



AGREEMENT

THE STATE OF FLORIDA

and

**THE FLORIDA POLICE
BENEVOLENT ASSOCIATION**

Special Agent Bargaining Unit

**Effective August 10, 2016
through June 30, 2017**

*Strike-Through/Underline Changes to
Fiscal Year 2015-16 Agreement*

*Incorporates 2016 Legislative Impasse Resolution
to Articles 5, 23, 25, and 27 effective July 1, 2016*

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AGREEMENT

THIS AGREEMENT is between the State of Florida (hereinafter called the “state”) and the **FLORIDA POLICE BENEVOLENT ASSOCIATION, INC.** (hereinafter called the “Association”) representing the employees in the Special Agent bargaining unit.

PREAMBLE

WHEREAS, it is recognized by the parties hereto that the declared public policy of the state and the purpose of Part II, Chapter 447, Florida Statutes, is to provide statutory implementation of Section 6, Article I of the Constitution of the State of Florida, and to promote harmonious and cooperative relationships between state government and its employees, both collectively and individually, and to protect the public by assuring, at all times, the orderly and uninterrupted operations and functions of state government; and

WHEREAS, it is the intention of the parties of this Agreement to set forth the entire agreement with respect to matters within the scope of negotiations; and

WHEREAS, the above language is a statement of intent and, therefore, not subject to the grievance procedure as outlined in Article 6;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties do agree as follows:

Article 1 RECOGNITION

(A) The state hereby recognizes the Association as the exclusive representative for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees included in the Special Agent bargaining unit.

(B) The bargaining unit for which this recognition is accorded is as defined in the Certification issued by the Florida Public Employees Relations Commission, Certification No. 1228.

(C) This Agreement includes all full-time and part-time Career Service employees in the classifications and positions listed in Appendix A of this Agreement.

Article 2 GENDER REFERENCE

All references in this Agreement to employees of the male gender are used for convenience only and shall be construed to include both male and female employees.

**Article 3
VACANT**

**Article 4
NO DISCRIMINATION**

SECTION 1 – Non-Discrimination Policy – State-Federal Law

(A) The state and the Association shall not discriminate against an employee for any reason prohibited under Florida Statutes or any federal law.

(B) The Association shall have the right to consult on issues of unlawful discrimination with the Step 1 Management Representative and/or designee(s), up through the Step 2 Management Representative and/or designee(s), to the Department of Management Services, “DMS”.

(C) Any claim of unlawful discrimination by an employee against the state, its officials or representatives, except for grievances related to Association membership, shall only be subject to the method of review prescribed by law or by rules and regulations having the force and effect of law.

(D) The Association agrees to support the state’s current affirmative action programs and efforts to comply with the Americans with Disabilities Act, as well as other initiatives to avoid unlawful discrimination.

SECTION 2 – Non-Discrimination Policy – Association Membership

Neither the state nor the Association shall interfere with the right of employees covered by this Agreement to become or refrain from becoming members of the Association, and neither the state nor the Association shall discriminate against an employee because of membership or non-membership in any employee organization.

**Article 5 *2016 Legislative Impasse Resolution*
EMPLOYEE REPRESENTATION AND ASSOCIATION ACTIVITIES**

SECTION 1 – Definitions

(A) The term “employee” as used in this Agreement, shall mean an employee included in the Special Agent bargaining unit represented by the Association.

(B) The term “Grievance Representative” as used in this Agreement, shall mean an employee who has been designated by the President of the Association to investigate grievances at the Oral Step, and to represent a grievant at the Oral Step and Step 1 meetings on grievances

which have been properly filed under Article 6 of this Agreement, when the Association has been selected as the employee's representative.

SECTION 2 – Representation

(A) The Association shall select one employee as an Association Grievance Representative per region as defined by the Florida Department of Law Enforcement, "FDLE", and shall furnish to the state and keep up-to-date a list of all such employees authorized to act as Grievance Representatives. In addition, the Association shall furnish to the state and keep up-to-date a list of Association Staff Representatives. The state will not recognize a grievance or staff representative whose name does not appear on the appropriate list. Where Association representation is requested by an employee, the representative shall be a person so selected and designated by the Association.

(B) Where Association representation is not requested by the employee, an Association Grievance Representative shall be notified of and be given an opportunity to be present at any meeting held concerning the grievance.

SECTION 3 – Representative Access

The state agrees that accredited representatives of the Association shall have access to the premises of the state which are available to the public. If any area of the state's premises is restricted to the public, permission must be requested to enter such areas and such permission will not be unreasonably denied. Such access shall be during the regular work hours of the employee and shall be restricted to matters related to the application of this Agreement.

SECTION 4 – Academy Access

Where the agency operates its own Academy and conducts entry-level Special Agent training, a representative of the Association, accompanied by a representative of the Executive Director of the FDLE, "Executive Director", will be permitted to address each entry-level Special Agent class during class time to provide each recruit a copy of the current Special Agent Unit Agreement and to discuss the provisions of that Agreement. This presentation will not last longer than 30 minutes unless a longer period is agreed to by the Association and the agency, and may be made only once per class at a time mutually selected in advance by the Association, the representative of the Executive Director, and the Special Agent Unit Head or designee.

It is understood by the parties that the Association will not use this time to solicit new members. Any violation of this provision may result in the revocation of this section of the Agreement.

SECTION 5 – Consultation

(A) Upon request by the designated Association Staff Representative, the Secretary of

the DMS and/or designated representative(s) shall make a good faith effort to meet and consult on a quarterly basis with three Association representatives. Such meetings shall be held at a time and place designated by the DMS.

(B) Upon request by the designated Association Staff Representative, but not more often than once in each calendar month, the Executive Director and/or designated representatives shall meet and consult with not more than two Association representatives from the agency and the Association Staff Representative. Such meetings shall be held at a time and place designated by the Executive Director.

(C) Upon request by the designated Association Staff Representative, but not more than once in each calendar month, the Step 1 Management Representative shall make a good faith effort to meet and consult with the Association Staff Representative and not more than two Association representatives from the agency. Such meetings shall be held at a time and place to be designated by the Step 1 Management Representative.

(D) All consultation meetings will be scheduled after giving due consideration to the availability and work location of all parties. If a consultation meeting is held or requires reasonable travel time during the regular work hours of any participant, such hours shall be deemed time worked. Attendance at the consultation meeting outside of a participant's regular work hours shall not be deemed time worked.

(E) The purpose of all consultation meetings shall be to discuss matters relating to the administration of this Agreement and agency law enforcement activities which affect employees, and no such meeting shall be used for the purpose of discussing pending grievances or for negotiation purposes. No later than three calendar days prior to the scheduled meeting date, the parties shall exchange agenda indicating the matters they wish to discuss.

SECTION 6 – Bulletin Boards

(A) Where requested in writing, the state agrees to furnish in a permanent state-controlled facility to which any employees are assigned, wall space not to exceed 24 x 36 inches for Association-purchased bulletin boards of an equal size. Where the Association currently maintains bulletin boards, that practice shall continue.

(B) When requested in writing, the state agrees to furnish at an academy in an agency-controlled facility, wall space not to exceed 24 x 36 inches for an Association-purchased bulletin board.

(C) The use of Association bulletin board space is limited to the following notices:

- (1) Recreation and social affairs of the Association,
- (2) Association meetings,

- (3) Association elections,
- (4) Reports of Association committees,
- (5) Association benefit programs,
- (6) Current Association contract,
- (7) Training and educational opportunities, and
- (8) Other materials pertaining to the welfare of Association members.

(D) Notices posted on these bulletin boards shall not contain anything reflecting adversely on the state, or any of its officers or employees, nor shall any posted material violate or have the effect of violating any law, rule, or regulation.

(E) Notices posted must be dated and bear the signature of the Association's authorized representative.

(F) A violation of these provisions by an Association authorized representative shall be a basis for removal of bulletin board privileges by the DMS.

SECTION 7 – Employee Lists

(A) Upon request of the Union on no more than a quarterly basis, the state will provide it with personnel data from the state personnel database (People First). These data will include employees' names, home addresses, work locations, classification titles, and other data elements as identified by the Union that are not confidential under state law. This information will be prepared on the basis of the latest information available in the database at the time of the request.

(B) It is the state's policy to protect employee data exempt from public access under the provisions of Florida Statute 119.071(4) from inadvertent or improper disclosure. Such data include home addresses, telephone numbers, and dates of birth. The Union agrees, therefore, that these exempt data are provided for the sole and exclusive use of the Union in carrying out its role as certified bargaining agent. This information may not be relayed, sold, or transferred to a third party and may not be used by an entity or individual for any purpose other than Union business.

(C) When an employee resigns, is terminated, retires normally, is retired by disability, or is transferred, promoted or demoted out of the bargaining unit, the state shall promptly notify the Association.

SECTION 8 – Occupation Profiles and Rules

(A) The state will maintain on the DMS' website the occupation profiles and the Rules of the State Personnel System.

(B) In instances where the state determines that a revision to an occupation profile or occupational level for positions covered by this Agreement is needed, the DMS shall notify the Association in writing of the proposed changes. This procedure shall not constitute a waiver of the Association's right to bargain over such matters in accordance with Chapter 447, Part II, Florida Statutes and applicable law. The Association shall notify the DMS in writing within seven calendar days of its receipt of written notification, of its comments concerning the proposed change(s) or its desire to discuss the proposed change(s). Failure of the Association to notify the DMS within the specified period shall constitute a waiver of the right to discuss the change(s).

SECTION 9 – Negotiations

(A) The Association agrees that all collective bargaining is to be conducted with state representatives designated for that purpose by the Governor, as chief executive officer. While negotiating meetings shall normally be held in Tallahassee, the state and the Association may agree to meet elsewhere at a state facility or other location which involves no rental cost to the state. There shall be no negotiation by the Association at any other level of state government.

(B) The Association may designate certain employees to serve as its Negotiation Committee, and such employees will be granted administrative leave to attend negotiating sessions with the state. An employee serving on the Negotiation Committee shall also be granted a maximum of eight hours administrative leave to attend a negotiation preparatory meeting to be held the calendar day immediately preceding each scheduled negotiation session, provided that the negotiation preparatory meeting is held on what would otherwise be the employee's normal workday. No employee shall be credited with more than the number of hours in the employee's regular workday for any day the employee is in negotiations. No more than three employees that may attend a preparatory meeting or negotiating session. The time in attendance at such preparatory meetings and negotiating sessions shall not be counted as hours worked for the purpose of computing compensatory time or overtime. The agency shall not reimburse the employee for travel, meals, lodging, or any expense incurred in connection with attendance at preparatory meetings or negotiating sessions.

(C) The selection of an employee shall not unduly hamper the operations of the work unit.

SECTION 10 – Change to Policies

(A) The state shall provide reasonable notice to the Association of amendments to existing policies that result in a change to a mandatory subject of bargaining.

(B) After notice, the Association may consult with the agency on a change to a mandatory subject of bargaining provided that the Association makes a request in a reasonable timeframe. If consultation is unsuccessful, the matter will be referred to the DMS to bargain over the proposed change.

(C) Where the proposed changes affect the entire bargaining unit and relate to mandatory subjects of bargaining, the Association and the state shall meet to bargain the proposed changes.

(D) Nothing herein shall preclude the Association from filing a grievance if the proposed changes violate the Agreement.

Article 6

GRIEVANCE PROCEDURE

It is the policy of the state and the Association to encourage informal discussions of complaints between management and employees as well as between supervisors and employees. Such discussions should be held with view to reaching an understanding which will resolve the matter in a manner satisfactory to the employee and the state, without need for recourse to the formal grievance procedure prescribed by this Article.

SECTION 1 – Definitions

As used in this Article:

(A) “Grievance” shall mean a dispute involving the interpretation or application of the specific provisions of this Agreement, except as exclusions are noted in this Agreement, filed on the appropriate form as contained in Appendix B of this Agreement.

(B) “Grievant” shall mean a Special Agent, Special Agent Trainee, or a group of such employees having the same grievance. In the case of a group of employees, one shall be designated by the group to act as spokesperson and to be responsible for processing the grievance.

(C) “Days” shall mean business days. “Business days” refers to the ordinary business hours, i.e., 8:00 a.m. until 5:00 p.m., Monday through Friday, in the time zone in which the recipient is located. Furthermore, “business days” do not include any day observed as a holiday pursuant to section 110.117, Florida Statutes, holiday observed by the Union pursuant to a list furnished to the state in writing, as of the effective date of this Agreement, or day during a suspension of grievance processing as agreed in writing by the parties. “Business days” also do not include a day(s) on which the offices of DMS or any agency employing bargaining unit members are closed under an Executive Order of the Governor or otherwise for an emergency condition or disaster under the provisions of Rule 60L-34.0071(3)(e).

SECTION 2 – Election of Remedy and Representation

(A) If a grievant or the Association has a grievance which may be processed under this Article and which may also be appealed to the Florida Public Employees Relations Commission, the grievant or the Association shall elect at the outset which procedure is to be used and such election shall be binding on the grievant or the Association. In the case of any duplicate filing, the action first filed will be the one processed.

(B) A grievant who decides to use this Grievance Procedure shall indicate at Step 1 (or other initial written step if authorized by the provisions of this Article) whether he shall be represented by the Association. When the grievant has elected Association representation, both the grievant and the Association Grievance Representative shall be notified of any Step 1 meeting. Further, any written communication concerning the grievance or its resolution shall be sent to both the grievant and the Association Grievance Representative, and any decision agreed to by the state and the Association shall be binding on the grievant.

(C) If the grievant is not represented by the Association, any adjustment of the grievance shall be consistent with the terms of this Agreement. The Association shall be given reasonable opportunity to be present at any meeting called for the resolution of such grievance. A grievant using this procedure in the processing of a grievance will be bound by the procedure established by the parties to the Agreement. The Association shall not be bound by the decision of any grievance or arbitration in which the grievant was not represented by the Association.

SECTION 3 – Procedures

(A) Employee grievances filed in accordance with this Article are to be presented and handled promptly at the lowest level of management having the authority to adjust the grievances. Grievances may be filed and responded to by facsimile, electronic mail, mail, or personal delivery.

(B) There shall be no reprisals against any of the participants in the procedures contained herein by reason of such participation.

(C) Except for suspensions, the filing or pendency of any grievance under the provisions of this Article shall in no way operate to impede, delay or interfere with the right of the state to take the action complained of; subject, however, to the final disposition of the grievance. The employee shall notice the Agency Head or designated representative, in writing, of his intention to grieve, or appeal a suspension to the Public Employees Relations Commission, within ten days of the receipt of the final notice from the agency. Suspensions shall not be imposed until the final disposition of a grievance or appeal, if any, except where such suspension is made pending the outcome of a criminal investigation. The employee's failure to notify the agency of his intention to grieve or appeal shall permit the agency to proceed with the suspension.

(D) After a grievance is presented, no new violation or issue can be raised unless the parties agree in writing to revise or amend the alleged violations or issues, or upon a party's

showing of good cause for the consideration of such new issue, but in no event later than the filing of a grievance at Step 3. When an issue is unchanged, but it is determined that an article, section, or paragraph of the Agreement has been cited imprecisely or erroneously by the grievant, the grievant shall have the right to amend that part of his grievance.

(E) The resolution of a grievance prior to its submission in writing to Arbitration shall not establish a precedent binding on either the Association or the state in other cases.

(F) If a grievance meeting, mediation, or arbitration hearing is held or requires reasonable travel time during the regular work hours of the grievant, a representative of the grievant, or any required witnesses, such hours shall be deemed time worked. Attendance at grievance meetings, mediation, or arbitration hearings outside of a participant's regular work hours shall not be deemed time worked. The state will not pay the expenses of participants attending such meetings on behalf of the union.

(G) Grievances shall be presented and adjusted in the following manner, and no individual may respond to a grievance at more than one written step.

(1) Oral Discussion

(a) An employee having a grievance may, within 15 days following the occurrence of the event giving rise to the grievance, present the grievance orally, for informal discussion, to the management representative who has the authority to adjust the grievance, or may file a written grievance at Step 1. The management representative shall make every effort to resolve the grievance promptly, and shall communicate a decision to the grievant and designated representative, if any, within 10 days following the date the grievance is received at the Oral Step.

(b) If the grievance is not resolved by such informal discussion, the grievant may, within 10 days following the date of that discussion, submit a written grievance at Step 1 of this procedure.

(2) Step 1

(a) If the grievant elects not to utilize the oral discussion provision of this section he may file a written grievance at Step 1, provided such written grievance is filed within 15 days following the occurrence of the event giving rise to the grievance. In filing a grievance at Step 1, the grievant or designated representative shall submit to the Step 1 Management Representative a grievance form as contained in Appendix B of this Agreement, setting forth specifically the complete facts on which the grievance is based, the specific provision or provisions of the Agreement allegedly violated, and the relief requested.

(b) The Step 1 Management Representative or designee shall communicate a decision in writing to the grievant and to the Association Grievance Representative, if any, within 10 days following receipt of the written grievance.

(3) Step 2

(a) If the grievance is not resolved at Step 1, the grievant or designated representative may submit ~~it~~ the grievance in writing, on a grievance form as contained in Appendix B of this Agreement, to the Agency Head or designated representative within 10 days following receipt of the decision at Step 1. The grievance shall include a copy of the grievance form submitted at Step 1, together with the written response and documents in support of the grievance. When the grievance is eligible for initiation at Step 2, the grievance form must contain the same information as a grievance filed at Step 1. The Agency Head or designated representative may meet with the employee, and/or with an Association Grievance Representative, at the employee's option, to discuss the grievance.

(b) The Agency Head or designated representative shall communicate a decision in writing to the grievant and to the Association Grievance Representative within 15 days following receipt of the written grievance.

(4) Step 3 – Contract Language Disputes

(a) If a grievance concerning the interpretation or application of this Agreement, other than a grievance alleging that a disciplinary action (reduction in base pay, demotion, involuntary transfer of more than 50 miles by highway, suspension, or dismissal) was taken without cause, is not resolved at Step 2, the grievant or designated representative may submit it in writing on the appropriate form as contained in Appendix B of this Agreement, to the DMS within 15 days following receipt of the decision at Step 2. The grievance shall include a copy of the grievance forms submitted at Steps 1 and 2, together with all written responses and documents in support of the grievance. When the grievance is eligible for initiation at Step 3, the grievance form must contain the same information as a grievance filed at Step 1 ~~above~~.

(b) The DMS shall discuss the grievance with the Association Grievance Representative, or grievant or his representative if not represented by the Association. The DMS shall communicate a decision in writing to the grievant and to the designated representative within 15 days following receipt of the written grievance.

(5) Grievance Mediation

The parties may, by written agreement, submit a grievance to mediation to be conducted by the Federal Mediation and Conciliation Service (FMCS) after it has been submitted to arbitration but before the arbitration hearing. When the parties agree to mediate a grievance, the scheduled date for the arbitration hearing provided in section (6)(e) below may be extended by mutual agreement beyond five months. Either party may withdraw from the mediation process with written notice no later than five days before a scheduled mediation.

(6) Step 4 – Arbitration

(a) If a grievance alleging that a disciplinary action (reduction in base pay, demotion, involuntary transfer of more than 50 miles by highway, suspension, or dismissal) was taken without cause, is not resolved at Step 2, the Association representative may appeal the grievance in writing to arbitration on the appropriate form as contained in Appendix C of this Agreement within 10 days following receipt of the decision at Step 2. If a contract language dispute as described in (4) above, is not resolved at Step 3, the Association representative may appeal the grievance in writing to arbitration on the appropriate form as contained in Appendix C of this Agreement within 10 days following receipt of the decision at Step 3. If, at the initial written step, the Association refused to represent the grievant because he was not a dues-paying member of the Association, the grievant may appeal the grievance to arbitration.

(b) The arbitrator shall be one person from a panel of three permanent arbitrators, selected by the state and the Association to serve in rotation for any case or cases submitted. The DMS' Arbitration Coordinator shall schedule the arbitration hearing with the state and the Association representatives and the arbitrator listed next on the panel in rotation, and shall coordinate the arbitration hearing time, date, and location.

(c) The parties may, by agreement in writing, submit related grievances for hearing before the same arbitrator.

(d) Where there is a threshold issue regarding arbitrability, including timeliness, of a grievance raised by either party, an expedited arbitration hearing shall be conducted to address only the arbitrability issue. In such cases, the parties shall choose an arbitrator from the panel of arbitrators (see (6)(b) above), who is available to schedule a hearing and render a decision within 15 days of an arbitrator being chosen for this limited purpose. The hearing on this issue shall be limited to one day, and the arbitrator shall be required to decide the issue within five business days of the hearing. The hearing shall be conducted by telephone upon the agreement of the parties and the arbitrator. The party losing the arbitrability issue shall pay the fees and expenses of the expedited arbitration. If the arbitrator determines that the issue is arbitrable, another arbitrator shall be chosen from the parties' regular arbitration panel in accordance with the provisions of (6)(b) of this Article to conduct a hearing on the substantive issue(s).

(e) Arbitration hearings shall be scheduled as soon as feasible but not more than five months following the receipt of the Request for Arbitration Form. If the arbitrator initially selected is not available to schedule within this period, the Arbitration Coordinator shall contact succeeding arbitrators on the panel until an arbitrator is identified who can schedule within the prescribed period. A party may request of the arbitrator, with notice to the other party and the Arbitration Coordinator, an extension of time/continuance based on documented unusual and compelling circumstances. The parties may agree to schedule a hearing beyond the five-month deadline. The Arbitration Coordinator shall schedule arbitration hearings at times and locations

agreed to by the parties. Under normal circumstances hearings will be held in Tallahassee; however, selection of the site shall take into account the availability of evidence, location of witnesses and existence of appropriate facilities.

(f) At least fifteen days before the scheduled date of the arbitration hearing, the parties shall file with the arbitrator, and provide to each other, a list of witnesses to be called at the hearing, except rebuttal witnesses, and a brief statement of the material facts or matters relevant to the grievance about which each witness will testify. A party may file a written request with the arbitrator, with a concurrent copy to the other party, for an exception to the filing time limits for good cause. If such exception is granted, the other party may request that the hearing be rescheduled if necessary for the party to respond to the late filed witness information.

(g) The arbitrator may fashion an appropriate remedy to resolve the grievance and, provided the decision is in accordance with his jurisdiction and authority under this Agreement, shall be final and binding on the state, the Association, the grievant(s), and the employees in the bargaining unit. In considering a grievance the arbitrator shall be governed by the following provisions and limitations:

1. The arbitrator shall issue a decision not later than 22 days from the date of the closing of the hearing or the submission of briefs, whichever is later.

2. The arbitrator's decision shall be in writing, shall be determined by applying a preponderance of the evidence standard, and shall set forth the arbitrator's opinion and conclusions on the issue(s) submitted.

3. The arbitrator shall have no authority to determine any other issue, and shall refrain from issuing any statement of opinion or conclusion not essential to the determination of the issues submitted.

4. The arbitrator shall limit the decision strictly to the application and interpretation of the specific provisions of this Agreement.

5. The arbitrator shall be without power or authority to make any decisions:

a. Contrary to or inconsistent with, adding to, subtracting from, or modifying, altering or ignoring in any way, the terms of this Agreement, or of applicable law or rules or regulations having the force and effect of law.

b. Limiting or interfering in any way with the powers, duties and responsibilities of the state under its Constitution, applicable law, and rules and regulations having the force and effect of law, except as such powers, duties and responsibilities have been abridged, delegated or modified by the expressed provisions of this Agreement.

6. The arbitrator's award may include back pay to the grievant(s); however, the following limitations shall apply to such monetary awards:

a. An award of back pay shall not exceed the amount of pay the grievant would otherwise have earned at his regular rate of pay, shall be reduced by the amount of wages earned from other sources or monies received as reemployment assistance benefits during the back pay period, shall not include punitive damages, shall not be retroactive to a date earlier than 15 days prior to the date the grievance was initially filed.

b. If the Association is granted a continuance to reschedule an arbitration hearing over the objection of the agency, the agency will not be responsible for back pay for the period between the original hearing date or the end of the five month period described in (6)(e), above, whichever is later, and the rescheduled date.

(h) The fees and expenses of the arbitrator shall be borne solely by the party who fails to prevail in the hearing; however, each party shall be responsible for compensating and paying the expenses of its own representatives, attorneys and witnesses. The arbitrator shall submit his fee and expense statement to the Arbitration Coordinator for processing in accordance with the arbitrator's contract.

(i) A party may schedule a stenotype reporter to record the proceedings. Such party is responsible for paying the appearance fee of the reporter. If either party orders a transcript of the proceedings, the party shall pay for the cost of the transcript and provide a photocopy to the arbitrator. The party shall also provide a photocopy of the transcript to the other party upon written request and payment of copying expenses (\$.15 per page).

(j) The Association will not be responsible for costs of an arbitration to which it was not a party.

SECTION 4 – Time Limits

(A) Failure to initiate a grievance within the time limits in Section 3 above shall be deemed a waiver of the grievance. Failure at any step of this procedure to submit a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that step.

(B) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant, or the Association where appropriate, to proceed to the next step. A Step 2 or Step 3 answer that is not received by the Association by the written, agreed-to deadline does not alter the time limits for appealing the grievance to the next step.

(C) The number of days indicated at each step should be considered as a maximum, and every effort should be made to expedite the process. However, the time limits specified in any step

of this procedure may be extended, in any specific instance, by mutual agreement.

(D) Claims of either an untimely filing or untimely appeal shall be made at the step in question.

SECTION 5 – Exceptions

(A) Nothing in this Article or elsewhere in this Agreement shall be construed to permit the Association or an employee to process a grievance (1) on behalf of any employee without his consent, or (2) with respect to any matter which is the subject of a grievance, an appeal, an administrative action before a government board or agency, or a court proceeding, brought by an employee or group of employees, or by the Association.

(B) All grievances will be presented at the initial step with the following exceptions:

(1) If a grievance arises from the action of an official higher than the Step 1 Management Representative, the grievance shall be initiated at Step 2 or 3, as appropriate, by submitting a grievance form as set forth in Step 1 within 15 days following the occurrence giving rise to the grievance.

(2) The Association shall have the right to bring a class action grievance on behalf of employees, in its own name, concerning disputes relating to the interpretation or application of this Agreement. Such grievance shall not include disciplinary actions taken against an employee. The Association's election to proceed under this Article shall preclude it from proceeding in another forum on the same issue. The class action grievance form shall identify the specific group (i.e., employees' job classification(s), work unit(s), etc.) adversely impacted by the dispute relating to the interpretation or application of the Agreement. Such grievance shall be initiated at Step 2 of this procedure, in accordance with the provisions set forth herein, within 15 days of the occurrence of the event giving rise to the grievance.

(C) An employee who has not attained permanent status in his current position may only file non-discipline grievances to Step 3, unless the processing of such grievances is further limited by specific provisions of this Agreement.

Article 7

INTERNAL INVESTIGATIONS AND DISCIPLINARY ACTION

SECTION 1 – Internal Investigations

(A) The parties recognize that law enforcement personnel occupy a special place in American society. Therefore, it is understood that the state has the right to expect that a professional standard of conduct be adhered to by all law enforcement personnel regardless of rank or assignment. Since internal investigations may be undertaken to inquire into complaints of law

enforcement misconduct, the state reserves the right to conduct such investigations to uncover the facts in each case, but expressly agrees to carefully guard and protect the rights and dignity of accused personnel. In the course of any internal investigation, the investigative methods employed will be consistent with the law.

(B) When an allegation is made against an employee, the state will make every reasonable effort to ensure that the allegation and related statements are reduced to writing, under oath, and signed. An internal investigation may be opened on the basis of an anonymous or unwritten complaint if, following a preliminary review of the allegations, the agency determines there is a reasonable basis to initiate the investigation.

(C) An employee while under investigation and subject to interrogation by members of the FDLE for any reason which could lead to disciplinary action, demotion, or dismissal, shall be interrogated under the conditions as established, and shall have the rights and privileges afforded, by sections 112.532 and 112.533, Florida Statutes. Failure of the Department to comply with sections 112.532 and 112.533, Florida Statutes, shall be subject to the grievance procedure in Article 6, but only through Step 3.

(D) In cases where the FDLE determines that the employee's absence from the work location is essential to the investigation and the employee cannot be reassigned to other duties pending completion of the investigation, the employee shall be placed on administrative leave pending investigation. Such leave shall be in accordance with Rule 60L-34, Florida Administrative Code.

(E) Unless required by statute, no employee shall be required to submit to a polygraph test or any device designed to measure the truthfulness of his responses during an investigation of a complaint or allegation.

(F) Only sustained findings may be inserted in personnel records. Unfounded findings shall not be inserted in permanent personnel records or referred to in performance reviews. Nothing in this section shall obligate the state to violate or act in a manner contrary to Chapter 119, Florida Statutes.

(G) The state shall ensure that persons who investigate charges against law enforcement employees are aware of, and in good faith abide by, the requirements of sections 112.532 and 112.533, Florida Statutes.

SECTION 2 – Disciplinary Action

(A) An employee who has attained permanent status in his current position may be disciplined only for cause. Cause shall include, but is not limited to poor performance, negligence, inefficiency or inability to perform assigned duties, insubordination, violation of provisions of law or agency rules, conduct unbecoming a public employee, misconduct, habitual drug abuse, or conviction of any crime. The Agency Head shall ensure that all employees of the agency have

reasonable access to the agency's personnel manual.

(B) Letters of counseling or counseling notices are documentation of minor work deficiencies or conduct concerns that are not discipline and are not grievable; however such documentation may be used by the parties at an administrative hearing involving an employee's discipline to demonstrate the employee was on notice of the performance deficiencies or conduct concerns.

(C) The agency may have special compensatory leave or annual leave equal to the length of a disciplinary suspension deducted from an employee's leave balance in lieu of serving the suspension. An employee may indicate his preference as to whether to serve the suspension or to have special compensatory leave or annual leave deducted, which preference shall be taken into consideration by the agency in making its decision. If there is not sufficient special compensatory or annual leave, the remainder of the period will be leave without pay. Employees from whom leave is deducted will continue to report for duty. The employee's personnel file will reflect a disciplinary suspension regardless of whether the employee serves the suspension or has leave deducted.

(D) If filed within 21 calendar days following the date of receipt of notice from the agency, by personal delivery or by certified mail, return receipt requested, an employee with permanent status in his current position may appeal a reduction in base pay, ~~involuntary transfer of over 50 miles by highway~~, suspension, demotion, or dismissal to the Public Employees Relations Commission under the provisions of section 110.227(5) and (6), Florida Statutes. In the alternative, such actions may be grieved at Step 2 and processed through the Arbitration Step without review at Step 3, in accordance with the grievance procedure in Article 6 of this Agreement.

(E) An employee who has not attained permanent status in his current position shall not have access to the grievance procedure in Article 6 when disciplined.

(F) Oral reprimands are not grievable. A written reprimand shall be subject to the grievance procedure in Article 6 if the employee has attained permanent status in his current position; the decision is final and binding at Step 2.

(G) Each employee shall be furnished a copy of all disciplinary actions placed in his official personnel file and shall be permitted to respond thereto.

(H) An employee may request that an Association Staff Representative be present during any disciplinary investigation meeting in which the employee is being questioned relative to alleged misconduct of the employee, or during a predetermination conference in which suspension, demotion, or dismissal of the employee is being considered.

(I) An oral reprimand shall not be considered in determining progressive discipline, provided that the employee is not disciplined for the same offense during the succeeding 12 months

from the date of issuance, and a written reprimand shall not be considered in determining progressive discipline, provided that the employee is not disciplined for the same offense during the succeeding 24 months from the date of issuance, and further provided that the oral or written reprimands were not for a major offense which could have resulted in the employee's dismissal.

Article 8

WORKFORCE REDUCTION

SECTION 1 – Layoffs

When employees are to be laid off, the state shall implement such layoff in the following manner:

(A) The competitive area for the bargaining unit shall be statewide unless the DMS and Association agree otherwise.

(B) Layoff shall be by class or occupational level within the Special Agent unit.

(C) An employee who has not attained permanent status in his current position may be laid off without applying the provision for retention rights.

(D) No employee with permanent status in his current position shall be laid off while an employee who does not hold permanent status in his current position is serving in that class or level unless the permanent employee does not elect to exercise his retention rights or does not meet selective competition criteria.

(E) All employees who have permanent status in their current position shall be ranked in a layoff list based on the total retention points derived as follows:

(1) Length-of-service retention points shall be based on one point for each month of continuous service in a Career Service position based on the five years immediately prior to the agency's established cutoff date for the determining layoff.

(a) An employee who resigns from one Career Service position to accept employment in another Career Service position is not considered to have a break in service if such break is not in excess of 31 calendar days.

(b) An employee who has been laid off and is reemployed within one year from the date of layoff shall not be considered to have a break in service.

(c) Moving from Career Service to Selected Exempt Service or Senior Management Service and back to Career Service does not constitute a break in service unless the employee's break between services is more than 31 days. Only the time spent in Career Service is counted in calculating retention points.

(2) Retention points deducted for performance not meeting performance standards or work expectations defined for the position shall be based on the five years immediately prior to the agency's established cutoff date. Five points shall be deducted from the length of service points for each month in which performance was below standards. In the case of reassignment or demotion to a class within a series, reduction of retention points shall be calculated in the same manner for a class in a series as for a class outside a series.

(F) The layoff list shall be prepared by totaling retention points. Employees eligible for veterans' preference pursuant to section 295.07(1)(a) or (b), Florida Statutes, shall have ~~ten~~ fifteen percent added to their total retention points, ~~and~~ those eligible pursuant to section 295.07(1)(c), ~~or~~ (d), ~~or~~ (e), Florida Statutes, shall have ~~five~~ ten percent added to their total retention points, and those eligible pursuant to section 295.07(1)(f), or (g), Florida Statutes, shall have five percent added to their total retention points.

(G) The employee with the highest total retention points is placed at the top of the list and the employee with the lowest total retention points is placed at the bottom of the list.

(H) The employee at the top of the list shall bump the employee at the bottom of the list. The next highest employee on the list and the remaining employees shall be handled in the same manner until the total number of filled positions in the class to be abolished is complete.

(I) Should two or more employees have the same combined total retention points, the order of layoff shall be determined by giving preference for retention in the following sequence:

(1) The employee with the longest service in the affected class.

(2) The employee with the longest continuous service in the Career Service.

(3) The employee who is entitled to veterans' preference pursuant to section 295.07(1), Florida Statutes.

(J) An employee who has permanent status in his current position and is to be laid off shall be given at least 14 calendar days' notice of such layoff or two weeks' pay, or a combination of days of notice and pay. Any payment will be made at the employee's current hourly base rate of pay. The notice of layoff shall be in writing and sent to the employee by certified mail, return receipt requested. Within seven calendar days after receiving the notice of layoff, the employee shall have the right to request, in writing, a reassignment, lateral action, or demotion to another position within the competitive area in lieu of layoff.

(K) An employee's request for reassignment, lateral action, or demotion shall be granted unless it would cause the layoff of another employee who possesses a greater total of retention points.

(L) An employee adversely affected as a result of another employee having a greater number of retention points shall have the same right of reassignment, lateral action, or demotion under the procedures provided in this section.

(M) If an employee requests a reassignment, lateral action, or demotion in lieu of layoff, the same formula and criteria for establishing retention points for that class shall be used as prescribed in this section.

SECTION 2 – Recall

When a vacancy occurs or a new position is established, laid off employees shall be recalled in the following manner:

(A) For one year following layoff, when a position is to be filled or a new position is established in the same agency and in the same class within the affected competitive area, a laid off employee with the highest number of retention points shall be offered reemployment; subsequent offers shall be made in the order of an employee's total retention points. Reemployment of such employees shall be with permanent status in their position. An employee who refuses such offer of employment shall forfeit any rights to subsequent placement offers as provided in this subsection.

(B) An employee who has attained permanent status in his current position and accepts a voluntary demotion in lieu of layoff and is subsequently promoted within one year following demotion to a position in the same class in the same agency from which the employee was demoted in lieu of layoff, shall be promoted with permanent status in the position.

SECTION 3 – Retirement Benefits

Pursuant to section 121.021(38), Florida Statutes, an absence from the employer's payroll for a period not to exceed 12 calendar months due to a layoff shall not constitute a break in the continuous service requirement for special risk members.

SECTION 4 – Job Security

(A) The state shall make a reasonable effort to notify the Association at least 30 days in advance of classes within the bargaining unit that will be involved in a layoff. Prior to the actual layoff, the state will meet with the Association to discuss the effect of the layoff on employees.

(B) At least 30 days prior to effecting a planned organizational change which will result in the movement of positions out of the bargaining unit, or the demotion of employees, the agency will notify the DMS of the changes. If the DMS determines that employees are impacted by the changes, it will notify the Association pursuant to Chapter 447, Florida Statutes.

SECTION 5 – Grievability

Under no circumstances is a layoff to be considered a disciplinary action, and in the event an employee elects to grieve the action taken, such grievance must be based on whether the layoff was in accordance with the provisions of this article.

Article 9

LATERAL ACTION, TRANSFER, CHANGE IN DUTY STATION

It is the intent of the state and the Association that the minimum initial service obligation for employees shall be 24 months. Employees who have fulfilled their minimum initial service obligations shall have the opportunity to request lateral action, transfer, or change in duty station, in accordance with the provisions of this Article; however, the state retains the right to determine the nature and location of work assignments based upon staffing needs.

SECTION 1 – Definitions

As used in this Article:

(A) “Change in Duty Station” shall mean the moving of an employee to a duty station located within 50 miles, by highway, of his current duty station.

(B) “Duty station” shall mean the place which is designated as an employee’s official headquarters.

(C) “Broadband level” shall mean all positions sufficiently similar in knowledge, skills, and abilities, and sufficiently similar as to kind or subject matter of work, level of difficulty or responsibilities, and qualification requirements of the work, to warrant the same treatment as to title, pay band, and other personnel transactions.

(D) “Lateral action” shall mean the moving of an employee to another position in the same agency that is in the same occupation, same broadband level with the same maximum salary, and has substantially the same duties and responsibilities.

Upon a lateral action appointment, the employee shall retain the status they held in their previous position. If probationary, time spent in the previous position shall count toward completion of the required probationary period for the new position.

(E) “Transfer” shall mean moving an employee from one geographic area of the state to a different geographic location which is in excess of 50 miles, by highway, from the employee’s current duty station.

SECTION 2 – Procedures and Exceptions – Voluntary Lateral Action, Transfer, Change in Duty Station

(A) An employee who has completed the 24 month minimum service obligation in his initial job assignment may apply for a lateral action, transfer, or change in duty station on the appropriate Request Form. Such requests shall indicate the county(ies) and/or duty station to which the employee would like to be assigned.

(B) An employee may submit a Request Form at any time; however, all such Requests shall expire on June 30 of each calendar year. Requests for the next fiscal year may be filed on June 1 of the preceding fiscal year.

(C) All Request Forms shall be submitted to the appropriate Executive Council member who shall be responsible for furnishing a copy of each such Request to the management representatives who have the authority to make employee hiring decisions in the county and duty station to which the employee has requested assignment. The employee shall provide a copy of the Request to the Association at the time it is filed with the agency.

(D) Except where a position is filled by demotion, the management representative having hiring authority for the position shall give first consideration to those employees who have submitted a Request Form; provided, however, that employees whose Request is not submitted by the first day of the month shall not be considered for vacancies which occur during that month.

(E) The hiring authority shall normally fill a position with the employee who has the greatest length of service in the broadband level and who has a Request Form on file for the county in which the vacancy exists. The parties agree, however, that other factors, such as employees' work history and agency needs may be taken into consideration in making the decision as to whether the employee with the greatest length of service in the broadband level will be placed in the position.

(F) If the employee with the greatest length of service in the broadband level is not selected for the position, all employees who have greater length of service in the broadband level than the employee selected shall be notified in writing of the agency's decision with a copy to the Association. Except where agreed otherwise by the Association and the agency, the Executive Director's notification shall contain the reason(s) the less senior applicant was selected.

(G) When an employee has been appointed pursuant to a Request filed under this Article, all other pending Requests shall be canceled and the employee will not be eligible to file another Request under this Article for a period of 12 months following the employee's appointment. If an employee declines an offer pursuant to a Request filed under this Article, the employee will not be eligible for consideration for assignment to the specific broadband level,

county(ies), and/or duty station declined for a period of 12 months.

(H) The 24 month service obligation for an initial appointment shall only be waived if the employee is promoted to a position in another location, or if an unusual circumstance or hardship affecting the employee is accepted by the agency as justification for varying the required minimum service, or as otherwise approved by the Executive Director or designee.

SECTION 3 – Involuntary Lateral Action, Transfer, or Change in Duty Station

(A) An employee shall not be required to change residence for the sole purpose of living within a specific county; however, an employee may be required to reside within a reasonable distance of a specific duty station.

(B) Nothing contained in this Agreement shall be construed to prevent the FDLE, at its discretion, from effecting the involuntary lateral action, transfer, or change in duty station of an employee, at any time, according to the needs of the agency or as authorized by section 110.205(3), Florida Statutes. However, it is understood that the agency will make a good faith effort not to effect an involuntary lateral action, transfer, or change in duty station which will impose a residency hardship on the employee (in that he must relocate his residence from a permanent home presently owned or cancel a rental lease extending more than three months), without first considering Request Forms on file for the county in which the agency need exists.

(C) Except in unusual circumstances, an employee involuntarily transferred will be permitted 90 days to report to the new assignment location. An employee who receives an involuntary change in duty station will be permitted a reasonable time in which to report to the new duty station.

(D) Lateral actions, transfers and changes in duty station shall not be utilized as disciplinary sanctions.

SECTION 4 – Notice

(A) An employee shall be given a minimum of 14 calendar days' notice prior to the agency effecting any lateral action, and 30 calendar days' notice prior to the agency effecting a transfer.

(B) Nothing contained in this Agreement shall be construed to prevent the state from effecting the involuntary lateral action, transfer, or change in duty station of an employee during an emergency or as otherwise required to meet urgent law enforcement needs of the state.

(C) When the agency establishes a new position within a broadband level it shall notice all employees of the duties, responsibilities, and qualifications of the position. The procedures established in this Article shall thereafter apply to filling vacancies in such positions.

SECTION 5 – Appointment to Special Agent

The state and the Association agree that appointment to Special Agent is to be made based on the employee meeting the qualifications for law enforcement employment set forth in Chapter 943, Florida Statutes, and upon successfully completing additional training required by the agency prior to such appointment. The parties agree that the provisions of the Rules of the State Personnel System will be followed when making such appointments.

SECTION 6 – Status

(A) An employee appointed to a position, including a position to which the employee has been promoted, must successfully complete at least a one-year probationary period before attaining permanent status in the position.

(B) An agency's actions in removing or dismissing an employee from a probationary position to which the employee has been promoted from a position in which the employee held permanent status are governed by the provisions of Section 110.217(3), Florida Statutes, and, pursuant to this statutory provision, are not grievable.

SECTION 7 – Relocation Allowance

An employee who is transferred or receives a lateral action, and required by agency policy to relocate his residence shall be granted time off with pay for two work days for this purpose. No employee will be credited with more than the number of hours in the employee's regular workday and such time shall not be counted as hours worked for the purpose of computing compensatory time or overtime. In addition, the employee shall be granted travel reimbursement for travel from the old residence to the new residence based on the most direct route.

SECTION 8 – Grievability

(A) An employee complaint concerning the administration of this Article may be grieved in accordance with Article 6 of this Agreement up to and including Step 3 of the grievance procedure. In considering such complaints, weight shall be given to the specific procedures followed and decisions made, along with the needs of the agency.

(B) An employee complaint concerning the administration of Section 3 of this Article may be grieved in accordance with Article 6 of this Agreement up to and including Step 3 of the grievance procedure. The initiation of a grievance claiming a residency hardship shall stay any required change in residence until final disposition of the grievance. In considering such a grievance, weight shall be given to the needs of the agency against the hardship on the employee. Complaints concerning transfers, as authorized by section 110.205(3), Florida Statutes, shall not be subject to the grievance procedure.

Article 10 GROOMING

The parties agree that the agency shall have the right to set reasonable and professional grooming standards for its employees. The agency and state agree to consult with the Association in the development of said grooming standards.

Article 11 CLASSIFICATION REVIEW

(A) Except in case of an emergency, employees shall not be required to perform work not included in the employee's position description.

(B) When an employee alleges that he is being regularly required to perform duties which are not included in the position description of his position, and the employee alleges that the duties assigned are not included in the occupation profile to which his position is allocated, the employee may request that the Executive Director review the duties assigned to the employee's position. The Executive Director or designee shall review the duties as requested. The employee will receive a copy of the decision.

(C) If the employee is not satisfied with the decision, he may, with or without representation, request in writing a review by the Secretary of DMS or designee. The review will be conducted in accordance with Chapter 110, Florida Statutes. The written decision of the Secretary of DMS or designee shall be final and binding on all parties.

Article 12 PERSONNEL RECORDS

(A) There shall be only one official personnel file for each employee, which shall be maintained by the employing agency. Information in an employee's official personnel file may be maintained in electronic as well as paper form.

(B) If a derogatory document is placed in an employee's official personnel file, a copy will be sent to the employee. The employee will have the right to respond to any such document filed, and the employee's response will be attached to the file copy.

(C) An employee will have the right to review his official personnel file and any duplicate personnel files at reasonable times under the supervision of the designated records custodian.

(D) Where the Executive Director or designee, the Public Employees Relations Commission, the courts, an arbitrator, or other statutory authority determines that a document in the personnel file invalid, such document shall be placed in an envelope together with a letter of explanation. The outside of the envelope and all pages of the document shall be marked "VOID",

and retained in the employee's personnel file as specified in the State of Florida General Records Schedule GS1-SL for State and Local Government Records, as promulgated by the Department of State. In the case of electronic records, a Personnel Action Request (PAR) that has been determined to be invalid shall have a note added to the PAR form indicating that the action is "VOID".

(E) Information in an employee's official personnel file is public record pursuant to Chapter 119, Florida Statutes, unless specifically exempted by state or federal law (such as protected health information and social security numbers), and as such, must be provided to anyone desiring inspection or requesting copies in accordance with the provisions of the Public Records Law.

Article 13

SAFETY

SECTION 1 – Vehicle Safety

Vehicles used by employees, whether or not issued to the employee, shall be maintained in safe operating condition by the state.

SECTION 2 – Firearms Safety

In order to promote safety in the use of firearms by employees, the state will guarantee that each employee is offered the opportunity to fire his issued and/or departmental-approved personal weapon in an agency-approved course of fire at least once every six months, at no cost to the employee. Such training shall be for the purpose of familiarization in the use of firearms.

SECTION 3 – Safety Committee

Where the agency has a Safety Committee, the Association will name one employee to serve on such committee. Where such a committee has not been established, the state will consider establishment of one in each employee location. Time spent in attendance and travel to such committee meetings shall be time worked. However, the employee's attendance shall not unduly hamper the operations of the employee's work unit.

Article 14

PERFORMANCE REVIEW

(A) Employees shall be evaluated by their immediate supervisors or designated raters, who shall be held accountable for such reviews. Performance reviews shall be conducted in accordance with Rule 60L-35, Florida Administrative Code, Performance Evaluation System.

(B) The parties agree that management is required to establish squad-level numerical arrest and other case-related goals in accordance with legislative direction associated with

performance-based budgeting. Such goals may be considered for the evaluation of individual performance; however, the primary factor in such evaluation shall be the employee's performance of assigned duties and responsibilities.

(C) Performance evaluations are not grievable under Article 6 of this Agreement; however a performance evaluation may be contested if it serves, in whole or in part, as the basis for a reduction in base pay, involuntary transfer over 50 miles by highway, suspension, demotion, or dismissal.

(D) An employee who has attained permanent status in his current position shall not be disciplined for poor performance unless the employee has been counseled about the poor performance and provided a reasonable opportunity to correct performance deficiencies.

(E) The use of performance counseling shall not preclude the agency from seeking to discipline the employee for cause based upon specific acts of misconduct.

(F) Employees shall receive an evaluation from the academy upon completion of entry-level Special Agent training. A copy of the evaluation shall be forwarded to the appropriate supervisor.

Article 15 SENIORITY

SECTION 1 – Definition

For the purpose of this Agreement, “seniority” shall be defined as continuous service in the broadband level; provided, however, that an employee shall be considered to have a break in service when the employee separates and is not on any State Personnel System payroll for at least 31 calendar days following the separation.

SECTION 2 – Seniority Application

Except under extraordinary circumstances, vacations and regular days off shall be scheduled with due regard for the needs of the agency, seniority, and employee preference. The state and the Association understand that there may be times when the needs of the agency will not permit such scheduling.

SECTION 3 – Vacation and Holiday Leave

Where practicable, requests for leave of 40 contiguous hours or more, or for holidays, shall be requested at least 60 days in advance of such leave in order that the provisions of this Article may be fully implemented; however, in implementing this provision nothing shall preclude the agency from making reasonable accommodations for extraordinary leave requests or ensuring the fair distribution of leave during favored holidays.

Article 16
EMPLOYMENT OUTSIDE STATE GOVERNMENT

SECTION 1 – Outside Employment – Non-Police Employment

(A) On the effective date of this Agreement, any employee who is performing non-police employment outside of state government, which employment has not been previously approved, shall be subject to the provisions of Section 1(B) of this Article.

(B) If, during the term of this Agreement, an employee is to accept new non-police employment outside of state government, the employee shall notify the Executive Director, or designee, of such employment, prior to date of employment, who shall verify that such non-police employment does not conflict with the employee's state employment, or with the employing agency's procedures limiting such outside employment. Should such conflict(s) be found to exist, outside employment shall be disapproved.

(C) During the course of an employee's outside employment, the agency may make reasonable inquiries of the employee to ensure that the employee's continued outside employment does not constitute a conflict of interest, or interfere with the employee's primary duties as a state law enforcement officer. Employees shall not be required to file regular reports regarding the outside employment.

SECTION 2 – Outside Employment – Police Employment

(A) An employee who wishes to perform police employment outside of state government shall secure the required approval in advance in accordance with Rule 60L-32, Florida Administrative Code and applicable law. It is understood that permission shall not be unreasonably withheld as long as such outside employment does not conflict with the employee's state employment or with the employing agency's procedures limiting such outside employment.

(B) During the course of the employee's outside employment, the agency may make reasonable inquiries of the employee to ensure that the employee's continued outside employment does not constitute a conflict of interest, or interfere with the employee's primary duties as a state law enforcement officer. Employees shall not be required to file regular reports regarding the outside employment.

(C) Each employee will be permitted to use his official car during approved off-duty police employment, provided the off-duty employment is within 50 miles of the employee's city of assignment, and the official car directly facilitates the performance of the off-duty employment. Use of the official car which necessitates travel beyond 50 miles of the employee's city of assignment will require prior written approval by either the employee's Regional Director or Program Director. Approval for such outside employment, consistent with the above-stated conditions, will be granted so long as:

- (1) It does not constitute a conflict of interest;
- (2) It does not interfere with the employee's primary duties as a state law enforcement officer;
- (3) It is within the duties and responsibilities the employee performs or may reasonably be expected to perform as a part of his job duties and responsibilities;
- (4) Such employment does not carry the employee outside the state; and
- (5) Such employment does not unduly hamper the operation of the work unit.

(D) Each employee shall be permitted to work up to 64 hours per week of on-duty and off-duty approved work. Employees may work in excess of 64 hours per week with the approval of the Regional Director.

(E) When required by the agency, employees who are utilizing state equipment while performing police employment outside of state employment shall be responsible for all insurance relative to such outside employment, including workers' compensation and liability insurance.

SECTION 3 – Reimbursement of Costs

All mileage placed on a state automobile in off-duty police employment shall be paid by the employee at the mileage rate established in section 112.061, Florida Statutes.

Article 17 DEPARTMENT VEHICLES

The agency may provide each employee with an unmarked vehicle for work use. Employees will reside within 50 miles of their assigned office.

An employee currently residing outside of the 50 mile limit will continue to be allowed to do so; however, newly appointed employees and current employees that relocate their residence must abide by the 50 mile rule, unless the agency grants the employee a waiver of the rule.

Article 18 LEAVE

The attendance and leave provisions as contained in Rule 60L-34, Florida Administrative Code of the Rules of the State Personnel System shall apply to all employees, except as noted in the Agreement.

Article 19
PERSONAL PROPERTY – REPLACEMENT AND/OR REIMBURSEMENT

(A) Any personal property subject to replacement or reimbursement pursuant to this article, other than the employee's watch or prescription glasses, must be approved in advance by the agency as required to adequately perform the duties of the position.

(B) Thereafter, an employee who, while on duty and acting within the scope of employment, suffers the damage, destruction or loss of his watch, prescription glasses, or other personal property approved pursuant to Paragraph (A), will be reimbursed, have such property repaired, or have such property replaced with an item which is of the same or a similar quality as described in this Article; provided, however, that:

(1) The agency has the option to decide whether a specific piece of property is repaired versus replaced; and

(2) The employee shall not be reimbursed or have property repaired or replaced if the agency determines that the damage, destruction or loss resulted from the employee's negligence.

(C) An employee who requests reimbursement, repair or replacement of personal property must:

(1) File a written report detailing the circumstances under which the property was damaged, destroyed or lost; and

(2) Document the amount expended to repair or replace such property.

(D) After meeting the conditions described above, the Executive Director or designee shall authorize reimbursement not to exceed the following amounts:

Watch - \$75

Prescription glasses - \$300 (including any required examination)

Other Items - the Executive Director or designee shall have final authority to determine the reimbursement value of any items other than watches or prescription glasses.

Total allowable per incident - \$600.

Article 20
EDUCATIONAL ASSISTANCE PLAN

The state shall provide up to six credit hours of tuition-free courses per term at a state university or community college to full-time employees on a space available basis as authorized by law.

Article 21
**COMPENSATION FOR TEMPORARY SPECIAL DUTY IN HIGHER
LEVEL POSITION**

SECTION 1 – Eligibility

Each time an employee is officially designated by the appropriate supervisor to act in an established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with Rule 60L-32, Florida Administrative Code, effective the first day of performing such duties.

SECTION 2 – Method of Compensation

It is understood by the parties that, insofar as pay is concerned, employees temporarily performing the duties of a position in a higher broadband level shall be paid according to the same compensation method as promoted employees pursuant to the Rules of the State Personnel System.

SECTION 3 – Return to Regular Rate

Employees being paid at a higher rate while temporarily performing the duties of a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary special duty in the higher broadband level ends.

Article 22
JOB-CONNECTED DISABILITY

~~SECTION 1 – Section 440.15(11), Florida Statutes – Full-Pay Status~~

~~(A) — An employee who sustains a job-connected disability and meets the eligibility requirements provided for in section 440.15(11), Florida Statutes, may be carried in full pay status.~~

~~(B) — Any claim by an employee or the Association concerning this section shall not be subject to the grievance procedure of this Agreement.~~

~~SECTION 21 – Rule 60L-34, Florida Administrative Code – Disability Leave with Pay~~

(A) An employee who sustains a job-connected related disability which and is not covered by Section 1 above, is eligible for disability leave with pay under the provisions of Rule 60L-34, Florida Administrative Code. The Executive Director or designee shall not unreasonably refuse to submit a request to carry an employee in full pay status under the provisions of Rule 60L-34, Florida Administrative Code, provided, however, the Secretary of the DMS or designee shall have the right to determine whether an employee should be carried in full pay status for more than 26 weeks. An employee shall not be required to use accrued compensatory or annual leave in order to be eligible to be carried in full pay status under Rule 60L-34, Florida Administrative Code. However, no employee shall be carried in full pay status until he has utilized 100 hours of accumulated sick leave, annual leave, compensatory leave, or leave without pay., shall be carried in full-pay status for up to 40 work hours immediately following the onset of the injury without being required to use accrued leave.

(B) If an employee is unable to return to work at the end of the 40 work hour period, the employee may supplement the Workers' Compensation benefits with accrued leave in an amount necessary to remain in full-pay status.

(1) An employee who is maliciously or intentionally injured and thereby sustains a job-connected disability compensable under Chapter 440, F.S., shall be carried in full-pay status on administrative leave during the duration of the disability rather than being required to use accrued leave.

(C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2. The Department shall approve such requests which, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized Other) in an amount necessary to supplement the employee's Workers' Compensation benefits so that the employee may be in full-pay status.

(D) Any claim by an employee or the PBA concerning this Section shall not be subject to the Grievance Procedure of this Agreement.

SECTION 3-2 – Alternate Duty

(A) Where an employee is eligible for disability leave with pay under the Rules of the State Personnel System as a result of an injury in the line of duty, and is temporarily unable to perform his normal work duties, the Executive Director or designee shall give due consideration to any request by the employee to be temporarily assigned substitute duties within the employee's medical restrictions. This shall have no effect on the agency's ability to make a different assignment based upon current medical opinion.

(B) Where an employee is temporarily unable to perform his normal work duties, but is given a reasonable prognosis to return to full duty within the near future, the Executive Director or designee shall give due consideration to any request by the employee to be temporarily assigned duties within the employee's medical restrictions. This shall have no effect on the agency's ability to make a different assignment based upon current medical opinion.

(C) Where an employee suffers an injury in the line of duty, and is permanently unable to perform his normal work duties, the Executive Director or designee shall attempt to reasonably accommodate any written request by the employee to be assigned to a different vacant position in a different classification within the employee's medical restrictions.

(D) A complaint concerning this Section may be grieved in accordance with Article 6 of this Agreement up to and including Step 3. The decision of the DMS shall be final and binding on all parties.

Article 23 *2016 Legislative Impasse Resolution*
WORKDAY, WORKWEEK AND OVERTIME

SECTION 1 – Overtime

(A) The normal workweek for each full-time employee shall be 40 hours.

(B) Work beyond the normal workweek or approved extended period shall be recognized in accordance with Rule 60L-34, Florida Administrative Code; provided, however, that when an emergency is declared by the Governor and funds are available, employees who are assigned to the emergency area described in the Governor's Executive Order shall be subject to a 40 hour workweek while so assigned. The state and the Association will cooperate to secure funds for the payment of overtime to unit employees in the situation described herein.

(C) The Association agrees to support those changes in ~~Chapter~~ Rule 60L-34, Florida Administrative Code that may be required in order for the state to be in compliance with the Fair Labor Standards Act as it is applied to public employees.

(D) If the agency has a plan approved in advance by the DMS, FLSA compensatory leave credits shall be granted, administered and used as described below:

An employee who is filling an included position may, at the end of the approved extended period if mutually agreed to by the employee and supervisor, waive payment for overtime and have the overtime hours credited to FLSA compensatory leave. If such approved election is made, the overtime hours will be credited as FLSA compensatory leave credits at the rate of one and one-half hours for each hour of overtime worked. An employee will only be permitted to accumulate a maximum of 80 hours of FLSA compensatory leave credits which may be taken in any increments if agreed to by the employee and the supervisor. If mutual agreement is not reached, the supervisor may, with a minimum of five workdays notice, require the employee to use such

leave credits at any time in increments of full work days. However, all unused FLSA compensatory leave credits at the close of business on December 31 and June 30 shall be paid for at the employee's straight time regular hourly rate in accordance with Rule 60L-34, Florida Administrative Code. An employee who separates from the Career Service or moves to another state agency shall be paid for all unused FLSA compensatory leave in accordance with the above.

SECTION 2 – Workday

(A) The agency shall not require an employee to split a workday into two or more segments without the mutual agreement of the employee and the employer.

(B) Where employees are required to work extra hours during an approved extended work period, the state will make a good faith effort to offset such extra hours in eight hour increments, provided this can be done prior to the end of the extended work period.

SECTION 3 – Rest Periods

(A) A supervisor shall not unreasonably deny an employee a 15 minute rest period during any four contiguous hours of work. It is recognized that staffing and work priorities may prevent such a rest period during a given workday. Additionally, many positions have a post of duty assignment that requires coverage for a full shift and does not permit the employee to leave his post. In those cases, the employee may be able to “rest” while the employee physically remains in the geographic location of his duty post. The employee is to remain responsive to calls during a rest period.

(B) Rest periods are not authorized for covering an employee's late arrival on duty or early departure from duty, and are not to be used contiguously with a meal break.

(C) A complaint concerning this Section may be grieved in accordance with Article 6 of this Agreement up to and including Step 2. The decision of the Agency Head or designee shall be final and binding on all parties.

SECTION 3 4 – Sick Leave Pool and Sick Leave Transfer

Employees shall be subject to the conditions, and have full access to the benefits, of the employing agency's existing sick leave pool and sick leave transfer plan.

SECTION 4 5 – Special Compensatory Leave

(A) Special Compensatory Leave is defined as leave that is earned as a result of hours worked on a holiday, extra hours worked during an established work week which contains a holiday, or extra hours worked when a facility is closed under emergency conditions as provided in Rule 60L-34, Florida Administrative Code.

(B) Use of Special Compensatory Leave:

(1) When an employee earns special compensatory leave credits, the employee shall have 60 calendar days in which to use the earned special compensatory leave time.

(2) If the employee fails to use the earned special compensatory leave during the 60 day period, the supervisor shall schedule the employee to use the leave.

(3) An employee who has a leave balance in excess of 240 hours shall be required to use a minimum of 120 hours of the employee's earned special compensatory leave each calendar year or the amount necessary to bring the employee's special compensatory leave balance to 240 hours, whichever is less, prior to using any annual leave credits, unless such annual leave credits are being substituted for an employee's unpaid individual medical leave granted in accordance with the federal Family and Medical Leave Act (FMLA), or family medical leave or parental leave granted in accordance with section 110.221, F.S., the FMLA, or both.

(4) An employee who begins employment after July 1, 2013 shall only be permitted to accumulate a maximum of 240 hours of special compensatory leave credits, notwithstanding any additional hours worked on a holiday, during the established work week containing a holiday, or during the closure of a facility during emergency conditions.

Article 24

ON-CALL, CALL-BACK and COURT APPEARANCES

SECTION 1 – On-Call

On-call assignment shall be as defined in Rule 60L-32, Florida Administrative Code. Based on the availability of funds, an employee who is required to be on-call shall be paid an on-call additive in an amount of one dollar (\$1.00) per hour for the hour(s) the employee is required to be on-call pursuant to Rule 60L-32.0012(2)(b), F.A.C. An employee who is required to be on-call on a Saturday, Sunday and/or a holiday as listed in section 110.117(1), Florida Statutes, shall be paid an on-call additive in an amount per hour equal to one-fourth of the statewide hourly minimum for the employee's paygrade for the hour(s) the employee is required to be on-call pursuant to Rule 60L-32.0012(2)(b), F.A.C.

SECTION 2 – Call-Back

An employee called out to work at a time not contiguous with the employee's scheduled hours of work shall be credited for actual time worked or a minimum of four hours, whichever is greater.

SECTION 3 – Court Appearances

If an employee is subpoenaed to appear as a witness in a job-related court case, not during the

employee's regularly assigned work hours, the employee shall be credited for actual time worked, or a minimum of two and one-half hours, whichever is greater.

Article 25 *2016 Legislative Impasse Resolution* **WAGES**

SECTION 1 – General Pay Provisions

Pay, including increases to base rate of pay and salary additives, shall be in accordance with the Fiscal Year 2016-2017 General Appropriations Act and other provisions of state law.

SECTION 2 – Deployment to a Facility or Area Closed due to Emergency

In accordance with the authority provided in the Fiscal Year 2016-2017 General Appropriations Act, and contingent upon the availability of funds and at the agency head's discretion, each agency is authorized to grant a temporary special duties pay additive of up to 15 percent of the employee's base rate of pay to each employee temporarily deployed to a facility or area closed due to emergency conditions from another area of the state that is not closed.

SECTION 3 – Cash Payout of Annual Leave

Permanent Career Service employees may be given the option of receiving up to 24 hours of unused annual leave each December, in the form of a cash payout subject to, and in accordance with, section 110.219(7), Florida Statutes.

SECTION 4 – Performance Pay

In accordance with the authority provided in the Fiscal Year 2016-2017 General Appropriations Act, contingent on the availability of funds and at the Agency Head's discretion, each agency is authorized to grant merit pay increases based on the employee's exemplary performance, as evidenced by a performance evaluation conducted pursuant to Rule 60L-35, Florida Administrative Code.

SECTION 5 – Discretionary Competitive Pay Adjustments

In accordance with the authority provided in the Fiscal Year 2016-2017 General Appropriations Act, contingent on the availability of funds and at the Agency Head's discretion, each agency is authorized to grant competitive pay adjustments to address retention, pay inequities, or other staffing issues.

SECTION 6 – Career Development Plan Work Group

In accordance with the authority provided in the implementation provisions of the Fiscal Year 2016-2017 General Appropriations Act (Section 65, HB 5003), a work group is to be

organized to create a sworn law enforcement officers' career development plan to attract and retain quality employees. The career development plan proposal developed by the work group is to be submitted to the Governor, President of the Senate, and Speaker of the House of Representatives by December 1, 2016.

Article 26 EQUIPMENT AND SERVICE AWARDS

SECTION 1 – Accessories and Equipment

Accessories and equipment will include the following minimum requirements:

(A) A service weapon gun belt, holster and accessories as appropriate for the employees.

(B) Spare ammunition, and an appropriate case.

(C) Where hand-held radios are provided, they will be suitable for law enforcement use.

(D) The agency shall provide bullet-proof vests to employees and will develop a policy for replacement upon expiration of the guaranteed life of the vest as expressed by the manufacturer at the time of purchase.

(E) The agency will select and provide to each employee at least one intermediate force weapon, as determined appropriate by the agency, and provide training in the use of such weapon.

(F) Unless otherwise required by agency needs, vehicles shall be equipped by the manufacturer as provided by current state contract specifications for unmarked law enforcement vehicles.

SECTION 2 – Clothing Allowance

Employees shall receive a clothing allowance in the amount of \$500.00 annually.

SECTION 3 – Award

When an employee retires under any provision of the Florida Retirement System, including medical disability retirement, the employee shall be presented his badge, his service revolver or pistol, if one had been issued as part of the employee's equipment, and an identification card clearly marked "RETIRED" as provided in section 112.193, Florida Statutes.

SECTION 4 – Award Program

The state agrees to promote a program of recognition awards for employees which shall include:

- (A) Upon promotion, a framed certificate certifying the promotion.
- (B) Awards for bravery and outstanding service.
- (C) Service awards through the use of certificates, patches or pins recognizing years of service with the State; specifically recognizing 15, 20 and 25 years of service.
- (D) Upon normal retirement, an identification card and badge.

Article 27 *2016 Legislative Impasse Resolution* **INSURANCE BENEFITS**

SECTION 1 – State Employees Group Insurance Program

The benefits and the employee share of premiums for the State Employees Group Health Self-Insurance Plan shall remain unchanged for Fiscal Year 2016-2017.

SECTION 2 – Death In-Line-Of-Duty Benefits

- (A) Funeral and burial expenses will be as provided in section 112.19, Florida Statutes.
- (B) Education benefits will be as provided in section 112.19, Florida Statutes.
- (C) State Employees Group Health Self-Insurance Plan premium for the employee's surviving spouse and children will be as provided in section 110.123, Florida Statutes.
- (D) Any complaint or claim by an employee or the Association concerning this section shall not be subject to the grievance procedure of this Agreement.

Article 28 **TRAVEL EXPENSES**

SECTION 1 – Payment of Travel Vouchers

With the prior approval of the Executive Director, travel expenses of employees incurred in the performance of a public purpose authorized by law will be paid in accordance with section 112.061, Florida Statutes. The state will make a good faith effort to pay travel vouchers within 30 days after they have been properly submitted. Vouchers are considered submitted when the employee submits them to the local official designated by management to receive such vouchers.

SECTION 2 – Emergency Travel

(A) When an emergency, such as a hurricane, arises that requires the agency to temporarily assign employees with less than 48 hours' notice, the agency will make a good faith effort to officially notify employees of the temporary assignment. Such notification may be in person, by telephone, by radio, or in writing.

(B) When an emergency arises requiring temporary personnel assignment with less than 48 hours' notice, the state agrees to make the necessary payment to the vendor for lodging for such employees. The employee shall have no responsibility to make such payments to the vendor. Travel vouchers will be submitted as required in Section 1 above.

SECTION 3 – Mileage Allowance

The state agrees to seek continued funding to provide for the payment of a mileage allowance for the use of privately-owned vehicles for official travel at the rate of 44.5 cents per mile.

Article 29 DRUG TESTING

(A) The state and the Association agree to drug testing of employees in accordance with section 112.0455, Florida Statutes, the Drug-Free Workplace Act.

(B) All classes covered by this Agreement are designated special risk for drug testing purposes. Special risk means employees who are required as a condition of employment to be certified under Chapter 633 or Chapter 943, Florida Statutes.

(C) An employee shall have the right to grieve disciplinary action taken under section 112.0455, the Drug-Free Workplace Act, subject to the limitations on the grievability of disciplinary actions in Article 6. If an employee is not disciplined but is denied a demotion, reassignment or promotion as a result of a positive confirmed drug test, the employee shall have the right to grieve such action in accordance with Article 6.

Article 30 NO STRIKE

SECTION 1 – No Strike Agreement

Neither the Association nor any of its officers or agents, nor members covered by this Agreement, nor any other employees covered by this Agreement, will instigate, promote, sponsor, or engage in any prohibited activities as defined in section 447.203(6), Florida Statutes.

SECTION 2 – Penalty

An employee who violates any provision of this law prohibiting strikes or of this Article will be subject to disciplinary action up to and including discharge, and any such disciplinary action by the state shall not be subject to the grievance procedure established herein.

Article 31 STATE PERSONNEL SYSTEM RULES

The DMS will notify the Association in writing of proposed revisions to the Rules of the State Personnel System. The Association may then request consultation or negotiations regarding the proposed rule revisions.

Article 32 MANAGEMENT RIGHTS

The Association agrees that the state has and will continue to retain, whether exercised or not, the right to determine unilaterally the purpose of each of its constituent agencies, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations. It is also the right of the public employer to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons, except as abridged or modified by the express provisions of this Agreement; provided, however, that the exercise of such rights shall not preclude an employee or employee representative from raising a grievance on any such decision which violates the terms and conditions of this Agreement.

Article 33 ENTIRE AGREEMENT

SECTION 1 – Agreement

This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The state maintains the right to make changes to rules, policies or practices during the term of this Agreement unless such action will be in direct conflict with the terms and conditions of this Agreement.

The state and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

SECTION 2 – Memorandum of Understanding/Settlements

The parties recognize that during the term of this Agreement situations may arise which require that terms and conditions not specifically and clearly set forth in the Agreement must be clarified or amended. Under such circumstances, the Association is specifically authorized by employees to enter into the settlement of grievance disputes or memoranda of understanding which clarify or amend this Agreement, without having to be ratified by employees.

Article 34 SAVINGS CLAUSE

If any provision of this Agreement or the application of such provision is rendered or declared invalid, unlawful, or not enforceable by any court action or by reason of any existing or subsequently enacted legislation, or if the appropriate governmental body, having amendatory power to change a law, rule, or regulation which is in conflict with a provision of this Agreement fails to enact or adopt an enabling amendment to make the provision effective in accordance with section 447.309(3), Florida Statutes, then such provision shall not be applicable, performed, or enforced, but the remaining parts or portions of this Agreement shall remain in full force and effect for the term of this Agreement.

Article 35 DURATION

SECTION 1 – Term

This Agreement shall remain in full force and effect through the 30th day of June 2017. This Agreement shall remain in full force and be effective during the period of negotiation and may be extended in the manner set forth in the following paragraph.

In the event that the state and the Association fail to secure a successor Agreement prior to the expiration date of this Agreement, the parties may mutually agree in writing to extend this Agreement for any period of time.

In the event that either party desires to terminate or modify this Agreement, written notice must be given to the other party not less than ten days prior to the desired termination date, which shall not be before the anniversary date set forth in the preceding paragraph.

SECTION 2 – Notices

Notices hereunder shall be given by registered or certified mail, and if by the state shall be addressed to the Association at 300 East Brevard Street, Tallahassee, Florida 32301; and if by the Association shall be addressed to the Chief Negotiator, Department of Management Services, 4050 Esplanade Way, Suite 160, Tallahassee, Florida 32399-0950. Either party may, by a like written notice, change the address to which such notice shall be given. Notices shall be considered to have been given as of the date shown on the postmark.

SECTION 3 – Emergencies

If it is determined that civil emergency conditions exist, including, but not limited to, riots, civil disorders, hurricane conditions, or similar catastrophes, the provisions of this Agreement may be suspended by the Governor during the time of the declared emergency, provided that wage rates and monetary fringe benefits shall not be suspended. It is understood that a declared emergency may be limited to specific geographic areas, in which case suspension of the terms of this Agreement as provided above would apply only to those employees permanently or temporarily assigned to such areas.

APPENDIX A
SPECIAL AGENT UNIT DESCRIPTION
CBU CODE 10

Class Code	Class Title
8580	Special Agent Trainee
8581	Special Agent

APPENDIX B

RQ

**STATE OF FLORIDA
COLLECTIVE BARGAINING UNIT
GRIEVANCE FORM**

Employee's Name _____ Class Title _____
Business Address _____ Department or Agency _____
Division or District _____ Business Telephone _____
Bureau or Unit _____ Social Security Number _____
Bargaining Unit _____

NATURE OF GRIEVANCE: (involving interpretation or application of specific provisions of Agreement)

DATE ACT OR CONDITION OCCURRED: _____

ARTICLE(S) AND SECTION(S) OF AGREEMENT: (which have allegedly been violated)

RELIEF REQUESTED:

IF REPRESENTATIVE DESIRED – Name of Grievance Representative: _____
Business Telephone: _____

FOR GROUP GRIEVANCES ONLY – The PBA Representative named above has been designated to act as spokesperson and be responsible for processing the above grievance. The employees included in the group for which this grievance is filed are identified as follows (identify the group by reference to the employees' job classification(s), work unit(s), and any other relevant identifying information):

SIGNED _____ **DATE SUBMITTED** _____
Grievance Representative

SUBMITTED TO: Name _____ **Class Title** _____
(If space is insufficient to write complete information, attach a separate sheet.)

Original to: STATE OFFICIAL - Step 1 2 3*

Copies to: Representative (if any)

*Circle appropriate step

Employee

APPENDIX C

REQUEST FOR ARBITRATION
FLORIDA POLICE BENEVOLENT ASSOCIATION (PBA)
FLORIDA HIGHWAY PATROL, LAW ENFORCEMENT, AND SPECIAL AGENT
BARGAINING UNITS

The Florida Police Benevolent Association [“PBA”], representing employees in the Florida Highway Patrol, Law Enforcement, and Special Agent bargaining units, hereby gives notice of its intent to proceed to arbitration with the following grievance:

GRIEVANT’S NAME: _____

Attached is a copy of the grievance as it was submitted at Step(s) 1 and/or 2 of the grievance procedure (for disciplinary grievances), or at Step 3 (for contract language disputes), and a copy of the written decision(s) rendered in response to the grievance.

I hereby authorize the PBA to proceed to arbitration with my grievance. I also authorize the PBA to use, and to provide to the Arbitrator during the arbitration proceedings, copies of any materials relevant to the issues raised in this grievance although such materials may otherwise be exempt or confidential under state or federal public records law.

Representative’s Name: _____ Email address: _____

Phone: _____ Fax: _____

Grievant’s Signature: _____ Representative’s Signature: _____

FOR GROUP GRIEVANCES ONLY – The PBA Representative named above has been designated to act as spokesperson and be responsible for processing the above grievance to arbitration. The employees included in the group for which this grievance is filed are identified as follows (identify the group by reference to the employees’ job classification(s), work unit(s), and any other relevant identifying information):

Date Submitted to Arbitration Coordinator, Department of Management Services: _____