

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CITY OF WEST PALM BEACH

AND

**FLORIDA STATE LODGE,
FRATERNAL ORDER OF POLICE, INC.**

Certified Unit No. 1985



**Police Officer, Sergeant and Civilian FOP
October 1, 2024 to September 30, 2027**

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
1	PREAMBLE	3
2	RECOGNITION	4
3	DUES DEDUCTION	5
4	MANAGEMENT RIGHTS	7
5	UNION BUSINESS	9
6	BULLETIN BOARDS	12
7	BARGAINING UNIT IDENTIFICATION	13
8	POLICE OFFICERS' BILL OF RIGHTS	14
9	DISCIPLINE AND DUE PROCESS	15
10	PERSONNEL RECORDS	19
11	LABOR-MANAGEMENT COMMITTEE	20
12	SENIORITY	21
13	EMPLOYMENT AND PROMOTIONAL POLICY	23
14	LEAVES OF ABSENCE	28
15	WORKERS' COMPENSATION & DUTY DISABILITY	34
16	PHYSICAL EXAMINATION	39
17	ALCOHOL & SUBSTANCE ABUSE	42
18	EDUCATIONAL BENEFITS	58
19	LEGAL BENEFITS	60
20	RESIGNATION	61
21	INSURANCE BENEFITS	62
22	FUNERAL EXPENSES	65
23	INCENTIVE PAY	66
24	HAZARDOUS DUTY BENEFIT	69
25	UNIFORMS AND EQUIPMENT	70
26	WORKWEEK AND OVERTIME	74
27	SECONDARY EMPLOYMENT	78
28	HOLIDAYS	79
29	PENSION PLAN	81
30	SALARY PLAN	84
31	PROHIBITION OF STRIKES	91
32	SAVINGS CLAUSE	92
33	MAINTENANCE OF CONDITIONS	93
34	GRIEVANCE AND ARBITRATION PROCEDURE	94
35	EXTRA DUTY DETAIL	99
36	DURATION OF AGREEMENT	102
	SIGNATURE PAGE	103
	APPENDIX A – OFFICERS' BILL OF RIGHTS	104
	APPENDIX B – STEP PLANS	114

ARTICLE 1. PREAMBLE

Section 1.

In accordance with the State of Florida Public Employees Collective Bargaining statute and the City of West Palm Beach Ordinance Number 1281-75, this agreement is entered into by and between the City of West Palm Beach, a municipal corporation in the state of Florida, hereinafter referred to as the “Employer” or “City” and the Florida State Lodge Fraternal Order of Police, Inc., hereinafter referred to as the “Union” or “FOP”. This collective bargaining agreement is applicable for employees as defined in Certificate Number 1985 as granted by the Public Employees Relations Commission on October 16, 2020.

Section 2.

The purpose of this agreement is to promote and maintain harmonious and cooperative relationships between the employer and employees, both individually and collectively; to provide an orderly and peaceful means for resolving differences which arise concerning the interpretation or application of this agreement, and to set forth herein the basic and entire agreement between the parties in the determinations of wages, hours, terms and conditions of employment.

Section 3.

The parties recognize that the basic interest of the community will be served by assuring the public, at all times, of orderly and uninterrupted operations and functions of the municipal government, and by providing in the most efficient manner, superior public service to the citizens of the community.

Section 4.

The Union recognizes that the City of West Palm Beach is firmly committed to securing equal employment opportunities and freedom from discrimination for all individuals within West Palm Beach, as set forth by its Equal Employment Opportunity Policy.

ARTICLE 2. RECOGNITION

Section 1.

The City of West Palm Beach hereby recognizes the Florida State Lodge Fraternal Order of Police, Inc. as the exclusive collective bargaining representative with respect to wages, hours and terms and conditions of employment for all employees in the bargaining unit.

Section 2.

The bargaining unit for which this recognition is accorded is as defined in:

- A. Certificate Number 1985 granted by the Public Employees Relations Commission on October 16, 2020, comprised of all sworn law enforcement in the classifications of: Police Officer and Sergeant, and all other employees in the classifications of Crime Scene Investigators and Police Aide (i.e., Community Service Aide, Latent Print Examiner, and Senior Latent Print Examiner); excluding all other employees of the City of West Palm Beach.

ARTICLE 3. DUES DEDUCTION

Section 1.

Upon receipt of a lawfully executed written authorization from an employee, the City agrees to deduct the current regular Union dues each payroll period and remit such deductions not less than once each month to the duly elected treasurer of the Union within fifteen (15) working days from the end of the second pay period of the month. The Union will notify the City, in writing, thirty (30) days before any change in the regular Union dues structure. The Employer is expressly prohibited from any involvement in the collection of fines, penalties or special assessments and shall not honor any request of this nature other than for Union dues. Deduction of dues will be made by the City when other payroll deductions are made and will begin with the pay for the first full pay period following receipt of the authorization by the Union.

Section 2.

Any employee may, at any time, revoke their dues deduction and shall submit such revocation form to the City’s payroll division with a copy to the Union. Revocation of dues will be made by the City when other payroll deductions are made and will begin with the pay for the first full pay period following receipt of the revocation by the employee.

Section 3.

The Union agrees to remit to the City the amount of ten (10) cents per employee for the administrative and data processing cost of each change made in the regular monthly dues. Said remittance shall be due from the Union within fifteen (15) days from receipt of a statement from the City.

Section 4.

The Union agrees to provide necessary Dues Deduction Authorization forms and Notice to Stop Dues Deduction forms for its members. These forms shall read as follows:

AUTHORIZATION CARD FOR DEDUCTION OF UNION DUES

I hereby authorize the City of West Palm Beach to deduct from my wages each month, the current regular monthly Union dues and to transmit this amount to the treasurer of the Florida State Lodge, Fraternal Order of Police Inc., West Palm Beach Lodge No. 2.

Date: _____
Employee Name: _____
Employee Number: _____
Address: _____
Signature: _____

INSTRUCTIONS TO STOP DEDUCTION OF UNION DUES

I hereby instruct the City of West Palm Beach to stop deduction from my wages each month the current regular monthly Union dues of the Florida State Lodge, Fraternal Order of Police Inc., West Palm Beach Lodge No. 2. A copy of this revocation has been forwarded to the treasurer of the Union.

Date: _____
Employee Name: _____
Employee Number: _____
Address: _____
Signature: _____

Section 5.

The Union agrees to indemnify and hold the City harmless against any and all claims, suits, orders and judgments brought and issued against the City as a result of any action taken or not taken by the City on account of payroll deductions of Union dues.

ARTICLE 4. MANAGEMENT RIGHTS

Section 1.

The Union recognizes the prerogatives of the City to operate and manage its affairs in all respects; and the powers and authority which the City has not abridged, delegated or modified by this Agreement are retained by the City. Management officials of the City retain the rights, in accordance with applicable laws, regulations, and provisions of the Civil Service Rules and Regulations including but not limited to the following:

1. To manage and direct the employees of the City.
2. To hire, promote, transfer, schedule (including determining minimum staffing), assign and retain employees in positions with the City.
3. To suspend, demote, discharge or take other disciplinary action against employees for just cause.
4. To relieve employees from duties because of lack of work, funds or other legitimate reasons.
5. To maintain the efficiency of the operations of the City and to set standards of police service to be offered to the public.
6. To determine the methods, means and personnel by which such operations are to be conducted.
7. To determine the organization of City government.
8. To determine and effect the number of employees to be employed by the City.
9. To determine and effect the number, types and grades of positions of employees assigned to an organizational unit, department or project.
10. To determine and effect internal security practices.
11. To require employees to be in a physical and mental condition that allows them to effectively perform their normal duties.
12. To promulgate reasonable City and departmental rules, policies and regulations not in conflict with the provisions of this Agreement.

The City's failure to exercise any one or more of its Management Rights from time to time will not be deemed a waiver of the City's right to exercise any one or more of its Management Rights at a later time.

Section 2.

The City Commission has the sole authority to determine the purpose and mission of the City and the amount of budget to be adopted.

Section 3.

If, in the sole discretion of the Mayor of the City of West Palm Beach, it is determined that civil emergency conditions exist, including, but not limited to riots, civil disorders, hurricane conditions, or exigencies, the provisions of this Agreement may be suspended by the Mayor or their designee during the time of the declared emergency, provided that rates and monetary fringe benefits shall not be suspended.

ARTICLE 5. UNION BUSINESS

Section 1. Eligibility to Use Union Time Pool

- A. Up to three (3) employees in any one instance shall be granted time off paid from the Union Time Pool to conduct Union business; however, this does not preclude management from granting leave to more than three (3) employees if doing so does not unduly disrupt the operation of the department. Time pool use shall not be unreasonably denied.
- B. Such request must be submitted by and include authorization from the Union President if the absence is to be covered by payments from the Union Time Pool.
- C. All requests for the use of the Union Time Pool shall be submitted by the President of the Union or their designee by use of Telestaff at least three (3) workdays in advance of the requested time off. However, this shall not preclude management from granting leave with less than three (3) workdays' notice.
- D. Use of Union Time Pool or time off may be denied if the absence of a Union representative creates insufficient manpower to maintain efficiency of operations within the Police Department.

Section 2. Union Time Pool

- A. Each dues-paying Union member shall contribute four (4) hours of annual leave, or four (4) hours of sick leave if their sick leave balance is greater than 288 hours to the Union Time Pool on an annual basis. Nothing herein shall prohibit an employee from voluntarily contributing additional time if such is available.
- B. Said annual leave will be deducted from each dues-paying Union member's leave accruals in the second pay period of October. The members donated time shall remain in the Union Time Pool until utilized, regardless of the member's employment status with the City or standing within the Union.

Section 3. Charges Against Union Time Pool

- A. Union Time Pool charges will be drawn in increments of one (1) hour and will be charged for all hours during which a bargaining unit member is in an on-duty release for conducting Union business.
- B. A bargaining unit member shall have the right to request time off from the Union Time Pool for the purpose of conducting Union business and/or mutual interest business with the City including grievance hearings, investigations, interrogations, contract negotiations, legislative body meetings regarding the resolution of collective bargaining impasse procedures, and arbitrations.

- C. Employees, up to a maximum of three (3), shall be permitted to attend negotiations on an on-duty status. Employees on an off-duty status shall not be carried on an on-duty status for the sessions.

Section 4. Documenting Use of Union Time Pool

- A. Charges against the Union Time Pool shall be documented by the use of the scheduling/timekeeping system. Approval for Union Time Pool Leave must be authorized by the Union President or their designee.
- B. A record of all time donated and drawn against the Union Time Pool shall be kept by the Chief of Police or their designee and the Union President.

By the first Monday of November of each year, the Chief of Police or their designee will provide to the Chief Human Resources Officer or their designee an end-of-fiscal-year report detailing the time usage for union business and Union Time Pool leave balances for review.

If any discrepancies in charges of union time are found, they shall be corrected as needed to ensure an accurate Union Time Pool balance. The Chief of Police and Union President shall be notified of any corrections made.

Section 5. Union Executive Officers

- A. The Union President or Executive Board Members of the Florida State Lodge, Fraternal Order of Police, Inc., who is a member of the West Palm Beach Police Department will be granted the use of, up to a combined total of one thousand (1,000) Union Time Pool hours, not to exceed three hundred hours (300) per individual, with the exception of the lodge President which will not be subject to the three hundred (300) hour limit, to attend City, County or State public hearings or meetings, Legislative Sessions, Civic association meetings, conferences, trainings or fund raising activities for registered (IRS) charitable organizations. No reasonable request will be denied.

Section 6. Negotiating Team

- A. The union shall provide the Chief of Police and Chief Human Resource Officer with the name of all authorized Union representatives and members appointed to serve on the collective bargaining negotiating team. These members may be changed as determined by the Union.
- B. The City shall provide the Union with the name of all authorized City representatives appointed to serve on the collective bargaining negotiating team. These members may be changed as determined by the City.
- C. Union negotiating team members, up to a maximum of three (3) who are on duty during a time scheduled for a negotiation session shall be permitted to attend such negotiation session while in an on-duty status without loss of pay.

D. Negotiating team members who are off duty shall not be compensated by the City.

Section 7. Union Presidential Time

- A. The Union President or their designee, but not both at any one time, may be allocated up to forty-eight (48) hours per month in an on-duty release for the purpose of conducting union business. This time may be denied by the Chief of Police if the absence of the Union president or their designee creates an overtime situation.
- B. Each Elected Union Executive Board Member shall be released from their normally assigned duty for a maximum of four (4) hours per month and such leave shall be deducted from the "Union Presidential Time" under Subsection A. above, to attend the monthly General Union meetings. This time may be denied by the Chief of Police if the absence of the Elected Union Executive Board Member creates an overtime situation.

ARTICLE 6. BULLETIN BOARDS**Section 1.**

- A. A bulletin board shall be provided in the patrol division briefing room, the administrative section, and the CID section.
- B. Bulletin boards and the electronic bulletin Board may be used by the Union to post notices of:
 - 1. Union meetings.
 - 2. Union elections and their results.
 - 3. Union recreational and social events.
 - 4. Official Union business.
 - 5. City Commission agenda and minutes.

Section 2.

The Union may post meeting notices and special information notices on the bulletin boards or the electronic bulletin Board for a period not to exceed fourteen (14) days. Only one such notice will be posted at any one time. All Union notices will be submitted to the Chief of Police or their designee for approval prior to being posted. Notices not approved shall be immediately removed from the bulletin boards or the electronic bulletin board.

Section 3.

All costs incidental to preparing and posting of Union material will be borne by the Union and in no way shall City facilities other than the approved City bulletin boards and City electronic bulletin board be utilized for the dissemination of Union material.

ARTICLE 7. BARGAINING UNIT IDENTIFICATION**Section 1.**

The City agrees to provide to the Union, on an annual basis, a roster of the bargaining unit, including name, address, date of birth, social security number and current pay step.

Section 2.

The Union agrees to remit to the City the amount of \$25.00 annually for the administrative and data processing cost of providing said roster upon receipt of a statement from the City.

ARTICLE 8. POLICE OFFICERS' BILL OF RIGHTS**Section 1.**

The City and Union shall be governed by the Law Enforcement Officers' and Correctional Officers' Rights, sections 112.531-534, Florida Statutes, in totality as may be amended. Should there be a conflict between this Article and any applicable state law, state law shall govern.

Section 2.

Refer to Appendix A.

ARTICLE 9. DISCIPLINE AND DUE PROCESS

Section 1. Progressive Discipline

- A. The City has the right to discipline, demote, suspend, or take other disciplinary action against employees up to and including termination of employment for unsatisfactory work, misconduct, violation of any City or Departmental policy or procedure, or for other just cause.
- B. The City follows a system of progressive discipline in that the City imposes a level of discipline necessary to correct undesirable behavior. Actions taken may increase in severity if the original offense is not corrected or if a subsequent offense arises. Progressive discipline assures that discipline is administered consistently and in a non-discriminatory manner.
- C. Based on the severity of the offense, the disciplinary action imposed by the City for the first or subsequent offenses may include a suspension without pay, reduction in salary, demotion or discharge.
- D. Actions that may result in the immediate removal of an employee from the work site include, but are not limited to criminal misconduct, arrest for domestic violence or assault, theft, insubordination, sabotage, any threat to the safety of employees or the public, and/or suspected drug or alcohol use on the job.
- E. Disciplinary actions are as follows:
 - 1. Verbal Reprimand: issued by management to verbally warn an employee about their conduct or work performance and counsel the employee on how to improve. A record of this warning is maintained in the departmental platoon file and will be attached to the administrative investigation. A similar violation will not result in progressive discipline if it is in excess of one (1) year.
 - 2. Written Reprimand: issued by management when a verbal reprimand has not resulted in a satisfactory change in the employee's conduct or work performance or when a verbal reprimand is not deemed by management to be sufficiently severe for the offense.
 - 3. Suspension: issued by management for the good of the City or for other just cause or when a written reprimand has not resulted in a satisfactory change in the employee's conduct or work performance or when a written reprimand is not deemed by management to be sufficiently severe for the offense. A suspension shall result in loss of pay. A suspended employee may submit a request in writing to the Chief of Police to deduct the hours of suspension from their annual leave bank as an alternative to losing pay during their suspended hours. The decision on whether to approve such request shall be at the sole discretion of the Chief of Police. Annual leave hours used in lieu of serving suspended hours shall still count as a suspension.

The employee is not permitted to “make up” the lost hours due to a suspension at any other time during any day a suspension is being served. The employee may not perform contract work and will not be eligible for City overtime during the period the suspension.

4. Termination of Employment: issued by management for just cause or when previous disciplinary actions have failed to bring a satisfactory change in the employee's conduct or work performance, or when a suspension is not deemed by management to be sufficiently severe for the offense. A specific reason for termination of employment is not required for a probationary employee who fails to meet probationary standards. A termination of employment is a permanent separation from employment with the City.
5. Other types of disciplinary action may be appropriate including reduction in pay or a reduction in classification (demotion).

Section 2. Administrative Leave

- A. Administrative leave may be utilized for the purpose of an investigatory procedure or pending investigation and shall be imposed in keeping with provisions set forth in the Police Department Policies
- B. An officer who is placed on administrative leave for investigatory purposes for more than fifteen (15) days and who is subsequently returned to duty as a result of being exonerated, or if all charges placed against them are unfounded or not sustained, shall be paid missed overtime (City and Contract Details) that might have been worked had the officer remained on active duty. Such determination of missed overtime shall be calculated by totaling the number of hours of overtime the officer worked in the fifty-two (52) pay periods preceding the administrative leave and then divide the sum by fifty-two (52) to determine the average number of hours of overtime worked per pay period. Then, the usual method by which overtime is computed shall be used to determine the missed opportunity pay for each pay period or fraction thereof that is due under the provisions set forth herein. The regular rate of pay that is used for the overtime calculation shall match the regular rate of pay that the officer earned each day during the period of the administrative leave. Such calculation shall be made beginning with the sixteenth (16th) day until the end of the administrative leave. This amount shall be paid as a lump sum at the end of the second pay period following the officer's return to duty.

Notwithstanding anything in this article to the contrary, any time spent on administrative leave/duty during an open criminal investigation by an outside, non-City of West Palm Beach agency shall not be compensable.

Section 3. Code of Conduct

It shall be the duty of an employee to maintain high standards of cooperation, efficiency and integrity in his or her conduct and work performance with the City in keeping with the Oath of Office; the laws of the United States, the State of Florida, and the City of West Palm Beach;

provision(s) of Departmental or City Rule(s), Policies, Regulation(s) and Standard Operating Procedure(s).

Employees shall at all times be in compliance with all City and Departmental safety rules, procedures, regulations and policies.

Section 4. Due Process

An employee being considered for discipline or termination of employment shall be notified of being considered for discipline or termination of employment in writing prior to action being taken and in accordance with provisions as set forth in Police Department S.O.P. I-9, Section VI. When law enforcement personnel assigned the responsibility of investigating the complaint prepares an investigative report or summary, regardless of form, the person preparing the report will comply with FSS 92.525.

Section 5. Appeal of Disciplinary Action

- A. Disciplinary actions below a suspension without pay may not be arbitrated. The Union may appeal any other adverse formal disciplinary action(s) pursuant to Article 34, Grievance and Arbitration Article 34.
- B. The employee or Union may appeal a written reprimand by filing such appeal in writing with the Chief Human Resources Officer within ten (10) working days of the employee's receipt of the written reprimand. Written reprimand appeals shall be limited to a determination made by the Chief Human Resources Officer or their designee which is final, binding and not subject to arbitration.

The Chief Human Resources Officer or their designee shall respond in writing within ten (10) working days from date of receipt of any written reprimand appeal. Written reprimands not appealed to the Chief Human Resources Officer within ten (10) working days as required under this section shall be deemed untimely and shall not be considered.

Section 6. Working Days Defined

Notwithstanding anything in this agreement to the contrary, "working days" shall mean Monday through Friday and shall not include Saturdays, Sundays or Holidays, even if some City employees may be working on such days. The deadline to file any appeal/action as outlined under this Article shall be no later than 5:00 P.M. Eastern Standard Time on the last day set forth under the applicable time frames in this Article. The party forwarding any grievance bears the burden of demonstrating timely submission in compliance with this article.

Section 7. Notification to the Union

Any notices provided to an employee related to investigations of which they are a subject will also be provided to the Union President or their designee.

Section 8. Artificial Intelligence (AI)

Any implementation of AI that could result in discipline shall be bargained between the Union and the City.

ARTICLE 10. PERSONNEL RECORDS**Section 1.**

The City agrees that all official personnel records shall be kept confidential to the extent provided by law.

Section 2.

The City agrees that upon request, an employee shall have the right to inspect their personnel records. No record(s) shall be withheld from a member's inspection unless such record is not a public record pursuant to Florida law or is exempt from disclosure pursuant to Florida law. Anytime an entry that could be considered detrimental is made into an employee's record, the employee will initial the entry or if they refuse, such refusal shall be noted in the record to be added to the employee's file. The employee will be given a copy upon request. At his or her request, an employee or a former employee, for a period of up to one year after date of separation, shall be provided one copy of any document placed in their file at no charge.

Section 3.

The City agrees that an employee shall have the right to include in their official personnel record a written and signed refutation (including signed witness statements) of any material they consider to be detrimental.

Section 4.

All such insertions will remain a permanent part of the employee's official personnel records.

ARTICLE 11. LABOR-MANAGEMENT COMMITTEESection 1.

By mutual agreement of the City and the Union, there is hereby established a joint Labor-Management Committee, which committee shall consist of up to five (5) members designated by the Union and up to five (5) members designated by the Chief of Police and/or the City Administrator or their designee. The Union designees shall consist of persons from within the position classifications covered by this Agreement, and the management designees shall consist of persons within the department, but outside of the bargaining unit. The Chief of Police and Union President may appoint additional members, as necessary if agreed to in writing by both parties.

Section 2.

This committee shall meet on a quarterly basis and meetings may be held during working hours if so, approved by the Chief of Police. However, in the event a presentation of a written agenda listing items for discussion is made by either party to the other party, a meeting will be set within seven (7) days of the receipt of said agenda.

Section 3.

The purpose of these meetings will be to discuss matters of mutual concern and to communicate those concerns to the Chief of Police for consideration. This committee shall not conduct impact bargaining or any negotiations regarding terms and conditions of employment or any other items which are subject to bargaining between the City and Union.

ARTICLE 12. SENIORITY

Section 1.

The City agrees that seniority shall consist of continuous accumulated paid service with the West Palm Beach Police Department. Seniority shall be computed from the date of appointment. Seniority shall accumulate during absences because of illness, injury, vacation leave, and military leave.

Section 2.

The City agrees that seniority will govern the following matters:

1. Vacation for each calendar year shall be drawn by employees on the basis of seniority in rank, with the exception of patrol officers. Patrol officer vacations will be chosen by seniority within the shift assignment.
2. In the event of a vacancy on a shift, whenever feasible, senior qualified officers will have preference.
3. Each uniformed officer of the bargaining unit who will be assigned to days 1 and 2 and nights 1 and 2 will have his or her choice of shifts and shift start time based on seniority bidding. Bidding for shift assignments to take effect on the second pay period that begins on or after January 1 will be done during November of each year and the shift assignments will be posted by the second week of December.
4. In the event of a transfer from a specialized unit to days 1 and 2 and nights 1 and 2, the officer being transferred from the specialized unit will go to the shift from which their replacement came. When there are multiple shift transfers from specialized units to Patrol, seniority will govern the respective assignments. In the event of a single transfer, the officer will have to wait for the yearly bidding process to affect their seniority. In no event will the officer be allowed to bump through days 1 and 2 and nights 1 and 2 at the time of the initial transfer.
5. In the event of a vacancy in any division or unit (excluding a promotional vacancy), seniority will be considered whenever practicable.
6. Layoffs will follow the procedure outlined in the Civil Service Rules and Regulations as revised March 30, 2015, and in compliance with Article IV, of the City of West Palm Beach Code of Ordinances.
7. Seniority shall govern the days off assigned during each annual shift change or change of assignment to a specialized unit.

The parties acknowledge that qualifications are a major factor regarding assignment of acting supervisors. Therefore, the selection of acting supervisor(s) on each individual shift shall begin with the most qualified individual(s) on that shift as so determined by Police Department management. An employee assigned by the Chief of Police to serve as an acting supervisor shall receive additional pay in the amount of five percent (5%) of their base pay, during the time they are serving in the higher classification and shall cease upon end of the assignment.

8. When a vacancy at the rank of Sergeant or Lieutenant is expected to exceed 14 days, the Chief of Police may select an officer to serve in a step-up capacity from the current promotional lists. The notification for assignment to this step-up status will be made via a department personnel order. An employee assigned by the Chief of Police to serve as an acting supervisor shall receive additional pay in the amount of five percent (5%) of their base pay during the time they serve in the higher classification and shall cease upon the end of the assignment. If the Officer or Sergeant serves in this step-up capacity for six (6) months or more, upon promotion, the officer may be placed one step above where they would enter the Sergeant or Lieutenant step plan, following a formal performance review by the supervising Lieutenant or Captain, respectively, and at the discretion of the Chief of Police.
9. Management will retain the right to transfer, schedule or assign personnel based on specialized assignments and departmental needs for up to two (2) positions per Platoon. Shift start time will be governed by Section 2 – 3 above.
10. In filling routine staffing requirements for shift shortages, holidays and special events requiring additional personnel, the City shall staff positions by ordering personnel to fill the positions by reverse order of seniority. If an officer is ordered in on a city holiday they shall be compensated at two (2) times the officer's regular rate of pay. Once an officer has been ordered to fill a position, they will move to the top of the seniority list and shall not be ordered to fill another position until the seniority list has been exhausted. After the seniority list has been used for six (6) months, all officers will return to their proper positions, and officers shall be ordered to fill staffing positions off of the new list, as necessary. For the purpose of this article, the six (6) month seniority list shall commence from January 01st – June 30th and July 01st – December 31st.

Section 3.

Non-Sworn Bargaining Unit Positions

1. Vacation for each calendar year shall be drawn by employees in non-sworn bargaining unit positions on the basis of seniority in the employee's current classification and seniority within the employee's shift assignment.
2. Each non-sworn bargaining unit employee will select their choice of shift based on seniority of uninterrupted service in current classification. Shift bidding will take place during November of each year. Shift bid results will be posted during the second week of December and will take effect on the first pay period that begins on or after January 1.
3. Layoffs will follow the procedures outlined in the Civil Service Rules and Regulations as revised March 30, 2015, and in compliance with Article IV, of the City of West Palm Beach Code of Ordinances.

ARTICLE 13. EMPLOYMENT AND PROMOTIONAL POLICYSection 1.

- A. Promotion eligibility lists shall remain in effect and may be utilized for promotions for two (2) years from the date of certification. Vacancies which occur prior to the expiration of a promotional eligibility list will be filled from the list existing at the time of the vacancy in accordance with Section 6 of this Article. The promotion shall be made within thirty (30) calendar days of the position becoming vacant.
- B. If the promotion eligibility list is exhausted, and a promotional vacancy occurs, the next certified promotion eligibility list may be activated and utilized prior to January 1st of the following year, so as to not delay filling the promotional vacancy.
- C. The above requirement shall not apply when a promotional position is deleted from the budget, due to fiscal shortages or any City Commission authorized position re-appropriation.

Section 2.

- A. The City shall give a minimum notice of one hundred and twenty (120) days before the scheduled promotional examination date. The notice shall include the examination date, the areas which the examination will cover, and the sources from which the examination is drawn. The examination materials shall reasonably reflect the job duties of the position. The City will provide all such reference material for the use of employees in preparing for the exam. Deadlines for submission of applications shall be thirty (30) calendar days inclusive of any holidays after the posting date.
- B. All promotional tests will be given during the months of April and May in even-numbered years. The eligibility list created from this testing process will become effective January 1st of the next odd numbered year and be maintained for two (2) years.
- C. The City and the Union agree that promotional tests shall be given as stated herein unless modified in writing by mutual consent. The City and the Union agree that such consent shall not be unreasonably withheld.

Section 3.

There will be no make-up promotional examinations. However, upon request and if suitable testing arrangements can be made with a state-approved police academy, a military base approved facility before a Commanding Officer or an accredited university, the City will make special testing arrangements to administer tests at the same date and time and under similar testing conditions to candidates who cannot appear at the regular test site due to: 1) City business, 2) approved bereavement leave requiring travel outside Palm Beach County pursuant to Article 14 Section 3 of this Agreement or 3) a health emergency involving the employee's immediate family, as defined in Article 14 Section 4 of this Agreement, requiring travel outside Palm Beach County, or 4) Military Service.

Section 4.

A. Examination Provisions

1. The City agrees to use only job-related promotional examinations.
2.
 - a. The Police Sergeants' examinations will consist of three (3) portions, a written test, an assessment process, and an oral interview with the Promotional Review Committee. All three (3) portions of the promotional process must be completed to be considered for promotion.
 - b. The candidate must obtain a passing score of seventy 70% in each of the written and the assessment process portions of the examination(s) to be eligible to participate in the oral interview before the Promotional Review Committee. The scores on the written examination and the assessment process will be included as a weighted component in the calculation of final ranking.
3.
 - a. The City reserves the right to draft and submit an RFP to obtain the services of an outside test preparation vendor approved by the Chief Human Resources Officer or their designee.
4. The written test shall be based on Departmental Policy and Procedure, Florida State Statutes, Florida Legal Guidelines and a leadership and/or supervisory book(s) selected by the Promotional Review Committee.
5. The assessment process consists of scenarios based upon Departmental Policy and Procedure, Florida State Statutes, Florida Legal Guidelines and a leadership and/or supervisor book(s) selected by the Promotional Review Committee.

The assessment process may include one or more of the following exercises:

- an In-Basket
- an in-progress call
- a Citizen Complaint
- a Subordinate Counseling Scenario
- a presentation

The specifics of the assessment will be fully detailed in the promotional announcement. The scenarios shall be videotaped and graded by an outside company.

6. The oral interview will be conducted by a panel as defined below and may include a presentation.

7. The Oral Interview Promotional Review Committee (“OIPRC”) will be selected by the Chief of Police or their designee and will consist of four (4) police representatives and a representative from the Human Resources Department, who serves as the committee’s facilitator.

Members of the OIPRC shall be State of Florida certified police officers holding the rank of Lieutenant or above and currently employed by a law enforcement agency located in the State of Florida. The Chief of Police or their designee will provide a list of the candidate interviewee names to the OIPRC members prior to scheduling interviews in order to determine and eliminate any conflicts of interest. The Chief of Police shall make the final determination as to whether there is a conflict of interest that requires an interviewer’s recusal.

The score on the oral interview will not eliminate candidates, but it will be included as a weighted component in the calculation of final ranking.

B. Selection Process

Successful candidates will be ranked on the eligibility list for Police Sergeant based on their passing scores in the written examination, assessment, and interview as follows:

Written Exam	30%
Assessment Process	35%
Oral Interview	35%

Seniority and/or FTO and Criminal Investigator assignment points will be added to the above weighted composite score to establish the final rank on the list as follows:

1. One-fourth of a point ($\frac{1}{4}$ or 0.25) for every twelve (12) months of uninterrupted City service as a Police Officer up to a maximum of five (5) points. With no exceptions, seniority points shall be given based on the applicant’s seniority as of December 31st, in the year that the test is to be given.
2. One-fourth of a point ($\frac{1}{4}$ or 0.25) for every twelve (12) months of service the candidate served in either or a combination of FTO and/or Criminal Investigator in Criminal Investigations Division (CID), Special Investigations Division (SID), Traffic Homicide Investigations (THI) up to a maximum of two (2) points total. There must not be an interruption in service between the assignments of more than 12 months for the individual assignments to be counted towards points in this section.

For purposes of qualifying for points under this section, Criminal Investigator is defined as an officer that is assigned to either the Criminal Investigations Division (CID), Special Investigations Division (SID), Traffic Homicide Investigations (THI) and/or who has the working job title of Criminal Investigator assigned to the Office of the Chief of Police.

For purposes of awarding these points, similar duties which may be performed by officers but do not fall within the definition of “detective” or “criminal investigator” as defined in this section shall not qualify for these points.

3. All documentation to receive education, FTO or Criminal Investigator points must be submitted prior to the close of the application process for the intended position. It is the responsibility of the officer to prove the time served in the position or education. No points shall be awarded under any circumstances based on expected time served within a role.

Educational points will be added to the above weighted composite score to establish the final rank on the list as follows:

One (1) point for an Associate's Degree

Two (2) points for a Bachelor's Degree

Three (3) points for a Master's or other Graduate Degree

The points are not cumulative and only one (1) educational degree may be converted into promotional test points. With no exceptions educational points shall be given based on the degrees the applicant has already earned and been conferred as of the closing date of the promotional applications. To receive educational points the applicant must be able to prove the degree was conferred by the application closing deadline. No educational points shall be awarded under any circumstances based on expected graduation dates or similar projections.

Section 5.

The City agrees that a Union representative who is not a participating candidate for the promotional position, designated in writing by the president of the Union, shall be permitted to sit in as an observer at promotional board hearings process affecting members of the bargaining unit. Said Union representative, however, shall not be permitted to take part in any discussion, recommendation, or vote regarding the promotion of any individual within the bargaining unit.

Section 6.

All promotions made from the bargaining unit shall be made by utilizing a rule of five (5), i.e., each promotion must be made from among the then current top five (5) persons on the promotional eligibility list who have not been suspended within the two (2) year period prior to the date of the promotion for five (5) days or more for any one (1) incident, or a total of seven (7) days or more. No person shall be passed over for a promotion by selecting a lower ranked employee on more than four (4) occasions. The City can delay a promotion with respect to any person who is the subject of an active investigation by any law enforcement agency.

Section 7. Police Sergeant

No employee will be admitted to an examination for the promotion to Police Sergeant until they have served at least four (4) years full-time regular (non-probationary) status employment as a City of West Palm Beach Police Officer. If the employee will obtain the four (4) year non-

probationary requirement by December 31st in the year that the test is to be given, then the employee will be admitted to sit for the examination. Applicants with four (4) years of regular status employment must have an Associate's degree, or equivalent semester credit hours (at least 60) from an accredited college or university as of the closing date for the acceptance of applications.

If an employee does not meet the four (4) year requirement and does not possess an Associate's Degree or sixty (60) semester credit hours as outlined in this section, but wishes to sit for the promotional examination, then that employee must have six (6) years of regular non-probationary status employment as a City of West Palm Beach Police Officer and thirty (30) college credits from an accredited college or university as of the closing date for the acceptance of applications. If the employee will obtain the six (6) year requirement by December 31st, in the year that the test is given, then the employee will be admitted to sit for the examination.

Section 8. Promotional Postings and Application Process

The City's online recruitment system shall be the sole determining factor as to whether an application is timely filed and thus accepted or rejected.

Applicants must pay close attention to the promotional process requirements under this Article as any applications which are time stamped by the online recruitment system as having been filed after 11:59pm EST will be rejected absent the applicant presenting evidence the online recruitment system was malfunctioning. Only complete applications with all required information, supporting documentation, attachments and certifications filed by the closing application date at 11:59pm EST will be accepted and considered.

Provided the application(s) being reviewed are complete, the City is allowed to review and qualify/accept or disqualify/reject applications received on an ongoing basis, without having to wait until the application posting closes.

The applicant shall have the burden of presenting evidence to the Human Resources Department demonstrating the online recruitment system was malfunctioning and that such malfunction was responsible for the inability of the applicant to timely apply. Simple applicant human error, not understanding how to apply or use the online recruitment system or the applicant's own computer or other technological system malfunction shall not be deemed as a reason to accept a rejected application. The applicant is solely responsible for ensuring their application is complete and meets all the requirements of the posting and for ensuring they have all necessary materials to prepare for the examination. The applicant is solely responsible for contacting the Human Resources Department to request assistance in a timely manner if they need clarification on the requirements, need assistance with the application process or study materials or have issues filing their application.

No exceptions to the processes, deadlines and requirements outlined in this Article shall be made.

ARTICLE 14. LEAVES OF ABSENCE

Section 1. Leave of Absence Without Pay

Leave of absence without pay may be granted upon the recommendation of the Chief of Police and the approval of the City Administrator for the following reasons:

- A. To recover from some temporary physical disability provided, however, that no such leave shall be given for a period to exceed ninety (90) days, unless such disability was caused by an injury without negligence on the part of the employee and received in the performance of their duty, in which latter case the period may be extended with the approval of the Chief of Police. The vacancy thus caused shall be filled, if necessary, by temporary appointment.
- B. To enter upon a course of training or study calculated to improve the quality of their service, no such leave shall be given initially for a period to exceed six (6) months with the right to extend for a period not to exceed an additional six (6) months if approved by the City Administrator. Where a leave of absence is given, the vacancy thus caused shall be filled, if necessary, by a temporary appointment.
- C. To enter the Armed Services of The United States in any period of national emergency, and upon their release or discharge from service, an employee granted such leave shall be authorized to resume their position with their former status, provided that such person shall resume their employment within ninety (90) days after their discharge or release from military service. The position made vacant by the person going into military service shall be filled in the same manner as any other vacancy in the department.
- D. For special reasons other than those above which is sufficient to constitute good reason for giving such leave, provided, however, that no such leave shall be given for a period to exceed six (6) months. A vacancy thus caused shall be filled, if necessary, by temporary appointment.
- E. Leave of absence without pay for less than ninety (90) days may be granted by the City Administrator upon recommendation of the Chief of Police.

Section 2. Effect On Probationary Period

Leave of absence during the probationary period shall extend such probationary period the length of time necessary to equal the leave. The employee shall return to the position upon expiration of the leave of absence and may return at a date prior to the expiration of leave of absence with the approval of the Chief of Police.

Failure to return to the position upon expiration of the leave of absence will be considered as an automatic resignation.

Section 3. Bereavement Leave

- A. Bereavement Leave is paid leave of absence taken at the time of the death of an immediate family member or shortly thereafter for reasons related to the immediate family member's death (such as attendance at funeral services).

An employee may be granted up to a maximum of forty (40) hours of paid due to the death of an immediate family member.

Immediate family shall mean the employee's: spouse, registered domestic partner (as defined in this article), natural, adopted, foster or step-child, parent, step-parent, parent-in-law, brother or sister, step-brother or sister, grandparent, step grandparent, grandchild, step grandchild and son-in-law or daughter-in-law or any person for whom the employee is a legal guardian, and a sole dependent residing in the same household if such sole dependent is an allowable deduction pursuant to the Internal Revenue Service Code.

Immediate family shall also include the employee's spouse or registered domestic partner's: child, grandchild, parent or grandparent.

- B. Within thirty (30) calendar days from the date the employee returns to work from a death in the family, the employee will provide and file a copy of the death certificate, obituary notice or other documented proof of the deceased family member with their supervisor.

The City realizes that on occasion a death could occur outside the Continental United States which may result in a delay for the member to provide proof of the death via documentation. Under this circumstance the Chief Human Resources Officer or their designee may authorize an extension to the member to provide proof of death.

Failure to produce upon request a death certificate/obituary notice or other documented proof of the deceased family member will result in the employee reimbursing the City for any paid leave taken under this Article. Any employee found to have falsified their application for the use of bereavement leave will be disciplined up to and including termination.

Domestic Partner is defined as a person of the same or opposite sex or gender with whom the employee has a committed relationship and shares a mutual residence and meets all of the following criteria:

1. The employee has registered with the City pursuant to Section 42-48, Code of Ordinances, City of West Palm Beach, Florida; and
2. Partners are not related by blood to a degree of closeness (e.g. siblings); and
3. Both are unmarried, at least eighteen (18) years of age, and are mentally competent to consent to a Domestic Partnership; and
4. Both are financially interdependent and have resided together continuously in the same residence for at least twelve (12) calendar months; and

5. The employee has completed and submitted a registered affidavit of domestic partnership form provided to the Human Resources Department.

Section 4. Sick Leave

A. Rate of Accrual

A regular full-time employee shall accrue sick leave at the rate of 3.69 hours each bi-weekly pay cycle actually worked to a maximum accumulation of nine-hundred-sixty (960) hours. Sick leave with pay shall be accumulated by an employee based on actual hours worked or actual hours of paid leave. An employee is not entitled to any leave day off with pay until he/she has completed three (3) months of continuous employment with the City. Sick leave will be administratively charged in increments of one (1) hour.

B. Sick Leave Incentive Program

1. An employee who utilizes less than twenty-four (24) hours (3 working days) of sick leave in a calendar year may convert up to twenty-four (24) hours of sick leave to earned personal leave provided that after such conversion they will have a sick leave balance of at least 192 hours, or, in lieu thereof, receive cash payment.
2. Employees who use zero (0) hours of sick leave in the calendar year in addition to the conversion privilege allowed above in item #1, shall be allowed to convert an additional eight (8) hours to earned personal leave only if after such conversion they will have a sick leave balance of at least 192 hours.
3. Earned personal leave may be utilized in the same manner as annual leave or may be accumulated and paid at the rate of one hundred percent (100%) at the employee's regular rate of pay at the time of termination of employment or retirement.

C. Conversion Upon Retirement or Termination of Employment

Upon termination of employment, resignation or normal retirement, an employee having ten (10) years of service and above will be compensated at the rate of fifty percent (50%) of accumulated sick leave, up to a maximum accumulation of nine-hundred-sixty (960) hours, at the employee's regular rate of pay at the time of such termination of employment, resignation or normal retirement (i.e., maximum = 960 hours x 50% = 480 hours times regular rate of pay).

D. Provision of Benefit

1. Sick leave with pay is a benefit provided by the City for regular employees so that they may have paid time off when unable to report for duty by reason of personal or family sickness or disability. Sick leave shall not be considered as a discretionary right, but rather as a privilege which shall only be used as defined by this article. No more than five (5) days of an employee's annual sick leave accrual may be used for the care of a sick or disabled member of the immediate family within any calendar year. The Chief of Police may approve or disapprove

an employee's request for sick leave with pay after making adequate investigation to determine the validity of the request under guidelines set forth in the City's Leave Administration Policy 4-13. Immediate family shall include: spouse, registered domestic partner (defined as a person with whom the employee shares a residence and within the context of a committed relationship), domestic partner's parent, domestic partner's child, natural, adopted, foster or step-child, parent, step-parent, brother, sister, step-brother or step-sister, grandparent, grandchild, grandparent of spouse, daughter-in-law, son-in-law, father-in-law, mother-in-law, any person for whom the employee is a legal guardian, and a sole dependent residing in the same household if such sole dependent is an allowable deduction according to the Internal Revenue Service.

2. The City has the right to expect regular and dependable attendance from an employee. The City's Family and Medical Leave Policy 4-12 sets forth guidelines for the use of sick leave for serious illness and shall not be construed to reduce the sick leave benefits existing prior to the effective date of this contract.

E. Physician's Certificate

1. Management reserves the right to waive the physician's certificate requirement in cases where a physician's care is not necessary.
2. Requests for sick leave in excess of three (3) consecutive working days must be accompanied by a physician's certificate. The reason for such absence, the dates the employee or family member was under the physician's care and the day on which the employee was able to return to work shall be required for approval. No employee shall be permitted sick leave that has not already been earned.
3. Sick leave records shall be maintained by the City on its computer-based payroll system and shall be the only official records. No sick leave with pay shall be granted except based on such records, and no employee shall be permitted sick leave that has not already been earned.
4. No sick leave shall be granted to an employee who is injured while gainfully employed by an employer other than the City.
5. An employee who returns to work from a layoff status shall be credited with sick leave accumulated prior to being laid off, provided that such employee shall not accumulate such leave during their period of layoff and shall not be entitled to sick leave benefits during such layoff period.

F. Sick Leave Standards

1. The Chief of Police or their designee shall review the quarterly use of sick leave by all employees. Any employee whose use of sick leave appears to be excessive or to form a pattern indicating possible abuse shall be placed on written notice.
2. A supervisor may initiate an immediate review of a particular incident or historical pattern of leave usage. Records indicating seven incidents of sick leave (or other leave with or without pay due to employee illness or injury) used within

the preceding twelve calendar months or less will "red flag" an employee for review. An "incident" is defined as any absence from work explained by undocumented employee or family illness or injury. An employee will be allowed five (5) days of documented family illness which will not be counted as incidents against the seven incidents as noted above. An employee, subsequent to an investigation verifying abuse, may be required to provide physician's documentation of illness, injury or other health problem accounting for any questionable absence from work. Such documentation shall be provided to Human Resources to protect the privacy of the employee. If a legitimate health reason for the employee's absence is determined, the Chief of Police shall take no further action regarding the absence in question. Absences caused by Family and Medical Leave, Worker's Compensation or Disability under the Americans With Disabilities Act will not be counted as an incident for purposes herein.

3. After review of an employee's sick leave, if the employee's explanation and/or documentation as may be required is not satisfactory, the Chief of Police will have the specific authority to implement corrective measures per Article 9.

Section 5. Annual Leave

- A. Annual leave benefits for employees shall accrue as follows, subject to the maximum carry forward limits set forth below. The current accrual and maximum carry forward, expressed in eight-hour days is currently:

YEARS OF SERVICE	ANNUAL ACCRUAL EXPRESSED IN EIGHT-HOUR DAYS	MAXIMUM CARRY FORWARD EXPRESSED IN EIGHT-HOUR DAYS
01 – 04	13	39
05 – 09	17	51
10 – 14	20	60
15 – 19	21	63
20 or More	22	66

- B. Whenever feasible, bargaining unit employees will, in a continuous period, be permitted to use all accumulated annual leave.
- C. An employee shall not be eligible to use any annual leave days until they have successfully completed their initial six (6) months of employment.
- D. In scheduling a vacation, weeks in which a holiday falls will be scheduled in the same manner as other weeks. The City agrees to notify an employee at least one (1) week prior to the start of their vacation that they are to take an additional day of vacation. Should this not be possible, the City agrees to pay them a regular day's pay in lieu of an additional day's vacation.
- E. An employee will be permitted to take a "split" vacation. The "split" will be limited to two increments taken over a twelve-month period. A total consecutive four (4) weeks or more vacation shall also be permitted, subject to the approval of the Chief of Police.

- F. A vacation will be chosen by seniority, with the exception of patrol officers. An officer assigned to patrol division will choose vacation based on departmental seniority within the shift assignment. If an employee chooses a "split" vacation on their first vacation choice, they are permitted to pick only the first portion of their vacation. The employee must then wait until the vacation list passes through all other remaining employees of the bargaining unit, at which time they shall then be eligible to select their second choice. No more than three (3) patrol officers per shift assignment will be allowed to take annual/vacation leave at any given time.
- G. All unused annual leave exceeding the maximum carry forward limits noted in this section shall be forfeited as of the last day of the last full pay period in the calendar year, unless such deadline has been extended as provided for in City Code section 62-58.

Section 6. Parental Leave

- A. The City may provide a Parental Leave benefit to City employee classifications under this CBA. Should a Parental Leave benefit be provided, it shall be administered under the guidelines provided under City Leave Administration Policy 4-13. Parental Leave benefits may be modified or terminated at any time at the City's discretion.

ARTICLE 15. WORKERS' COMPENSATION AND DUTY DISABILITY LEAVE

Section 1. Workers' Compensation

- A. In accordance with provisions set forth hereunder (A-E) an employee covered by Florida Statute, Chapter 440, Workers' Compensation ("WC") and Florida Statute, Section 112.18, shall be authorized to be absent from full duty work due to an on duty injury or illness directly related to the performance of work until they reach maximum medical improvement or 104 weeks from the date of the original injury, whichever comes first. Any injury occurring in the field shall be presumed to be a duty disability injury unless proven otherwise.
- B. An employee injured while:
1. responding to an unlawful act perpetrated by another; or
 2. responding to a dispatched call for service; or
 3. engaging in a law enforcement activity; or
 4. engaging in cardiovascular training, is interpreted to mean utilizing low impact stationary exercise equipment such as elliptical stair master, treadmills, rowing machines and stationary bicycles in Palm Beach County or the County in which the member resides; or, in addition, weight training in the Police Department or CityFit Wellness Gym; or
 5. engaging in firearms training or injured as a result of an accidental firearms discharge; or
 6. operating department equipment, such as a motor vehicle, bicycle, motorcycle, or boat;
- and who is entitled to temporary total disability indemnity benefits per Chapter 440, Florida Statutes, will receive 100% of their base salary, paid as Duty Disability Leave (DDL) for up to one hundred eighty (180) calendar days in lieu of Workers' Compensation temporary total disability indemnity benefits.
- Up to an additional one hundred eighty (180) calendar days of DDL, in lieu of temporary total indemnity benefits, may be granted in the case of surgical intervention or hospitalization so long as medical certification from an authorized medical provider clearly demonstrates the employee is entitled to temporary total disability indemnity benefits as the result of a WC-Compensable work injury for which Duty Disability Leave and Benefits were previously provided.
- C. The day the injury occurs shall be charged to administrative leave with pay if the treating physician advises that the employee is incapable of returning to work that day.
- D. Any dispute regarding interpretation of Section 1 regarding the "cause of injury" shall not be subjected to Article 34 of this Agreement (Grievance and Arbitration).

Section 2. Use of Leave Time

- A. The employee shall earn and accrue any vacation and sick time as long as the employee is absent from work due to a workers' compensation on-duty injury. The employee can supplement their workers' compensation indemnity payment during this time by using their leave accruals. The combination of workers' compensation indemnity payments and utilizing leave accruals shall not exceed 100% of base salary. Employees on unpaid leave shall not earn or accrue sick or vacation time.
- B. If the employee is using leave credits to supplement the Workers' Compensation payments, and a holiday occurs during his or her absence, the supplement for the holiday shall be charged to holiday pay, not accrued leave.
- C. In the event an employee receives sick leave compensation and is subsequently awarded Workers' Compensation for the same period of time, the employee shall reimburse the City for such amounts received as sick leave compensation and the City shall credit the employee's sick leave account with the number of days used as sick leave.
- D. Employee shall be required to cooperate in the treatment as prescribed by the City's designated Workers' Compensation physician(s) so as not to impede maximum medical improvement. Failure to cooperate in the WC treatment plan shall subject the employee to a change in work status and/or privileges including but not limited to separation from employment.

Section 3. Return To Full and Normal Duties

- A. An employee who is medically released to full duty shall notify the City within one regular City Hall business day. If indicated, a return-to-work date shall be determined by the Risk Management Division based upon a return-to-work evaluation and/or fitness for duty evaluation. An employee who is released to full duty shall be reinstated in accordance with the existing provisions of Chapter 440 of Florida Statutes, Workers' Compensation Act.
- B. Employees refusing to return to full duty following a medical release, shall receive no further salary or Workers' Compensation payments, nor leave accruals until returning to work. In the event the employee fails to return to work for a period of three consecutive workdays, the employee shall be deemed to have resigned.
- C. An employee's work schedule may be changed to avoid the payment of overtime, without the required two weeks' notice, to accommodate a member who is receiving medical treatment after returning to work for a previous injury received while on duty.

Section 4. Light Duty

- A. Workers' Compensation Injuries

As used in this Section the terms "light duty", "temporary reassignment", and "light duty, temporary reassignment" are intended to be interchangeable.

In the event an employee is unable to perform their full and normal duties as a result of a compensable workers' compensation injury, they shall be assigned to "light duty" as authorized to do so by the treating physician, and as available in the department. When assigned to "light duty", the employee shall be assigned to such duties that they are capable of performing in an eight (8) hour day, forty (40) hour week, Monday through Friday schedule. Such light duty for WC-compensable employees shall count towards and not exceed the cumulative 104-week limit described in Article 15, Section 1.A.

B. On Duty, Non-WC Compensable Injured Employees

An employee who sustains an on-duty injury not compensable pursuant to Chapter 440, Florida Statutes, or sustains an on duty compensable workers' compensation injury which is not entitled to indemnity benefits per Chapter 440, Florida Statutes, shall be authorized to be assigned to light duty for a period of up to 90 cumulative days and their status will be reevaluated by a medical care provider selected by the City every 90 days up to a total cumulative maximum of 360 days. After the first 90-day period if the employee is reevaluated and it is determined by the medical care provider that the employee will not be able to return to full duty capacity in position held as a law enforcement officer within a one (1) year period, then the employee will not be eligible for any further light duty assignment. Any time during the 360 cumulative day period if it is determined that the employee will not be able to return to full duty, the employee will not be entitled to any further light duty assignment and may be eligible for early retirement or release from employment based upon their inability to perform the essential functions of their regular position. Temporary reassignments for on-duty, non-WC compensable injured employees shall not be for more than a total of 360 cumulative days in any continuous 48-month period.

C. Off Duty and Non-WC Compensable Injuries or Medical Conditions:

Up to five (5) non-probationary employees who are temporarily unable to perform the essential functions of their position due to an Off-Duty and Non-WC compensable injury or medical condition shall be temporarily reassigned to a position for which they can perform job functions (Light Duty Assignment). More than five (5) non-probationary employees may be temporarily reassigned based solely and exclusively on management discretion; such discretionary assignments are not subject to Article 34, Grievance and Arbitration. All temporary reassignments will be made by the Chief of Police or their designee in collaboration with the Department of Human Resources.

The duration of temporary reassignments, if granted under Article 15, Section 4.C., shall be subject to the same durational and other limits of temporary reassignments under Section 4.C., above.

D. Temporary Reassignment Criteria for On or Off Duty, Non-Compensable Injuries (Sections 4.B. and 4.C)

A decision whether to grant a temporary reassignment and nature of any such temporary reassignment will be determined pursuant to the limitations set forth under Section 4 (C) above and the following provisions:

1. To be eligible for temporary reassignment, employees must be qualified to perform the essential functions of the position to which they may be temporarily reassigned.

2. Employees will only be reassigned to positions in their Department. The position must be one which, in the judgment of the Chief of Police in collaboration with the Chief Human Resources Officer, is amenable to being staffed on a temporary basis.
3. Employees seeking temporary reassignment must first provide a medical certification to the Department of Human Resources documenting the job functions the employee can safely perform. The Chief of Police in collaboration with the Division of Risk Management may require a second opinion by a medical care provider selected by the City. Fees of this nature would be borne by the City.
4. Employees on temporary reassignments will return to their regular positions immediately upon regaining the ability to perform the essential functions of their regular position, as determined by their medical care provider and/or the care provider selected by the Chief of Police in collaboration with the Division of Risk Management.
5. Employees who have exhausted the allowable three hundred and sixty (360) days and cannot return to full duty and who retire or are released from employment due to same, may reapply for employment and, upon such application, will have priority consideration for selection except for vacancies that are filled through the promotional process.

Section 5. Other Provisions

- A. Any employee on leave under this Article is required to immediately submit written notice to the City of any additional employment, whether self-employed or working for one or more other employer(s). Such notice must include the name of the company, its physical address, its telephone number, and the name of the supervisor. Timely completion of the City's Commission on Ethics Employee Conflict of Interest form is also required.
- B. Employees sustaining On-Duty workers' compensation compensable injuries or On-Duty non-workers compensation compensable injuries will be allowed during working hours to go to their qualified medical provider for appointments or physical therapy. However, every effort must be made to schedule appointments either at the beginning or end of the employee's working day and notice must be given to their immediate supervisor prior to leaving the work site.
- C. Any absence or the charging of the absence to Workers' Compensation or duty disability leave under this Article shall not in any way be deemed an acceptance of the employee's claim for benefits under the Workers' Compensation Act. Such leave is entirely without prejudice to the City's position concerning such claim. In the event that the City successfully contests the claim, the employee shall be responsible to repay the City for the number of days of leave used prior to the ceasing of leave based on contest of the claim. Such repayment shall be taken first from the employee's accumulated sick leave and if no sick leave is available, from the employee's accrued vacation time. If the employee has no accrued leave, the City shall deduct payment for the time from any future payments to which the employee is entitled, whether as an active employee or a retiree. These repayment provisions may be waived, in the sole discretion of the City Administrator without prejudice to the City's position on the Workers' Compensation claim.

- D. All disputes regarding whether an employee's injury was duty or non-duty related, and/or compensable under the Worker's Compensation statute shall be handled exclusively through mechanisms provided under Florida Statute, Chapter 440. Any issue covered by Florida Statute, Chapter 440, including but not limited to whether an injury was duty or non-duty related, shall not be subject to Article 34 (Grievance and Arbitration) of this Agreement. This Article shall in no way abridge the rights of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state laws.

ARTICLE 16 PHYSICAL EXAMINATION

Section 1.

- A. The City requires and shall provide annual medical / physical examinations to all eligible employees through the City's Employee and Family Health Center and employees shall schedule such annual medical/physical examinations within sixty (60) calendar days of their birthday. Other physical examinations shall be given as follows:
1. For initial hire and employment; or
 2. When mandated by applicable law or ordinance; or
 3. When required by the City to determine fitness for duty.
- B. Examinations required under this Article shall be performed by the City's medical director or other physician designated by the City. Additional examinations, as directed by the City's healthcare provider, will be provided if the annual examination indicates a condition that may leave an employee unfit to perform his or her normal duties. All examinations directed by the City's healthcare provider will be conducted at no expense to the employee.

Section 2.

- A. The City will attempt to provide all physical examinations during an employee's on-duty time. Work schedules may be adjusted whether before the start or directly after the shift to accommodate scheduling the physical examination during duty hours.
- B. Each employee during their birth month will receive a medical evaluation and physical examination. Each physical examination may consist of the following components:
1. An interval medical history.
 2. An interval occupational history, including significant exposures.
 3. Height and weight.
 4. Blood pressure.
 5. Cursory physical examination and interview by a qualified physician.
 6. TB blood test every twelve (12) months
 7. HIV testing.
 8. Hepatitis A, B, and C screening.
 9. Fecal occult blood testing.
 10. Blood test for Lead levels.
 11. CA-125 (Cancer Antigen 125) if determined by the City's healthcare provider to be medically necessary.
 12. Other job-related diagnostic testing as recommended by the City's healthcare provider.

13. For physical/medical evaluations conducted only in calendar year 2025: Imaging “quick scan” including but not limited to thyroid, liver, pancreas, gall bladder, spleen, kidney, ovaries, cervix and testicles.
 14. Only for employees exposed to hazardous materials while fulfilling assigned duties: Heavy Metal testing (including Arsenic, Mercury, Lead, Aluminum, Antimony, Bismuth, Cadmium, Chromium, Copper, Nickel, Zinc, Organophosphates and Polychlorinated Biphenyls); Pseudocholinesterase testing; and other job-related diagnostic testing as recommended by the City's contracted healthcare provider.
- C. A female employee may elect to have a pap smear performed by the City healthcare provider at no cost to the employee. If an employee elects to have a pap smear performed by their own healthcare provider, the employee will incur all such costs.

Section 3.

- A. Beginning in October of each year, each employee during their birth month who has attained the age of twenty-five (25), then thirty (30), then thirty-five (35), and every year thereafter will receive a medical evaluation and physical examination that will consist of the following components:
1. EKG-12 lead tracing with cardiologist referral as so required and a treadmill stress test if indicated by the EKG results as interpreted by the City's contractual healthcare provider.
 2. A treadmill stress test will be given at age thirty-five (35) and at age thirty-eight (38). At age forty (40), an employee shall be given a stress echo cardiogram, then shall be given another stress echo cardiogram every other year thereafter unless recommended at earlier intervals by the City's contractual healthcare provider.
 3. SMA 25 w-CBC, thyroid panel, NMR Lipo Profile, HgbA1c blood test or equivalent screening with LDL and HDL cholesterol levels and triglyceride levels shown.
 4. Eye examination.
 5. Urine examination for albumin & sugar.
 6. Audiometer hearing test in a soundproof environment.
 7. Chest X-ray Once the employee is age forty (40), chest X-ray will be required every three (3) years after the forty (40) year examination, instead of annually.
 8. Fecal occult blood testing.

9. HIV testing.
10. Hepatitis A, B, and C screening.
11. Lumbar evaluation.
12. Spirometry.
13. Starting at age 40 and each physical examination thereafter will include the prostate specific antigen (PSA) testing.
14. A mammogram will be given at age thirty-five (35), then age forty (40), and then every year thereafter as part of the City-provided physical examination at no cost to the employee. If an employee elects to have a mammogram given by their own healthcare provider, the cost for such procedure will be incurred by the employee.
15. Other job-related diagnostic testing as recommended by the City's medical director/clinic.

Section 4.

Employees, who are unable to schedule their physical examination(s) during on-duty time, shall be responsible for scheduling physical/medical examinations required under this Article during off duty hours in a manner that does not interfere with their work schedules and responsibilities and shall report for such physical/medical examinations when the employee is not scheduled to be on duty. Employees shall be informed of the need to schedule a physical during October of the fiscal year in which they are due for a physical. Employees shall receive a stipend for their time of one hundred (\$100.00) dollars upon completion of their physical, to include follow-up examination, for any non-stress test related examinations, or one hundred fifty (\$150.00) dollars upon completion of their physical, to include the stress test and follow up examinations, for any stress-test related examinations. In order to be eligible to receive this stipend, all phases of the physical examination must be completed during off duty hours.

Physical exams must be initiated within sixty (60) calendar days of their birthday in order to receive the stipend.

Employees who schedule their physical examination during on-duty time shall not be entitled to any reimbursement under this Section and no City overtime will be granted in order for an employee to attend their physical examination.

Notwithstanding anything to the contrary in this section, employees who are on a forty (40) hour workweek shall complete their physical examination within their scheduled work hours and shall not be entitled to any stipend under this Section and no City overtime will be granted in order for an employee to attend their physical examination.

ARTICLE 17. ALCOHOL AND SUBSTANCE ABUSE

AUTHORITY

This Substance Abuse Article is governed by the Drug Free Workplace Act of 1988, U.S. Department of Transportation regulations, Florida Statutes Section 440.102, Florida Administrative Code Chapter 59A24, City of West Palm Beach (City) Charter Section 3.01 (3), (12), and City Code Chapter 62, and any amendments thereto, which are not in conflict with the specific provisions of this Article.

The City of West Palm Beach (City) has a responsibility for the safe and effective delivery of public services. The use of illegal/illicit drugs and anabolic/androgenic steroids (steroids) by City employees, on or off the job, and the state of being under the influence of alcohol while at work are inconsistent with the law-abiding behavior expected by all citizens and the special trust placed in City employees as public servants. In light of these concerns and based on the authority cited above, the City strives to maintain a workplace free of drug and alcohol abuse.

A condition of employment for each employee is to refrain from reporting to work or working with the presence of illegal or illicit drugs, steroids or alcohol in their body.

Pursuant to Florida Statutes, the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace is strictly prohibited.

PURPOSE

The purpose of this Article is to ensure a workplace free of substance abuse and set forth guidelines for the consistent handling of substance abuse.

SCOPE OF APPLICABILITY

All applicants and employees are covered by this Article and, as a condition of employment, are required to abide by the terms of this Article.

DEFINITIONS

Adulterated Specimen is a specimen that contains a substance that is not expected to be present in human urine or contains a substance expected to be present but is at a concentration that is not consistent with human urine.

Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols such as methyl and isopropyl, no matter how it is packaged or in what form the alcohol is stored, utilized or found.

Anabolic Steroids are defined as any drug or hormonal substance chemically and pharmacologically related to testosterone (other than estrogens, progestins and corticosteroids) that promotes muscle growth.

Confirmed Positive is based upon a second analytical procedure used by the testing laboratory to identify the presence of a specific drug, alcohol or steroids or metabolite which is independent of the initial test and which uses a different technique and chemical principle to ensure accuracy.

Dilute Specimen Results means a urine specimen with creatinine specific gravity values that are lower than expected for human urine.

Drug means both alcohol and controlled substances as listed in Schedules I through V of Florida State Statute, Chapter 893.

Drug Test means any chemical, biological, or physical instrumental analysis administered by a certified laboratory for the purpose of determining the presence or absence of a drug or its metabolites.

Employee is a person who works for the City on a wage, salary or unpaid basis, who is subject to the control and direction of the City in the performance of their duties.

Employee Assistance Program (EAP) is an established program for employee assessment, counseling and/or possible referral to an alcohol and/or drug rehabilitation program.

Illicit Drugs includes drugs listed on Schedules I through V of Florida Statutes, Chapter 893 which are not legal; drugs which are legal, but not legally obtained; and/or drugs used in a manner or for any purpose which is not legal or prescribed.

Job Applicant for purposes of this Article is an individual who has applied for a position with the City, has been selected and offered the position contingent upon completion of a background check, post offer physical and drug test.

Licensed Physician is a physician that meets all the criteria as established in Florida State Statute Chapter 458, Medical Practice, or a physician licensed to practice medicine in another state under that state's established law regarding the licensure of medical practice physicians.

Medical Review Officer (MRO) is a licensed physician certified as a Medical Review Officer responsible for receiving and reviewing laboratory drug test results. The MRO assesses and determines whether an alternate medical or other acceptable explanation can account for a confirmed positive test result.

Negative result means when a specimen contains no drug, alcohol or steroids or the concentration of drug, alcohol or steroids is less than the cutoff concentration for the drug or drug class and that the specimen is a valid specimen

Non-negative specimen means a specimen that is reported as adulterated, substituted, positive (for drug(s) or metabolites (s), and or invalid.

Positive Test Result indicates the presence of drug, alcohol or steroid (or its metabolite).

Refusal to Submit to Testing is defined as:

- Failure or refusal to appear, to submit for any test, or to submit a test sample,
- Failure to remain at the testing site until the testing process is complete,
- Failure to provide an adequate amount of breath for a breath alcohol test or a sufficient specimen for a drug or steroid test and the Medical Director has determined, through a required medical examination, that there was no adequate medical explanation for such failure, or
- Leaving the scene of an accident while driving City vehicle and not informing their supervisor and thereby avoiding to submit to a drug, alcohol or steroid test.

Safety Sensitive Position are all positions governed by this agreement.

Specimen means a urine or oral fluid (saliva) sample collected from the human body capable of revealing the presence of drugs or their metabolites.

Split Sample for urine specimens occurs when one urine specimen is collected. This collection of urine is then split into a primary (A) specimen and a (B) specimen. For oral fluid specimens it means an individual tube for a single oral fluid specimen (i.e., primary or split specimen) collected using a single collection device (i.e., two collection devices are used simultaneously or serially for a split specimen collection), or paired tubes for the primary and split specimens, when one collection device is used to collect a single oral fluid specimen that is subdivided into primary and split specimens.

Stepping Forward means that **prior** to being selected for a random drug, alcohol or steroid test, or prior to being ordered to submit to a reasonable suspicion drug, alcohol or steroid test, fitness for duty evaluation, or a test resulting from being involved in a vehicle or industrial accident, the employee comes forward and requests assistance for substance abuse.

Steroid Test means any chemical, biological, or physical instrumental analysis administered by a certified laboratory for the purpose of determining the presence or absence of a steroid or its metabolites.

Unannounced Mandatory Testing is follow-up testing that the City will conduct at its sole discretion after an employee has completed an Employee Assistance Program.

Working Days as used in this article shall mean Monday through Friday and shall not include Saturdays, Sundays or Holidays, even if some City employees may be working on such days.

STANDARDS AND PROCEDURES

A. EMPLOYEE RESPONSIBILITIES

1. Any employee who has firsthand knowledge or reasonably suspects that a City employee is using or has used drugs, alcohol or steroids in violation of this Article shall immediately report that information to the Chief of Police or their designee and to the Human Resources Department Risk Management and Employee Relations Divisions.

2. Any City employee who is arrested or convicted for a violation of a criminal drug statute must notify Risk Management and Employee Relations in writing of such arrest or conviction immediately but in no event later than five (5) calendar days subsequent to such arrest or conviction. Failure of an employee to make such report could result in disciplinary action up to and including termination.

B. USE OF PRESCRIPTION MEDICATIONS/DRUGS WHILE AT WORK, IN UNIFORM, OPERATING A CITY VEHICLE OR REPRESENTING THE CITY IN ANY CAPACITY.

1. Employees should never use intoxicants, alcohol, steroids or drugs that could cause impairment during work hours, unless prescribed by a physician licensed to practice medicine in the United States.
2. An employee who is using a prescription medication while on the job shall do so in strict accordance with medical directions. It is the employee's responsibility to notify the prescribing physician of the duties required or performed to ensure that the physician approves the use of the prescription medication while the employee is performing their job duties.
3. If the prescribing physician determines that the employee cannot perform their assigned duties and/or job functions without impairment while taking the prescribed medication, then the employee will be required to use their sick and/or FMLA leave, or unpaid leave if their leave pools are exhausted, until they can return to work. If the employee reports to work, the City will presume that the employee is not impaired.
4. This Article will have no effect on employees' statutory rights under Florida Statute, Chapter 440, Workers' Compensation.

C. TYPES OF DRUG TESTING:

1. Post Offer Job Applicant Testing All applicants receiving conditional offers of employment will be tested for drugs, alcohol and steroids. Refusal to submit to testing, an adulterated specimen, or a confirmed positive will result in the immediate rejection of the applicant for employment. The applicant will not be eligible to apply for one (1) year from the date of the confirmed positive test result.
2. Fitness for Duty Testing Any employee required to submit to a fitness for duty medical examination will be tested for drugs, alcohol and steroids as part of the examination.
3. Reasonable Suspicion Testing - Testing will be conducted based on reasonable suspicion that an employee is using, has used, or is abusing or has abused drugs, alcohol or steroids in violation of this Article. Reasonable suspicion is derived from specific, objective and particular facts and reasonable inferences. As illustrative, but not exhaustive examples, such facts and inferences may be based

upon one or more of the following:

- a. Observable phenomena while at work such as direct observation of drug, alcohol or steroid use or the physical signs or manifestation of being under the influence of a drug observed by two different employees;
- b. Abnormal conduct, violent or threatening behavior, erratic behavior while at work, or a significant deterioration in work performance including excessive absenteeism or tardiness observed by two different employees;
- c. A report of drug, alcohol or steroid use while at work, provided by a reliable and credible source(s);
- d. Evidence that an individual has tampered with a drug, alcohol or steroid test during their employment with the City;
- e. Evidence that the employee has attempted to use or used, attempted to possess or possessed, attempted to sell or sold, attempted to solicit or solicited, or attempted to transfer or transferred drugs, alcohol or steroids while working, while on the City's premises, representing the City or while operating a City motor vehicle, machine, or equipment; and/or
- f. Evidence that an employee while off duty has attempted to use or used, attempted to possess or possessed, attempted to sell or sold, attempted to solicit or solicited, or attempted to transfer or transferred or transported illegal and/or illicit drugs, alcohol or steroids, or is arrested and/or convicted for a drug related offense.
- g. An employee must be issued the Reasonable Suspicion Documentation Form prior to submitting to the test. A Shift Commander or higher shall present in writing to the employee the observations that have established the reasonable suspicion. An employee tested under reasonable suspicion will be placed on paid administrative leave pending the results of the drug test.

4. Mandatory Post Vehicular, Injury, Illness or Industrial Accident Testing:

Any employee operating a City vehicle who is involved in a motor vehicle accident where there was bodily injury which required transportation of any involved party to a medical facility or where any of the vehicles involved were mechanically inoperable shall submit to post-accident drug and alcohol testing.

The mandatory testing provision under this section does not apply to "Uses of Force" or "Injured Person Incidents".

Medical treatment will not be withheld or delayed for an employee in order to obtain post-accident drug and alcohol testing.

It is the responsibility of the employee's on scene supervisor to ensure the employee involved in an accident submits to the required testing under this section immediately after the accident or in cases where the employee required medical treatment as soon as medical professionals can collect test samples after receiving medical attention.

5. Random Testing:

Random selections of employees will be made by a third party contracted firm utilizing a Department of Transportation (DOT) approved random selection computer program. An employee selected for random testing shall be tested on the day their name is selected, if at work. If off that day, the employee shall be tested on their next day of work. The total number of random drug, alcohol and steroid tests given per year will not exceed one hundred percent (100%) of the total number of employees. No more than ten percent (10%) of those selected for drug testing will be tested for alcohol. Urine will be used for the steroid test. All samples will be analyzed by an independent laboratory. All results will be reviewed by the MRO.

D. METHODS/PROCEDURES FOR DRUG, ALCOHOL AND STEROID TESTING

1. An employee shall be taken to a City authorized medical testing facility or mobile testing service provider by a supervisor for instances under this Article where mandatory testing is required or in cases where reasonable suspicion testing is determined to be needed. The employee and the supervisor shall remain at the testing facility until the necessary specimen has been provided. Refusal to comply with an order to submit to testing or leaving the testing facility prior to such test being completed shall result in termination of employment. It is the responsibility of the supervisor to keep the test donor (employee) in their presence at all times during the transportation to and from the test site and remaining at the testing site through the completion of the test. In the event that the donor (employee) leaves the test facility without providing a sample the supervisor will report the incident to their immediate supervisor. Failure of the supervisor to follow these procedures or fails to report such incident will result in disciplinary action.

2. For random drug, alcohol or steroid testing the employee's supervisor does not need to personally take the employee to a City authorized medical testing facility for the test, however the employee has a duty to report to such City authorized medical testing facility immediately upon receipt of the testing order from their supervisor or Internal Affairs. The employee shall then submit the testing receipt demonstrating they submitted to the test to the Internal Affairs Division by their next work shift.

Breath alcohol testing shall be conducted at the City's sole discretion. If the initial test indicates a level of .04 or greater, or .02 or greater for drivers who are under 21 years of age, a second breath test shall be conducted as a confirmation test. If the second test indicates a level of .04 or greater or .02 or greater for drivers who

are under 21 years of age, it shall be considered a positive alcohol test and may result in termination of employment.

3. In cases where a urine or oral fluid (saliva) split sample has been submitted for drug/steroid testing, the sample will be held in the event the employee challenges the test results.
4. If during testing, the employee cannot produce a urine specimen sufficient for testing, the specimen will be thrown out and the employee will be given up to 40 ounces of fluid over a three hour period until the employee can produce a sufficient specimen. If after three hours, the employee still cannot provide a sample, the collection process will end. If the employee refuses to drink fluids as directed or refuses to provide a new specimen, the collector will end the process and notify the City. The City will refer the employee to a licensed physician who is selected and paid by the City for a medical evaluation to determine whether there is a medical explanation for the employee's inability to produce a specimen. The physician will report the results back to the MRO, who will report the written conclusion to the City.
5. It shall be the employee's responsibility to provide correct and reliable contact information. Failure to provide correct contact information or to return a call from the MRO or the testing facility within twenty-four (24) hours may result in disciplinary action.
6. Urine will be the primary sample collected for testing, but the City's contracted healthcare provider reserves the right to collect an oral fluid (saliva) sample at their discretion.

E. CONSEQUENCES OF REFUSING TO SUBMIT TO A DRUG TEST

1. Any employee who refuses to submit to drug, alcohol and/or steroid testing when required under this Article, or who alters, adulterates, or otherwise interferes with drug testing collection, samples, or analysis will be terminated from employment and may forfeit medical and/or indemnity benefits under Florida Workers' Compensation statute, and may forgo their rights under COBRA.

F. POSITIVE TEST RESULTS

1. Any confirmed positive drug, alcohol or steroid test for an employee may result in termination of employment, except as provided for in Section J under Employee Assistance Program.
2. Any confirmed positive test for alcohol at or above .04 or .02 for drivers who are under 21 years of age may result in termination of employment, except as provided for in Section J under Employee Assistance Program.
3. Positive Dilute results shall be considered the same as a positive test result and may result in termination of employment, except as provided for in Section J of this

Article, under the Employee Assistance Program.

G. DILUTE OR NEGATIVE DILUTE SPECIMEN RESULTS

Dilute or Negative Dilute Specimen Results are not accepted by the City as valid results. Any employee with a dilute or negative dilute specimen result shall submit a second sample at their next work shift following a dilute or negative dilute result being received by the City. Any applicant for promotion with a dilute or negative dilute specimen result shall submit a second sample within twenty-four (24) hours following a dilute or negative dilute result being received by the City. The second drug test sample shall be an Oral Fluid (saliva) test instead of urine test. No other results are subject to re-testing requests under any circumstances.

H. CHALLENGES TO TEST RESULTS

1. The MRO will notify the employee of a positive test result at which time the employee will have the opportunity to provide the MRO any prescription drug information which may explain a positive result. It is the responsibility of the employee to provide the MRO this information in a timely manner. Failure of the employee to timely respond to the MRO will result in the MRO finalizing the test results and providing such results to the City.
2. Within five (5) working days after receipt of a confirmed positive test result from the MRO, the Risk Manager will notify the employee of the test result in writing or in person by providing them a copy of the positive test result received from the MRO.
3. Employees who receive a confirmed positive drug, alcohol or steroid test result and want to challenge the results must request a challenge to the test results with the MRO or their designee within five (5) working days of receiving notice of the positive test result. The challenge must be in writing, signed and dated by the employee who provided the specimen, and be filed with both the City's Risk Manager and the MRO. The challenge request may be emailed to the Risk Manager and the MRO. An employee's failure to timely submit a request challenging the results as required in this Section waives any challenge of the result(s).

For Positive Drug, Alcohol and non-Testosterone Steroid Challenges: Upon receipt of a timely challenge of a positive test result(s) at the employee's sole expense, the split specimen will be tested at a Department of Health and Human Services (DHHS) certified laboratory of the employee's choosing. Such challenge must include the chain of custody specimen identification number.

The employee is responsible for contacting the MRO to pay for the testing of the split specimen within five (5) working days of the challenge of the test results being received by the MRO. No specimen will be sent by the MRO for testing until the employee has paid any applicable specimen testing fees and has also

advised the MRO which DHHS certified laboratory the split sample is to be sent for testing. Payment of the split specimen testing fees shall be made to the MRO via a cashier's check or other payment methods accepted by the MRO.

For Positive Testosterone Steroid Test Challenges: Upon receipt of a timely challenge of a positive steroid test result, at the employee's sole expense, the split sample will be tested utilizing CIR/IRMS testing. MRO will be directed to send the split steroid sample to the lab provided by the employee. Such challenge must include the chain of custody specimen identification number.

4. Failure of the employee to pay specimen testing fees within the five (5) working days as required in this Section shall result in a waiver of the challenging of the test results by the employee.
5. The employee is responsible for proving they complied with the various time deadline requirements of this section.
6. An employee shall have the right to consult with the MRO for technical information regarding prescription and non-prescription medications.

I. ENFORCEMENT

The City may take the following actions:

1. A job applicant with a confirmed positive, positive dilute, non-negative or adulterated drug test or confirmed positive alcohol test will not be hired. The applicant will not be eligible to apply for one (1) year from the date of the test result.
2. An employee with a confirmed positive, positive dilute, non-negative or adulterated drug test or confirmed positive alcohol or steroid test may be subject to disciplinary action up to and including termination of employment.
3. Employees disciplined pursuant to this Article will be given notice of the right to a disciplinary hearing by the Chief of Police or their designee with charges and explanation of the circumstances in writing. All discipline policies and Collective Bargaining Agreements will be observed, where applicable.
4. If an employee is injured in the scope of their employment and drug, alcohol or steroid tests and/or other medical evidence indicates the presence of illegal and/or illicit drugs, alcohol or steroids in the employee's body at that time of the accident, and it can be concluded that the drug(s), alcohol or steroids used contributed to the accident, the employee may be required to forfeit any medical or indemnity benefits available under Florida's Workers' Compensation statute, and may also forfeit eligibility for unemployment benefits. These penalties are in addition to any other penalties that may apply under this Article or under

applicable law.

5. Employees terminated for violating this Article may forgo their rights under COBRA.

J. EMPLOYEE ASSISTANCE PROGRAMS

1. Recognizing that there may be employees who have substance abuse issues, the City remains willing to assist in the resolution of these issues and encourages affected employees to seek help through the Employee Assistance Program (EAP) which is available to employees and eligible family members. The supervisor upon being notified by the employee will then promptly contact Risk Management and Employee Relations to initiate a mandatory supervisory referral to EAP. The City will not terminate employment, discipline or discriminate against an employee solely because an employee voluntarily seeks treatment for substance abuse or related issues unless otherwise stated in this Article.
2. The City provides an EAP and access to necessary and/or voluntary treatment and rehabilitation resulting from substance abuse. Access is available if the employee steps forward prior to being notified of the test being administered and requests assistance. Upon stepping forward and notifying the City the employee will then be placed into a mandatory EAP treatment program.
3. Pursuant to Florida Statutes, Chapter 440.102 (11), an employee who enters an EAP for substance abuse will be assigned to a position other than a safety sensitive position, or if such position in the Department is not available, the employee will be permitted to use any accrued leave time during their rehabilitation. The treatment program requires that an employee complete a program prescribed by the City's EAP provider. If the employee does not have leave accrual or exhausts all accrued leave time while participating in an EAP, they will then be placed on unpaid leave during the completion of the program.

Failure to comply with the prescribed treatment program will result in termination of employment. Compliance is determined by the EAP program administrator.

4. An employee who completes a rehabilitation or Employee Assistance Program as described above, upon returning to work, will be subjected to unannounced mandatory testing at the City's sole discretion for a period of three (3) years from the return-to-work date.
5. An employee, who on the basis of such unannounced mandatory testing is found to be under the influence of alcohol, an illegal or illicit drug or steroids after completing the rehabilitation program, shall not be given a second opportunity to access the Employee Assistance Program and will be immediately terminated from employment with the City, and will not be eligible for rehire.

6. If an employee who is selected for random drug, alcohol or steroid testing discloses to their supervisor, before providing a testing sample, that they have used a medication prescribed for someone other than the employee, they shall have one opportunity to access the EAP. During the time that the employee is utilizing the EAP, the City will permit the employee to utilize any accrued leave time during their rehabilitation. Further, this Section does not condone nor protect any employee from arrest, prosecution or conviction for violating of any law, rule or regulation prohibiting the use of prescription medication other than that which has been legally prescribed to the employee for their own use.
7. The following employee assistance programs are available 24 hours a day – seven days a week (24/7):

(EAP) Employee Assistance Program

Phone: 1-877-622-4327

Web: www.myCigna.com / Registration Employer ID: cityofwpb

National Suicide Hotline

1-800-273-TALK (8255)

Text: 838255

Live Chat: <https://suicidepreventionlifeline.org/chat/>

Community Helpline & Crisis Hotline

Phone: 211

Text concerns and Zip Code to: 898211

Palm Beach County Intergroup of Alcoholics Anonymous (AA)

Phone: 561-655-5700

Email: pbciaa@bellsouth.net

K. CONFIDENTIALITY OF RECORDS

1. All information involving alcohol, drug or steroid testing (i.e., reports, statements, memoranda, drug, alcohol or steroid test results, written or otherwise, received or produced as a result of this drug, alcohol or steroid test) will be treated as confidential to the extent possible, consistent with the scope of this Article and applicable laws, rules or regulations.
2. Generally, information concerning drug, alcohol or steroid test results may not be released without a written consent form signed voluntarily by the person tested. Drug, alcohol and steroid test results may be released without consent if compelled by a hearing officer or a court of competent jurisdiction pursuant to an appeal, or if it is deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. Moreover, the City, its agents, or the drug, alcohol and steroid testing laboratory may have access to the drug, alcohol and steroid test information or use such information when consulting with legal counsel in connection with actions brought under this Article, or when the information is relevant to a defense in a civil or administrative matter.

L. DRUGS TESTED

Employees may be tested for any or all of the substances listed on Schedule I through V of Florida Statutes, Chapter 893. The following is a partial list of Substances on Schedule I through V Florida Statutes Chapter 893:

Alcohol:	Beer, Wine, Booze, Liquor, Distilled Spirits, Malt Beverages, etc.
Amphetamines:	Speed, Uppers, Eve, Biphetamine, Desoxyn, Dexedrine, etc.
Barbiturates:	Downers, Phenobarbital, Butabarbital, Secobarbital, Tuinal, Amytal, etc.
Benzodiazepines:	Librium, Valium, Ativan, Azene, Clonopin, Dalomone, Diozegan, Halcion, Paxipam, Restoril, Serax, Tranxene, Verstran, Xanax, etc.
Cannabinoids:	Marijuana, Hashish, Hash, Hash Oil, Pot, Joint, Reefer, Spleaf, Roach, Grass, Weed, etc.
Cocaine:	Coke, Blow, Snow, Flake, Crack, etc.
Methaqualone:	Quaaludes, Ludes, etc.
Opiates:	Heroin, Codeine, Morphine, Opium, Dover's Powder, Paregoric, Parepectolin, etc.
Phencyclidine:	PCP, Angel Dust, Hog, etc.
Synthetic Narcotics:	Methadone, Dolophone, Metadose, Propoxyphene, Darvocet, Darvon N, Dolene, etc.

The following cutoff concentrations are based on a urine collection specimen and shall be applicable to determine whether specimens are negative or positive for the following drugs or classes of drugs:

	Initial Test <u>ng/ml</u>	Confirmation Test <u>ng/ml</u>
Total Cannabinoid Metabolites	50	15
Total Cocaine Metabolites	150	100
Opiates	2000	2000
Hydrocodone/Hydromorphone	300	100
Oxycodone/Oxymorphone	100	100
6-Acetylmorphine	10	10
Phencyclidine	25	25
Barbiturates	300	150
Benzodiazepine	300	150
Amphetamines	500	250
Methamphetamines	500	250
MDMA/MDA	500	250
Methaqualone	300	150
Methadone	300	150
Propoxyphene	300	200

The following cutoff concentrations are based on an oral fluid (saliva) collection specimen and shall be applicable to determine whether specimens are negative or positive for the following drugs or classes of drugs:

	Initial Test <u>ng/ml</u>	Confirmation Test <u>ng/ml</u>
Total Cannabinoid Metabolites	4	2
Total Cocaine Metabolites	20	8
Opiates	40	40
Oxycodone/Oxymorphone	40	40
6-Acetylmorphine	40	4
Phencyclidine	10	10
Barbiturates	50	50
Benzodiazepine	20	20
Amphetamines	50	50
Methamphetamines	50	50
MDMA/MDA	50	50
Methadone	10	25
Propoxyphene	40	10

The MRO shall use the cutoff concentrations applicable to the type of specimen collected.

The above lists and cutoff concentrations are not meant to be inclusive of all substances which may be tested for. Any substance on lists of controlled substances under Florida Statutes and/or any Florida or federal law, rule, regulation or procedure, may be tested for under this policy and their corresponding cutoff concentration will be those set by the Department of Health and Human Services (DHHS) certified laboratory testing the specimen, specific to the type of substance being tested and specimen collected.

Alcohol shall be confirmed positive if both the initial and confirmation tests reveal an alcohol content of .04 or higher or .02 for drivers who are under 21 years of age.

STEROIDS TESTED

Employees may be tested for any or all of the substances listed on Schedule III of Florida Statutes, Chapter 893. The following is a partial, not exhaustive, list of anabolic/androgenic steroids on Schedule III of the Florida Statutes Chapter 893:

Steroids: Bolasterone, Boldenone, 4-Chlorotestosterone, Fluoxymesterone, Furazabol, Mesterolone, Methandienone, Methandriol, Methenolone, Methyltestosterone, Nandrolone, Norethandrolone, Norethindrone, Oxandrolone, Oxymesterone, Oxymetholone, Stanozolol, Probenecid, Clenbuterol, Epi-testosterone, etc.

The following cutoff concentrations are based on a urine collection specimen and shall be applicable to determine whether specimens are negative or positive for the following steroids and their associated metabolites. The laboratory will test for the presence of steroids and their associated metabolites.

Tetrahydrogestrinone	(THG) 2ng/mL
Methandrostenolone	2ng/mL
6 β -hydroxyboldenone **	2ng/mL
3'-hydroxystanozolol **	2ng/mL
Oxymesterone	2ng/mL
Epitestosterone* ***	>200ng/mL and T/E ratio >6
Stanozolol	2ng/mL
Testosterone* ***	T/E ratio >6
Oxandrolone	2ng/mL
Clostebol	2ng/mL
Boldenone	2ng/mL
Fluoxymesterone	2ng/mL
6 β -hydroxyfluoxymesterone **	2ng/mL
Clenbuterol	2ng/mL
19-Norandrosterone*	"2ng/mL
Nandrolone*	2ng/mL for males and 5ng/mL for females

* Endogenous (Naturally occurring in the human body)

** Metabolite of anabolic steroid on list

*** T/E is Testosterone/Epitestosterone

The MRO shall use the cutoff concentrations applicable to the type of specimen collected.

NEW DRUGS

Whenever updates or amendments to Florida Statutes and/or any federal or Florida law, rule, regulation or procedure add new drugs, substances and/or anabolic/androgenic steroids to lists of controlled substances, such newly added drugs, substances and/or anabolic/androgenic steroids are deemed to be automatically added to the list of controlled substances prohibited under this Article without the need for this Article to be amended before they are considered prohibited.

The city retains discretion to test for any newly added drugs, substances and/or anabolic/androgenic steroids which are added to lists of controlled substances under Florida Statutes and/or any Florida or federal law, rule, regulation or procedure, even if they are not noted on the "drugs tested" lists or specimen cutoff concentration charts under section "L" above. Specimen cutoff concentrations used for any new drugs, substances and/or anabolic/androgenic steroids which may be tested for will be those set by the Department of Health and Human Services (DHHS) certified laboratory testing the specimen, specific to the type of substance being tested and specimen collected.

M. PRESCRIPTION DRUGS

Many prescription drugs can alter or affect drug tests. Due to the large number of obscure brand names and the constant marketing of new products, this list is illustrative and not intended to be all-inclusive.

Alcohol:	All liquid medications containing ethyl alcohol (ethanol). Read the label for alcohol content.
Amphetamines:	Pbetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Lonamine, Fastin.
Cannabinoids:	Marinol (Dronabinol, THC).
Cocaine:	Cocaine, HCl topical solution (Roxanne)
Phencyclidine:	Not legal by prescription
Methaqualone:	Not legal by prescription
Opiates:	Paregoric, Parepectolin, Donnagel PG, Norphine, Tylenol with Codeine, Emperine with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Diluadid (Hydromorphone), MS Contin and Roxano (morphine sulfate), Percodan, Vicodin, Tussiorganidine, etc.
Barbiturates:	Phenobarbitol, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorianl, Fioricet, Esgic, Butisol, Mebarel, Butabarbital, Butalbital, Phrenilin, Triad, etc.
Benzodiazepine:	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tanzene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax, etc.
Methadone:	Dolophone, Metadose, etc.
Propoxyphene:	Darvocet, Darvon N, Dolene, etc.

An employee or job applicant who is contacted by the MRO may confidentially report the use of prescription medication(s) because the presence of these medications in the body may have affected the outcome of the test.

N. FEDERAL CONTROLLED SUBSTANCES ACT

The use by City employees of any illegal drug under federal law, which may not be illegal under Florida law, is prohibited. The use of marijuana by City employees, including medical marijuana, with or without a prescription or certificate, is prohibited. A prescription or certificate for medical marijuana is not accepted as a valid explanation or defense for an employee's positive drug test result. A positive test result for cannabinoids shall be any result which is at or above the cutoff concentrations for cannabinoids under this Article.

TESTING LABORATORIES

All testing of specimens for the presence of illegal/illicit drugs and/or steroids under this Article will be performed by a state-approved testing laboratory.

All testing for alcohol under this Article will be performed by a Certified Breath Alcohol Technician using a Certified Breath Alcohol Testing Device.

NOTICE TO EMPLOYER

An employee who is taking any prescription drugs or steroids which could cause any impairment or adverse effects during work hours must obtain a certification from their prescribing provider that the employee can return to their normal work functions. Such documentation shall be submitted to the Human Resources Department Benefits Officer prior to the employee resuming their duties while under the medication's effects. Failure to follow the procedure described herein may be subject to disciplinary action up to and including termination of employment with the City.

ARTICLE 18. EDUCATIONAL BENEFITS

Employees will be eligible for Educational Benefits as provided for under this article.

Notwithstanding anything in this agreement to the contrary, Educational Benefits under this article shall be available as long as there are funds remaining in the corresponding line item of the annual budget allocated for this purpose when the request is made and as budgeted at the sole discretion of the City.

Section 1.

- A. Education reimbursement eligibility is for classes and/or courses at an accredited junior college, community college, college or university within the State of Florida that are part of a program resulting in a two-year degree, four-year degree, or Master's degree or higher. Course work in pursuit of a college degree will be taken during the employees off time hours. To be eligible for reimbursement, the program must be related to a job within the City's classification plan which the employee holds or to which the employee may reasonably aspire or provides requisite training to reasonably qualify for a promotion or transfer. Approval to attend college related courses during assigned work hours will be at the discretion of the Bureau Commander.
- B. Training reimbursement eligibility is for classes and/or courses designed to increase job-related knowledge and/or improve job skills. Training includes, but is not limited to, the attainment of a license or certificate.

Section 2.

- A. An employee may attend routine training during normal work hours. An employee will not be allowed to attend specialized training during normal work hours except when such training approved by their supervisor.
- B. Education reimbursement must be for job-related college coursework and is limited to twelve (12) semester hours (or the equivalent) with reimbursement for such coursework provided as established under City Higher Education Policy 4-19.
- C. Intent to pursue certification or license requirements must be requested no later than close of business (5:00pm EST) on March 7, prior to the intended fiscal year of enrollment.

Section 3.

- A. Upon advance approval of the Chief of Police, and contingent upon the availability of funds, the City will pay for or reimburse an employee for any mandatory continuing education/training necessary for certification, re-certification or renewal of license(s) appropriate for the position held.
- B. Employees who wish to participate in the educational reimbursement program must notify the Chief of Police no later than close of business (5:00pm EST) on March 7, prior to the intended fiscal year of enrollment. Upon advance approval of the Chief of Police and pending availability of funds, the City will pay for or reimburse the employee based

upon meeting the provisions as set forth in this Article. In the event of a declared financial emergency, the City will meet with the Union to discuss the availability of funds for reimbursements.

Section 4.

Reimbursement will only be made by the City when an employee receives a grade of C or above, or in the case of Pass/Fail, a passing grade. There will be no reimbursement when a grade of Incomplete, Fail, D, F, or Withdrew is received.

Section 5.

An employee who voluntarily separates employment from the City within three (3) years from the date of hire for any reason is required to repay all costs of recruit or routine training excluding Region XII funded courses.

In accordance with City Policy 4-19 whenever an employee is voluntarily or involuntarily separated from employment within the first year of receiving higher educational reimbursement payment, the employee shall repay one hundred (100) percent of the amount paid; from one to two years of receiving higher educational reimbursement payment, fifty (50) percent of the amount paid. After two years following reimbursement, an employee who leaves the City is not required to repay the City any of the amounts paid for higher education. Any officer who is injured in the line-of-duty and receives a disability retirement due to such injury will not be required to repay to the City any higher educational reimbursement payment they may have received.

Employees that are within two years of their mandatory DROP end or retirement date are not eligible for any educational reimbursement monies.

ARTICLE 19. LEGAL BENEFITS

Section 1.

The City shall, upon the request of an employee and after notice of the suit against the employee has been timely received by the office of the City Attorney, within five (5) days after service upon the employee, undertake the defense of that employee against any civil damage suit in which the complainant in the suit alleges that the employee was acting within the scope of his employment, even if the complainant also alleges in the alternative that the employee acted in bad faith, or with malicious regard of human rights, safety or property.

Section 2.

In those cases in which the City has reason to believe that there exists a substantial factual basis for the allegations in the suit of bad faith, malicious purpose or actions exhibiting wanton and willful disregard of human rights, safety or property, the employee shall be notified that he must provide his own defense at his own expense.

Section 3.

Should the City fail to provide a defense in any civil or criminal action for a covered employee acting in the scope of his employment and should the employee prevail in the underlying action, then the City shall reimburse all reasonable attorney fees and costs to the entity that pays for the defense of the covered employee.

Section 4.

The City will satisfy any settlement or judgment, except for punitive damages, rendered in a suit against an employee while acting within the scope and course of their duties of employment, within the limits provided by law.

Section 5.

At any time after the City has undertaken the defense of an employee in a civil damage suit, the employee, at his or her own expense, may, with the permission of the City, hire counsel of his or her choice and substitute that counsel, with the consent of the applicable court, for the counsel provided by the City without affecting the employee's rights to indemnification under Section 4 of this Article, or for reimbursement of reasonable attorney's fees and costs as per Section 3 of this Article.

Section 6.

The employee agrees to cooperate fully with the City if the City undertakes the defense of the employee.

ARTICLE 20. RESIGNATION

Any employee who submits his or her resignation will be permitted to continue their employment for the one (1) week notice period or be paid for the one (1) week in lieu thereof at the discretion of the Chief of Police.

ARTICLE 21. INSURANCE BENEFITS

Section 1. Health and Hospitalization Coverage

- A. The City agrees to provide health and hospitalization coverage through an employer sponsored provider for employees and their dependents under the same health insurance plan and plan design the City offers to its non-public safety employees in the percentage of monthly premium set forth below.

MEDICAL AND HOSPITALIZATION EMPLOYER CONTRIBUTION

PPO	
SINGLE	95%
EE+1	75%
Family	75%
2 FOP Family	100%
Over Age Dependent	0%

Over Age Dependent Qualifications

Beginning January 1, 2011, any employee who elects to continue overage dependent coverage will be responsible to pay the actual cost of the premium as determined by the insurance carrier.

Overage Dependent Health Coverage between the ages of twenty-six (26) to thirty (30) years old.

Period of eligibility:

#1. To the end of the calendar year in which the child reaches the age of twenty-five (25) if meeting all of the following requirements:

- The child is dependent upon the policyholder for support.
- The child is living in the household of the policyholder, or the child is a full-time or part-time student.

#2. To the end of the calendar year in which the child reaches the age of 30, if:

- The child is unmarried with no dependents,
- The child is a resident of Florida or a full-time or part-time student; and
- The child does not have insurance coverage under any private or public plan.

- B. If the City will be proposing any plan design changes to the City's health insurance plan, then the City and Union agree that on or before March 15th of each year of this agreement the parties will meet to review and discuss any plan design changes being considered. The parties agree to work cooperatively to provide the best possible benefit to employees at a fiscally responsible premium.

Upon the effective date of any plan year's premium increase by the City's provider or providers, or by the City if the City is self-insured, under programs authorized by this Article, the parties agree to continue paying the same proportionate share of health and dental premiums after implementation of any rate increase for health and dental insurance as was paid during the previous plan year.

- C. The plan design includes a base plan option as well as a "Buy Up" plan option. Employees who choose to enroll in the "Buy-Up" plan shall be responsible for the additional premium above what is contracted for in the Base plan.

Section 2. Dental Benefits

- A. During each year of this agreement, the City agrees to provide dental benefits for employees and their dependents under the current plan design in the percentage of monthly premium set forth below.

Single	100%
EE+1	69.8%
Family	42.1%
2 FOP Family	100%

Section 3. Vision Benefits

Vision care benefits, at no cost to employees, shall be provided by the City to the employee and their dependents.

Section 4. Life and Accidental Death Benefits

- A. At no cost to an employee, a Life and Accidental Death and Dismemberment policy shall be issued in a face amount equal to one (1) times an employee's annual base salary up to a maximum of one hundred thousand (\$100,000.00) dollars.
- B. An employee shall have the option to obtain additional life insurance by purchasing a Voluntary Supplement Life Insurance policy in an amount equal to the employee's annual base salary, exclusive of overtime, stipends, incentives and other premium or add-on pay.
- C. An employee shall have the option to purchase Voluntary Dependent Life Insurance at their cost in accordance with the supplemental life insurance rate sheet.

Section 5. Employee Assistance Plan (“EAP”)

The City shall make available at no cost to employees an Employee Assistance Program and provide employees up to six (6) evaluative visits per year at no cost to employees.

Section 6. No Changes During Plan Year

Other than for “change of life” status, an employee shall not be permitted to transfer membership from one health benefit plan to another or from one of the options listed in Section 1 of this article except during the annual group enrollment period.

Section 7. Voluntary Employee Benefits Association (“VEBA”)

A. The City shall continue to contribute to the West Palm Beach Police Benevolent Association Retiree Health Benefit Fund, as the fund’s name may be amended in accordance with the Fund plan documents (hereafter known as “VEBA”) four (4%) percent of non-DROP employee “pensionable” salary (excluding anyone not participating in the West Palm Beach Police Pension Fund).

Section 8.

An employee who can document that they are covered under their own or a spouse’s health insurance plan may “opt-out” of the City coverage. In the event of “opt-out”, an employee shall receive a payment of one hundred fifty (\$150.00) per month.

Additionally, an employee may choose to “opt-out” of dental and vision insurance under this article for themselves or a dependent, however notwithstanding anything to the contrary in this agreement opting out of dental and or vision insurance shall not result in any payment or reimbursement to the employee in any amount.

Section 9.

Retirees must pay one hundred (100%) percent of their insurance premiums. The parties understand that insurance premiums are subject to change in future plan years and retirees shall be responsible for payment of one hundred (100%) percent of any insurance premium increase for any insurance coverages offered by the City that retirees choose to participate in. This provision is not subject to Article 34 (Grievance and Arbitration Procedure).

ARTICLE 22. FUNERAL EXPENSES

The City will provide an in-the-line-of-duty death benefit for funeral and burial expenses. Said amount of thirty thousand dollars (\$30,000) will be paid directly to the beneficiary of said employee.

ARTICLE 23. INCENTIVE PAY

Section 1.

The City, during the term of this Agreement, shall continue to participate in the state incentive pay program.

Section 2.

An employee who is certified by the State of Florida to administer the Breathalyzer Test or any other machine or device, excluding roadside tests, authorized by the Chief of Police to determine the amount of intoxicants or other stimulants in individuals will be paid at the rate of fifteen dollars (\$15.00) per test.

Section 3.

One Police Department employee with the proper certification shall be designated by the Chief of Police to service, maintain, and calibrate breathalyzer machines and such employee will be paid bi-weekly at the rate of thirty-four dollars and sixty-two cents (\$34.62) for a total of nine hundred dollars and twelve cents (\$900.12) per year. This amount will be fixed regardless of the time to make such repairs or calibrations, the number of breathalyzer machines, or the scope and intent of the maintenance, service or repair.

Section 4.

Two (2) Police Department employees with the proper certification may be assigned in writing by the Chief of Police as K9 Trainers. One (1) employee may be assigned as a trainer in the discipline of K9 Patrol and for the length of assignment be paid a stipend of two and one-half (2½%) percent of their base rate of pay. One (1) employee may be assigned as a trainer in the discipline of K9 Detection and for the length of assignment be paid a stipend of two and one-half (2½%) percent of their base rate of pay. If one (1) employee can be assigned to be the trainer for both disciplines, then for the length of time assigned will be paid a stipend of five (5%) percent of their base rate of pay.

Section 5. Field Training Officer (FTO)

- A. An employee who is assigned by the Chief of Police to serve as a FTO Officer, FTO Sergeant, FTO Lieutenant, Criminal Investigations FTO, or Crime Scene Investigator FTO (FTO) shall receive incentive pay in the amount of five (5%) percent of their base rate of pay.
- B. FTO incentive pay ceases when the FTO assignment ends or the employee no longer performs the FTO duty, whichever occurs sooner. Examples of the assignment ending include, but may not be limited to, the officer taking another assignment outside the patrol division or receiving a promotion.

Section 6. Training Officer

- A. An officer who is assigned by the Chief of Police to serve as a Training Officer, Training Sergeant, or Training Lieutenant (Training Officer), shall receive incentive pay in the amount of five (5%) percent of their base rate of pay.
- B. Training Officer incentive pay ceases when the Training Officer assignment ends or the officer no longer performs the Training Officer, whichever occurs sooner. Examples of the assignment ending include, but may not be limited to, the officer taking another assignment outside the staff services division or receiving a promotion.

Section 7. Criminal Investigator

- A. An officer who is assigned by the Chief of Police to serve as a Criminal Investigator, Criminal Investigator Sergeant, or Criminal Investigator Lieutenant, (Criminal Investigator) shall receive annual incentive pay in the amount of one thousand four hundred and thirty dollars (\$1,430.00) paid in the amount of fifty-five dollars (\$55.00) per pay period. Criminal investigators include those members assigned to CID, SID, THI, and those who perform special investigations who are assigned to the office of the Chief.
- B. Criminal Investigator annual incentive pay ceases when the Criminal Investigator assignment ends or the officer no longer performs the Criminal Investigator duty, whichever occurs sooner. Examples of the assignment ending include, but may not be limited to, the officer taking another assignment outside the division or receiving a promotion. Laterals between investigative units.

Section 8. Internal Investigation Officer

An officer who is assigned by the Chief of Police to serve as an Internal Investigator, Internal Investigator Sergeant, or Internal Investigator Lieutenant, (Internal Investigator) shall receive incentive pay in the amount of five (5%) percent of their base rate of pay. Internal Investigator incentive pay ceases when the Internal Investigator assignment ends.

Section 9. Crime Scene Certification and Incentive Program

- A. Non-sworn employees in the Crime Scene Unit will be provided:
 - 1. One set of the required publications for the three levels of crime scene certifications.
 - 2. A vehicle, if available, and on-duty time to take the required examinations for the certifications.
 - 3. Reimbursement of one (1) testing fee for each certification level upon passing.
- B. The value rating for each certification and level is dependent upon the difficulty of attainment.

1. Crime Scene Level 1: Shall receive annual incentive pay in the amount of four hundred and sixteen dollars (\$416.00), payable bi-weekly at the rate of sixteen (\$16.00) dollars.
 2. Crime Scene Level 2: Shall receive additional annual incentive pay in the amount of seven hundred and two dollars (\$702.00), payable bi-weekly at the rate of twenty-seven (\$27.00) dollars.
 3. Crime Scene Level 3: Shall receive annual incentive yearly pay in the amount of thirteen hundred dollars (\$1,300.00), payable bi-weekly at the rate of fifty (\$50.00) dollars.
- C. Crime Scene Investigators are permitted to attain certification at the level for which they are qualified, allowing them to skip lower levels. Crime Scene Investigators shall only receive annual incentive pay for the highest-level certification they have obtained.

Section 10. Latent Print Examiner Certification and Incentive Program

- A. Non-sworn employees in the Crime Scene Unit will be provided reimbursement of the testing fees upon passing the certification examinations.
- B. Upon attainment of certification, the employee shall receive certification incentive pay of five percent (5%) added to their base salary and shall receive such certification incentive pay so long as the certification is maintained.
- C. The Latent Print Examiner shall be recognized as a separate certification from the Crime Scene Certification.

ARTICLE 24. HAZARDOUS DUTY BENEFIT

Section 1. Motor Units

- A. The City agrees that no employee will be required to ride a two-wheeled motorized vehicle, excluding Segways. Only those employees who submit a written request giving voluntary consent will ride two-wheeled motorized vehicles.
- B. The City agrees that any employee assigned to ride a two-wheeled motorized vehicle, excluding Segways, while so assigned, shall receive seventy-five (\$75.00) dollars per pay period in addition to their regular salary, including when a temporary reassignment is necessary due to weather, staffing, or other operational needs as determined by the Chief of Police or their designee. An employee's incentive pay ceases when the Motor Unit assignment ends.

Section 2. Specialized Units

- A. An employee assigned to SWAT, Bomb, EFF, Dive, HNT, and Honor Guard, after completion of a probationary period and the unit's certification process and while so assigned, shall receive an annual stipend of one thousand four hundred and thirty dollars (\$1,430.00), paid as fifty-five dollars (\$55.00) per pay period.
- B. Officer must have completed their probationary period and the unit's certification process to receive incentive, if applicable.
- C. Incentive shall only be received during the time they are assigned to an above noted specialized unit.
- D. An employee will be permitted to receive only one specialized unit incentive regardless of the number of specialized units they serve in.

ARTICLE 25. UNIFORMS AND EQUIPMENT

Section 1.

The City shall furnish uniforms and duty belt systems to all employees who are required to wear such uniforms in the performance of their duties and agrees to replace unserviceable uniforms as required.

Section 2.

Any uniform or related equipment initially supplied by the City, which is damaged or destroyed while an employee is acting in the performance of their official duties, shall be replaced by the City at no cost to the employee, provided the same is not the result of their negligence. Such claim of loss must be supported with reasonable proof and shall be subject to the approval of the Chief of Police or their designated representative.

Section 3.

It shall be the responsibility of each employee to check any vehicle which has been assigned to them, to ensure it is in safe operating condition prior to use or operation. An employee will report any suspected unsafe condition to their immediate supervisor. If the supervisor believes that the vehicle is in such an unsafe condition to be a hazard to the operator or the public, the vehicle maintenance department shall be notified for appropriate disposition. The City's vehicle maintenance department or provider shall be the final authority as to inspection and repairs needed to release a vehicle into service.

A. Take Home Vehicles

1. Community Oriented Police Officers assigned a vehicle for their normal duties, and all active-duty police officers who reside within 40.0 miles one-way from the City limits who are employed and eligible for a take-home police vehicle may be assigned a take-home police vehicle in accordance with SOP III- 19. All other assignments of police vehicles, including take-home, will be in accordance with SOP III- 19.

An assigned take-home vehicle remains with the employee until the employee moves more than 40.0 miles one-way outside the City limits or the vehicle is replaced with a new vehicle. All vehicles assigned to the rank of Police Officer or Sergeant within Field Operations will be pursuit rated and will be removed from Field Operations (Patrol) and replaced when the vehicle reaches eight (8) years of service or exceeds one hundred forty thousand (140,000) miles. All other vehicles assigned outside of Field Operations (Patrol) will be replaced when the mileage exceeds one hundred forty thousand (140,000) miles and excludes any time limit based on vehicle age.

Resident non-uniform employees who presently have assigned vehicles may be permitted to take those vehicles home unless a business necessity dictates otherwise. Uniformed patrol officers may use their vehicles as take-home vehicles on their

assigned workdays provided that the taking home of the vehicle does not cause a shortage of vehicles needed for filling other shift assignments.

Management reserves the right to limit the number of take-home vehicles assigned to patrol that can be taken home.

2. Any employee who lives more than 40.0 miles one-way from the City limits will not be entitled to a take-home a vehicle.
 3. City of West Palm Beach GIS System will be utilized in calculating mileage from the City limits to the employee's place of residence to determine total distance traveled. Mileage will be determined by a direct line from the City limits to the employee's current address of record.
 4. The City's policy pertaining to take-home vehicles is intended to and should be interpreted to meet all allowable exclusions from income under federal, state and/or local laws to the extent reasonably possible. To the extent that SOP III-19 entitled "Department Vehicle Policy" or this Agreement may be read as inconsistent with the City's intent, this Agreement and SOP III-19 are expressly conformed to meet the City's intent and to meet all such allowable exclusions.
- B. Criminal Investigators shall be allowed to drive their assigned vehicles to and from work under the conditions outlined under this Article.
- C. Liability for Use of a City Take-Home Vehicle

Employees who are eligible to be assigned a take-home vehicle are authorized to use the City vehicle to drive only within specific limitations identified below:

1. To and from their work assignment.
2. To and from a gym no greater than within a 5-mile radius of their residence.
3. To and from College/School.
4. To and from approved teaching assignments for subjects for which the employee is a certified instructor.
5. For personal errands when traveling in direct route to and from work within 90 minutes from the start or end of the employee's shift.
6. For unmarked vehicles, employees who are on call status for their primary assignment may use the unmarked vehicle as provided for under this section.
7. Under no circumstances shall any non-city employee, including but not limited to employee family member(s), be allowed to travel in a marked City vehicle.
8. All employees will comply with West Palm Beach Police SOP III -19.

9. Employees will ensure the assigned vehicle is available for all required maintenance. All required cleaning of the vehicle will be scheduled and completed in an on-duty capacity.
10. An employee assigned an unmarked take-home vehicle may transport family members (spouse, child or step-child who lives in member's household) on the way to and from work during the period beginning one hour before and one hour after actual clock-in/clock-out time only under the express conditions, as follows:
 - a) Such transport of family members will only be allowed with the provision of an insurance rider expressly providing coverage for such transport and covering the City as an additional named insured; and
 - b) Such insurance must be provided by an insurance company A-rated or better by Am Best; and
 - c) It is the responsibility of the employee to keep the insurance rider current and ensure such rider is on file with the Risk Management Division of the Human Resources Department and their component commander.

The City does not provide blanket liability protection or coverage for all accidents and will only cover employees for liability related to accidents only if such accidents occur while the employee was operating the City vehicle within the specific authorized limits set forth herein. Employees may be personally liable for any accident caused during their use of City vehicles outside the authorized limits set forth herein.

Under no circumstances does the City agree to cover the employee or assume liability for any claims over the sovereign immunity limits provided under F.S. 768.28. The City neither implicitly nor explicitly waives any sovereign immunity limits under law except to the extent specifically provided for in this agreement.

Discipline as a result of violation of this Article includes but may not be limited to revocation of the take-home vehicle privilege for a period of time as determined by the Chief of Police.

Section 4.

- A. All bargaining unit members will be provided an annual cleaning allowance of a six hundred and fifty (\$650.00) dollars.
- B. An annual shoe allowance of eighty (\$80.00) dollars will be provided.
- C. All allowances provided for under this section shall be paid to the employee on a prorated basis among the twenty-six (26) pay periods in the payroll calendar year.

Section 5.

The City will provide each officer with a two-way portable radio for use while away from their patrol vehicle.

Section 6.

An employee who separates from employment with the City in good standing will retain their weapon upon retirement, provided that the employee has served at least twenty (20) years as a City of West Palm Beach Police Officer and is eligible to immediately collect pension benefits under the City of West Palm Beach Police Pension Plan.

Section 7.

This Article shall be governed consistent with the provisions of any applicable City Policies and Police Departmental Standard Operating Procedures (SOPs) which are not in conflict with this Agreement, and which are in effect as of the effective date of this Agreement.

ARTICLE 26. WORKWEEK AND OVERTIME

Section 1.

- A. The placement of employees within the Police Department shall be in accordance with SOP I-8 (Assignment to Specialized Positions/Components).
- B. No employee shall be required to remain on duty for more than forty (40) hours in any calendar week unless extra hours of duty are deemed necessary by the Chief of Police, and additional compensation shall be paid thereupon. Such additional compensation shall be at the rate of one-and-one-half (1½) times their regular rate of pay.
- C. All City overtime and contract overtime, except overtime which is a continuation of specialized duties, shall be equally and fairly distributed among employees qualified to perform the overtime duty.

Section 2.

- A. As set forth in Section 3 below, all other overtime will be compensated at one-and-one-half (1½) times the employee's regular rate of pay.
- B. Overtime pay, when so granted, will normally be contained in the employee's next regular paycheck following the time worked.

Section 3.

- A. The City will establish the hours of work best suited to meet operational needs and the needs of the community, but agree that work schedules will not intentionally be changed with less than two weeks' notice.
- B. "4/12 Schedule" for Patrol Division

The "4/12 Schedule" described below is implemented in accordance with Section 207(k) of the Fair Labor Standards Act. Section 207(k) allows law enforcement officers to work 171 hours in a 28-day work period before the employer is required to pay overtime. The purpose of Section 207(k) is to allow public employers to balance the hours of work over an entire work period.

1. The Patrol Division will utilize the 4/12 work schedule.
2. During the period the 4/12 schedule is in use, the City will suspend the forty (40) hour work week as defined in this Agreement for employees assigned to the 4/12 schedule. Overtime will be compensated at a rate of one and one-half (1½) times for any hours worked in excess of those regularly scheduled for that employee within any calendar week under the 4/12 schedule. Employees working the 4/12 schedule (without additional overtime hours as described above) shall be compensated for eighty (80) hours plus one-half (½) of an hour (thirty (30)

minutes) at the employee's overtime rate each pay period, by exception, regardless of actual hours worked under the 4/12 schedule.

3. Sick Leave, Vacation or Annual Leave.

Leave benefits will be granted on a per hour, as-used basis based upon the scheduled workday or work week of the affected employee under the 4/12 schedule.

4. Holidays.

Holiday benefits shall be paid based on the employee's assigned work schedule.

5. Disciplinary Action.

For purposes of disciplinary action, a "day" is defined as eight (8) hours. When an employee covered by this Agreement and working under the 4/12 schedule is subject to suspension, the suspension will be defined in days and hours. The employee may choose to work any difference between the suspension time as defined in hours and the employee's affected workdays under the 4/12 schedule as defined in hours or use accrued vacation, compensatory, or personal leave on an hour for hour, or fraction thereof, basis.

Section 4.

Whenever a shift rotation occurs, no employee shall be forced to work a continuous shift. Employees rotating from the day to night shift will be entitled to at least eight (8) hours off duty before returning to work.

Section 5.

Employees will be given notice of any change in their regular hours of work at least two (2) weeks in advance of transfer, reassignment or change of shift except where an emergency exists.

Employees required to work during civil unrest, hurricane, pandemic or any state of emergency conditions declared by the Mayor will be entitled to pay at the rate of one-and-one-half (1½) times their regular rate of pay for any hours worked beyond their normal shift duty hours. Overtime hours earned as noted in this Section that are not eligible for conversion to compensatory time are detailed in Section 12 of this Article.

Employees shall also be governed by those provisions of the City's Non-Pandemic Emergency Pay Policy 4-23 and Pandemic Emergency Operations and Pay Policy 4-24, not in conflict with provisions of this Collective Bargaining Agreement.

Section 6.

- A. An employee who is required to appear in court or at a deposition during a time that is not on or contiguous to their regular assigned shift shall be compensated at the overtime rate for a minimum of three (3) hours. Any and all subpoena fees shall be returned to the City.
- B. For the purposes of this article and subsection, each additional court appearance separated from the employee's previous court appearance by a period of more than sixty (60) minutes qualifies for compensation as described above. The sixty (60) minute time period is calculated from the time the employee is released by the court until the time stated on the next subsequent subpoena.
- C. For the purposes of this Article and subsection, compensable time shall begin thirty (30) minutes prior to the scheduled appearance time set by the subpoena to compensate the employee for the time necessary to obtain and return documentation/evidence for court appearances or depositions.

Section 7.

Any employee called back to work prior to the start of their next regularly scheduled shift shall receive a minimum of three (3) hours work at one-and-one-half (1½) times their regular rate of pay unless said three (3) hours run into their shift starting time, in which case the employee will be paid at one-and-one-half times (1½) only for that fraction thereof worked in advance of the shift starting time. For the purposes of this Article and Subsection, each additional call back to duty separated from the employee's previous duty by a period of more than sixty (60) minutes qualifies for compensation as described above. The sixty (60) minute time period is calculated from the time the employee is released from previous duty.

Section 8. Off-Duty Training

When an employee is required to attend training while off-duty they will be compensated at the rate of one-and-one-half (1½) times their regular rate of pay when required by the Chief of Police or their designee to attend such training.

Section 9.

Whenever possible, all court appearances that require a written or electronic subpoena to be served on an employee will be served at the earliest possible time by an officer authorized to do so by the court.

Section 10.

An employee required to be out of Palm Beach County to attend court or for any other purpose as a result of their duties as a City employee will be paid at their regular rate of pay for each day or partial day required for said purpose.

Section 11.

The City recognizes that unusual circumstances may require that an employee finds it necessary to request a change of their regular scheduled shift. Without obligating the City to pay overtime, an employee may work for or change shifts with another employee performing similar duties. Such determination of duty compatibility and approval shall rest with the Chief of Police or their designated representative. At least three (3) days' verbal notice to their shift commander will be required. No reasonable request will be denied.

Section 12.

A. At the employee's discretion, in lieu of overtime pay, an employee may choose to accrue compensatory time at a rate of one-and-one-half (1½) times for each overtime hour worked during work details within the Police Department. Overtime assignments not eligible for conversion to compensatory time include:

- Grants and Special Revenue-funded details, such as FEMA, outside City, County, State or Federal agencies, or special event vendors, and
- Special details and hours worked for other City departments other than the Police Department.

B. The accumulation of compensatory time shall be limited to a total maximum accrual of one-hundred-twenty (120) hours, inclusive of conversion to the time-and-one-half rate. Compensatory time off will be granted only if the compensatory day off requested does not fall on a Holiday, does not result in staffing on a specific shift falling below minimum acceptable levels as determined by the City and if an employee notifies their immediate supervisor of the contemplated use of compensatory time at least sixteen (16) calendar days prior to use. If less than sixteen (16) calendar days' notice is provided, the granting of compensatory time shall be at the discretion of the Division Commander.

The exception to the sixteen (16) calendar day requirement shall be work shifts that fall on holidays listed under Article 28 and Christmas Eve, New Year's Eve and Super Bowl Sunday. On the aforementioned holidays, management will determine the necessary staffing required to perform the police service, without going below minimum staffing, or if the employee has scheduled mandatory training.

C. The City may offer employees an opportunity to cash accrued compensatory time on an annual basis. The accrual shall not exceed the contractual maximum of one hundred twenty (120) hours, inclusive of conversion to the one-and-one-half (1½) times rate

ARTICLE 27. SECONDARY EMPLOYMENTSection 1.

- A. A request to work secondary employment shall be made annually, in writing by completing the required Commission on Ethics Conflict of Interest Waiver form and submitting it to the Chief of Police and the City Administrator or their designee for approval.
- B. Secondary employment must be authorized in writing by both the Chief of Police and the City Administrator or their designee.
- C. The written request and the written response shall be maintained in the employee's personnel file.

Section 2.

Secondary employment shall not be permitted where such employment constitutes a conflict of interest or conflicts with regular employment.

Section 3.

No employee may accept secondary employment which will prevent their return to duty in the case of emergency as declared by the Chief of Police, City Administrator, or Mayor.

ARTICLE 28. HOLIDAYS

Section 1.

The following days are considered holidays except as otherwise noted below for Holidays that fall on a Saturday or Sunday:

New Year's Day	January First
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	June Nineteenth
Independence Day	July Fourth
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November Eleventh
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Holiday	Friday following Thanksgiving
Christmas Day	December Twenty-Fifth

Pursuant to City Code Section 62-57, if any recognized holiday shall fall on a Sunday, the following Monday shall be observed as a holiday, and if any holiday shall fall on a Saturday, the preceding Friday shall be observed as a holiday. The day a holiday is observed by the City is considered the "holiday" for purposes of this Article.

The City will compensate employees who are on duty during a holiday with one hour of holiday pay for each hour worked on the holiday at their regular rate of pay in addition to their regular pay for that day. No changes will be made to convert holiday hours that were paid out to the employee to annual leave or earned personal leave hours.

Those employees whose regular scheduled day off falls on a holiday will be paid a maximum benefit of eight (8) hours of holiday pay.

If an employee is scheduled and assigned to work on a holiday and the employee has requested to have the holiday off, a leave request must be submitted as provided for below, subject to the approval of their supervisor. The pre-approved authorization allows the employee to take the holiday off with pay without charges to any leave accruals.

Leave requests as stated in this article are subject to the following terms:

- Leave request must be submitted at least sixteen (16) calendar days prior to the requested date(s) of leave; and
- If the leave request is submitted without the minimum sixteen (16) calendar day notice, then authorization for such leave use shall be at the discretion of the Division Commander.

An employee who is on bereavement leave during a holiday will be paid holiday pay hours equal to the number of bereavement leave hours charged during the holiday, not to exceed eight (8) hours.

When an employee calls in sick on a Holiday, the employee will be charged sick leave and no holiday pay will be earned.

All annual leave hours earned under this article are subject to the maximum leave accrual limits set forth under this Agreement.

Section 2.

Employees shall also observe any other day specifically designated as a holiday by the city commission.

Section 3.

In filling the routine staffing requirements for holidays, the required employees shall be assigned from the regular work roster. Any additions or deletions from that schedule will be based upon seniority in rank within the specialized unit, patrol division, uniformed specialized services, or SID. Any employee required to work shall be assigned on the basis of reverse order of seniority. For the purpose of this section, motorcycle officers and accident investigators shall be combined.

ARTICLE 29. PENSION PLAN

Section 1.

- A. Benefits regarding pension plans for employees holding the title of Police Officer shall be pursuant to Section 16, Article I within the City Charter, as amended by the legislature.
- B. Non-sworn members of the bargaining unit shall be included only in the Defined Contribution Retirement System of the City of West Palm Beach Retirement System, as amended.

Section 2.

Amendments to the City of West Palm Beach Police Pension Fund may be made during the term of this Agreement to conform the System to this Article, or if negotiated by the parties pursuant to Chapter 447.

Section 3.

- A. To the extent that the benefit accrual factor is less than three percent (3%) for active members with less than twelve years and six months of service at October 1, 1999, the supplemental pension distribution calculation herein and under paragraph (a)2. of subsection (12) of the Special Act shall be adjusted for employees who retire after October 1, 1999. The adjustment shall be to decrease the minimum return of eight and one-quarter percent (8.25%) needed to afford the supplemental pension distribution, where the amount of the reduction is zero if an employee has been credited with twelve years and six months of service or more with the three percent (3%) benefit accrual factor or one and one-quarter percent (1.25%) if an employee has been credited with no more than a two and one-half percent (2.5%) benefit accrual factor. If an employee has been credited with less than twelve years and six months of service at the three percent (3%) benefit accrual factor, then the accumulated amount over two and one-half percent (2.5%) for each year of service divided by one-half percent (.5%) divided by twelve and one-half (12.5) subtracted from one multiplied by one and one-quarter percent (1.25%) is the reduction from eight and one-quarter percent (8.25%). Effective October 1, 2011, the assumed rate of return will be lowered from 8.25% to 8.0%, and the benefit accrual factor shall be reduced prospectively to 2.68%.

An illustrative only example of the calculation of the minimum return for the supplemental pension distribution as described in this paragraph is as follows:

bar = Actual benefit accrual rate

$$.0825 - [1 - \{\text{sum}(\text{bar} - .025) / .005\} / 12.5] \times .0125$$

For example, if the actual benefit accrual rate was 2.7% for 20 years and 2.6% for 5 years during a 25-year career sometime in the future,

$$.0825 - [1 - \{((.027 - .025) \times 20 + (.026 - .025) \times 5) / .005\} / 12.5] \times .0125$$

$$\begin{aligned}
&= .0825 - [1 - \{(.002 \times 20 + .001 \times 5) / .005\} / 12.5] \times .0125 \\
&= .0825 - [1 - \{(.04 + .005) / .005\} / 12.5] \times .0125 \\
&= .0825 - [1 - \{.045 / .005\} / 12.5] \times .0125 \\
&= .0825 - [1 - 9 / 12.5] \times .0125 \\
&= .0825 - [1 - 0.72] \times .0125 \\
&= .0825 - .28 \times .0125 \\
&= .0825 - .0035 \\
&= .0790
\end{aligned}$$

Therefore, 7.90% is the minimum return required for the Supplemental Pension Distribution for this example career.

Section 4.

A participant's quarterly rate of return is calculated in a 2-step process. Step 1 is to calculate each month's rate of return using the Modified Dietz formula. Step 2 is to link the monthly returns together.

Step One (Calculate the monthly returns using the modified Dietz Formula)

$$R_{MDietz} = \frac{\text{Gain}}{\text{AverageCapital}} = \frac{EMV - BMV - F}{BMV + \sum_{i=1}^n W_i \times F_i}$$

Where:

EMV is the ending market value

BMV is the beginning market value

F is the net external inflow for the period (contributions to a portfolio are entered as positive flows while withdrawals are entered as negative flows). The investment manager fee is not included in this calculation (net of fees). Other expenses including, but not limited to investment consultant, custodial, actuarial, administrative and legal fees are included.

$$\sum_{i=1}^n W_i \times F_i =$$

The sum of each flow F_i multiplied by its weight W_i . The weight W_i is the proportion of the time period between the point in time when the flow F_i occurs and the end of the period. W_i can be calculated as

$$W_i = \frac{CD - D_i}{CD}$$

Where CD is the number of calendar days during the return period being calculated, which equals end date minus start date plus 1. D_i is the number of days from the start of the return period until the day on which the flow F_i occurred. This assumes that the flow happens at the end of the day. The investment manager fee is not included in this calculation (net of fees). Other expenses including, but not limited to investment consultant, custodial, actuarial, administrative and legal fees are included.

Step Two (Link the Monthly Returns)

Link the returns geometrically in the following fashion:

$$[(1+R_1) \times (1 + R_2) \times (1 + R_3)] - 1 = \text{Quarterly Rate of return}$$

Where:

R_1 = Return of Month 1

R_2 = Return of Month 2

R_3 = Return of Month 3

Section 5.

- A. Effective October 1, 2017, the benefit accrual factor was increased to 3% prospectively.
- B. The City agrees to support the passage of a Special Act amendment with the Florida Legislature during the 2022 Legislative Session that will provide:

Beginning the effective date of when the Special Act amendment becomes law (effective date), the benefit accrual rate of 2.68% (described in subsection A above) will be retroactively restored to 3% for all years of a member's service between October 1, 2011 and October 1, 2017 provided that the member retires or enters the DROP after the effective date. This benefit is not available to members who retired (including entry into the DROP) prior to the effective date.

Section 6.

- A. The City agrees to support the passage of a Special Act amendment with the Florida Legislature during the 2026 Legislative Session that will provide:

Effective October 1, 2026, the benefit accrual factor of 3.0% is increased to 3.2% for all years of a member's service. This benefit is not available to members who retired (including entry into the DROP) prior to October 1, 2026.

- B. Legislation will include tax changes to the Special Act as required by federal tax legislation (SECURE Act and SECURE Act 2.0) and any required state legislation.

ARTICLE 30. SALARY PLANSection 1.

- A. Any employee hired to attend the police academy shall be hired at a rate five (5%) percent below starting police officer salary at the pre-probationary annual salary and shall be considered a provisional employee. Such employee shall remain a provisional employee until successful completion of the police academy, the FTO program and new employee orientation. A provisional employee is not part of the Police Officer step plan and does not advance steps in pay until they meet all of the requirements under this part, after which they shall advance to Police Officer Step 1.
- B. An employee who satisfies all of the requirements under Section 1(A) above shall move to Police Officer Step 1 and begin their initial hire probation. Such employee will be considered a probationary employee for one (1) year from the anniversary date of entering Police Officer Step 1. Upon receiving a satisfactory performance review on their initial hire probation anniversary, the employee shall advance to Step 2 of the pay plan at the start of the first full payroll period following their initial hire probation performance review date and shall progress one (1) step in each succeeding year based on satisfactory job performance reviews.
- C. An applicant with no prior law enforcement experience as a Police Officer who is hired with current certification will be hired at starting Police Officer salary Step 1 and shall progress one (1) step in each succeeding year based on satisfactory performance.

For an applicant with current certification who also has prior law enforcement experience as a Police Officer the Chief of Police shall have the discretion to hire such an applicant under the following guidelines:

- 1) The Chief of Police at their discretion may hire an applicant with current certification who also has a combined experience of one (1) to five (5) years as a Police Officer at a law enforcement agency at any step between Step 1 - Step 5 of the Police Officer Classification Step Plan. The Chief will consider both, the applicants' prior completed years of experience, as well as their certifications and training at a comparable law enforcement agency when determining at what step within the range provided herein the applicant is hired. Such new hire shall then progress one (1) step in each succeeding year based on satisfactory performance.
- 2) The Chief of Police at their discretion may hire an applicant with current certification who also has combined experience of over five (5) years as a Police Officer at a law enforcement agency at any step between Step 5 - Step 10 of the Police Officer Classification Step Plan. The Chief of Police will consider both, the applicants' prior years of experience, as well their certifications and training at a comparable law enforcement agency when determining at when step within the range provided herein the applicant is hired. Such new hire shall then progress one (1) step in each succeeding year based on satisfactory performance.

- D. No step increase shall be paid if an employee's performance review shows below standard performance. If the performance review report has not been completed by the employee's review date, the employee will receive the step increase as if they had received a satisfactory performance review report. If a below standard performance review rating is earned by the employee but is not reported to the employee until after the review date, the employee will revert to the previous step effective the date of the performance review report. The employee shall remain at the reduced salary until satisfactory performance is attained.
- E. An employee who demonstrates less than satisfactory performance shall be placed on a ninety (90) day plan for improvement. Failure to achieve acceptable progress shall be met with discipline up to and including termination of employment. An employee who demonstrates acceptable progress may be granted an additional ninety (90) days in which to demonstrate satisfactory performance. A step increase shall not be granted until an employee meets all standards for performance.
- F. No employee's base rate of pay shall exceed the maximum base rate of pay established for their classification.
- G. Any change of pay status, for example, promotion, annual step increase, shall be effective at the beginning of the first payroll period subsequent to the date of the change.

Section 2. Wages

- A. In Fiscal Year 2024-2025 employees in the Police Officer and Police Sergeant job classifications hired on or before September 30, 2024, shall receive a market adjustment pay increase of 17% effective on the first full pay period on or after October 1, 2024.
- B. In Fiscal Year 2024-2025 employees in the civilian FOP job classifications hired on or before September 30, 2024, shall receive a market adjustment pay increase of 15% on the full pay period on or after October 1, 2024.
- C. In Fiscal Year 2025-2026 employees in the Police Officer, Police Sergeant and Civilian FOP job classifications, shall receive a Cost-of-Living increase (COLA) of 3%, effective on the first full pay period on or after October 1, 2025.
- D. In Fiscal Year 2026-2027 employees in the Police Officer, Police Sergeant and Civilian FOP job classifications, shall receive a Cost-of-Living increase (COLA) of 3%, effective on the first full pay period on or after October 1, 2026.
- E. Market adjustments and COLAs provided under this Agreement shall be in addition to any step pay increase the employee may also be entitled to, provided they will not exceed the maximum of the top step corresponding to their job classification.

- F. The step plan for the Police Officer and Police Sergeant job classifications will be adjusted by 17% in Fiscal year 2024-2025 and by 3% in Fiscal Year 2025-2026 and 3% in Fiscal Year 2026-2027.
- G. The step plan for the Civilian FOP job classifications will be adjusted by 15% in Fiscal Year 2024-2025 and by 3% in Fiscal Year 2025-2026 and 3% in Fiscal Year 2026-2027.
- H. The salary step plans governing each classification covered by this Agreement and their corresponding effective dates have been attached to this Agreement as “Appendix B” and are hereby incorporated into this Agreement.
- I. All employees shall remain in the same step they were in prior to this Agreement taking effect on October 1, 2024, and shall not advance to the next step in their corresponding job classification’s step plan until their anniversary date.

For Example: A Police Officer whose anniversary date falls on November 1, and who prior to the effective date of this Agreement was in Step 5 of the Officer Step Plan shall remain in Step 5 after the effective date of this Agreement and will not advance to Step 6 until November 1, 2024.

- J. Should the Florida State Lodge, Fraternal Order of Police, Inc. be certified by the Florida Public Employees Relations Commission (PERC) as the collective bargaining agent for the City job classification of Forensic Scientist then the Forensic Scientist position shall be governed by all terms of this Agreement and the Step Plan incorporated herein in Appendix B.

Section 3.

Only employees who were grandfathered into receiving longevity benefits provided under prior Collective Bargaining Agreements shall continue to receive the longevity benefits they were receiving prior to this Agreement taking effect. Notwithstanding anything in this agreement to the contrary any Longevity benefits provided by the City to grandfathered employees shall be applicable and paid out only on hours worked by the employee and shall not be applicable to any type of accrued leave balance, lump sum payments or any other type of final payout which the employee may receive upon separation from employment with the City.

Section 4. Promotions

A. Pay Increase Upon Promotion

An employee promoted to a higher rank shall receive effective at the beginning of the payroll period subsequent to such promotion, a five (5%) percent increase in base rate of pay or the minimum base rate of pay for the position, whichever is greater. Step increases which would have occurred within thirty (30) days following the date of promotion shall also be granted.

B. Promotional Probationary Period

The promotional probationary period shall be one (1) year. Effective at the beginning of the payroll period subsequent to successful completion of six (6) months of work at the higher rank, such employee shall move to the next pay step but shall retain probationary status. Future step increases shall be at one-year intervals thereafter, contingent upon satisfactory performance reviews.

C. Rejection of Promotional Probation

If at the end of six (6) months of promotional probation, an employee's performance in the higher rank is deemed by the Chief of Police or their designee to be deficient, the employee shall be given a written report detailing where improvement is needed using, wherever possible, specific examples of deficiencies. If sufficient improvement is not shown during the remainder of the promotional probationary period, the employee shall be returned to their previous rank and their salary will be reduced by five (5%) percent step that the employee held prior to promotion plus any step increase the employee would have received absent the promotion.

Section 5. Crime Scene Investigator Probationary Period

The position of Crime Scene Investigator is one that is technical in nature and therefore the probationary period for a new Crime Scene Investigator will be twelve (12) months in duration ("probation"). If in the opinion of the Crime Scene Supervisor, a Crime Scene Investigator has not achieved the level of competency needed to fulfill the responsibilities of the position by the end of probation, probation may, in the City's sole discretion, be extended by the City for up to ninety (90) calendar days. If probation is extended, thirty (30) days prior to the conclusion of probation, the City shall set forth and provide to the subject employee, in a written performance improvement plan, the specific deficiencies which must be corrected in order for the probationary CSI to be re-considered for regular status. Any conflicting provision in the current Collective Bargaining Agreement regarding probationary employees or probationary status of CSIs is superseded by this provision.

Section 6. Service Canine

A.

An employee assigned by the Police Chief to serve as K-9 handler shall work a normal week that consists of thirty-three (33) hours on-duty and seven (7) hours off duty for dog care compensated at their regular hourly base rate of pay. For a week in which they have worked forty hours on duty, a K-9 handler shall be compensated at one-and-one-half (1½) times their base rate of pay for one (1) hour per non-duty day when required to care for a dog.

B.

When a West Palm Beach Police Department service canine has reached the end of their career as established by the Police Department's policy including verification by the Police Department's veterinarian that the service canine can no longer perform as a service canine for the Police Department and is slated for replacement, the animal shall be reclassified as "retired."

- C. The handling officer may be authorized to purchase the retired service canine for one (\$1.00) dollar and shall continue to provide a stable, secure home for the remainder of its life. In recognition for assuming the ongoing care of the retired Police Department service canine, with its acquisition, a one-time stipend of fifteen hundred dollars (\$1,500.00) shall be paid to the handler. All veterinary, medications, or dietary needs will be the sole responsibility of the handler.
- D. Nothing herein shall alter or abridge management's right to determine the methods, means and personnel by which City operations are to be conducted.

Section 7.

A pay error shall be reported to the Police Department Administrative Services Coordinator by the employee as soon as possible. The Department Administrative Services Coordinator shall recommend to the Chief of Police an appropriate pay adjustment. The Chief of Police shall forward an appropriate pay adjustment recommendation to the Chief Human Resources Officer. Any undisputed pay error shall be corrected within thirty (30) days' notice to the Chief Human Resources Officer by the Chief of Police. Correction shall take effect retroactively up to two years retroactive from the date correction is made. In no case shall the City be obligated to pay retroactive salary corrections for more than two (2) years. Nothing in this Section, however, shall preclude the City from making longer retroactive corrections, should the City deem in its sole discretion, that it is proper to do so. Nothing in this Section precludes the City from making any necessary pay corrections which it may find are appropriate independent of the Police Department reporting them.

Section 8. PFC and MPO Certification

(PFC) CERTIFICATION REQUIREMENTS

Patrol Experience	Seven years of service with the City of West Palm Beach Police Department including two (2) years Patrol experience assigned as an officer working a zone.
Performance Evaluation	Ratings of "meets standards" for two of the last four years and no less than a "satisfactory" for the remaining two years. Disciplinary suspensions totaling 8 hours or more (excluding accident-related suspension hours) within a one (1) year time frame will prohibit attaining this designation.
College	Thirty (30) completed college level credits in a related field. Transcript required for verification if grade reports are not on file in the training division or four (4) years of military service with only an Honorable Discharge is acceptable.
Career Development Courses	Total of one hundred twenty (120) hours of department-approved training courses, not including mandatory in-service training.

Skill Level A: Has served a minimum of one (1) year in the below assignments or Recommended Specialized Certifications:		
CIT	Range Master	Recruiter/Applicant Processor
CID	S.W.A.T.	U.S.S.S.
SID	Bomb Squad	Office of the Chief
CRT	Dive Team	Certified Instructor
FTO	EDU	Planning/Research
SAO TFO	HNT	Evidence
Motor	THI	Internal Affairs
K-9	Dispatch	Drone
Honor Guard	Gang Unit	Crime Prevention
DUI Unit	Accreditation	GHOST
Federal Task Force	Catchment Detail	Field Force

Recommended Specialized Certifications:

	Rifle Operator	Laser Operator
Shotgun Operator	Radar Operator	Breath Test Operator
Certified Bike Operator		Sage Operator
Pepperball Operator	Chemical Munitions	Command Vehicle Operator

(MPO) CERTIFICATION REQUIREMENTS

Patrol Experience	Seven (7) years of service with the City of West Palm Beach Police Department including four (4) years Patrol experience assigned as an officer working a zone.
Performance Evaluation	Minimum of two “meets standards” evaluations in the last four years and no less than two “satisfactory” evaluations for the remaining two years. Disciplinary suspensions totaling 8 hours or more (excluding accident-related suspension hours) within a one (1) year time frame will prohibit attaining this designation.
College	A.A. degree in a related field or sixty (60) completed hours of college level credits in a related field. Transcript required for verification if grade reports are not on file in the training division or four (4) years of military service with only an Honorable Discharge is acceptable.
Career Development Courses	Total of two hundred forty (240) hours of department-approved training courses, not including mandatory in-service training.
Skill Level A	Has served a minimum of one (1) year in three different duty assignments. As per entry into the police officer first class position

Skill Level B: Has served a minimum of 1 year total in any of the following special assignments: Recommended Specialist Assignments:		
CID	S.W.A.T.	U.S.S.S.
SID	Bomb Squad	CIT
CRT	Dive Team	Recruiter/ Applicant Processor
FTO	EDU	Planning/Research
SAO TFO.	HNT	Field Force
Motors	THI	Internal Affairs
K-9	Dispatch	Drone
Evidence	Range Master	Honor Guard
Office of the Chief	Gang Unit	DUI Unit
Accreditation	GHOST	Federal Task Force
Catchment Detail	Certified Instructor	

Recommended Skills Sets:

Certified Instructor	Rifle Operator	Laser Operator
Shotgun Operator	Radar Operator	Breath Test Operator
Certified Bike Operator	Taser Operator	Sage Operator
Pepperball Operator	Chemical Munitions	Command Vehicle Operator

An employee who attains the rating of MPO shall receive, at the start of the first pay period following attainment, a five (5%) percent increase in their base salary. An employee who attains the rating of PFC shall receive, at the start of the first pay period following attainment, a two-and-one-half (2 ½) percent increase in their base salary. No employee may receive both the MPO and the PFC increase in their base salary at the same time during the same pay period.

PFC and MPO certification incentives shall only apply to employees in the Police Officer job classification and shall not be received by employees in Sergeant job classification.

ARTICLE 31. PROHIBITION OF STRIKES**Section 1.**

Employees covered by this Agreement and the Union and its officers, agents and representatives, agree that they will not engage in any strike activities.

Section 2.

- A. Employees covered by this agreement, the Union, its officers, agents, and representatives, agree that Section 447.505 of the Florida Public Employees Relations Act prohibits them individually or collectively as public employees or the Union from participating in a strike against the City of West Palm Beach, the employer, by instigating or supporting in any manner, a strike.
- B. Any violation of Article 38, Section 2, shall subject the violator(s) to the penalties as provided by Section 447.507 of the Florida Public Employees Relations Act.

ARTICLE 32. SAVINGS CLAUSE**Section 1.**

If any article or section of this Agreement should be found invalid, unlawful, or not enforceable by reason of any existing or subsequently enacted legislation, or by judicial authority, all other articles and sections of this agreement shall remain in full force and effect for the duration of this Agreement.

Section 2.

In the event of invalidation of any article or section of this Agreement, both the City and the Union agree to meet within thirty (30) days of such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 33. MAINTENANCE OF CONDITIONS**Section 1.**

- A. All job benefits in effect at the time of the execution of this Agreement heretofore authorized by the Mayor or Chief of Police, shall remain in full force and effect for the duration of this agreement.
- B. Job benefits provided by Ordinance, Code of the City, or Commission of the City, not specifically provided for, or abridged by this agreement, shall remain in full force and effect for the duration of this agreement.

Section 2.

The City and the Union will meet at the request of either party to negotiate any proposed changes in those rights and benefits not specifically covered by this Agreement, provided, however, no changes shall be made except when a waiver or where the change is negotiated in accordance with Chapter 447, Florida Statutes.

ARTICLE 34. GRIEVANCE AND ARBITRATION PROCEDURE**Section 1. Grievance Procedure**

- A. In a mutual effort to provide harmonious relations between the parties to this Agreement, it is agreed and understood by both parties that there shall be a procedure for the resolution of any and all disputes between the parties arising from the application or interpretation of this agreement as follows:
- Step 1. The aggrieved employee, with or without a union representative, may present a written signed grievance to their immediate supervisor within five (5) working days of the occurrence or knowledge of the matter giving rise to the grievance. The immediate supervisor shall, in consultation with their Chain of Command attempt to adjust the matter and respond to the parties presenting the grievance within five (5) working days of receiving the grievance.
- Step 2. If, after thorough discussion with the immediate supervisor, the grievance has not been satisfactorily resolved, the Union representative and/or the employee may appeal the grievance or dispute to their Division Commander, which must be signed and in writing, within five (5) working days after the immediate supervisor's response was received by the Union. The Division Commander shall, in consultation with their Chain of Command, respond within five (5) working days of receipt of the appeal.
- Step 3. If the grievance has not been satisfactorily resolved in Step 2, the Union representative and/or the employee may appeal the grievance, which must be signed and in writing to the Chief of Police within five (5) working days after the Division Commander's response was received by the Union. The Chief of Police shall respond to the Union in writing, within ten (10) working days of receipt of the appeal.
- Step 4. If the grievance has not been satisfactorily resolved at Step 3, the Union and/or the employee may present a signed written appeal to the Chief Human Resources Officer within ten (10) working days after the Chief of Police's response was due under Step 3 above or was received by the Union, whichever occurs first. The Chief Human Resources Officer shall respond to the Union in writing within ten (10) working days of receipt of the appeal.
- B. Department personnel will follow these procedures where they are organizationally feasible.
- C. Grievances/Appeals related to suspensions or termination of employment or pay related issues shall be initiated with the Chief of Police at Step 3 as set forth above.

Grievances/Appeals related to written reprimands shall be initiated at Step 4 as set forth under Article 9, Section 5 of this Agreement.

- D. The time limits set forth may be waived only by mutual agreement, in writing, between the parties.

If the Union or employee fails to follow any prescribed time limits or other requirements in this Article, the grievance is deemed withdrawn with prejudice not to re-file. If the employer fails to follow any prescribed time limits, the grievance is forwarded to the next step in the process.

Section 2. **Arbitration Referral**

- A. If the grievance is not resolved at Step 4 of the Grievance Procedure, or the appeal of a disciplinary action is upheld as outlined in Article 9, Section 5, only the Union may, within five (5) working days of receipt of the response to the appeal, submit a signed written request for arbitration to the Chief Human Resources Officer. Only the Union or the City may request to take the grievance to arbitration. The arbitration request must specify the contract articles and terms believed to have been violated; reference to “all other terms that may apply” or words to that effect constitutes insufficient notice and shall be disregarded.

- B. The party requesting arbitration shall, within fifteen (15) working days after timely submission under Section 2.A., submit the grievance in writing to the Federal Mediation and Conciliation Service (“FMCS”) with a copy to the non-requesting party, and request a list of seven (7) arbitrators from which one (1) shall be selected by alternate striking.

Within ten (10) working days after the receipt of the list of qualified neutrals from the FMCS, the party requesting arbitration shall contact the other party so that they shall confer and alternately cross out the names on the list, and the remaining name shall be the arbitrator. A coin toss shall determine which party strikes first under this procedure, after which time the party striking second at the outset hereunder shall strike first and, thereafter, the Parties shall alternate first strikes.

- C. Within ten (10) working days after the selection of the arbitrator, both parties shall confer and select a mutually agreed upon date for such arbitration to be heard. It shall be the responsibility of the party requesting arbitration to obtain the dates that are available from the arbitrator who will hear the arbitration.

If the requesting party fails to move forward within thirty (30) calendar days after the selection of the arbitrator, then the arbitration shall be deemed withdrawn. Any extension of time must be reduced to writing, agreed upon by both parties and signed by the party not requesting arbitration.

- D. All arbitration hearings will be held at either the Union offices or at a designated City location on an alternating basis.

- E. The hearing on the grievance shall be informal and the strict rules of evidence shall not apply.
- F. The arbitrator shall not have the power to add to, subtract from, modify or alter the terms of a Collective Bargaining Agreement in arriving at a decision of the issue or issues presented, and shall confine their decision solely to the interpretation or application of the Agreement. The arbitrator shall allow pre-arbitration discovery to be conducted by the parties in accordance with Florida Statutes, Chapter 682. The arbitrator shall not have the authority to determine any other issues not submitted.
- G. The decision of the arbitrator shall be final and binding upon the parties, absent any successful appeal consistent with Florida law.
- H. The arbitrator's fees and expenses shall be borne by the losing party as determined by the arbitrator. Where the Union represents the aggrieved employee in the arbitration proceeding, and the arbitrator determines in favor of the City, the Union will be considered to be the losing party and will bear the full cost and expenses. In the event of a compromise award, the arbitrator's fee and expense shall be borne equally by the parties to the arbitration.
- I. Attendance at any arbitration procedure and compensation of participants shall be the responsibility of each side.
- J. In the case of a grievance involving any continuing or other money claim against the City, no award shall be made by the arbitrator, which shall allow any alleged accruals for more than five (5) calendar days prior to the date when such grievance shall have been submitted in writing.
- K. In both contract cases and in discipline cases, corrective action, if any, shall be implemented as soon as possible, but no later than fifteen (15) calendar days after receipt of the arbitrator's award. In termination of employment cases involving reinstatement, the reinstatement shall commence with the start of the next payroll period.
- L. The Union, or the City may request that a transcript be made of the arbitration; however, the party desiring the transcript of the arbitration hearings shall be responsible for the cost of such transcript.
- M. Post-hearing briefs may be directed by mutual agreement of the City and the Union.
- N. The arbitration may proceed in the absence of any party who, after due notice, fails to be present. If the employee grieving fails to appear at an arbitration, the arbitrator shall hear the evidence and render a decision thereon. If the City fails to appear and if no evidence is offered in support of the City's charges, the arbitrator may render a decision by default or may hear evidence offered by the grievant and render a decision thereon. An award shall not be made solely on the default of a party.

- O. The arbitrator shall be the sole judge of the relevancy and materiality of the evidence offered.
- P. When both sides have completed their presentations, the arbitrator shall ask whether either party has any further evidence to offer or witnesses to be heard. Upon receiving negative replies, the arbitrator shall declare and note the hearing closed.
- Q. The award shall be rendered promptly by the arbitrator, and unless otherwise agreed by the parties, not later than twenty (20) calendar days from the date of the closing of the hearing.
- R. The awards shall be in writing and shall be signed by the arbitrator. If the arbitrator determines that an opinion is necessary, it shall be in summary form.
- S. The expenses of non-City employee witnesses for either side shall be paid by the party producing such witnesses. City employees called as witnesses shall be paid if called during normal working hours. The arbitrator may limit testimony which they deem repetitive and/or unnecessary.
- T. The arbitrator shall interpret and apply these rules insofar as they relate to the arbitrator's powers and duties.
- U. The decision rendered by the arbitrator will be final and binding on the specific issue involved. The arbitrator shall have the authority to determine the precedential value of prior arbitration decisions involving the City and the Union and shall be as consistent as possible. Prior awards, where the basis of the decision is no longer applicable may be specifically overruled.

Section 3. **Resignation Prior To Arbitration**

The acceptance by the City of the resignation of an employee who appealed from a termination of employment before the scheduled date of an arbitration shall act to nullify the hearing and the proceedings shall be dismissed without judgment. Any person resigning under such circumstances shall forfeit all their rights, including an appeal or grievance of such disciplinary action. The Union shall be responsible for all fees and charges associated with a cancellation of arbitration due to resignation as set forth herein except where a grievant is represented by their own attorney in which case the employee shall be responsible for all fees and charges.

Section 4. **Exclusive Remedy**

An employee who elects to go to arbitration must present all claims, whether based on local, state or federal law, before the arbitrator. This excludes claims pre-empted by local, state or federal law.

Section 5. **Working Days Defined**

Notwithstanding anything in this agreement to the contrary, “working days” shall mean Monday through Friday and shall not include Saturdays, Sundays or Holidays, even if some City employees may be working on such days.

The deadline to file any grievance or arbitration documentation as outlined under this Article shall be no later than 5:00 P.M. Eastern Standard Time on the last day set forth under the applicable time frames in this Article. The party forwarding any grievance bears the burden of demonstrating timely submission in compliance with this Article.

ARTICLE 35. EXTRA DUTY DETAIL

- A. Extra duty detail is any approved detail requiring the use of law enforcement authority contracted through the department by a private entity and paid at the contract rate as stated herein. This does not include events or occurrences within the city that require police presence and may dictate the assignment of police operations. The Department will regulate extra duty employment to ensure the employment does not reflect negatively on the profession or the Department. The City at its sole discretion may facilitate this private extra duty detail program through the use of a third-party administrative services contract.

However, any officer who wishes to dispute a suspension from extra duty details may not be required to serve the disciplinary action until the dispute process has been completed. This dispute resolution process is excluded from the grievance/arbitration procedure outlined in Article 34 and shall consist of an informal hearing for the officer to offer mitigating circumstances relating to the suspension with the Field Operations Bureau Chief or designee, the officer involved and/or a Union representative if requested. The hearing shall take place within five (5) working days of the notice of suspension. The decision of the Field Operations Bureau Chief or designee will be final and binding.

- B. Extra-duty employment minimum rates of pay are listed below. Any vendor requesting to exceed the minimum shall secure prior approval by the Chief of Police or designee in writing and in advance of the extra duty employment.

Police Officers: \$70.00 per hour

Police Sergeants: \$80.00 per hour

Police Lieutenants: \$90.00 per hour

Police Captains: \$100.00 per hour

Special Unit Request: This will be an additional twenty (\$20.00) dollars per hour dependent on the pay scale above or the current department pay scale, whichever is higher. (i.e., Motor, Bomb, SWAT, K-9 etc.)

- C. Extra-Duty Employment Details

1. Details requiring the assignment of five (5) or more officers require the assignment of a Sergeant to supervise the detail.
2. The assignment of more than ten (10) officers requires the assignment of an additional Sergeant.
3. The assignment of more than fifteen (15) officers requires the assignment of a Lieutenant.
4. Extra-duty employment on Thanksgiving Day (0000-2400 Hours), Christmas Eve (0000-2400 Hours), Christmas Day (0000-2400 hours), New Year's Eve (0000-2400 hours) and New Year's Day (0000-2400 hours) shall be compensated at double (two (2) time) the above-designated rate. Any detail that starts before these

times or ends the following day shall be paid at the special double (two (2) times) rate for all hours the officer worked.

6. Extra-duty employment on Easter (all day), Independence Day (1200-0000), Labor Day (1200-0000), Memorial Day (1200-0000), Super Bowl Sunday (1200-0000), St. Patrick's Day (1200-0000) shall be considered special rate days for any extra-duty detail not currently under contract. Any detail that starts before these times or ends the following day shall be paid at the special double rate (two (2) times) for all hours the officer worked.
7. For any extra-duty detail request by a party, where the request is received with less than seven (7) calendar days' notice before the detail date, the requesting party shall compensate at an additional twenty (\$20.00) dollars per hour for all hours worked in addition to the hours above or the current rate set by the department whichever is higher. The Special Events Coordinator has discretionary authority to waive additional fees.
8. Eligible Officers, Sergeants, Lieutenants and Captains have priority over all other ranks during the first 48 hours, an extra duty detail is posted.

D. Contract Overtime and Special Events Details

1. No personnel above the rank of Captain shall be permitted to sign up for contract overtime details until said jobs are posted unlimited for 24 hours.
2. Whenever a contract overtime detail is posted late no personnel above the rank of Captain shall be permitted to sign up for said detail until it has been posted for 24 hours.
3. No personnel above the rank of Captain shall be permitted to sign up for a Special Event unless and until it has been posted for 24 hours.
4. No personnel above the rank of Captain shall be permitted to sign up for a "pop-up" detail/job unless and until it has been posted for 24 hours.
5. Whenever any contract overtime "cancellation" is posted by an officer, for whatever reason, and an alert is sent out to all eligible personnel giving them the opportunity to sign up for the detail, and the detail is not taken after three (3) hours then, anyone above the rank of Captain may sign up for the detail. If the contract overtime job assignment is cancelled within less than three (3) hours of the detail start time, anyone above the rank of Captain can sign up for the detail. Anyone who cancels an assigned job with less than three (3) hours prior to the start time will be counted as a missed detail.
6. The Special Events Coordinator shall be allowed to select assistant(s) for administrative duties during any multiple-day event, or any events requiring fifteen (15) or more officers. All other positions must be posted on Power Details.

7. A sworn probationary officer hired may sign up for contract overtime only if there is a supervisor assigned to the detail.
8. Probationary employees shall be eligible to work overtime sixty (60) days after successful completion of the field training program, unless approved by the Special Events Coordinator.
9. At times it may be necessary to incentivize personnel to cover open contract overtime slots. Management reserves the right to assign jobs as needed to provide these incentives. For example, an employee may be awarded an extra contract overtime selection.

ARTICLE 37. DURATION OF AGREEMENT**Section 1.**

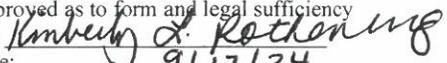
Except as otherwise provided herein, this agreement shall be effective October 1, 2024, subject to ratification by the Union and final approval by the City Commission of the City of West Palm Beach, and shall continue in full force and effect until its expiration date on September 30, 2027.

Section 2.

Negotiations for a successor agreement shall commence on or about March 1, 2027, or earlier if mutually agreed to by the parties.

IN WITNESS WHEREOF, the parties have executed and caused this agreement to be signed by their duly authorized representatives as set forth below.

<p>FOR THE CITY OF WEST PALM BEACH</p>	<p>FOR THE FLORIDA STATE LODGE, FRATERNAL ORDER OF POLICE, INC., WEST PALM BEACH LODGE NO. 2</p>
<p> Keith A. James Mayor Date: 9/19/2024</p>	<p> Vincent Castiglia Florida State Lodge FOP Date: 08/22/24</p>
<p> Faye W. Johnson MPA City Administrator, ICMA-CM Date: 9/17/2024</p>	<p> Adam Myers, President CWPB-FOP Lodge No. 2 Date: 08/22/24</p>
<p> Jose Luis Rodriguez Assistant City Administrator Date: 9.17.24</p>	<p> Dusten Campbell, 2nd Vice President CWPB FOP Lodge No.2 Date: 08/22/24</p>
<p> Renee Govig Chief Human Resources Officer Date: 9/17/24</p>	<p> Mark Moriello, Sergeant At Arms CWPB FOP Lodge No.2 Date: 08/22/24</p>
<p>Attest:  City Clerk</p>	<p> Ariel Munoz, Chaplain CWPB FOP Lodge No.2 Date: 08/22/24</p>

CITY ATTORNEY'S OFFICE
Approved as to form and legal sufficiency
By: 
Date: 9/17/24

APPENDIX A

FLORIDA STATUTES

PART VI

LAW ENFORCEMENT AND

CORRECTIONAL OFFICERS

112.531 Definitions.

112.532 Law enforcement officers' and correctional officers' rights.

112.533 Receipt and processing of complaints.

112.534 Failure to comply; official misconduct.

112.531 Definitions.—As used in this part, the term:

(1) “Brady identification system” means a list or identification, in whatever form, of the name or names of law enforcement officers or correctional officers about whom a prosecuting agency is in possession of impeachment evidence as defined by court decision, statute, or rule.

(2) “Correctional officer” means any person, other than a warden, who is appointed or employed full time or part time by the state or any political subdivision thereof whose primary responsibility is the supervision, protection, care, custody, or control of inmates within a correctional institution; and includes correctional probation officers, as defined in s. 943.10(3). However, the term “correctional officer” does not include any secretarial, clerical, or professionally trained personnel.

(3) “Law enforcement officer” means any person, other than a chief of police, who is employed full time or part time by any municipality or the state or any political subdivision thereof and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, traffic, or highway laws of this state; and includes any person who is appointed by the sheriff as a deputy sheriff under s. 30.07.

(4) “Prosecuting agency” means the Attorney General or an assistant attorney general, the statewide prosecutor or an assistant statewide prosecutor, a state attorney or an assistant state attorney, a city or county attorney, a special prosecutor, or any other person or entity charged with the prosecution of a criminal case.

History.—s. 1, ch. 74-274; s. 1, ch. 75-41; s. 34, ch. 77-104; s. 1, ch. 82-156; s. 1, ch. 89-223; s. 1, ch. 93-19; s. 3, ch. 2000-161; s. 2, ch. 2020-104; s. 1, ch. 2023-230.

112.532 Law enforcement officers' and correctional officers' rights.—All law enforcement officers and correctional officers employed by or appointed to a law enforcement agency or a correctional agency shall have the following rights and privileges:

(1) **RIGHTS OF LAW ENFORCEMENT OFFICERS AND CORRECTIONAL OFFICERS WHILE UNDER INVESTIGATION.**—Whenever a law enforcement officer or correctional officer is under investigation and subject to interrogation by members of his or her agency for any reason that could lead to disciplinary

action, suspension, demotion, or dismissal, the interrogation must be conducted under the following conditions:

(a) The interrogation shall be conducted at a reasonable hour, preferably at a time when the law enforcement officer or correctional officer is on duty, unless the seriousness of the investigation is of such a degree that immediate action is required.

(b) The interrogation shall take place either at the office of the command of the investigating officer or at the office of the local precinct, police unit, or correctional unit in which the incident allegedly occurred, as designated by the investigating officer or agency.

(c) The law enforcement officer or correctional officer under investigation shall be informed of the rank, name, and command of the officer in charge of the investigation, the interrogating officer, and all persons present during the interrogation. All questions directed to the officer under interrogation shall be asked by or through one interrogator during any one investigative interrogation, unless specifically waived by the officer under investigation.

(d) The law enforcement officer or correctional officer under investigation must be informed of the nature of the investigation before any interrogation begins, and he or she must be informed of the names of all complainants. All identifiable witnesses shall be interviewed, whenever possible, prior to the beginning of the investigative interview of the accused officer. The complaint, all witness statements, including all other existing subject officer statements, and all other existing evidence, including, but not limited to, incident reports, GPS locator information, and audio or video recordings relating to the incident under investigation, must be provided to each officer who is the subject of the complaint before the beginning of any investigative interview of that officer. An officer, after being informed of the right to review witness statements, may voluntarily waive the provisions of this paragraph and provide a voluntary statement at any time.

(e) Interrogating sessions shall be for reasonable periods and shall be timed to allow for such personal necessities and rest periods as are reasonably necessary.

(f) The law enforcement officer or correctional officer under interrogation may not be subjected to offensive language or be threatened with transfer, dismissal, or disciplinary action. A promise or reward may not be made as an inducement to answer any questions.

(g) The formal interrogation of a law enforcement officer or correctional officer, including all recess periods, must be recorded on audio tape, or otherwise preserved in such a manner as to allow a transcript to be prepared, and there shall be no unrecorded questions or statements. Upon the request of the interrogated officer, a copy of any recording of the interrogation session must be made available to the interrogated officer no later than 72 hours, excluding holidays and weekends, following said interrogation.

(h) If the law enforcement officer or correctional officer under interrogation is under arrest, or is likely to be placed under arrest as a result of the interrogation, he or she shall be completely informed of all his or her rights before commencing the interrogation.

(i) At the request of any law enforcement officer or correctional officer under investigation, he or she has the right to be represented by counsel or any other representative of his or her choice, who shall be present at all times during the interrogation whenever the interrogation relates to the officer's continued fitness for law enforcement or correctional service.

(j) Notwithstanding the rights and privileges provided by this part, this part does not limit the right of an agency to discipline or to pursue criminal charges against an officer.

(2) COMPLAINT REVIEW BOARDS.—A complaint review board shall be composed of three members: One member selected by the chief administrator of the agency or unit; one member selected by the aggrieved officer; and a third member to be selected by the other two members. Agencies or units having more than 100 law enforcement officers or correctional officers shall utilize a five-member board, with two members being selected by the administrator, two members being selected by the aggrieved officer, and the fifth member being selected by the other four members. The board members shall be law enforcement officers or correctional officers selected from any state, county, or municipal agency within the county. There shall be a board for law enforcement officers and a board for correctional officers whose members shall be from the same discipline as the aggrieved officer. The provisions of this subsection shall not apply to sheriffs or deputy sheriffs.

(3) CIVIL SUITS BROUGHT BY LAW ENFORCEMENT OFFICERS OR CORRECTIONAL OFFICERS.—Every law enforcement officer or correctional officer shall have the right to bring civil suit against any person, group of persons, or organization or corporation, or the head of such organization or corporation, for damages, either pecuniary or otherwise, suffered during the performance of the officer's official duties, for abridgment of the officer's civil rights arising out of the officer's performance of official duties, or for filing a complaint against the officer which the person knew was false when it was filed. This section does not establish a separate civil action against the officer's employing law enforcement agency for the investigation and processing of a complaint filed under this part.

(4) NOTICE OF DISCIPLINARY ACTION; COPY OF AND OPPORTUNITY TO ADDRESS CONTENTS OF INVESTIGATIVE FILE; CONFIDENTIALITY.—

(a) A dismissal, demotion, transfer, reassignment, or other personnel action that might result in loss of pay or benefits or that might otherwise be considered a punitive measure may not be taken against any law enforcement officer or correctional officer unless the law enforcement officer or correctional officer is notified of the action and the reason or reasons for the action before the effective date of the action.

(b) Notwithstanding s. 112.533(5), whenever a law enforcement officer or correctional officer is subject to disciplinary action consisting of suspension with loss of pay, demotion, or dismissal, the officer or the officer's representative must, upon request, be provided with a complete copy of the investigative file, including the final investigative report and all evidence, and with the opportunity to address the findings in the report with the employing law enforcement agency before imposing disciplinary action consisting of suspension with loss of pay, demotion, or dismissal. The contents of the complaint and investigation must remain confidential until such time as the employing law enforcement agency makes a final determination whether to issue a notice of disciplinary action consisting of suspension with loss of pay, demotion, or dismissal. This paragraph does not provide law enforcement officers with a property interest or expectancy of continued employment, employment, or appointment as a law enforcement officer.

(5) RETALIATION FOR EXERCISING RIGHTS.—No law enforcement officer or correctional officer shall be discharged; disciplined; demoted; denied promotion, transfer, or reassignment; or otherwise discriminated against in regard to his or her employment or appointment, or be threatened with any such treatment, by reason of his or her exercise of the rights granted by this part.

(6) LIMITATIONS PERIOD FOR DISCIPLINARY ACTIONS.—

(a) Except as provided in this subsection, disciplinary action, suspension, demotion, or dismissal may not be undertaken by an agency against a law enforcement officer or correctional officer for any act, omission, or other allegation or complaint of misconduct, regardless of the origin of the allegation or complaint, if the investigation of the allegation or complaint is not completed within 180 days after the date the agency receives notice of the allegation or complaint by a person authorized by the agency to initiate an investigation of the misconduct. If the agency determines that disciplinary action is appropriate, it shall complete its investigation and give notice in writing to the law enforcement officer or correctional officer of its intent to proceed with disciplinary action, along with a proposal of the specific action sought, including length of suspension, if applicable. Notice to the officer must be provided within 180 days after the date the agency received notice of the alleged misconduct, regardless of the origin of the allegation or complaint, except as follows:

1. The running of the limitations period may be tolled for a period specified in a written waiver of the limitation by the law enforcement officer or correctional officer.

2. The running of the limitations period is tolled during the time that any criminal investigation or prosecution is pending in connection with the act, omission, or other allegation of misconduct.

3. If the investigation involves an officer who is incapacitated or otherwise unavailable, the running of the limitations period is tolled during the period of incapacitation or unavailability.

4. In a multijurisdictional investigation, the limitations period may be extended for a period of time reasonably necessary to facilitate the coordination of the agencies involved.

5. The running of the limitations period may be tolled for emergencies or natural disasters during the time period wherein the Governor has declared a state of emergency within the jurisdictional boundaries of the concerned agency.

6. The running of the limitations period is tolled during the time that the officer's compliance hearing proceeding is continuing beginning with the filing of the notice of violation and a request for a hearing and ending with the written determination of the compliance review panel or upon the violation being remedied by the agency.

(b) An investigation against a law enforcement officer or correctional officer may be reopened, notwithstanding the limitations period for commencing disciplinary action, demotion, or dismissal, if:

1. Significant new evidence has been discovered that is likely to affect the outcome of the investigation.

2. The evidence could not have reasonably been discovered in the normal course of investigation or the evidence resulted from the predisciplinary response of the officer.

Any disciplinary action resulting from an investigation that is reopened pursuant to this paragraph must be completed within 90 days after the date the investigation is reopened.

(7) RIGHTS OF LAW ENFORCEMENT OFFICERS AND CORRECTIONAL OFFICERS RELATING TO A BRADY IDENTIFICATION SYSTEM.—

(a) A law enforcement officer or correctional officer has all of the rights specified in s. 112.536 relating to the inclusion of the name and information of the officer in a Brady identification system.

(b) A law enforcement officer or correctional officer may not be discharged, suspended, demoted, or otherwise disciplined, or threatened with discharge, suspension, demotion, or other discipline, by his or her employing agency solely as a result of a prosecuting agency determining that the officer's name and information should be included in a Brady identification system. This paragraph does not prohibit an officer's employing agency from discharging, suspending, demoting, or taking other disciplinary action against a law enforcement officer or correctional officer based on the underlying actions of the officer which resulted in his or her name being included in a Brady identification system. If a collective bargaining agreement applies, the actions taken by the officer's employing agency must conform to the rules and procedures adopted by the collective bargaining agreement.

History.—s. 2, ch. 74-274; s. 2, ch. 82-156; s. 2, ch. 93-19; s. 721, ch. 95-147; s. 1, ch. 98-249; s. 1, ch. 2000-184; s. 1, ch. 2003-149; s. 3, ch. 2005-100; s. 1, ch. 2007-110; s. 1, ch. 2009-200; s. 3, ch. 2020-104; s. 2, ch. 2023-230; s. 3, ch. 2024-86.

112.533 Receipt and processing of complaints.—

(1) It is the intent of the Legislature to make the process for receiving, processing, and investigation of complaints against law enforcement or correctional officers, and the rights and

privileges provided in this part while under investigation, apply uniformly throughout this state and its political subdivisions.

(2) As used in this section, the term “political subdivision” means a separate agency or unit of local government created or established by law or ordinance and the officers thereof and includes, but is not limited to, an authority, a board, a branch, a bureau, a city, a commission, a consolidated government, a county, a department, a district, an institution, a metropolitan government, a municipality, an office, an officer, a public corporation, a town, or a village.

(3) A political subdivision may not adopt or attempt to enforce any ordinance relating to either of the following:

(a) The receipt, processing, or investigation by any political subdivision of this state of complaints of misconduct by law enforcement or correctional officers, except as expressly provided in this section.

(b) Civilian oversight of law enforcement agencies’ investigations of complaints of misconduct by law enforcement or correctional officers.

(4)(a) Every law enforcement agency and correctional agency shall establish and put into operation a system for the receipt, investigation, and determination of complaints received by such agency from any person, which must be the procedure for investigating a complaint against a law enforcement or correctional officer and for determining whether to proceed with disciplinary action or to file disciplinary charges, notwithstanding any other law or ordinance to the contrary. When law enforcement or correctional agency personnel assigned the responsibility of investigating the complaint prepare an investigative report or summary, regardless of form, the person preparing the report shall, at the time the report is completed:

1. Verify pursuant to s. 92.525 that the contents of the report are true and accurate based upon the person’s personal knowledge, information, and belief.

2. Include the following statement, sworn and subscribed to pursuant to s. 92.525:

“I, the undersigned, do hereby swear, under penalty of perjury, that, to the best of my personal knowledge, information, and belief, I have not knowingly or willfully deprived, or allowed another to deprive, the subject of the investigation of any of the rights contained in ss. 112.532 and 112.533, Florida Statutes.”

The requirements of subparagraphs 1. and 2. must be completed before the determination as to whether to proceed with disciplinary action or to file disciplinary charges. This subsection does not preclude the Criminal Justice Standards and Training Commission from exercising its authority under chapter 943.

(b) Any political subdivision that initiates or receives a complaint against a law enforcement officer or correctional officer shall within 5 business days forward the complaint to the employing agency of

the officer who is the subject of the complaint for review or investigation. Notwithstanding the rights and privileges provided under this part or any provisions provided in a collective bargaining agreement, the agency head or the agency head's designee may request a sworn or certified investigator from a separate law enforcement or correctional agency to conduct the investigation when a conflict is identified with having an investigator conduct the investigation of an officer of the same employing agency; the employing agency does not have an investigator trained to conduct such investigations; or the agency's investigator is the subject of, or a witness in, the investigation and such agency is composed of any combination of 35 or fewer law enforcement officers or correctional officers. The employing agency must document the identified conflict. Upon completion of the investigation, the investigator shall present the findings without any disciplinary recommendation to the employing agency.

(5)(a) A complaint filed against a law enforcement officer or correctional officer with a law enforcement agency or correctional agency and all information obtained pursuant to the investigation by the agency of the complaint is confidential and exempt from the provisions of s. 119.07(1) until the investigation ceases to be active, or until the agency head or the agency head's designee provides written notice to the officer who is the subject of the complaint, either personally or by mail, that the agency has concluded the investigation with either a finding:

1. Not to proceed with disciplinary action or to file charges; or
2. To proceed with disciplinary action or to file charges.

Notwithstanding the foregoing provisions, the officer who is the subject of the complaint, along with legal counsel or any other representative of his or her choice, may review the complaint and all statements regardless of form made by the complainant and witnesses and all existing evidence, including, but not limited to, incident reports, analyses, GPS locator information, and audio or video recordings relating to the investigation, immediately before beginning the investigative interview. All statements, regardless of form, provided by a law enforcement officer or correctional officer during the course of a complaint investigation of that officer must be made under oath pursuant to s. 92.525. Knowingly false statements given by a law enforcement officer or correctional officer under investigation may subject the law enforcement officer or correctional officer to prosecution for perjury. If a witness to a complaint is incarcerated in a correctional facility and may be under the supervision of, or have contact with, the officer under investigation, only the names and written statements of the complainant and nonincarcerated witnesses may be reviewed by the officer under investigation immediately before the beginning of the investigative interview.

(b) This subsection does not apply to any public record which is exempt from public disclosure pursuant to chapter 119. For the purposes of this subsection, an investigation is considered active as long as it is continuing with a reasonable, good faith anticipation that an administrative finding will be

made in the foreseeable future. An investigation is presumed to be inactive if no finding is made within 45 days after the complaint is filed.

(c) Notwithstanding this section, the complaint and information must be available to law enforcement agencies, correctional agencies, and state attorneys in the conduct of a lawful criminal investigation.

(6) A law enforcement officer or correctional officer has the right to review his or her official personnel file at any reasonable time under the supervision of the designated records custodian. A law enforcement officer or correctional officer may attach to the file a concise statement in response to any items included in the file identified by the officer as derogatory, and copies of such items must be made available to the officer.

(7) Any person who is a participant in an internal investigation, including the complainant, the subject of the investigation and the subject's legal counsel or a representative of his or her choice, the investigator conducting the investigation, and any witnesses in the investigation, who willfully discloses any information obtained pursuant to the agency's investigation, including, but not limited to, the identity of the officer under investigation, the nature of the questions asked, information revealed, or documents furnished in connection with a confidential internal investigation of an agency, before such complaint, document, action, or proceeding becomes a public record as provided in this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. However, this subsection does not limit a law enforcement or correctional officer's ability to gain access to information under paragraph (5)(a). Additionally, a sheriff, police chief, or other head of a law enforcement agency, or his or her designee, is not precluded by this section from acknowledging the existence of a complaint and the fact that an investigation is underway.

History.—s. 3, ch. 74-274; s. 3, ch. 82-156; s. 1, ch. 82-405; s. 1, ch. 83-136; s. 1, ch. 87-59; s. 2, ch. 89-223; s. 1, ch. 90-32; s. 31, ch. 90-360; s. 3, ch. 93-19; s. 722, ch. 95-147; s. 39, ch. 96-406; s. 2, ch. 98-249; s. 2, ch. 2000-184; s. 2, ch. 2003-149; s. 33, ch. 2004-335; s. 42, ch. 2005-251; s. 2, ch. 2007-110; s. 1, ch. 2007-118; s. 2, ch. 2009-200; s. 4, ch. 2020-104; s. 2, ch. 2024-86.

112.534 Failure to comply; official misconduct.—

(1) If any law enforcement agency or correctional agency, including investigators in its internal affairs or professional standards division, or an assigned investigating supervisor, intentionally fails to comply with the requirements of this part, the following procedures apply. For purposes of this section, the term “law enforcement officer” or “correctional officer” includes the officer's representative or legal counsel, except in application of paragraph (d).

(a) The law enforcement officer or correctional officer shall advise the investigator of the intentional violation of the requirements of this part which is alleged to have occurred. The officer's notice of violation is sufficient to notify the investigator of the requirements of this part which are alleged to have been violated and the factual basis of each violation.

(b) If the investigator fails to cure the violation or continues the violation after being notified by the law enforcement officer or correctional officer, the officer shall request the agency head or his or her designee be informed of the alleged intentional violation. Once this request is made, the interview of the officer shall cease, and the officer's refusal to respond to further investigative questions does not constitute insubordination or any similar type of policy violation.

(c) Thereafter, within 3 working days, a written notice of violation and request for a compliance review hearing shall be filed with the agency head or designee which must contain sufficient information to identify the requirements of this part which are alleged to have been violated and the factual basis of each violation. All evidence related to the investigation must be preserved for review and presentation at the compliance review hearing. For purposes of confidentiality, the compliance review panel hearing shall be considered part of the original investigation.

(d) Unless otherwise remedied by the agency before the hearing, a compliance review hearing must be conducted within 10 working days after the request for a compliance review hearing is filed, unless, by mutual agreement of the officer and agency or for extraordinary reasons, an alternate date is chosen. The panel shall review the circumstances and facts surrounding the alleged intentional violation. The compliance review panel shall be made up of three members: one member selected by the agency head, one member selected by the officer filing the request, and a third member to be selected by the other two members. The review panel members shall be law enforcement officers or correctional officers who are active from the same law enforcement discipline as the officer requesting the hearing. Panel members may be selected from any state, county, or municipal agency within the county in which the officer works. The compliance review hearing shall be conducted in the county in which the officer works.

(e) It is the responsibility of the compliance review panel to determine whether or not the investigator or agency intentionally violated the requirements provided under this part. It may hear evidence, review relevant documents, and hear argument before making such a determination; however, all evidence received shall be strictly limited to the allegation under consideration and may not be related to the disciplinary charges pending against the officer. The investigative materials are considered confidential for purposes of the compliance review hearing and determination.

(f) The officer bears the burden of proof to establish that the violation of this part was intentional. The standard of proof for such a determination is by a preponderance of the evidence. The determination of the panel must be made at the conclusion of the hearing, in writing, and filed with the agency head and the officer.

(g) If the alleged violation is sustained as intentional by the compliance review panel, the agency head shall immediately remove the investigator from any further involvement with the investigation of the officer. Additionally, the agency head shall direct an investigation be initiated against the investigator determined to have intentionally violated the requirements provided under this part for

purposes of agency disciplinary action. If that investigation is sustained, the sustained allegations against the investigator shall be forwarded to the Criminal Justice Standards and Training Commission for review as an act of official misconduct or misuse of position.

(2)(a) All the provisions of s. 838.022 shall apply to this part.

(b) The provisions of chapter 120 do not apply to this part.

History.—s. 4, ch. 74-274; s. 35, ch. 77-104; s. 1, ch. 78-291; s. 4, ch. 82-156; s. 4, ch. 93-19; s. 3, ch. 2000-184; s. 8, ch. 2003-158; s. 3, ch. 2009-200; s. 5, ch. 2011-4; s. 6, ch. 2016-151.

APPENDIX B

STEP PLAN – EFFECTIVE OCTOBER 1, 2024 (FY2024-2025)

<u>POLICE OFFICER</u>								
	<u>Pre-Probationary</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>		
Hourly	33.75000	35.43750	37.20938	39.06985	41.02334	43.07450		
Annualized	70,200.00	73,710.00	77,395.50	81,265.28	85,328.54	89,594.97		
	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>			
Hourly	45.22823	47.48964	49.86413	52.35733	54.97520			
Annualized	94,074.72	98,778.46	103,717.38	108,903.25	114,348.41			
<u>POLICE SERGEANT</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>				
Hourly	54.97521	57.72397	60.61016	63.64067				
Annualized	114,348.43	120,065.85	126,069.14	132,372.60				
<u>COMMUNITY SERVICE AIDE</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>		
Hourly	22.25250	23.36513	24.53338	25.76005	27.04805	28.40046		
Annualized	46,285.20	48,599.46	51,029.43	53,580.90	56,259.95	59,072.95		
	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>			
Hourly	29.82048	31.3115	32.87708	34.52093	36.24698			
Annualized	62,026.59	65,127.92	68,384.32	71,803.54	75,393.71			
<u>CRIME SCENE INVESTIGATOR</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>			
Hourly	28.92250	30.36863	31.88706	33.48141	35.15548			
Annualized	60,158.80	63,166.74	66,325.08	69,641.33	73,123.40			
	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>			
Hourly	36.91325	38.75892	40.69687	42.73171	44.86829			
Annualized	76,779.57	80,618.55	84,649.48	88,881.95	93,326.05			
<u>FORENSIC SCIENTIST</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>			
Hourly	34.85072	36.59326	38.42292	40.34407	42.36127			
Annualized	72,489.50	76,113.98	79,919.67	83,915.66	88,111.44			
	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>				
Hourly	44.47933	46.7033	49.03846	51.49039				
Annualized	92,517.01	97,142.86	102,000.01	107,100.01				
<u>LATENT PRINT EXAMINER</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Hourly	31.88706	33.48141	35.15548	36.91325	38.75892	40.69687	42.73171	44.86829
Annualized	66,325.08	69,641.33	73,123.40	76,779.57	80,618.55	84,649.48	88,881.95	93,326.05
<u>SENIOR LATENT PRINT EXAMINER</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>		
Hourly	38.75892	40.69687	42.73171	44.86829	47.11171	49.46729		
Annualized	80,618.55	84,649.48	88,881.95	93,326.05	97,992.35	102,891.97		

STEP PLAN – EFFECTIVE OCTOBER 1, 2025 (FY2025-2026)

<u>POLICE OFFICER</u>								
	<u>Pre-Probationary</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>		
Hourly	34.76250	36.50063	38.32566	40.24194	42.25404	44.36674		
Annualized	72,306.00	75,921.30	79,717.37	83,703.23	87,888.39	92,282.81		
	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>			
Hourly	46.58507	48.91433	51.36004	53.92805	56.62445			
Annualized	96,896.96	101,741.80	106,828.89	112,170.34	117,778.85			
<u>POLICE SERGEANT</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>				
Hourly	56.62445	59.45567	62.42846	65.54988				
Annualized	117,778.85	123,667.80	129,851.19	136,343.75				
<u>COMMUNITY SERVICE AIDE</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>		
Hourly	22.92008	24.06608	25.26938	26.53286	27.8595	29.25248		
Annualized	47,673.76	50,057.45	52,560.32	55,188.34	57,947.76	60,845.15		
	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>			
Hourly	30.7151	32.25086	33.8634	35.55657	37.33439			
Annualized	63,887.41	67,081.78	70,435.87	73,957.66	77,655.54			
<u>CRIME SCENE INVESTIGATOR</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>			
Hourly	29.79017	31.27968	32.84367	34.48585	36.21014			
Annualized	61,963.56	65,061.74	68,314.83	71,730.57	75,317.10			
	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>			
Hourly	38.02065	39.92169	41.91777	44.01366	46.21435			
Annualized	79,082.96	83,037.11	87,188.97	91,548.42	96,125.84			
<u>FORENSIC SCIENTIST</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>			
Hourly	35.89625	37.69106	39.57561	41.55439	43.63211			
Annualized	74,664.19	78,397.40	82,317.27	86,433.13	90,754.79			
	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>				
Hourly	45.81372	48.1044	50.50963	53.03511				
Annualized	95,292.53	100,057.16	105,060.02	110,313.02				
<u>LATENT PRINT EXAMINER</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Hourly	32.84367	34.48585	36.21014	38.02065	39.92169	41.91777	44.01366	46.21435
Annualized	68,314.83	71,730.57	75,317.10	79,082.96	83,037.11	87,188.97	91,548.42	96,125.84
<u>SENIOR LATENT PRINT EXAMINER</u>								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>		
Hourly	39.92169	41.91777	44.01366	46.21434	48.52506	50.95131		
Annualized	83,037.11	87,188.97	91,548.41	96,125.83	100,932.13	105,978.73		

STEP PLAN – EFFECTIVE OCTOBER 1, 2026 (FY2026-2027)

POLICE OFFICER								
	<u>Pre-Probationary</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>		
Hourly	35.80538	37.59564	39.47543	41.4492	43.52166	45.69774		
Annualized	74,475.18	78,198.94	82,108.89	86,214.33	90,525.05	95,051.30		
	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>			
Hourly	47.98263	50.38176	52.90085	55.54589	58.32318			
Annualized	99,803.86	104,794.06	110,033.76	115,535.45	121,312.22			
POLICE SERGEANT								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>				
Hourly	58.32318	61.23934	64.30131	67.51637				
Annualized	121,312.22	127,377.83	133,746.72	140,434.06				
COMMUNITY SERVICE AIDE								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>		
Hourly	23.60768	24.78806	26.02747	27.32884	28.69528	30.13005		
Annualized	49,103.97	51,559.17	54,137.13	56,843.99	59,686.19	62,670.50		
	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>			
Hourly	31.63655	33.21838	34.8793	36.62326	38.45443			
Annualized	65,804.03	69,094.23	72,548.94	76,176.39	79,985.21			
CRIME SCENE INVESTIGATOR								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>			
Hourly	30.68388	32.21807	33.82898	35.52042	37.29644			
Annualized	63,822.47	67,013.59	70,364.27	73,882.48	77,576.60			
	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>			
Hourly	39.16126	41.11933	43.17529	45.33406	47.60076			
Annualized	81,455.43	85,528.20	89,804.61	94,294.84	99,009.58			
FORENSIC SCIENTIST								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>			
Hourly	36.97313	38.82179	40.76288	42.80103	44.94108			
Annualized	76,904.12	80,749.33	84,786.80	89,026.14	93,477.45			
	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>				
Hourly	47.18813	49.54754	52.02492	54.62616				
Annualized	98,151.32	103,058.89	108,211.83	113,622.42				
LATENT PRINT EXAMINER								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Hourly	33.82898	35.52042	37.29644	39.16126	41.11933	43.17529	45.33406	47.60076
Annualized	70,364.27	73,882.48	77,576.60	81,455.43	85,528.20	89,804.61	94,294.84	99,009.58
SENIOR LATENT PRINT EXAMINER								
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>		
Hourly	41.11933	43.17529	45.33406	47.60076	49.9808	52.47984		
Annualized	85,528.20	89,804.61	94,294.84	99,009.58	103,960.06	109,158.06		