and Drug Urine)**

### **A. Reporting Results**

1. The laboratory shall disclose to the Medical Review Officer (MRO) a written positive confirmed test result report. The laboratory should report all drug test results (both positive and negative) to the MRO. The name and address of the current MRO is on file with the Manager of Employee Health Services. The MRO is employed by the City and is not an employee of the drug testing laboratory. The collection site will report all positive and negative alcohol results directly to the Designated Employer Representative as soon as the tests are completed.
2. The collection site/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 or for alcohol.
3. The laboratory will transmit drug test results in a timely 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. The MRO will verify that positive and negative test results were properly analyzed and handled according to applicable federal and state laws. 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, verifying 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 of negative results, or (2) contact the employee 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 result. In this latter case, the MRO will follow the procedure set forth in either the Agency for Health Care Administration or D.O.T. rules for providing the employee 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 positive test results. If the MRO after making and documenting all reasonable efforts is unable to contact the employee to discuss positive test results, the MRO will contact a designated management official to arrange for the employee to contact the MRO. The MRO may verify a positive test without having communicated to the employee about the results of the test, if (1) the employee declines the opportunity, or (2) within two days after contacting the designated management official the employee 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 employee immediately being placed on suspension without pay and may result in discharge.

6. Within five (5) working days after the City receives a positive, confirmed and verified test result from the MRO, the City will notify the employee in writing of such test results, the consequences of such results, and the options available to the employee, 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 when signed for, or seven (7) calendar days after mailing, whichever occurs first.
7. The City will, upon request, provide to the employee 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 one (1) year, all confirmed positive specimens. Within this one- (1) year period the City, employee, MRO or Agency for Health Care Administration 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 B3 below) is received, the laboratory may discard the specimen after one (1) year of storage.

## **B. Challenges to Test Results**

1. Within 72 working hours after receiving notice of a positive, confirmed and verified test result from the City or the MRO, the employee may submit information to the City explaining or contesting the test results, stating why the results do not constitute a violation of this program. The

employee will be notified in writing if the explanation or challenge is unsatisfactory to the City. This written explanation will be given to the employee within fifteen (15) days of receipt of the explanation or challenge, and will include why the employee's explanation is unsatisfactory, along with the report of positive result. 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 policies or collective bargaining agreements.
3. When an employee undertakes an administrative or legal challenge to the test results, it shall be the employee'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(s) shall be retained by the laboratory until final disposition of the case or administrative appeal.
4. The 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 Protection**

1. During the 72-hour period after the employee's receipt of the City's written notification of a positive test result, the employee may request that the City have the split sample portion of the specimen retested, at the employee's expense. The retesting must be done at another Agency for Health Care Administration 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 retested, 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.
3. The City will not request or receive from the testing facility any information concerning the personal health, habit or condition of the employee 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, discriminate against, or request or require rehabilitation of an employee on the sole basis of a positive test result that has not been verified by a confirmation test.
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.

## **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. Participation in any evaluation, treatment, or counseling program will be at the employee's expense, unless participation in the particular program is required by the City, or unless the employee is entitled to such benefits under the terms of the City's group health plan or by other available benefits.

## **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.
- C. Preventing a premises/vehicle search or refusing to display personal property for visual inspection will be grounds for 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 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. Notification**

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. (2002). Except for the more immediate notice required under Article V.I. of this program, the employee shall give the required notice within 48 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, or removed from his/her assignment/position. After the preliminary investigation is completed, but in no event later than fifteen (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, or when the information is relevant to the City's 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.

#### **B. Individual Test Results**

1. The MRO and the City's Employee Health Services shall be the sole custodians of individual positive test results.
2. The MRO and the City shall retain the reports of individual positive test results for a period of five (5) 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. 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. At least an annual 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.

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.