

**AGREEMENT BETWEEN THE  
CITY OF GAINESVILLE**

**AND**

**FIRE DISTRICT CHIEFS  
OF THE  
INTERNATIONAL ASSOCIATION  
OF FIRE FIGHTERS  
LOCAL NO. 2157**

**OCTOBER 1, 2014 -- SEPTEMBER 30, 2017**

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## **PREAMBLE**

*THIS AGREEMENT* is entered into by the City of Gainesville hereinafter referred to as the “Employer” or “City” and the Professional Fire Fighters of Gainesville, Local 2157, IAFF, hereinafter referred to as the “Union.” This Agreement has as its purpose the promotion and continued harmonious relationships between the City and the Union.



1 2.4 This Agreement shall remain in full force and effect during the period of  
2 negotiations for a modification of this Agreement.

3 2.5 Except as otherwise expressly provided for herein, the terms of this Agreement  
4 shall be effective beginning with the first full pay period following ratification by  
5 the City Commission.  
6

7 **ARTICLE 3**

8 **UNION SECURITY AND CHECK OFF**  
9

10 3.1 Any and all employees who are eligible for inclusion in the bargaining unit shall  
11 have the right to join or not to join the Union as they individually prefer. It is  
12 agreed that there shall be no discrimination for or against any employee  
13 because of membership in said organization and likewise, no employee shall be  
14 discriminated against for non-membership in the Union.

15 3.2 The City agrees to deduct each payday dues and uniform assessments in an  
16 amount certified to be current by the Secretary-Treasurer of the Local Union  
17 from the pay of those employees and retirees who individually request in writing  
18 that such deductions be made. Remittance shall be made by the City to the  
19 Secretary-Treasurer of the Union. Changes in such deductions will be similarly  
20 certified to the City in writing and shall be done at least thirty (30) days prior to  
21 the effective date of such change. The City's remittance will be deemed correct  
22 if the Union does not give written notice to the City within fourteen (14) calendar  
23 days after the remittance is received, of its belief, with reason(s) stated  
24 therefore, that the remittance is incorrect. This dues authorization may be  
25 revoked by the employee or retiree upon thirty (30) days written notice to the  
26 City and to the Union.

27 3.3 No deduction shall be made from the pay of any employee or retiree for any  
28 payroll period in which the employee's net earnings for that payroll period, after  
29 other deductions, are less than the amount of dues to be checked off.

30 3.4 The Union shall indemnify, defend and hold the City harmless against any and  
31 all claims, demands, suits, or other forms of liability that shall arise out of or by

1 reason of action taken or not taken by the City in reliance upon documents or  
2 cards or other information furnished to the City by the Union in complying with  
3 any of the provisions of this Article. The Union assumes full responsibility for  
4 the disposition of the monies so deducted once they have been turned over to  
5 the Secretary-Treasurer of the Union.

6  
7 **ARTICLE 4**  
8 **NON-DISCRIMINATION**  
9

10 4.1 Employees of the City shall have the right to form, join, and participate in, or to  
11 refrain from forming, joining or participating in any employee organization of  
12 their own choosing. No employee shall be intimidated, restrained, coerced or  
13 discriminated against by either the City or the Union because of the exercise of  
14 these rights.

15 4.2 The City and the Union shall apply the provisions of this Agreement equally to  
16 all employees without discrimination because of age, sex, race, color, religion,  
17 national origin, political affiliation, disability, marital status, or membership or  
18 non-membership in the Union as required by applicable federal or state law. In  
19 addition, the City and the Union shall apply the provisions of this Agreement  
20 equally to all employees without discrimination because of sexual orientation or  
21 gender identity as required by applicable City ordinance or City policy.

22 4.3 Any grievance which alleges that an employee was discriminated against in the  
23 terms and conditions of their employment, because of his or her age, sex, etc.  
24 (the reasons described in 4.2 above), shall be handled in the grievance  
25 procedure only through the third step and shall not be processed through  
26 arbitration.

27 4.4 In interpreting this article, an arbitrator shall have no authority to modify, amend,  
28 ignore, add to, subtract from, or otherwise alter or supplement this agreement or  
29 any part thereof, or make any amendment thereto.  
30  
31

1 **ARTICLE 5**

2 **LIABILITY**

3  
4 5.1 Liability shall be administered in accordance with City of Gainesville Human  
5 Resources Policy number G-4. The City will not substantially modify  
6 application of this policy, as pertains to Fire District Chiefs, unless the union is  
7 provided an opportunity to negotiate in accordance with Chapter 447, Florida  
8 Statutes, concerning the change.  
9

10 **ARTICLE 6**

11 **CONTRACT SAVING CLAUSE**

12  
13 6.1 Should any provision of this Agreement be declared unlawful, unenforceable, or  
14 not in accordance with applicable statutes by a court of competent and final  
15 jurisdiction or by a legislative authority, all other provisions of this Agreement  
16 shall remain in full force and effect for the duration of this Agreement.

17 6.2 Both parties shall meet to re-negotiate said provisions within thirty (30)  
18 calendar days.  
19

20 **ARTICLE 7**

21 **TRANSFER OF DEPARTMENT AGREEMENT**

22  
23 7.1 The City agrees that in the event of a transfer of the Fire Department or its  
24 functions to any other legal entity, all rights and benefits of the transferred  
25 employees guaranteed under this Agreement shall be continued for the term of  
26 this Agreement.  
27



**ARTICLE 8**  
**MANAGEMENT RIGHTS**

1  
2  
3  
4 8.1 It is the right of the Public Employer to determine unilaterally the purposes of  
5 each of its constituent agencies, set standards of services to be offered to the  
6 public, and exercise control and discretion over its organization and operations.

7 8.2 In addition, except as provided in this Agreement, the Union recognizes the sole  
8 and exclusive rights, powers and authority of the Public Employer further  
9 include, but are not limited to, the following: to direct and manage employees of  
10 the City, to hire, promote, transfer, schedule, assign, and retain employees, to  
11 suspend, demote, discharge or take other disciplinary action against employees  
12 for just cause, to relieve employees from duty because of lack of work, funds or  
13 other legitimate reasons, to maintain the efficiency of its operations including the  
14 right to contract and subcontract existing and future work, to determine the  
15 duties to be included in job classifications and the numbers, types and grades of  
16 positions or employees assigned to an organizational unit, department or  
17 project, to assign overtime and to determine the amount of overtime required, to  
18 control and regulate the use of all its equipment and other property, to establish  
19 and require employees to observe all its rules and regulations, and to conduct  
20 performance evaluations. However, the exercise of such rights shall not  
21 preclude the Union from raising grievances should decisions on the above  
22 matters have the practical consequences of violating the terms and conditions  
23 of this Agreement.

24 8.3 If, in the sole discretion of the City Manager it is determined that civil emergency  
25 conditions exist, including but not limited to, riots, civil disorders, severe weather  
26 conditions or similar catastrophes, the provisions of this Agreement may be  
27 suspended by the City Manager during the time of the declared emergency,  
28 provided that wage rates and monetary fringe benefits shall not be suspended.  
29 Should an emergency arise, the Union President shall be advised as soon as  
30 possible of the nature of the emergency.  
31

1 **ARTICLE 9**

2 **PROHIBITION OF STRIKES**

3  
4 9.1 During the term of this Agreement, neither the Union nor its agents or any  
5 employee, for any reason, will authorize, institute, aid, condone, or engage in a  
6 slowdown, work stoppage, strike, or any other interference with the work and  
7 statutory functions or obligations of the Employer. During the term of this  
8 Agreement, the Employer agrees not to lock out any employees covered by this  
9 Agreement.

10 9.2 The Union agrees to notify all Local officers and representatives of their  
11 affirmative obligation and responsibility for maintaining compliance with this  
12 Article, including their responsibility to remain at work during any interruption  
13 which may be caused or initiated by others, and to encourage employees  
14 violating Section 9.1 to return to work, and to firmly undertake all reasonable  
15 means to end such.

16  
17 **ARTICLE 10**

18 **OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY**

19  
20 10.1 Outside Employment or Business Activity shall be administered in accordance  
21 with City of Gainesville Human Resources Policy number E-7. The City will  
22 not substantially modify application of this policy, as pertains to Fire District  
23 Chiefs, unless the union is provided an opportunity to negotiate in accordance  
24 with Chapter 447, Florida Statutes, concerning the change.

1 **ARTICLE 11**

2 **TOBACCO USE PROHIBITION**

3  
4 11.1 The Surgeon General of the United States has determined that the use of  
5 tobacco products, particularly cigarettes, contributes to the development of a  
6 number of heart and lung diseases.

7 The State of Florida enacted a presumptive law which treats certain conditions,  
8 such as heart disease, hardening of the arteries and hypertension as work  
9 related.

10 Due to the documented effects of tobacco use and the special hazards and  
11 exposures associated with the occupation of firefighting, the City and Union  
12 agreed to the following:

- 13 1. Individuals promoted to the rank of Fire District Chief after October 1,  
14 1999 are prohibited from using tobacco products.
- 15 2. The Union agrees that this policy itself will not be grieved.
- 16 3. The City agrees to provide courses to stop the use of tobacco for those  
17 employees wishing to quit tobacco use.

18  
19 **ARTICLE 12**

20 **EMPLOYEE ASSISTANCE PROGRAM**

21  
22 12.1 Employee Assistance shall be administered in accordance with City of  
23 Gainesville Human Resources Policy number B-2. The City will not  
24 substantially modify application of this policy, as pertains to Fire District  
25 Chiefs, unless the union is provided an opportunity to negotiate in accordance  
26 with Chapter 447, Florida Statutes, concerning the change.

1 **ARTICLE 13**

2 **DISCHARGE AND DISCIPLINE**

3  
4 13.1 Employer reserves the right to discipline or discharge any employee for just  
5 cause. It is understood by the parties that employees are subject to all  
6 applicable rules and regulations of the City and the Fire Department.

7 13.2 Any official written reprimand shall be furnished to the employee outlining the  
8 reason for the reprimand. The employee will be requested to sign the  
9 statement; however, signature does not necessarily imply agreement. If the  
10 employee refuses to sign, this refusal shall be noted and placed in the  
11 employee's personnel file. Whenever possible, the City will make every effort to  
12 reprimand an employee in a private manner so as to avoid embarrassing the  
13 employee.

14 13.3 Disciplinary actions involving discharge, demotion and suspension with loss of  
15 pay may be subject to the grievance provisions of this Agreement. Written  
16 Instruction and Cautioning (Employee Notices) are subject to the grievance  
17 provisions of this Agreement. Written and verbal warnings (memorandums) are  
18 not subject to the grievance provisions of this Agreement, and are not placed in  
19 personnel files at the Human Resources Department. Such warnings are not to  
20 be considered a "first offense" under City Human Resources Policy E-3.

21 13.4 Any discharged employee who has completed his/her probationary period shall  
22 have the right to appeal said discharge directly to the third step of the grievance  
23 procedure provided such appeal is made within seven (7) calendar days from  
24 the effective date of such action.

25 13.5 The discharge or layoff of probationary employees on initial hire or rehire shall  
26 not be subject to the grievance procedure of this Agreement.

27 13.6 Any employee, upon request, shall be entitled to Union representation at  
28 disciplinary interviews or conferences, in accordance with law.

29 13.7 Any oral or written warning in an employee's file shall not be considered in any  
30 subsequent disciplinary actions after eighteen (18) months from the date of

1 issue provided there have been no further violations of a similar nature by the  
2 same employee during this period.

3 13.8 When imposing incremental discipline, the Fire Chief will not use prior  
4 disciplinary action for infractions of the same rule that have occurred more than  
5 eighteen (18) months prior to the date of the current violation under  
6 consideration.

7 13.9 However, the above 13.7 and 13.8 may be considered as part of the overall  
8 disciplinary record when used as justification for discharge.

9 13.10 All investigations of bargaining unit personnel shall adhere to Firefighter Bill of  
10 Rights.

## 11 **ARTICLE 14**

### 12 **GRIEVANCE PROCEDURE**

13  
14 14.1 A grievance is defined as a claim reasonably and suitably founded concerning  
15 the alleged violation of the interpretation and application of the express  
16 provisions of this Agreement.

17 14.2 Rules for Grievance Processing:

18 It is agreed:

19 A. A grievance must be brought forward within six (6) days after the  
20 employee, through use of reasonable diligence, should have obtained  
21 knowledge of the occurrence of the event giving rise to the grievance.

22 B. Time limits at any stage of the grievance procedure may be extended  
23 by the written mutual agreement of the parties involved at that step.

24 C. A grievance not advanced to the higher step within the time limit  
25 provided shall be deemed permanently withdrawn and as having been  
26 settled on the basis of the decision most recently given. Failure on the  
27 part of the Employer's representative to answer within the time limit set  
28 forth in any step will entitle the employee to proceed to the next step.

29 D. In computing time limits under this Article, Saturdays, Sundays and City  
30 Designated Holidays in this Agreement shall not be counted.

1 E. When a grievance is reduced to writing, there shall be set forth in the  
2 space provided on the grievance form provided by the Employer all of  
3 the following:

4 (1) A complete statement of the grievance and facts upon which  
5 it is based;

6 (2) The section or sections of this Agreement claimed to have  
7 been violated; and

8 (3) The remedy or correction requested.

9 F. An employee, upon request, shall be entitled to Union representation in  
10 accordance with the provisions of this Agreement at each and every  
11 step of the grievance procedure set forth in this Agreement. This shall  
12 not be construed as requiring the Union to represent a non-member.

13 G. Employees will follow all written and verbal directives, even if such  
14 directives are allegedly in conflict with the provisions of this Agreement.  
15 Compliance with such directives will not in any way prejudice the  
16 employee's right to file a grievance within the time limits contained  
17 herein nor shall compliance affect the ultimate resolution of the  
18 grievance. No employee or groups of employees may refuse to follow  
19 directions pending the outcome of a grievance.

20 14.3 Any grievance filed shall systematically follow the grievance procedure as  
21 outlined herein and shall adequately set forth the facts pertaining to the alleged  
22 violation:

23 STEP ONE: An employee who has a grievance may, with or without  
24 Union representation, submit it in writing to the immediate  
25 supervisor. The immediate supervisor shall hold a meeting  
26 within six (6) days of receipt of the grievance and give a  
27 written response to the employee within six (6) days after  
28 holding such meeting. The aggrieved employee, upon  
29 his/her request, may be accompanied at this meeting, by the  
30 Union representative. A grievance which involves a  
31 disciplinary action authorized by the Fire Chief may be

1 appealed directly to the second step of the grievance  
2 procedure.

3 STEP TWO: If the Grievance is not settled at Step 1, the aggrieved  
4 employee or the Union may submit a written appeal to the  
5 Fire Chief within six (6) days after the Step 1 answer was  
6 due and shall be signed by the employee. The Fire Chief or  
7 designee shall hold a meeting within six (6) days of receipt  
8 of the request and give a written response to the employee  
9 and the Union within six (6) days after holding such meeting.

10 STEP THREE: If the appeal is not settled at Step 2, the aggrieved  
11 employee or the Union may submit a written appeal to the  
12 City Manager within six (6) days after the Step 2 answer was  
13 due and shall be signed by the employee and the Union  
14 representative. The City Manager or designee shall hold a  
15 meeting within six (6) days of receipt of the request and give  
16 a written response to the employee and the Union within six  
17 (6) days after holding such meeting.

18 14.4 If the grievance is not settled in accordance with the foregoing procedure, the  
19 Union may request arbitration by serving written notice of intent to appeal on  
20 the Human Resources Director within ten (10) days after receipt of the City's  
21 response in Step 3. A copy is to be provided to the Office of the City  
22 Manager. The written notice shall include a copy of the previous grievance  
23 which must state the facts of the case and list the article(s) and the section(s)  
24 of such article(s) of this contract alleged to have been violated. If the  
25 grievance is not appealed to arbitration within said ten (10) days, the City's  
26 Step 3 answer shall be final and binding.

27 14.5 Within ten (10) calendar days after receipt of the request for arbitration, the  
28 party requesting arbitration shall complete a "Request For Arbitration Panel  
29 Form" and submit it along with a check for one-half (½) the cost of the panel  
30 to the Human Resources Director who shall sign and submit it to the Federal  
31 Mediation and Conciliation Service (FMCS). The panel shall be for seven (7)

1 arbitrators; unless the parties can mutually agree on an arbitrator to hear the  
2 grievance. This panel shall consist of arbitrators residing in Florida unless the  
3 parties agree otherwise. If the party requesting arbitration does not submit a  
4 "Request For Arbitration Panel Form" to the Human Resources Director within  
5 said ten (10) calendar days, the answer at the previous step shall be binding.

6 14.6 Within ten (10) calendar days after receipt of the list, the Union shall notify the  
7 Human Resources Director in writing requesting a date and time to meet and  
8 alternately cross out names on the list. Failure of the Union to notify the  
9 Human Resources Director in writing within the ten (10) calendar days of  
10 receipt of the list shall result in the City's Step 3 answer being final and  
11 binding.

12 14.7 Both the City and the Union shall have the right to alternately strike names  
13 from the panel list. In all cases the party requesting arbitration shall cross out  
14 the first name. The remaining person shall be the arbitrator. FMCS shall be  
15 notified of the selection, following instructions on the FMCS form, within ten  
16 (10) days of the selection being made. The arbitrator shall be notified of  
17 his/her selection, following instructions from FMCS, within ten (10) days of  
18 receiving those instructions, by a joint letter from the City and the Union  
19 requesting that he/she set a time and place, subject to the availability of the  
20 City and Union representatives. A copy of this article shall be included.

21 14.8 The arbitration shall be conducted under the Rules of the FMCS unless  
22 otherwise covered in this agreement. The arbitrator shall have no authority to  
23 modify, amend, ignore, add to, subtract from or otherwise alter or supplement  
24 this Agreement or any part thereof or make any amendment thereto. The  
25 arbitrator shall consider and decide only the specific issue(s) submitted to  
26 him/her in writing by the City and the Union and shall have no authority to  
27 consider or rule upon any matter which is stated in this Agreement not to be  
28 subject to the arbitration, which is not a grievance as defined in Section 14.1,  
29 or which is not specifically covered by this Agreement. The arbitrator may not  
30 issue declaratory or advisory opinions and shall be confined exclusively to the  
31 question which is presented to him/her, which question must be actual and



1 existing. The arbitrator shall submit in writing his/her decision within thirty (30)  
2 days following the close of the hearing or the submission of briefs by the  
3 parties, whichever is later, provided that the parties may mutually agree in  
4 writing to extend said limitation. Consistent with this section, the decision of  
5 the arbitrator shall be final and binding.

6 14.9 The expense of arbitration, including the cost of the arbitration panel from  
7 FMCS and the compensation expenses of the arbitrator, shall be shared  
8 equally by the parties to the arbitration.

9 14.10 Each party shall be responsible for the expense or expenses of any witness or  
10 witnesses it calls.

11 14.11 The cost of any transcript shall be borne solely by the party requesting it.  
12

### 13 **ARTICLE 15**

#### 14 **HEALTH AND SAFETY**

15  
16 15.1 Employees covered by this Agreement are expected to demonstrate the  
17 Department's commitment to a physically fit work force. The City agrees to  
18 allow up to one (1) hour per shift for employees working an average fifty-two  
19 (52) hour schedule and up to three (3) hours per week for employees working  
20 a forty (40) hour per week schedule for the purpose of maintaining physical  
21 fitness.

22 15.2 It is agreed by the City and the Union to adopt as its physical fitness program  
23 the IAFF/IAFC Fire Service Joint Labor-Management Wellness-Fitness  
24 Initiative (WFI) third edition copyright © 1997,1999, 2008, except for the  
25 reference to the annual physician physical examination which will be replaced  
26 by the current City practice as listed in Attachment I.

27 15.3 Employees covered by this Agreement agree that the Department Physical  
28 Fitness Committee sets the requirements not addressed by the WFI and  
29 agree to comply with the requirements set forth by the Department Physical  
30 Fitness Committee and such requirements must be approved by the

1 Department. Employees are eligible for an annual physical fitness incentive  
2 award as determined by the Department's Physical Fitness Committee.

3  
4 **ARTICLE 16**

5 **DRUG-FREE WORKPLACE**

6  
7 16.1 The City and the Union recognize that substance abuse in our nation and our  
8 community exacts staggering costs in both human and economic terms.  
9 Substance abuse can be reasonably expected to produce impaired job  
10 performance, lost productivity, absenteeism, accidents, wasted materials,  
11 lowered morale, rising health care costs, and diminished interpersonal  
12 relationship skills. The City and the Union share a commitment to solve this  
13 problem and to create and maintain a drug-free work place.

14 16.2 The parties have agreed that the Drug-Free Workplace program shall be  
15 administered in accordance with City of Gainesville Drug-Free Workplace  
16 Program (see attached Addendum "D" to the City of Gainesville Drug-Free  
17 Workplace Program titled "International Association of Fire Fighters.") The  
18 City will not substantially modify application of this policy, as pertains to Fire  
19 District Chiefs, unless the union is provided an opportunity to negotiate in  
20 accordance with Chapter 447, Florida Statutes, concerning the change.

21  
22 **ARTICLE 17**

23 **PROMOTION**

24  
25 17.1 The promotional probationary period shall be for one (1) year. When a  
26 member covered by this Agreement has been promoted or appointed, but fails  
27 to successfully complete the probationary period, he/she shall revert to the  
28 position of his/her former classification.

29 17.2 The Fire Chief will consider GFR Lieutenants as candidates for the position of  
30 District Chief prior to a decision to seek candidates from outside the

1 department. It is recognized and agreed that this decision and the selection  
2 process is at the sole discretion of the Fire Chief.

3  
4 **ARTICLE 18**  
5 **PERSONNEL REDUCTION**  
6

7 18 .1 Personnel reduction and layoff shall be administered in accordance with City  
8 of Gainesville Human Resources Policy number 23. The City will not  
9 substantially modify application of this policy, as pertains to Fire District  
10 Chiefs, unless the union is provided an opportunity to negotiate in accordance  
11 with Chapter 447, Florida Statutes, concerning the change.  
12

13 **ARTICLE 19**  
14 **UNION ACTIVITY AND BUSINESS**  
15

16 19.1 Solicitation and/or other Union business of any and all kinds shall not be  
17 engaged in during working hours of any employee. In addition, the Union, its  
18 members, agents, representatives, or any persons acting on their behalf are  
19 also prohibited from distributing literature during working hours in areas where  
20 the actual work of public employees is performed. This section shall not  
21 prohibit the distribution of literature during the employee's lunch hour, after  
22 5:00 p.m., or in such areas not specifically devoted to the performance of the  
23 employee's official duties.

24 19.2 Members covered by this agreement shall be allowed to use Union Time Pool  
25 hours in increments of at least one (1) hour for the purpose of union business.  
26 Employees who are members of Local 2157 may be granted time off up to a  
27 maximum of three (3) (includes both bargaining units) in any one instance by  
28 the Fire Chief or designee to attend to union business without loss of straight-  
29 time pay or benefits by using Union pool time. However, only one (1) member  
30 covered by this agreement may be allowed time off. For Union pool time to be  
31 granted:

- 1           A.    A written request for use of union pool time is submitted to the  
2           employees' immediate supervisor in advance of time off. It is further  
3           provided, however, that two weeks' notice must be given in order to use  
4           pool time to attend annual meetings.
- 5           B.    The Fire Chief or designee shall have the right to restrict the number of  
6           persons off for Union time or to revoke previously authorized Union time  
7           except for two (includes both bargaining units) individuals when an  
8           emergency condition exists or such time off from regular assignments  
9           would create a clear and present danger to public safety.
- 10   19.3    It shall be the Union's responsibility to supply to the City a Union Time Pool  
11           Authorization form, which includes the name of the employee and the hours of  
12           vacation time donated by the employee to the pool. The form must be signed  
13           by the employee donating time. Time donation may be made each April 1 and  
14           October 1 and shall be in increments of not less than two (2) hours nor more  
15           than forty-eight (48) hours. A written request for the use of Time Pool is to be  
16           submitted to the employee's supervisor in advance to use time off. Charges  
17           against the Union Time Pool shall only be made when approved by the  
18           President or Secretary-Treasurer of the Union.
- 19   19.4    A record of all time donated and drawn against the Union Time Pool shall be  
20           kept by the Fire Department and the Union. The Union shall indemnify, defend,  
21           and hold the City harmless against any and all claims made and against any  
22           suits instituted against the City on account of the City complying with any of the  
23           provisions of this Article.
- 24   19.5    If the Union Pool Time becomes depleted, anyone engaging in Union activities  
25           during working hours shall do so without pay, unless otherwise provided for in  
26           this agreement.
- 27  
28

1 **ARTICLE 20**  
2 **PENSIONS**

- 3  
4 20.1 The City proposes to incorporate Chapter 2, Article VII, Division 8, of the City of  
5 Gainesville Code of Ordinances, as amended, in the Agreement by reference.  
6 20.2 Either party may reopen this Article for negotiations at any time during the  
7 month of October of each contract year.  
8

9 **ARTICLE 21**  
10 **HOSPITALIZATION AND LIFE INSURANCE**

- 11  
12 21.1 Premium increases shall be shared equally by the employee and the  
13 employer; provided that the employee shall not pay more than twenty percent  
14 (20%) of the total premium for "Employee Only" coverage. Part-time  
15 employees shall pay bi-weekly for Health insurance on a three-quarter ( $\frac{3}{4}$ ) or  
16 one-half ( $\frac{1}{2}$ ) time based upon the budgeted level of their part-time position.  
17 21.2 The City, during the term of this Agreement, will pay one hundred percent  
18 (100%) of the premium cost for life insurance.  
19

20 **ARTICLE 22**  
21 **UNIFORMS, PROTECTIVE CLOTHING, AND EQUIPMENT**

- 22  
23 22.1 The City shall provide the employees covered by this Agreement with all  
24 uniforms, protective clothing, and equipment as required by the Department.  
25 22.2 The City shall replace all items as necessary, except when the item is  
26 damaged or lost as a result of the employee's negligence. The employee  
27 upon request by the City, shall turn in items to be replaced when replacements  
28 are issued.  
29 22.3 To maintain uniforms in a clean and presentable manner, the City during the  
30 term of this Agreement (October 1, 2014 – September 30, 2017) shall allot to

1 each employee during each year of the Agreement, an annual amount of  
2 \$560.00 to be paid on a bi-weekly basis.

3  
4 **ARTICLE 23**

5 **TUITION REIMBURSEMENT**

6  
7 23.1 Tuition Reimbursement shall be administered in accordance with City of  
8 Gainesville Human Resources Policy number B-1, which was revised on  
9 4/3/14. The City will not substantially modify application of this policy, as  
10 pertains to Fire District Chiefs, unless the union is provided an opportunity to  
11 negotiate in accordance with Chapter 447, Florida Statutes, concerning the  
12 change.

13  
14 **ARTICLE 24**

15 **HOLIDAYS**

16  
17 24.1 The City observes the following paid holidays but reserves the right to schedule  
18 work on these days if City business demands.

19 A. Holidays Observed by 40-hour Employees:

20	New Year's Day	January observance date
21	Martin Luther King, Jr.'s	January observance date
22	Birthday	
23	Memorial Day	Last Monday in May
24	Independence Day	July observance date
25	Labor Day	First Monday in September
26	Veterans' Day	November observance date
27	Thanksgiving Day	Fourth Thursday in November
28	Day after Thanksgiving	Friday after Thanksgiving
29	Christmas Eve or Day after Christmas	December observance date*
30	Christmas Day	December observance date

1 \*Union President shall notify the City no later than February 1<sup>st</sup> each year which  
2 day will be observed as the holiday.

3 B. Holidays Observed by 52-hour Employees:

4	New Year's Day	January 1*
5	Martin Luther King, Jr.'s	January 15*
6	Birthday	
7	Memorial Day	Last Monday in May
8	Independence Day	July 4*
9	Labor Day	First Monday in September
10	Veterans' Day	November 11*
11	Thanksgiving Day	Fourth Thursday in November
12	Day after Thanksgiving	Friday after Thanksgiving
13	Christmas Day	December 25
14	Day after Christmas	December 26
15	Easter	First Monday after Easter Sunday
16	One Additional Holiday	Mutually agreed upon by the
17		Parties

18  
19 \*Whenever the actual holiday falls on a Saturday, it will be observed the Friday  
20 before; whenever the actual holiday falls on a Sunday, it will be observed the  
21 Monday after.

22  
23 24.2 Holiday Policy (for 40-hour employees only):

24 All regular full-time 40-hour employees are entitled to the above paid holidays  
25 as listed in paragraph 24.1 A. Regular part-time employees earn holiday leave  
26 proportionate to their work schedule.

27 Whenever any of the above listed holidays fall on a Sunday (or Monday for  
28 employees whose regular day off is Monday), the following workday shall be  
29 observed as the official holiday; whenever any of the listed holidays occur on a  
30 Saturday (or Friday for employees whose regular day off is Friday), the  
31 preceding workday shall be observed as the official holiday. In such cases, the  
32 day on which the holiday is observed shall be considered to be the paid holiday  
33 and not the regular day.

34 24.3 Holiday Eligibility Requirement (for 40-hour employees only):

1 A) Forty-hour employees shall be paid or granted time off for holidays,  
2 according to their election under Article 32.4. A 40-hour employee who elects  
3 time off shall receive eight (8) hours pay at his/her regular straight time hourly  
4 rate of pay for the holiday; provided, in order to be eligible for a paid holiday, an  
5 employee must be in pay status for a full day on his/her assigned workdays  
6 immediately before and after the day on which the holiday is observed.

7 24.4 Employee's Sickness (for 40-hour employees only):

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

10 24.5 A) Twenty-four hour shift employees shall be paid or granted time off at the  
11 rate of ten (10) hours per day for each holiday. Such employees may  
12 elect, prior to September 15 of each year, to either receive holiday pay  
13 during the year or to receive one hundred-twenty (120) hours of holiday  
14 time. Those employees choosing time off shall be credited on October 1  
15 with 120 hours added to their annual leave.

16 B) The Union shall furnish the City with a proper list, indicating those  
17 employees choosing pay or time off, before September 15 or holiday  
18 time will not be granted.

19 24.6 Upon termination of employment, the employee shall be required to  
20 reimburse the City (have deducted from his/her final paycheck) a pro rata  
21 portion of used holiday time, if applicable. (Example: employee uses all 120  
22 hours by March 30 and resigns as of that date, a deduction of 60 hours will  
23 be made from his/her final paycheck.)

24 24.7 Unauthorized failure to report for work on a holiday after having been  
25 scheduled to work on such holiday shall be Just Cause for denial of holiday  
26 pay.

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1 **ARTICLE 25**

2 **VACATION/ANNUAL LEAVE**

3  
4 25.1 All regular full-time employees are eligible to earn annual leave. Regular part-  
5 time employees earn annual leave proportionate to their work schedule.

6 25.2 Annual leave may be used for the following reasons:

- 7 A. Vacation.
- 8 B. For absence due to serious illness of a member of an employee's family.
- 9 C. For absence due to death of a person other than a member of  
10 employee's immediate family (as defined in Human Resources Policy  
11 Number L-2).
- 12 D. Religious holidays other than those designated as City holidays.
- 13 E. Absences to transact personal business which cannot be conducted on  
14 an employee's own time.
- 15 F. For absence due to sickness or disability when other appropriate leave is  
16 not available. (Employee may request the Department Head to allow  
17 him/her to remain on full pay for the period which can be covered by the  
18 vacation leave balance when pro-rated with the amount being paid by  
19 workers' compensation.)

20 25.3 Employees shall accrue vacation (annual leave) based on their leave  
21 progression date and shall be limited to the following:

22 40 Hour Employees

23 <u>Length of Service</u>	24 <u>Rate of Accrual Per Pay Period</u>
25 1 to 5 years 26 (1 mo. thru 59 mos.)	3 Hrs. 42 Mins.
27 28 5 to 10 years 29 (60 mos. thru 119 mos.)	4 Hrs. 19 Mins.
30 31 10 to 15 years 32 (120 mos. thru 179 mos.)	5 Hrs. 14 Mins.
33 34 15 to 20 years 35 (180 mos. thru 239 mos.)	5 Hrs. 51 Mins.

1  
2 20 to 25 years 7 Hrs. 5 Mins.  
3 (240 mos. thru 299 mos.)  
4

5 25 years or more 7 Hrs. 24 Mins.  
6 (300 mos. or more)  
7

8 52 Hour Employees

9	10	11	12
	<u>Length of Service</u>	<u>Rate of Accrual</u> <u>Per Year</u>	<u>Annual Leave</u> <u>Hours Earned</u>
11	1 to 5 years	5 shifts	120
12	(1 mo. thru 59 mos.)		
13	5 to 10 years	6 shifts	144
14	(60 mos. thru 119 mos.)		
16	10 to 15 years	7 shifts	168
17	(120 mos. thru 179 mos.)		
19	15 to 20 years	8 shifts	192
20	(180 mos. thru 239 mos.)		
22	20 years or more	10 shifts	240
23	(240 months or more)		

25 Vacation (annual leave) shall continue to accrue during periods of absence in  
26 which the employee is in pay status.

27 Time on leave of absence without pay shall not be included in length of service  
28 toward annual leave except for time on an approved military leave of absence  
29 without pay.

30  
31 25.4 Paid vacation (annual leave) may not be taken during the initial six (6) months  
32 of employment or re-employment. After this initial six (6) month period,  
33 vacation leave may be taken with Department Head approval and chargeable  
34 in quantities of not less than two (2) hours except as provided for under Family  
35 and Medical Leave Act (FMLA).

36 25.5 The maximum number of vacation hours allowed to be accrued is as follows:

37	38	39	40	41	42
<u>Scheduled Hours</u>	<u>One-Five</u>	<u>Five-Ten</u>	<u>Ten-Twenty</u>	<u>Twenty or</u>	
<u>Per Week</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>More Years</u>	

1	40	160	192	240	240
2	52	292	348	404	460

3 Employees will not be entitled to accrue additional vacation time once they  
4 have reached the maximum allowed them based on their scheduled hours per  
5 week. Employees with vacation balances above the maximum allowed as of  
6 the anniversary of their adjusted service date (leave progression date or date of  
7 regular employment with the city, whichever is later) shall have their balances  
8 reduced to the maximum allowed during the pay period in which the  
9 anniversary of their adjusted service date occurs. Any sick leave incentive time  
10 awarded will be added to the vacation (annual leave) balance after the  
11 maximum hours have been adjusted.

12 However, the City Manager shall be allowed to waive this policy for short  
13 periods of time in necessary and unusual circumstances.

14 25.6 Should a holiday occur during an employee's vacation, that day shall be  
15 charged as a holiday (for 40-hour employees only).

16 25.7 Employees shall not be paid for vacation leave earned in lieu of taking a  
17 vacation. The only time employees may be paid for earned vacation leave is  
18 upon termination, or upon entry into a Deferred Retirement Option Plan  
19 (DROP).

20 25.8 Vacation leave shall not be granted in advance of being earned. If an  
21 employee has insufficient leave credit to cover a period of absence, the  
22 employee shall be in a no pay status.

23 25.9 Employees who are transferred from one department to another shall have  
24 their vacation (annual leave) credits transferred with them.

25 25.10 Upon termination of employment the employee shall be entitled to  
26 compensation for any earned but unused vacation (annual leave) to his/her  
27 credit at the time of termination at the employee's normal base rate of pay at  
28 the time of termination. The official termination date shall be the last day of  
29 active employment and shall not be extended due to payment for unused  
30 vacation (annual leave) time. This does not apply to employees having less  
31 than six (6) months of service.

1  
2 All employees who elect to participate in a regular DROP will have the one-  
3 time option, with the election to enter the DROP, of retaining all or a portion  
4 of their vacation balance to be used during participation in the DROP, or  
5 receiving, at that time, compensation for some or all of the balance. In the  
6 case of a reverse DROP, members may utilize the lesser of the vacation  
7 balance in existence on the effective date of commencement of participation  
8 or the balance in existence ninety (90) days after declaration of intention to  
9 enter the reverse DROP.

10 **ARTICLE 26**

11 **SICK LEAVE**

12  
13 26.1 Sick Leave shall be administered in accordance with City of Gainesville  
14 Human Resources Policy number L-4 except as designated in the following  
15 paragraphs.

16 26.2 Accrual Rate:

17 Employees shall accrue sick leave based on their employment date or leave  
18 progression date whichever is appropriate:

<u>Scheduled Hours Per Week</u>	<u>Rate of Accrual Hours Per Month</u>
52	12
40	8

23 Sick leave shall continue to accrue during periods of absence on which the  
24 employee is in pay status.

25 26.3 Any sick leave appearing on the employee's record in the Human Resources  
26 Department that is accrued and unused on December 31, 2013 shall be  
27 converted to additional service credit for determining pension benefits, except  
28 as provided below. Each such day of unused sick leave shall be converted to  
29 one (1) full day of additional employment or service credit.  
30

1 For service earned by members on or after January 1, 2014, no additional  
2 months of service shall be credited for unused sick leave earned on or after  
3 January 1, 2014. In calculating credited service on or after January 1, 2014,  
4 the lesser number of months between the additional months of service  
5 credited for unused sick leave earned on or before December 31, 2013, and  
6 months of unused sick leave available to members at the time of their  
7 retirement shall be used.

8  
9 Upon entering into the Deferred Retirement Option Plan (DROP), employees  
10 may elect to apply unused sick leave hours accrued as of December 31, 2013  
11 to pension service credit and/or to retain some or all of their unused sick leave  
12 for use during their employment while participating in the DROP. Any unused  
13 sick leave remaining at the expiration of the DROP participation or period will  
14 be forfeited.

15  
16 **ARTICLE 27**  
17 **BEREAVEMENT LEAVE**

18  
19 27.1 In the event of death in an employee's immediate family, he/she shall be  
20 granted leave for five (5) calendar days (no less than one (1) or more than two  
21 (2) work days for 52-hour employees and not less than three (3) or more than  
22 four (4) work days for 40-hour employees shall be used as paid Bereavement  
23 Leave at the Fire Chief's discretion). The Fire Chief or designee may grant  
24 additional leave as appropriate.

25  
26 All other time in addition to bereavement leave as described above and any  
27 bereavement leave granted in the event of the death of a relative, other than  
28 those in the immediate family, shall be charged to Sick Leave or Annual Leave  
29 (Vacation) for immediate family and Annual Leave (Vacation) for all others. The  
30 employees shall be required to furnish to the Public Employer such information  
31 as may be requested for the proper administration of this Article.

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- 27.2 For the purpose of this Article, the following relationships shall be considered immediate family: the employee's father, mother, foster parent, brother, sister, spouse, certified or registered domestic partner, current father-in-law, father of current certified or registered domestic partner, current mother-in-law, mother of current certified or registered domestic partner, natural grandparents and children holding the following relationships with the employee, the employee's spouse, or the employee's current certified or registered domestic partner natural, adopted, or stepchild(ren), or a child for whom the person has been appointed legal guardian or legal custodian.
- 27.3 Employees taking Bereavement Leave shall be compensated at their regular straight time hourly rate of pay as set forth on the applicable salary schedule for the time off work.
- 27.4 Bereavement leave must be taken within 5 days of the death or funeral.

**ARTICLE 28**  
**TRADE TIME**

- 28.1 Upon prior approval of the Fire Chief or his designee, an employee may agree with another employee, who is of equal classification to work in place of said other employee during that employee's scheduled work assignment, subject to the following:
  - A) The City shall compensate the employee who was scheduled to work in the amount he would have earned had he worked and shall in no manner be liable for any wage for the hours worked by the substitute employee.
  - B) The hours worked by the substitute employee shall not be considered hours worked by or paid for to the substitute employee.
  - C) The request for the exchange of time form will be signed by the appropriate parties in advance. However, extenuating circumstances, which prevent the exchange of the time form from being signed by the

1 appropriate parties in advance, will be given due consideration by the  
2 employee's immediate supervisor.

3 D) When the exchange of time form is signed in advance, the substitute  
4 employee is responsible for reporting to duty.

5 E) When the exchange of time form is not signed in advance, the  
6 employee originally scheduled to work is responsible for reporting to  
7 duty.

8 F) An employee substituting for another employee will not be eligible for  
9 vacation during the period of any portion thereof of the substitution  
10 unless waived by the Deputy Chief.

11 G) An employee substituting for another employee will be eligible for sick  
12 leave during the period of any portion thereof, of the substitution.  
13 Verification of illness may be requested by the Fire Chief.

14 28.2 No grievance may be filed by an employee or the Union alleging that the City  
15 has any contractual liability for wages resulting directly or indirectly from the  
16 application of this Article other than to compensate the employee originally  
17 scheduled to work for those hours in an amount equal to what he would have  
18 earned had he worked.

19  
20 **ARTICLE 29**

21 **JURY DUTY**

22  
23 29.1 Jury Duty shall be administered in accordance with City of Gainesville Human  
24 Resources Policy number L-2. The City will not substantially modify  
25 application of this policy, as pertains to Fire District Chiefs, unless the union is  
26 provided an opportunity to negotiate in accordance with Chapter 447, Florida  
27 Statutes, concerning the change.

1 **ARTICLE 30**  
2 **LEAVE WITHOUT PAY**

3  
4 30.1 Leave Without Pay shall be administered in accordance with City of  
5 Gainesville Human Resources Policy number L-5. The City will not  
6 substantially modify application of this policy, as pertains to Fire District  
7 Chiefs, unless the union is provided an opportunity to negotiate in accordance  
8 with Chapter 447, Florida Statutes, concerning the change.  
9

10 **ARTICLE 31**  
11 **MILITARY LEAVE**

12  
13 31.1 The City will grant a leave of absence to any regular employee called to active  
14 military service or state active duty in accordance with applicable law.

15 31.2 Reserve or Guard Annual Training:

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

23 The military leave of absence under this paragraph in no way affects his/her  
24 annual vacation leave.

25 31.3 Reserve or Guard Active Military Service (not annual training):

26 The City shall grant a military leave of absence to any employee called to active  
27 military service (not annual training) or State active duty with the National  
28 Guard, or a military reserve unit of the United States. For the purpose of active  
29 military service (not annual training) or State active duty, the first thirty (30)  
30 calendar days of any such leave of absence shall be with full pay from the City.  
31



- 1 31.4 Request for Military Leave:  
2 The employee shall be required to submit a copy of orders or statements from  
3 the appropriate military commander as evidence of such duty to the Fire Chief.  
4 The orders or statement must be attached to a Personnel Action Record  
5 requesting military leave. The request must be sent to the Human Resources  
6 Department well in advance of the scheduled date of departure for proper  
7 approval for military leave of absence.
- 8 31.5 An employee attending evening or weekend military training which conflicts with  
9 his work schedule shall be granted time off without pay for the purpose of  
10 attending the military training or may use trade times without their counting  
11 against the allowable total.
- 12 31.6 Military Leave Without Pay:  
13 An employee ordered to active duty for emergency situations in excess of the  
14 time allowed for in paragraphs 31.2 and 31.4, shall be granted time off without  
15 pay or he/she may elect to use earned vacation leave, which shall not constitute  
16 a break in continuous service. Vacation leave will not be required prior to  
17 allowing leave without pay.
- 18 31.7 In all cases the employee shall be granted benefits as afforded by law.

19  
20 **ARTICLE 32**  
21 **WAGES**  
22

- 23 32.1 A. Effective the first full pay period in October 2014, the range maximum  
24 shall be increased by three percent (3%). Effective the first full pay period  
25 in January, 2016, employees covered by this Agreement being paid a  
26 base pay rate within the pay range of their appropriate classification, who  
27 receive an overall performance rating of Meets Expectations, Exceeds  
28 Expectations, or Exceptional Performance for the fiscal year ending  
29 September 30, 2015, shall receive a Merit Increase of two percent (2%) of  
30 their base pay rate, limited by the range maximum in Attachment A.

- 1 B. Effective the first full pay period in January, 2017, employees covered by  
2 this Agreement being paid a base pay rate within the pay range of their  
3 appropriate classification, who receive an overall performance rating of  
4 Meets Expectations, Exceeds Expectations, or Exceptional Performance  
5 for the fiscal year ending September 30, 2016, shall receive a Merit  
6 Increase of two percent (2%) of their base pay rate, limited by the range  
7 maximum in Attachment A.
- 8 C. Employees covered by this Agreement shall continue to have their base  
9 pay rate reduced by two percent (2%) and the employer shall contribute  
10 such amount to the Retiree Health Savings (RHS) plan adopted by the  
11 City Commission.
- 12 32.2 For regular (non-probationary) employees, the review period is a one-year  
13 period from October 1 through the next September 30.
- 14 32.3 There shall be no additional lump sum payments, General Increases, or Merit  
15 or Performance Increases after the expiration date of this Agreement unless  
16 and until there is a new Agreement in effect providing for such increases.
- 17 32.4 Employees whose regular duty assignment is a forty-hour (40) workweek, and  
18 who have elected pay under Article 24.3, shall be paid an additional five  
19 percent (5%) above their base rate of pay for the duration of the assignment.  
20 Those employees whose regular duty assignment is a forty-hour (40)  
21 workweek and who have elected the time option under Article 24.3 shall not  
22 be eligible for the additional five percent (5%) above their base rate of pay for  
23 the duration of the assignment.
- 24 32.5 Employees holding a current and valid State Paramedic Certification and  
25 holding current clearance from the System Medical Director shall receive  
26 supplemental paramedic pay at a rate of ten percent (10%) of their current  
27 base wages.
- 28 32.6 Executive Fire Officer
- 29 A. Employees who successfully complete the Executive Fire Officer Program  
30 (EFOP) initiative of the United States Fire Administration/National Fire  
31 Academy, shall have their annualized individual rates of pay increased by

1 \$1,500, provided such increase shall not exceed the maximum rate of pay  
2 for their classification. Where such an increase would conflict with Sec. 2-  
3 600 (K) (4) of the Consolidated Police Officers and Firefighters Retirement  
4 Plan, such amount shall be paid as a one-time lump sum.

5 B. Employees who successfully complete the University of Florida's  
6 Executive Fire & Emergency Services Officer Certificate program shall  
7 have their annualized individual rates of pay increased by \$750, provided  
8 such increase shall not exceed the maximum rate of pay for their  
9 classification. Employees completing this program who additionally  
10 complete a four year degree (bachelor's degree) in Emergency  
11 Management, Fire Safety, or equivalent program, shall have their  
12 individual rates of pay increased by an additional annualized \$750,  
13 provided such increase shall not exceed the maximum rate of pay for their  
14 classification. Where such increases would conflict with Sec. 2-600 (K)  
15 (4) of the Consolidated Police Officers and Firefighters Retirement Plan,  
16 such amounts shall be paid as one-time lump sums.

17 C. The maximum pay rate increase or payment for certification or the  
18 completion of a degree under this paragraph (32.6) shall be \$1,500. The  
19 effective date of any such increase or payment shall be the beginning of  
20 the pay period following receipt of certification documents by the Fire  
21 Chief or his/her designee.

22 32.7 Except for employees who are in the Deferred Retirement Option Program  
23 (DROP), employees covered by this Agreement shall receive a wage increase  
24 if such an increase is necessary to have their base pay rate two percent (2%)  
25 higher than any newly promoted employee's base pay rate immediately  
26 following such employee's promotion to Fire District Chief. Such increase  
27 shall occur effective the first full pay period following such promotion.

**ARTICLE 33**  
**HOURS OF WORK**

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3  
4 33.1 The provisions of this Article are intended to provide a basis for the scheduling  
5 of work and shall not be construed as limiting the right of the City to fix the  
6 number of hours of work either per day or per week for such employee. The  
7 City will establish the basic workweek and hours of work best suited to meet the  
8 needs of the Department and to provide superior service to the community.

9 33.2 The parties agree that employees in the bargaining unit are salaried employees  
10 who work a flexible schedule of hours and whose responsibilities require the  
11 exercise of independent judgment in the performance of their management and  
12 administrative duties.

13 A) An average of 52 hours of work a week (Monday through Sunday)  
14 consisting of periods of 24 hours on duty, including meals and rest  
15 periods, and 48 hours off duty. Every fourteenth (14th) shift will be  
16 scheduled time off, which results in an average of 104 hours per pay  
17 period.

18 B) A total of 40 hours of work a week (Monday through Sunday) consisting  
19 of hours set by the Fire Chief to best meet the needs of the Department  
20 for all other employees.

21 33.3 When one or both 52-hour shift Fire District Chief positions are vacant, the  
22 City may fill one or both vacancies with an employee covered by this  
23 agreement, if available.

24 33.4 If the City decides to fill a 52-hour District Chief shift vacancy with an  
25 employee covered by this Agreement, the City shall compensate the  
26 employee for hours worked during this assignment at a rate equivalent to  
27 time and one-half (1 ½) the District Chief's hourly rate of his/her annual base  
28 salary up to the flat rate set forth herein. Effective the first full pay period in  
29 October, 2014, the flat rate shall be set at forty eight dollars and ninety four  
30 twenty five cents (\$48.9425). If during the term of this Agreement the  
31 maximum pay rate for a Lieutenant changes, the formula for determining the

1 flat rate cap described herein shall be: (Maximum hourly rate for a 52-hour  
2 Lieutenant + supplemental Paramedic pay + Out of Class pay) X 1.5.

3  
4 If during the employee's pay period he or she uses sick leave, in an amount  
5 equal to or in excess of the additional hours worked, the employee will be  
6 paid at their normal rate of pay for the additional hours worked.

7 33.5 All covered employees whose designated work period is a forty (40) hour  
8 workweek shall be eligible to earn up to forty (40) hours of administrative leave  
9 with pay in a fiscal year at the discretion of and with approval by the Fire Chief.

10 33.6 All covered employees whose designated work period is a fifty-two (52) hour  
11 workweek shall be eligible to earn up to fifty-two (52) hours of administrative  
12 leave with pay in a fiscal year at the discretion of and with approval by the Fire  
13 Chief.

14  
15 **ARTICLE 34**  
16 **WORKERS' COMPENSATION**

17  
18 34.1 Workers' Compensation shall be administered in accordance with City of  
19 Gainesville Human Resources Policy number L-2. The City will not  
20 substantially modify application of this policy, as pertains to Fire District  
21 Chiefs, unless the union is provided an opportunity to negotiate in accordance  
22 with Chapter 447, Florida Statutes, concerning the change.

23  
24 **ARTICLE 35**  
25 **LONGEVITY**

26  
27 35.1 Longevity shall be administered in accordance with City of Gainesville Human  
28 Resources Policy number B-4. The City will not substantially modify application  
29 of this policy, as pertains to Fire District Chiefs, unless the union is provided an  
30 opportunity to negotiate in accordance with Chapter 447, Florida Statutes,  
31 concerning the change.

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**ARTICLE 36**  
**ENTIRE AGREEMENT**

36.1 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.

36.2 The City and the Union, for the duration of this Agreement, agree that the other shall not be obligated to bargaining 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.

1 IN WITNESS WHEREOF, the parties hereunto set their hands this 4th day of  
2 December, 2014.\*

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THE CITY OF GAINESVILLE, FLORIDA

INTERNATIONAL ASSOCIATION  
OF FIRE FIGHTERS LOCAL 2157

\_\_\_\_\_  
RUSS BLACKBURN  
CITY MANAGER

\_\_\_\_\_  
TRACEY HIGDON  
PRESIDENT

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
CITY ATTORNEY

CITY BARGAINING COMMITTEE:  
Scott Heffner  
Gene Prince  
Steve Varvel

IAFF BARGAINING COMMITTEE:  
Tracey Higdon  
Richard Saulsberry

\*Date ratified by last party

City of Gainesville Pay Plan  
District Chiefs-IAFF

Effective 10/13/14

	Minimum	Midpoint	Maximum
Annual Salary	\$65,882.98	\$83,835.82	\$101,788.65



As of December 1, 2006

Changes in technology or improved diagnostic testing may alter the following components.

**The Annual Health Assessment for Firefighters includes:**

Completion of Annual Health Assessment Form  
Height and Weight  
Blood Pressure  
PFT (Lung Function Test)  
Audiometer  
Spirometry  
Vision Test  
Hematocrit (finger stick)  
Dipstick Urine  
PPD  
Blood Draw (CBC, Hepatitis A, B and C, Health Panel and HIV)  
HazMat medical panel for HazMat members, Investigative Services Officers and Fire Inspectors only  
PSA (Males over age of 40)

The nurse interprets and discusses results of the hearing, vision and PFT tests. She also performs a visual ear exam and auscultation of heart, lung and carotids. She reviews the employee's health history and discusses any current conditions.

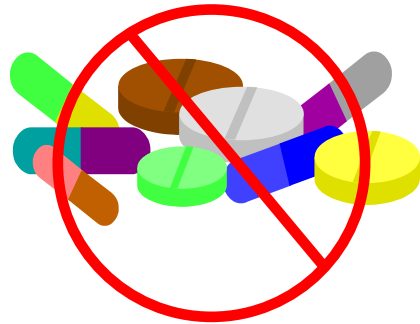
**The "Five-Year" Physical for Firefighters includes (usually a Type "A" Physical):**

Completion of Personal History and Medical Exam Form  
Audiometry  
Spirometry  
Vision  
Height and Weight  
Blood Pressure  
Optional Tests include: PAP Test (Females)  
Lab Test (Chemzyme Plus or Health Panel)  
Blood Draw (CBC, Hepatitis A, B and C, Health Panel and HIV)  
HazMat medical panel for HazMat members, Investigative Services Officers and Fire Inspectors only  
Urinalysis  
Chest X-ray  
Stress EKG/Interpretation  
Stress Test  
PSA (Males over age 40.)  
(No PPD)

**Voluntary Vaccinations/Immunizations:**

Flu  
Hepatitis A & B  
Tetanus  
Smallpox

**INTERNATIONAL  
ASSOCIATION OF  
FIREFIGHTERS  
DISTRICT CHIEFS**



**DRUG-FREE  
WORKPLACE  
PROGRAM**

**THE CITY OF GAINESVILLE AND THE  
INTERNATIONAL ASSOCIATION OF FIRE  
FIGHTERS – DISTRICT CHIEFS**

**DRUG-FREE WORKPLACE PROGRAM**

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# IAFF-DC 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) and the International Association of Fire Fighters - District Chiefs, Local 2157 (IAFF-DC) have established this program relating to the use or abuse of alcohol and drugs by its employees/members. This program is intended to conform to the requirements of the Drug-Free Workplace Program under Florida's Workers' Compensation Law, Fla. Stat. § 440.101-.102, and rules promulgated pursuant thereto. 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/her 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 Worker's 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 regulatory requirements become applicable to IAFF-DC-represented employees, this program will be altered as and if necessary to conform to the specific requirements of the final regulations. Until such time, any additional techniques and procedures shall utilize mechanisms already in use and/or proposed for use by state or federal law and regulation. Prior to altering

1 or amending this program the City will engage in collective bargaining to the  
2 extent required by law.

3  
4 To the extent that § 440.101-.102, or the implementing rules issued by the  
5 Agency for Health Care Administration (Fla. Admin. Code R 59A-24) are  
6 amended, or other statutes and rules requiring drug testing are determined to be  
7 applicable to IAFF-DC-represented employees, the City's program will be  
8 amended, as provided for herein, without the necessity of further general notice.  
9 (IIIA).

10  
11 The City/IAFF-DC Drug-Free Workplace Program has been prepared so as not  
12 to conflict with public policy and, further, not to be discriminatory or abusive. A  
13 drug-free workplace should be the goal of every employer in America. Drug and  
14 alcohol testing is only one of the several steps that must be taken to achieve this  
15 objective. When incorporated into a comprehensive anti-drug effort, testing can  
16 go a long way in combating drug and alcohol abuse in the workplace.  
17

## 18 **II. SCOPE**

19  
20 All IAFF-DC-represented employees are covered by this program and, as a  
21 condition of employment, are required to abide by the terms of this program.  
22 Any employee in doubt as to the requirements or procedures applicable to  
23 his/her situation may contact the City Human Resources Department for  
24 information.  
25

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

27  
28 A. The City will give a general one-time notice to all IAFF-DC-represented  
29 employees that the City prohibits its employees from illegally or improperly  
30 using, possessing, selling, manufacturing, or distributing drugs on its  
31 property, or while its employees are at work; that it is against City policy to  
32 report to work or to work under the influence of drugs; and that it is a  
33 condition of employment to refrain from using nonprescription drugs, or  
34 alcohol, on the job, or abusing legal drugs on or off the job such that it  
35 affects their job, and that a drug testing program is being implemented. At  
36 least sixty (60) days will elapse between the notice and any employee  
37 drug testing implemented pursuant to this program.  
38

39 B. Prior to testing, all employees or applicants for employment will be given a  
40 summary of the Drug-Free Workplace Program, a list of local employee  
41 assistance programs and a list of local alcohol and drug rehabilitation  
42 programs.  
43

44 C. A notice of drug testing will be included with all job vacancy  
45 announcements for which drug testing is required. A notice of the City's  
46 drug testing program will also be posted in appropriate and conspicuous

1 locations on the City's premises and copies of the program will be made  
2 available for inspection during regular business hours in the Human  
3 Resource Department and each Fire Station.  
4

#### 5 **IV. DEFINITIONS**

6

7 The definitions of words and terms as set forth in § 440.02, § 440.102(1), and  
8 112.0455 Fla. Stat. and the Agency for Health Care Administration, Drug-Free  
9 Workplace standards (Fla. Admin. Code R 59A-24) as may be amended shall  
10 apply to the words and phrases used in this program unless the context clearly  
11 indicates otherwise. When the phrase "drug and alcohol" testing, use, etc., is  
12 used in connection with different testing mechanisms, prohibitions or causes for  
13 testing "drug" includes all of the below listed substances except alcohol. "Drug"  
14 otherwise has the same meaning as in Section 440.102(1)(c), Fla. Stat., which  
15 defines "drug" as follows:  
16

- (c) "Drug" means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; 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. An employer may test an individual for any or all of such drugs.

#### 17 **V. ALCOHOL USE PROHIBITIONS**

18

- 19 A. The consumption of alcohol on City property or while on duty (during  
20 working hours, while at work, etc.) is prohibited and will result in  
21 disciplinary action, up to and including dismissal. The prohibition of  
22 consumption of alcohol upon City property or on duty does not, however,  
23 apply to those assignments, premises, or events at which consumption of  
24 alcohol is authorized by management. Such authorization does not  
25 encourage, sanction, or authorize any individual to consume alcohol in  
26 excess to a point of being intoxicated. Therefore, any employee at an  
27 event, who in the sole opinion of the Management becomes intoxicated,  
28 must refrain from further consumption of alcohol and, upon request by  
29 Management, leave the function. Failure to comply with the request  
30 constitutes a violation of the program and will subject the employee to  
31 disciplinary action.  
32
- 33 B. Off-duty use of alcohol may adversely affect an employee's job  
34 performance or adversely affect or threaten to adversely affect other  
35 interests of the City, including but not limited to the employee's  
36 relationship to his/her job, fellow workers' reputations, or goodwill in the  
37 community. Disciplinary action up to and including dismissal may be  
38 imposed on this basis.  
39

- 1 C. Except as provided herein, the personal possession (i.e., on the person,  
2 or in a desk, or locker) of alcohol on City property or during working hours  
3 will result in disciplinary action, up to and including dismissal.  
4
- 5 D. It is against the City's program and a violation of City policy to report to  
6 work or to work under the influence of alcohol.  
7
- 8 E. For purposes of implementing the City of Gainesville/IAFF-DC Drug-Free  
9 Workplace program, an employee is presumed to be under the influence  
10 of alcohol if a breath test shows alcohol usage of .04% or greater.  
11
- 12 F. An employee who Management has reason to suspect is under the  
13 influence of alcohol will be removed immediately from the workplace and  
14 will be tested and evaluated by authorized personnel selected by  
15 Management, if reasonably available. The City will take further action  
16 (i.e., further testing, referral to counseling, and/or disciplinary action)  
17 based on medical information, work history, and other relevant factors.  
18 The determination of appropriate action in each case rests solely with the  
19 City.  
20
- 21 G. Failure to pass an alcohol test will result in further testing or disciplinary  
22 action, up to and including dismissal.  
23
- 24 H. Efforts to tamper with, or refusal to submit to an alcohol test will subject  
25 the employee to dismissal.  
26
- 27 I. Employees arrested for an alcohol-related incident, as indicated on the  
28 arrest report, shall notify, as soon as feasible, but in any event no later  
29 than 24 hours after the arrest, the City management representative having  
30 direct administrative responsibility for the arrested employee of the arrest  
31 if the incident occurs:  
32
- 33 1. During working hours, or
  - 34 2. While operating a City vehicle, or
  - 35 3. While operating a personal vehicle on City business.  
36
- 37 Failure to comply with this subsection will result in disciplinary action up to  
38 and including dismissal.  
39
- 40
- 41
- 42 J. Violations of alcohol use prohibitions can subject an employee to  
43 disciplinary action up to and including dismissal. Dismissal for a first  
44 offense will be considered an appropriate penalty absent mitigating  
45 circumstances.  
46



1 **VI. DRUG USE PROHIBITIONS**

- 2
- 3 A. The use, sale, purchase, possession, manufacture, distribution, or
- 4 dispensation of nonprescription drugs or their metabolites on City property
- 5 or while at work (while on duty, during working hours, etc.) is a violation of
- 6 the City's Program and is just cause for immediate dismissal.
- 7
- 8 B. Reporting to work, or working, under the influence of nonprescription
- 9 drugs is a violation of the City's Program and is just cause for immediate
- 10 dismissal unless the violation is identified solely by the failure of a random
- 11 drug test as set forth in VI. C. below.
- 12
- 13 C. An employee who fails a random urine drug test, will be allowed a one-
- 14 time opportunity to participate in an Alcohol/Drug Rehabilitation Program
- 15 or the City of Gainesville Employee Assistance Program (EAP) or other
- 16 approved program as determined by the City, in lieu of being immediately
- 17 dismissed based upon such failure. However, allowing the Employee to
- 18 participate in such program in lieu of being dismissed is conditioned upon
- 19 the Employee's meeting the requirements set forth in paragraph X. D. of
- 20 this program. Furthermore, such an opportunity will not be available to an
- 21 employee who has previously participated in an Alcohol/Drug
- 22 Rehabilitation Program, the City's SAP/EAP, or other approved, similar
- 23 program, as an alternative to dismissal. Employees allowed the
- 24 rehabilitation opportunity described herein may still receive disciplinary
- 25 action short of dismissal in addition to required participation in the
- 26 rehabilitation program. Participation in a treatment program, be it entirely
- 27 voluntary or pursuant to this section, will not excuse additional violations
- 28 of this policy, work rule violations, improper conduct, or poor performance
- 29 and an employee may be disciplined or dismissed for such offenses or
- 30 failure to perform.
- 31
- 32 D. For purposes of this program, an employee is presumed to be under the
- 33 influence of drugs if a urine test or other authorized testing procedure
- 34 shows drug usage as set forth in the rules for the Agency for Health Care
- 35 Administration (Fla. Admin. Code R 59A-24)
- 36
- 37 E. Legal medication (over-the-counter) or prescription drugs may also affect
- 38 the safety of the employee, fellow employees or members of the public.
- 39 Therefore, any employee who is taking any over-the-counter medication
- 40 or prescription drug which might impair safety, performance, or any motor
- 41 functions shall advise his/her direct management representative of the
- 42 possible impairment before reporting to work under the influence of such
- 43 medication or drug. A failure to do so may result in disciplinary action. If
- 44 Management determines that the impairment does not pose a safety risk,
- 45 the employee will be permitted to work. Otherwise, management may
- 46 temporarily reassign the employee or place the employee in an

1 appropriate leave status during the period of impairment. Improper use of  
2 “prescription drugs” is prohibited and may result in disciplinary action.  
3 Improper use of prescription drugs includes, but is not limited to use of  
4 multiple prescriptions of identical or interchangeable drugs, and/or  
5 consumption of excessive quantities of an individual or therapeutically  
6 interchangeable drugs, and/or inappropriately prolonged duration of  
7 consumption of drugs, and/or consumption of prohibited drugs for other  
8 than valid medical purposes. For the purpose of this Program,  
9 consumption of any drug by the employee of more than the  
10 manufacturer’s maximum recommended daily dosage, or for a longer  
11 period of time than recommended, or of any prohibited drug prescribed for  
12 or intended for another individual, or for other than a valid medical  
13 purpose shall be construed to constitute improper use. Excessive or  
14 inappropriate prescribing by the prescriber or prescribers shall NOT  
15 constitute a defense for the employee. Prescription medication shall be  
16 kept in its original container if such medication is taken during working  
17 hours or on City property.

- 18
- 19 F. Refusal to submit to or efforts to tamper with a drug test will subject the  
20 employee to dismissal.
- 21
- 22 G. Except as provided herein, failure to pass a drug test will result in  
23 disciplinary action, up to and including dismissal.
- 24
- 25 H. Violations of drug prohibitions can subject an employee to disciplinary  
26 action up to and including dismissal. Dismissal for a first offense will be  
27 considered an appropriate penalty absent mitigating circumstances.
- 28

29 **VII. TESTING**

30

31 **A. Testing of Applicants**

- 32
- 33 1. Prior to employment, applicants, whether for temporary or  
34 permanent positions, will be tested for the presence of drugs.
- 35
- 36 2. Any job applicant who refuses to submit to drug testing, fails to  
37 appear for testing, tampers with the test, or fails to pass the pre-  
38 employment confirmatory drug test will not be hired, and unless  
39 otherwise required by law, will be ineligible for hire for a period of at  
40 least two years.
- 41

1 **B. Reasonable Suspicion Testing**

- 2
- 3 1. "Reasonable suspicion testing" means drug testing based on a
- 4 belief that an employee is using, or has used drugs in violation of
- 5 the City's program, on the basis of specific, contemporaneous,
- 6 physical, behavioral or performance indicators of probable drug
- 7 use.

8

9 Two management representatives shall substantiate and concur in

10 the decision to test said employee, if feasible. Only one

11 management representative need witness the conduct. The

12 management representative(s) and witness(es) shall have received

13 training in the identification of actions, appearance, conduct or

14 odors which are indicative of the use of drugs or alcohol. If a

15 management representative believes reasonable suspicion exists,

16 the management representative shall report his or her findings and

17 observations to the next higher management representative having

18 administrative responsibility for the affected employee. Upon

19 approval by the next higher management representative, the

20 employee will be asked to immediately submit to a drug test(s) and

21 sign a form acknowledging his or her consent. When chemical

22 breath testing for alcohol is used, the test may be conducted

23 immediately at the work site or later at the collection site. Factors

24 which substantiate cause to test for breath or urine shall be

25 documented by the management representative on the Substance

26 Abuse Investigation Report Form which must be completed as

27 soon as practicable, but no later than twenty-four (24) hours after

28 the employee has been tested for drugs. A copy of this report will

29 be given to the employee upon request.

- 30
- 31 2. Each supervisor shall be responsible to determine if reasonable
- 32 suspicion exists to warrant drug testing and required to document
- 33 in writing the specific facts, symptoms, or observations which form
- 34 the basis for such reasonable suspicion. The documentation shall
- 35 be forwarded to the Fire Chief or designee to authorize the drug
- 36 test of an employee.

37

38 The Fire Chief or designee shall require an employee to undergo

39 drug testing if there is reasonable suspicion that the employee is in

40 violation of the City of Gainesville/IAFF-DC Drug-Free Workplace

41 Program. Circumstances which constitute a basis for determining

42 "reasonable suspicion" may include but are not limited to:

- 43
- 44 a. A Pattern of Abnormal or Erratic Behavior - This includes but
- 45 is not limited to a single, unexplainable incident of serious
- 46 abnormal behavior or a pattern of behavior which is radically

1 different from what is normally displayed by the employee or  
2 grossly differing from acceptable behavior in the workplace.

- 3  
4 b. Information Provided by a Reliable and Credible Source -  
5 The first line supervisor or another supervisor/manager  
6 receives information from a reliable and credible source as  
7 determined by the Fire Chief that an employee is violating  
8 the City of Gainesville/IAFF-DC Drug-Free Workplace  
9 Program.  
10  
11 c. Direct Observation of Drug Use - The first line or another  
12 supervisor/manager directly observes an employee using  
13 drugs while the employee is on duty. Under these  
14 circumstances, a request for drug testing is MANDATORY.  
15  
16 d. Presence of the Physical Symptoms of Drug Use - The  
17 supervisor observes physical symptoms that could include  
18 but are not limited to glassy or bloodshot eyes, slurred  
19 speech, poor motor coordination, or slow or poor reflex  
20 responses different from what is usually displayed by the  
21 employee or what is generally associated with common  
22 ailments such as colds, sinus, hay fever, diabetes, etc.  
23

24 The following will be deemed reasonable suspicion and may  
25 provide a sufficient basis for requesting a drug test at the direction  
26 of the Fire Chief or designee:  
27

- 28 e. Violent or Threatening Behavior - First Incident: If an  
29 employee engages in unprovoked, unexplained, aggressive,  
30 violent and/or threatening behavior against a fellow  
31 employee or a citizen, the Department may request that the  
32 employee submit to drug testing.  
33  
34 f. Violent or Threatening Behavior - Subsequent Incident:  
35 Whether or not an employee has previously received formal  
36 counseling or disciplinary action for unprovoked,  
37 unexplained, aggressive, violent and or threatening behavior  
38 against a fellow employee or a citizen, upon a second or  
39 subsequent episode of similar behavior/conduct (within  
40 twelve months), the Department shall request that the  
41 employee undergo drug testing.  
42  
43 g. Absenteeism and/or Tardiness: If an employee has  
44 previously received a suspension action for absenteeism  
45 and/or tardiness, a continued poor record (within twelve

1 months) that warrants a second or subsequent suspension  
2 action may result in a request for a drug test.  
3

4 h. Odor: Odor of cannabis or alcohol upon the person.  
5

6 i. Performance Related Accidents: Each employee whose  
7 performance either contributed to the accident or whose  
8 performance cannot be discounted as a contributing factor  
9 to the accident shall be drug tested for drugs. If there is the  
10 odor or evidence of alcohol, the employee shall also be  
11 tested for alcohol. The management representative having  
12 administrative responsibility for the employee involved in the  
13 accident shall ensure that a drug test is performed as soon  
14 as possible after the accident but no later than 32 hours  
15 after the accident. Post-accident testing may involve breath  
16 , and urine. If testing is not initiated within 32 hours after the  
17 accident, testing will not be done and the management  
18 representative will document the reason for the delay.  
19

20 Should evidence of alcohol be present, i.e., an odor of alcohol,  
21 open containers, or a statement from witness confirming alcohol  
22 consumption, the management representative must ensure testing  
23 is completed as soon as emergency medical care has been  
24 provided. If alcohol testing is not initiated within 8 hours after the  
25 accident, alcohol testing will not be done and the management  
26 representative must document the reason for the delay.  
27

28 The following are examples of conditions that require accident  
29 related testing:  
30

- 31 (1) City employee operating a vehicle while on city  
32 business (either a city-owned or personal vehicle) and  
33 involved in an accident that results in a citation for a  
34 moving violation.  
35
- 36 (2) Any accident involving property damage (city or  
37 private) estimated to be greater than \$2,500, if the  
38 employee cannot be absolved of all blame.  
39
- 40 (3) Any accident involving death.  
41
- 42 (4) Any accident involving injury requiring treatment at an  
43 off-site (away from the scene of the accident) medical  
44 facility other than Employee Health Services, if the  
45 employee cannot be absolved of all blame. If the injury  
46 is of such character as would have been treated at

1 Employee Health Services, but for the unavailability of  
2 Employee Health Services, Management may waive  
3 this requirement. "Unavailability" means occurring at a  
4 time other than the hours of operation of Employee  
5 Health Services or at such distance from Employee  
6 Health Services as to render their use impractical,  
7

8 **C. Return to Duty Testing**  
9

10 An Employee who does not pass a breath or urine drug test may not  
11 return to work until meeting at least the following requirements:  
12

- 13 1. The employee must pass a drug test administered under this  
14 program.
- 15 2. The Substance Abuse Professional (SAP) must approve the  
16 employee for return to work.
- 17 3. The employee must agree to participate in and successfully  
18 complete any alcohol or drug evaluation, counseling or  
19 rehabilitation program required by the City/Substance Abuse  
20 Professional.
- 21 4. The employee must agree to submit to periodic, unannounced drug  
22 tests for a period of up to 60 months, as designated by the SAP.  
23

24 **D. Position Change Testing**  
25  
26

27 Employees moving to the classification of Fire District Chief, as a result of  
28 a formal personnel action, may be required to successfully pass a urine  
29 drug test within 48 hours of receiving notification that they have been  
30 selected to fill the Fire District Chief position.  
31  
32  
33

34 **E. Follow-up Testing**  
35

36 If an employee, in the course of employment, enters an employee  
37 assistance program for drug related problems or a drug rehabilitation  
38 program, the employee must submit to a drug test as a follow-up to such  
39 program unless such requirement is waived by the City in those cases  
40 where the employee voluntarily entered the program. Entrance to a  
41 program as a condition of continued employment or when the employee is  
42 otherwise faced with the prospect of immediate disciplinary action based  
43 upon problems associated with substance abuse shall not be considered  
44 voluntary. If follow-up testing is required, it shall be conducted at least  
45 once a year for a two-year period after completion of the program.  
46 Advance notice of such follow-up testing must not be given to the

1 employee to be tested. Testing undertaken after referral to the SAP as a  
2 result of a first violation of the City's Drug Free Workplace Program,  
3 Article X, shall satisfy the requirements for follow-up testing.  
4

5 **F. Routine Fitness for Duty**  
6

7 An employee shall submit to a drug test if the test is conducted as part of  
8 a routinely scheduled employee fitness-for-duty medical examination that  
9 is required for all members of an employment classification or group.  
10

11 **G. Refusal to Test**  
12

13 Employees who refuse to submit to a breath or urine test administered in  
14 accordance with this program forfeit their eligibility for all workers'  
15 compensation medical and indemnity benefits and will be subject to  
16 dismissal. Employees who refuse to submit to a chemical breath test or  
17 other mechanism determined by management to be reliable will be  
18 subject to dismissal.  
19

20 **VIII. TESTING PROCEDURE**  
21

22 **A. Tested Substances**  
23

24 The City may test for any or all of the following drugs:  
25

- 26 Alcohol
- 27 Amphetamines (Binhetamine, Desoxyn, Dexedrine)
- 28 Cannabinoids (i.e., marijuana, hashish)
- 29 Cocaine
- 30 Phencyclidine (PCP)
- 31 Methaqualone (Quaalude, Parest, Sopor)
- 32 Opiates
- 33 Barbiturates (Phenobarbital, Tuinal, Amytal)
- 34 Benzodiazophines (Ativan, Azene, Clonopin, Dalmane, Diazepam,  
35 Halcion, Librium, Poxipam, Restoril, Serax, Tranxene, Valium, Vertron,  
36 Xanax)
- 37 Methadone (Dolophine, Methadose)
- 38 Propoxyphene (Darvocet, Darvon N, Dolene)  
39

40 **B. Designated Laboratory**  
41

42 Because of the potential adverse consequences of positive test results on  
43 employees, the City will employ a very accurate testing program.  
44 Specimen samples will be analyzed by a highly qualified, independent  
45 laboratory which has been selected by the City and certified by the  
46 appropriate regulatory agency. The name and address of the certified

1 laboratory currently used by the City is on file with Employee Health  
2 Services.  
3

4 **C. Notification of Prescription Drug Use**  
5

6 Applicants and employees will be given an opportunity prior to and after  
7 testing to, on a confidential basis, provide any information they consider  
8 relevant to the test including listing all drugs they have taken within the  
9 immediately preceding 30-day period, including prescribed drugs and to  
10 explain the circumstances of the use of those drugs in writing or other  
11 relevant medical information. This information will be furnished to the  
12 Medical Review Officer (MRO) in the event of a positive confirmed result.  
13

14 **D. Testing of Injured Employees**  
15

16 An employee injured at work and required to be tested will be taken to a  
17 medical facility for immediate treatment of injury. If the injured employee  
18 is not at a designated collection site, the employee will be transported to  
19 one as soon as it is medically feasible and specimens will be obtained. If  
20 it is not medically feasible to move the injured employee, specimens will  
21 be obtained at the treating facility under the procedures set forth in this  
22 program and transported to an approved testing laboratory. No specimen  
23 will be taken prior to the administration of emergency medical care. An  
24 injured employee must authorize release to the City the result of any tests  
25 conducted for the purpose of showing the presence of alcohol or drugs.  
26

27 **E. Body Specimens**  
28

29 Urine will be used for the initial test for all drugs except alcohol and for the  
30 confirmation of all drugs except alcohol. Breath will be used for the initial  
31 and confirmation tests for alcohol. Sufficient volume of specimens shall  
32 be obtained so as to provide for the necessary number of samples as may  
33 be required, depending upon the number of required procedures. Chemical  
34 breath testing methods will be utilized in connection with  
35 justifying further alcohol tests in instances involving reasonable suspicion  
36 testing under this program. In the case of injured employees, the  
37 physician will have the discretion to determine to not require a breath  
38 sample if such would threaten the health of the injured employee or if the  
39 employee has a medical condition unrelated to the accident which may  
40 preclude the employee from providing sufficient breath for a testing  
41 specimen. Under these circumstances, no inference or presumption of  
42 intoxication or impairment will be made for the purposes of § 440.101-  
43 .102, but discipline for violation of the Program may be taken based upon  
44 observable conduct or conditions and/or the result of other tests, if any.  
45  
46



1 **F. Cost of Testing**

2  
3 The City will pay the cost of initial and confirmation drug tests, which it  
4 requires of employees and job applicants. An employee or job applicant  
5 will pay the cost of any additional drug tests not required by the City.  
6

7 **G. Collection Site, Work Site**

- 8  
9 1. The City will utilize a collection site designated by an approved  
10 laboratory which has all necessary personnel, materials,  
11 equipment, facilities, and supervision to provide for the collections,  
12 security, chain of custody procedures, temporary storage and  
13 shipping or transportation of urine specimens to an approved drug  
14 testing laboratory. The City may also utilize a medical facility as a  
15 collection site that meets the applicable requirements.  
16  
17 2. The City may require that an employee take a chemical breath test  
18 at the Work Site or other City facility.  
19  
20 3. Security of the collection site, chain of custody procedures, privacy  
21 of the individual, collection control, integrity and identity of the  
22 specimen and transportation of the specimen to the laboratory as  
23 applicable will meet state or federal rules and guidelines. Florida  
24 Agency for Health Care Administration's CHAIN OF CUSTODY  
25 form as amended from time to time will be used for each employee  
26 or job applicant whose blood or urine is tested.  
27

28 **H. Collection Site, Work Site, Personnel**

29  
30 A specimen for a drug test will be taken or collected by:

- 31  
32 1. A physician, a physician's assistant, a registered professional  
33 nurse, a licensed practical nurse, a nurse practitioner, or a certified  
34 paramedic who is present at the scene of the accident for the  
35 purpose of rendering emergency service or treatment or a qualified  
36 breath alcohol technician as defined in CFR Part 40; or  
37  
38 2. A qualified person employed by a licensed laboratory who has the  
39 necessary training and skills for the assigned tasks as described in  
40 §440.102 (9) Fla. Stat.  
41

42 In the case of a chemical breath test, utilizing evidential breath test  
43 devices, a technician licensed pursuant to Fla. admin Code R 59A-24, and  
44 or qualified alcohol technician as defined in 49 CFR Part 40.  
45

1 **I. Testing Laboratory**

- 2
- 3 1. The laboratory used to analyze initial or confirmation breath or
- 4 urine specimens will be licensed or certified by the appropriate
- 5 regulatory agencies to perform such tests. The Agency for Health
- 6 Care Administration has published Drug-Free Workplace
- 7 Standards (Florida Administrative Code, R59A-24) which shall be
- 8 followed by laboratories and employers for testing procedures
- 9 required under § 440.101-.102, Fla. Stat.
- 10
- 11 2. All laboratory security, chain of custody, transporting and receiving
- 12 of specimens, specimen processing, retesting, storage of
- 13 specimens, instrument calibration and reporting of results will be in
- 14 accordance with applicable state or federal laws and rules
- 15 established by HCA or the U.S. Department of Transportation; to
- 16 the extent the above information is readily reproducible by the lab
- 17 and not confidential, such will be forwarded to the appropriate
- 18 certified bargaining unit representative upon his/her request and
- 19 payment for reproduction cost.
- 20
- 21 3. The laboratory or Medical Review Officer will provide assistance to
- 22 the employee or job applicant for the purpose of interpreting any
- 23 positive confirmed test results.
- 24

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

26

27 Initial tests will use an immunoassay except that the test for alcohol will be

28 chemical breath testing as described in 49 CFR, Part 40<sup>1</sup>. The following

29 cutoff levels will be used when screening specimens to determine whether

30 they are positive or negative for these drugs or metabolites. All levels

31 equal to or exceeding the following will be reported as positive:

32

33

Alcohol concentration	.04 %
Amphetamines	1000ng/ml
Cannabinoids	50ng/ml
Cocaine	300ng/ml
Phencyclidine	25ng/ml
Methaqualone	300ng/ml
Opiates	300ng/ml
Barbiturates	300ng/ml
Benzodiazepines	300ng/ml
Synthetic Narcotics:	
Methadone	300ng/ml
Propoxyphene	300ng/ml

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<sup>1</sup> These results are reported only to the appropriate manager who then determines if further testing under this program is warranted.

1  
2 **K. Confirmation Tests Used for Implementing § 440.101-.102, Fla. Stat.**  
3

4 All breath and urine specimens identified as positive on the initial test will  
5 be confirmed using gas chromatography/mass spectrometry (GC/MS) or  
6 an equivalent or more accurate scientifically accepted method approved  
7 by the HCA, except that alcohol will be confirmed using gas  
8 chromatography. All confirmation will be done by quantitative analysis.  
9 Concentrations, which exceed the linear region of the standard curve, will  
10 be documented in the laboratory and recorded as "greater than highest  
11 standard curve value". The following confirmation cutoff levels<sup>2</sup> will be  
12 used when analyzing specimens to determine whether they are positive or  
13 negative for these drug metabolites. All levels equal to or exceeding the  
14 following will be reported as positive:  
15

16	Alcohol concentration	.04 %
17	Amphetamines	500ng/ml
18	Cannabinoids	15ng/ml
19	Cocaine	150ng/ml
20	Phencyclidine	25ng/ml
21	Methaqualone	150ng/ml
22	Opiates	300ng/ml
23	Barbiturates	150ng/ml
24	Benzodiazepines	150ng/ml
25	Synthetic Narcotics:	
26	Methadone	150ng/ml
27	Propoxyphene	150ng/ml

28  
29 **IX. TEST RESULTS (Blood and Urine)**  
30

31 **A. Reporting Results**  
32

- 33 1. The laboratory shall disclose to the Medical Review Officer (MRO)  
34 a written positive confirmed test result after receipt of the sample.  
35 The laboratory should report all test results (both positive and  
36 negative) to the MRO . The name and address of the current MRO  
37 is on file with Employee Health Services. The MRO is employed by  
38 the City and is not an employee of the drug-testing laboratory.  
39
- 40 2. The laboratory will report as negative all specimens which are  
41 negative on the initial test or negative on the confirmation test.  
42 Only specimens confirmed positive on the confirmation test will be  
43 reported positive for a specific drug.  
44

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<sup>2</sup> Cutoff levels used are the same as those found in Florida Administrative Code R 59A-24.

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3. The laboratory will transmit 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. As provided in Fla. Admin. Code R 59-24, the MRO will verify that positive and negative test results were properly analyzed and handled according to HCA rules. The MRO may require a re-test. The MRO will have knowledge of substance abuse disorders and shall also be knowledgeable in the medical use of prescription drugs and in the pharmacology and toxicology of illicit drugs. The MRO shall evaluate the drug test result(s) reported by the lab, 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 Employee Health Services of negative results, or (2) contact the employee or job applicant regarding a confirmed positive test result and make such inquire as to enable the MRO to determine whether prescription or over-the-counter medication could have caused the positive test results. In this later case, the MRO will follow the procedure set forth in either the HCA or D.O.T. rules for providing the employee or job applicant the opportunity to present relevant information regarding the test results. After following the appropriate procedures, the MRO will notify the City in writing of any verified test results. If the MRO after making and documenting all reasonable efforts is unable to contact the employee or job applicant to discuss positive test results, the MRO will contact a designated management official to arrange for the employee or applicant to contact the MRO. The MRO may verify a positive test without having communicated to the employee or applicant about the results of the test, if (1) the employee or applicant declines the opportunity, or (2) within two days after contacting the designated management official the employee or applicant has not contacted the MRO. Further, employees or applicants must cooperate fully with the MRO. Failure to meet with the MRO upon his or her request or failure to promptly provide requested information will result in an applicant not being hired and an employee immediately being placed upon suspension without pay and may result in discharge.

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- 6. Within five (5) calendar days after the City receives a confirmed positive, test result from the MRO, the City will notify the employee or job applicant in writing of such test results, the consequences of such results, and the options available to the employee or job applicant, including the right to file an administrative or legal challenge. Notification shall be mailed certified or hand delivered. Hand delivery is the preferred method of providing notice to employees. Mailed notification shall be deemed received by the employee or applicant when signed for, or seven (7) calendar days after mailing, whichever occurs first.
- 7. The Employee Health Services will, upon request, provide to the employee or job applicant a copy of the test results (positive or negative).
- 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 two (2) years. The drug testing laboratory shall retain (in properly secured refrigerated or frozen storage) for a minimum period of 210 days, all confirmed positive specimens. Within this 210-day period the City, employee, job applicant, MRO or HCA may request in writing that the laboratory retain the specimen for an additional period of time. If no such request, or notice of challenge is received (see paragraph IX(B)(3) below), the laboratory may discard the specimen after 210 days of storage.

**B. Challenges to Test Results**

- 1. Within five (5) working days (Monday thru Friday, 0800 – 1700, except observed/designated holidays) after receiving notice of a positive, confirmed and verified test result from the City, the employee or job applicant may submit information to the City explaining or contesting the test results and why the results do not constitute a violation of this program. The employee or job applicant will be notified in writing if the explanation or challenge is unsatisfactory to the City. This written explanation will be given to the employee or job applicant within fifteen (15) days of receipt of the explanation or challenge, and will include why the employee’s or job applicant’s explanation is unsatisfactory, along with the report of positive results. All such documentation will be kept confidential and will be retained for at least one (1) year.

- 1 2. Employees may challenge employment decisions made pursuant to  
2 this program as may be authorized by the City personnel policy  
3 or IAFF-DC collective bargaining agreement.  
4
- 5 3. When an employee or job applicant undertakes an administrative  
6 or legal challenge to the test results, it shall be the employee's or  
7 job applicant's responsibility to notify the City through its Human  
8 Resources Director and the laboratory, in writing, or such challenge  
9 and such notice shall include reference to the chain of custody  
10 specimen identification number. After such notification, the sample  
11 shall be retained by the laboratory until final disposition of the case  
12 or administrative appeal.  
13
- 14 4. There shall be written procedures for the action to be taken when  
15 systems are out of acceptable limits or errors are detected in  
16 accordance with 49 CFR, Part 40.  
17

18 **C. Employee/Applicant Protection**  
19

- 20 1. During the 180-day period after the employee's or applicant's  
21 receipt of the City's written notification of a positive test result, the  
22 employee or applicant may request that the City have a portion of  
23 the specimen retested, at the employee's or applicant's expense.  
24 The retesting must be done at another HCA-licensed laboratory.  
25 The second laboratory must test at equal or greater sensitivity for  
26 the drug in question as the first laboratory. The first laboratory  
27 which performed the test for the City will be responsible for the  
28 transfer of the portion of the specimen to be retested, and for the  
29 integrity of the chain of custody for such transfer.  
30
- 31 2. The drug testing laboratory will not disclose any information  
32 concerning the health or mental condition of the tested employee or  
33 job applicant.  
34
- 35 3. The City will not request or receive from the testing facility any  
36 information concerning the personal health, habit or condition of  
37 the employee or job applicant including, but not limited to, the  
38 presence or absence of HIV antibodies in a worker's body fluids.  
39
- 40 4. The City will not dismiss, discipline, refuse to hire, discriminate  
41 against, or request or require rehabilitation of an employee or job  
42 applicant on the sole basis of a positive test result that has not  
43 been verified by a confirmation test.  
44
- 45 5. The City will not dismiss, discipline or discriminate against an  
46 employee solely upon the employee's voluntarily seeking

1 treatment, while in the employ of the City, for a drug-related  
2 problem, if the employee has not previously tested positive for drug  
3 use, entered an employee assistance program for drug-related  
4 problems, or entered an alcohol or drug rehabilitation program.  
5 This shall not prevent follow-up testing as required by this program.  
6

7 **X. EMPLOYEE ASSISTANCE PROGRAM (EAP)**  
8

- 9 A. The City regards its employees as its most important asset. Accordingly,  
10 the City maintains an EAP which provides help to employees who suffer  
11 from alcohol or drug abuse and other personal or emotional problems.  
12 Employees with such problems should seek confidential assistance from  
13 the EAP or other community resources before drug or alcohol problems  
14 lead to disciplinary action. Employees may contact Employee Health  
15 Services for the name of the City's EAP.  
16
- 17 B. Information about a self-referred employee's contact with the EAP is  
18 confidential and will not be disseminated without the employee's  
19 permission. Further, an employee is not subject to discipline solely as a  
20 result of a self referral for treatment.  
21
- 22 C. However, use of the EAP or other community resources will not shield the  
23 employee from appropriate disciplinary action for violations of the  
24 City/IAFF-DC Drug-Free Workplace Program if such violations come to  
25 the City's attention through other means, including, but not limited to,  
26 reports from employees or outsiders, direct observation, or drug testing.  
27
- 28 D. Employees referred to the EAP as a result of a first violation of the  
29 City/IAFF-DC Drug-Free Workplace Program may, at the City's discretion,  
30 be allowed to continue their employment with the City provided:  
31
- 32 1. They contact the EAP and strictly adhere to all the terms of  
33 treatment and counseling;
  - 34 2. Immediately cease any and all abuse/use of alcohol/drugs; and  
35
  - 36 3. Consent in writing to periodic unannounced testing for a period of  
37 up to 60 months after returning to work or completion of any  
38 rehabilitation program, whichever is later.  
39
  - 40 4. Pass all drug test(s) administered under this program.  
41
  - 42 5. The employee executes and abides by an agreement describing  
43 the required conditions.  
44  
45

- 1 E. Participation in any evaluation, treatment, or counseling program will be at  
2 the employee's expense unless participation in the particular program is  
3 required by the City, or unless the employee is entitled to such benefits  
4 under the terms of the City's group health plan or by other available  
5 benefits.  
6

## 7 **XI. INVESTIGATION**

8

- 9 A. To ensure that illegal drugs and alcohol do not enter or affect the  
10 workplace, the City reserves the right to undertake reasonable searches  
11 of all vehicles, containers, lockers, or other items on City property in  
12 furtherance of this program. Individuals may be requested to display  
13 personal property for visual inspection.  
14
- 15 B. Searches for the purpose described herein will be conducted only where  
16 the City has reasonable suspicion that the employee has violated the  
17 City/IAFF-DC Drug-Free Workplace Program, and that evidence of such  
18 misconduct may be found during the search.  
19
- 20 C. Preventing a premises/vehicle search or refusing to display personal  
21 property for visual inspection will be grounds for dismissal and/or denial of  
22 access to City premises.  
23
- 24 D. Searches of an employee's personal property will take place only in the  
25 employee's presence. All searches under this program will occur with the  
26 utmost discretion and consideration for the employee involved.  
27
- 28 E. Individuals may be required to empty their pockets, but under no  
29 circumstances will an employee be required to remove articles of clothing  
30 or be physically searched except by law enforcement personnel having  
31 lawful authority to do so.  
32
- 33 F. Because the City's primary concern is for the safety of its employees, the  
34 public and their working environment, the City will not normally seek  
35 prosecution in matters involving mere possession of illegal substances  
36 discovered solely as a result of search under this section. However, the  
37 City will turn over all confiscated drugs and drug paraphernalia to the  
38 proper law enforcement authorities. Further, the City reserves the right to  
39 cooperate with or enlist the services of proper law enforcement authorities  
40 in the course of any investigation.  
41

## 42 **XII. ARREST FOR DRUG-RELATED CRIME**

43

- 44 A. As a condition of employment, each employee obligates himself or herself  
45 to notify his or her appropriate management representative of the arrest  
46 for any alleged violation of or conviction under any criminal drug statute,



1 including but not limited to, offenses described in Section 316.193,  
2 Chapter 859 and Chapter 893, Fla. Stat. (1991). Except for the more  
3 immediate notice required under Article (V)(I) of this program, the  
4 employee shall give the required notice within 48 hours of such event.  
5 Failure to notify will result in dismissal.  
6

7 B. Arrests:

8  
9 If an employee is arrested on a charge of commission of a drug-related  
10 crime, the City will perform a preliminary investigation of all of the facts  
11 and circumstances surrounding the alleged offense, and City officials may  
12 utilize the drug-testing procedures in accordance with this program. In  
13 most cases, the arrest for a drug-related crime, except off-duty alcohol  
14 use, will constitute reasonable suspicion of drug use under this program.  
15 However, information on drug test results shall not be released or used in  
16 any criminal proceeding against the employee. Information released  
17 contrary to this section shall be inadmissible as evidence in any such  
18 criminal proceeding. In conducting its own investigation the City shall use  
19 the following procedures:  
20

21 During the preliminary investigation, an employee may be placed on leave  
22 with pay, if applicable, or removed from safety sensitive or "special risk"  
23 assignments/positions. After the preliminary investigation is completed,  
24 but in no event later than 15 days after the employee's department head  
25 learns of the arrest, normal personnel procedures shall be implemented.  
26

27 **XIII. CONFIDENTIALITY**

28  
29 1. All information, interviews, reports, statements, memoranda and drug test  
30 results, written or otherwise, received by the City as a part of this drug testing  
31 program are confidential communications. Unless required by state or federal  
32 laws, rules or regulations, the City will not release such information without a  
33 written consent form signed voluntarily by the person tested, except when  
34 consulting with legal counsel in connection with action brought under or related  
35 to § 440.101-.102, or when the information is relevant to the City's defense in a  
36 civil or administrative matter.  
37

38 The provisions of §119.07 to the contrary notwithstanding:

39  
40 A. All information, interviews, reports, statements, memoranda, and drug test  
41 results, written or otherwise received or produced as a result of a drug  
42 testing program are confidential communications and may not be used or  
43 received in evidence, obtained in discovery, or disclosed in any public or  
44 private proceedings, except in accordance with this section or in  
45 determining compensability under Chapter 440 Florida Statutes.  
46

1 B. Employers, laboratories, employees assistance programs, drug and alcohol  
2 rehabilitation programs, and their agents who receive or have access to  
3 information concerning drug test results shall keep all information  
4 confidential. Release of such information under an other circumstances  
5 shall be solely pursuant to written consent form signed voluntarily by the  
6 person tested, unless such release is compelled by a hearing officer or a  
7 court of competent jurisdiction pursuant to an appeal taken under this  
8 section, or unless deemed appropriate by a professional or occupational  
9 licensing board in a related disciplinary proceeding. The consent form must  
10 contain, at a minimum:

- 11 1. The name of the person who is authorized to obtain the information.
- 12 2. The purpose of the disclosure.
- 13 3. The precise information to be disclosed.
- 14 4. The duration of the consent.
- 15 5. The signature of the person authorizing release of the information.

16 C. Information on drug test results shall not be released or used in any criminal  
17 proceedings against the employee or job applicant. Information released  
18 contrary to this section shall be inadmissible as evidence in any such  
19 criminal proceedings.

20 D. Nothing herein shall be construed to prohibit the employer, agent or the  
21 employer, or laboratory conducting a drug test from having access to  
22 employee drug test information when consulting with legal counsel in  
23 connection with actions brought under or related to this section or when the  
24 information is relevant to its defense in a civil or administrative matter.

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33 **XIV. RECORDS AND TRAINING**

34 A. Resource File

35 The City will maintain a current resource file of providers of employee  
36 assistance including alcohol and drug abuse programs, mental health  
37 providers, and various other persons, entities or organizations designed to  
38 assist employees with personal or behavioral problems. The City will  
39 inform employees and new hires about various employee assistance  
40 programs that the employer may have available. The information shall be  
41 made available at a reasonable time convenient to the City in a manner  
42 that permits discreet review by the employee. The City will provide the  
43 names, addresses, and telephone numbers of employee assistance  
44  
45

1 programs and local alcohol and drug rehabilitation programs to employees  
2 and applicants.

3  
4 B. Individual Test Results

- 5  
6 1. The MRO shall be the sole custodian of individual positive test  
7 results.  
8  
9 2. The MRO shall retain the reports of individual positive test results  
10 for a period of two (2) years.  
11  
12 3. The City shall keep confidential and retain for at least one (1) year  
13 an employee's challenge or explanation of a positive test result, the  
14 City's response thereto, and the report of positive result.  
15  
16 4. The City shall keep all negative test results for two (2) years.

17  
18 C. General Records of the City

- 19  
20 1. Records which demonstrate that the collection process conforms to  
21 all appropriate state or federal regulations shall be kept for three (3)  
22 years.  
23  
24 2. A record of the number of employees tested by type of test shall be  
25 kept for five (5) years.  
26  
27 3. Records confirming that managers, supervisors and employees  
28 have been trained under this program shall be kept for three (3)  
29 years.  
30

31 D. Drug Training Program

- 32  
33 1. The City shall establish and maintain a Drug Training Program.  
34 The Program shall, at a minimum, include the following:  
35  
36 a. A written statement on file and available for inspection at its  
37 Human Resources Department outlining the Program.  
38  
39 b. An educational and training component for all supervisory  
40 and managerial personnel which addresses drugs.  
41  
42 2. The educational and training components described in D.1.b above  
43 shall include the following:  
44  
45 a. The effects and consequences of drug use on personal  
46 health, safety and work environment.

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- b. The manifestations and behavioral changes that may indicate drug use or abuse.
- c. Documentation of training given to supervisory and management personnel.

1 All Code of Federal Regulations or State Statutes  
2 addressed in this document are available for review in the  
3 City of Gainesville's Human Resources Office.  
4