

7-99-249

**SUPERVISORY
EMPLOYEE
ORGANIZATION
AGREEMENT**

between

CITY OF HOLLYWOOD

and

**HOLLYWOOD, FLORIDA, CITY EMPLOYEES
LOCAL 2432 OF AFSCME, AFL-CIO**

**A.K.A. AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES
Local 2432**

October 1, 1999

through

September 30, 2002

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EMPLOYEE ORGANIZATION AGREEMENT

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THIS AGREEMENT is entered into by and between the City of Hollywood, Florida, hereinafter referred to as the "Employer" or the "City," and the Hollywood, Florida, City Employees, Local 2432, AFSCME, AFL-CIO American Federation of State, County and Municipal Employees (AFL-CIO), hereinafter referred to as the "Union." It is the intent and purpose of this Agreement to assure sound and mutually beneficial working and economic relationships between the parties hereto, to provide an orderly, prompt and peaceful means of resolving any misunderstandings or differences which may arise, and to set forth herein basic and full agreement between the parties concerning rates of pay, wages, hours of employment, pensions, and other terms and conditions of employment. It is understood that the City of Hollywood is engaged in furnishing essential public services which vitally affect the health, safety, comfort and well being of the public, and both parties hereto recognize the need for continuous and reliable service to the public.

1 ARTICLE 1: RECOGNITION

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3 Section 1: The employer recognizes Local 2432, Hollywood, Florida, City
4 Employees Local 2432 of AFSCME, AFL-CIO as the sole and exclusive bargaining
5 agent, with respect to wages, hours, pensions, and other conditions of employment,
6 for all Employees in the bargaining unit, as per PERC Certification RC-98-088 granted
7 by the Florida Public Employees Relations Commission, attached as Appendix "A",
8 and as may be amended in the future by the appropriate authority of the State of
9 Florida.

10 Section 2: The Union recognizes the City Manager (or designee) as the
11 exclusive representative for the City of Hollywood. The Union, its agents and
12 representatives, agree to bargain collectively pursuant to Fl. Statute 447 only with the
13 City Manager or his/her designee.

14 Section 3: The parties agree that if additional classifications are created or
15 reclassified, they shall meet as soon as practicable thereafter to negotiate concerning
16 whether or not these new classifications shall be included in the Bargaining Unit.

17 Section 4: The City recognizes and shall deal with the appropriate Union
18 Business Agent, International Representatives and any other Union members and/or
19 attorneys, designated by the Union President, in those matters relating to collective
20 bargaining and administration of the Collective Bargaining Agreement between the
21 parties. Changes of representatives shall be submitted to the City-Manager, in writing,
22 by the Union President.

ARTICLE 2 - MANAGEMENT RIGHTS

Section 1: Subject to the provisions of this Agreement, it is the right of the City to determine unilaterally:

- a) the purpose of each of its constituent agencies.
- b) set standards of services to be offered to the public.
- c) exercise control and discretion over its organization and operations.
- d) manage and direct its workforce including the right to take disciplinary action for just or proper cause; hire, promote, rehire, recall, demote for cause, transfer, lay-off or relieve its employees from duty because of lack of work or other legitimate reasons.
- e) to schedule and assign work to be performed.

Section 2: It is the intent of the parties that any rights, privileges or obligations which are not specifically granted to the Union and the employees by this Agreement are retained by the City.

Section 3: This Agreement sets forth all covenants, stipulations, and provisions agreed upon by the parties hereto, and no agent or representative of either party has the authority to make and none of the parties shall be bound by or be liable for any statement, representation, promise, inducement or agreement not set forth herein. This Agreement spells out the total agreement in its entirety between the parties, including wages, salaries, pensions and all fringe benefits, and there shall be no other additions or changes during the term of the contract.

Section 4: This Article is intended to evidence an unmistakable intent to relinquish the right to bargain over any mandatory subject of bargaining in effect at the time of signing, whether or not that subject is specifically dealt with in this Agreement, during the term of this Agreement. This Article shall not be construed as a waiver of the Union's right to impact bargain over terms and conditions of employment and in accordance with Florida Statutes 447.

Section 5: Any past practice or other rule or policy in effect at the time of signing of this Agreement that is not incorporated into this Agreement will be

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1 considered a management right and in full effect and not subject to interpretation or the
2 grievance procedure.

3 Section 6: The parties, their officers and representatives at all levels, are
4 bound to observe the provisions of this Agreement and Chapter 447.

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ARTICLE 3 - DISCRIMINATION

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Section 1: The Employer and the Union affirm their joint opposition to any discriminatory practices in connection with employment, promotion or training, remembering that the public interest requires the full utilization of employee's skill and ability without regard to religion, disability, marital status, political affiliation, race, color, creed, national origin, sex, sexual orientation or age. Employees shall be treated in a respectful manner.

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1 **ARTICLE 4 - PAYROLL DEDUCTION OF DUES**

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3 Section 1: On receipt of a lawfully executed written authorization from an
4 employee, the City will deduct from the employee's pay the amount so specified by said
5 employee, but not less than regular dues.

6 Section 2: The City will remit to the Union Treasurer such sums within fifteen
7 (15) days, together with a list of employees for whom deductions were made.

8 Section 3: Changes in the Union's membership dues rate shall be certified to
9 the City, in writing, over the signatures of the authorized officer or officers of the Union,
10 at least thirty (30) days in advance of the effective date of such change.

11 Section 4: The City's remittance shall be deemed correct if the Union does not
12 give a written notice to the City within two (2) calendar weeks after remittance is received
13 of its belief, with reasons stated therefore, that the remittance is incorrect.

14 Section 5: An employee may revoke, in writing, with thirty (30) days prior
15 notice to the City and the Union, their authorization for dues or other deductions.

16 Section 6: The Union will indemnify, defend and hold the City harmless
17 against any claims made and against any suit instituted against the City on account of
18 any check-off of Union dues.

19 Section 7: When an employee has been suspended or discharged and
20 subsequently returned to work, with full or partial back pay, or has been reclassified
21 retroactively, the City shall, in the manner outlined in Section 1 above, deduct the Union
22 membership dues that are due and owing for the period for which the employee receives
23 back pay.

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1 **ARTICLE 5 - UNION BUSINESS**

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3 Section 1: The Local Union President or a representative of the Local Union
4 President may be allowed time off work with pay to attend grievance hearings, pension
5 board meetings and any other meetings as approved by the Human Resources Director.

6 Section 2: Up to four (4) persons designated as part of the Union bargaining
7 team shall be permitted to attend negotiations without loss of pay provided that the
8 negotiation sessions occur during the employee's regular working hours. The Union will
9 make a reasonable attempt not to have more than two (2) members from the same
10 classification in the same work unit as members of the Union negotiating team. However,
11 this does not apply to elected union officials that are members of the team.

1 **ARTICLE 6 - CLOTHING**

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3 Section 1: Proper business attire or proper business casual attire as
4 appropriate will be required by all employees.

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6 Section 2: The City may issue City logo clothing as deemed appropriate.

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8 Section 3: The above requirements and determinations will remain at the
9 discretion of the City.

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ARTICLE 7 - CONTRACTING OR SUB-CONTRACTING

Section 1: If the City is considering contracting out or sub-contracting work, which will eliminate supervisory bargaining unit positions, the City shall notify the Union, no later than thirty (30) days prior to making the final decision.

For purposes of this Article, a displaced employee is defined as any supervisory employee who loses his/her position due to the effect of sub-contracting services otherwise provided by the City. Any employee not employed or electing not to be employed by the sub-contractor shall have the right to exercise all rights under this Agreement including, but not limited to, any bumping, transfer, filling vacancies, lay off and recall, to any position within Supervisory or Professional bargaining units in the City that he/she may be qualified except for a sworn police or certified firefighter position. Any reduction in force will be handled insofar as practicable through attrition and/or transfer to other positions.

ARTICLE 8 - WORK RULES

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Section 1: There shall be a single set of Rules and Regulations applicable to all employees of the bargaining unit which shall remain in full force and effect for the duration of this Agreement.

Section 2: The City will issue a copy of the Rules and Regulations to each new employee, upon hire, who is subject to those Rules and Regulations. Each employee will provide written acknowledgement of his/her receipt of the Rules and Regulations and will be held accountable for compliance therewith.

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1 **ARTICLE 9 - PENSION AND PENSION PLAN**

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3 Section 1: Employees shall receive pension benefits according to the
4 provisions of the Hollywood City Charter, Article X (10), a copy of which is attached hereto
5 and incorporated into this Agreement in Appendix "D" as amended.

6 Section 2: The following provisions have been agreed upon and shall be
7 incorporated into the attached Appendix D.

8 (a) Any employee or official who is employed by the City on a
9 permanent, non-contract basis on or after September 30,
10 1958 shall become a member after six (6) months of service
11 for the City. The normal retirement age shall be fifty-five (55)
12 years of age.

13 (b) Vesting. Any member, irrespective of age, who withdraws
14 from service after having completed at least five (5) years of
15 service shall have the right to receive a service retirement
16 allowance beginning upon attainment of the age of fifty-five
17 (55) years in an amount earned and accrued at the date of
18 withdrawal from service, provided the member has not
19 received a withdrawal benefit. All full-time temporary and
20 grant employees covered by the collective bargaining
21 agreement shall be included as members of the pension plan.

22 (c) When an employee has reached Maximum Medical
23 Improvement (MMI) or is otherwise disabled from performing
24 his/her regular duties then the City may create modified duty
25 positions and/or offer an employee any vacant position within
26 the organization before the employee is considered for
27 disability pension. The vacancy will be in the classified
28 system and a position which the employee is capable and
29 qualified to perform. He/she shall receive the identical rate of
30 pay and benefit level while working. These employees will
31 have preference for future City position vacancies and will be

1 considered without going through the Civil Service process
2 and will be placed at the discretion of the Human Resources
3 Director. This subsection (c) shall apply prospectively and
4 shall not apply to any member injured or disabled prior to July
5 1, 1999.

6 (d) The Human Resources Director will make the final
7 determination regarding the ability of an employee to perform
8 his/her regular job duties and that determination will be based
9 on the available medical information.

10 (e) The employee (retiree) receiving a disability pension will have
11 the monthly pension amount offset by any other employment
12 income, excluding social security or workers' compensation.
13 It is the duty of the employee (retiree) to notify the City
14 Pension Board of any other earned income on April 15th of
15 each year and submit a copy of his/her Federal Income Tax
16 Return first page. This subsection (e) shall apply
17 prospectively and shall not apply to any member injured or
18 disabled prior to July 1, 1999.

19 (f) All active permanent, full-time general employees and all
20 retirees in the Contributory Pension Plan will be considered
21 members of the Plan.

22 (g) Any future changes and/or amendments to the Plan will
23 require an affirmative vote of 50% plus one of the total
24 number of Union members in the Plan and a five-sevenths
25 (5/7) affirmative vote by the City Commission.

26 (h) The Pension Board shall expand to seven (7) members. One
27 additional member shall be elected by the Retirees (to serve
28 the same terms as other members) and shall be a retiree.
29 One additional member shall be appointed from the group not
30 presently covered by a Collective Bargaining Unit. This

1 employee member shall have some accounting or investment
2 experience and be appointed by the City Manager.

3 (i) A surviving spouse shall have the right to continue the health
4 and dental coverage provided he/she pays the designated
5 premium for such coverage.

6 (j) The Pension Plan shall provide a Pension Administrator to be
7 available to members during work hours. The Pension
8 Administrator shall be appointed by the City Manager with the
9 approval of a majority of the Pension Board. Remuneration
10 and other expenses related to the Pension Administrator shall
11 be paid through the City.

12 (k) Health care coverage shall only be provided to retired
13 employees who have ten (10) or more years vested in the
14 Pension Plan.

15 (l) Retirees shall have the right to continue their dental coverage
16 provided they pay the designated premium.

17 (m) Employees shall vest after five (5) years of service.
18 Employees with five (5) years of service shall receive the
19 appropriate pension annuity as set forth in Article 10, Section
20 10.01 (a), (b), (c) & (d) of the City Charter. Employees who
21 have vested, but who have less than ten (10) years of service
22 are not eligible to receive health care, dental coverage or the
23 DROP Plan.

24 (n) Retirees who retired prior to October 1, 1989 shall receive a
25 2% COLA, effective October 1, 1999 and thereafter shall
26 receive additional COLA in accordance with Article 10,
27 Section 10.01 (10)(c) of the City Charter.

28 (o) Re-opener Clause. After one year (October 1, 2000) either
29 party may choose to reopen this Article. If negotiations do not
30 result in agreement, the 447-impasse procedure will be used.

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The parties may agree mutually to re-open the Article at anytime.

(p) Employees who have retired from the General Employees Pension shall not be eligible for another pension from this fund.

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1 **ARTICLE 10 - SEVERABILITY**

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3 Section 1: It is not the intent of either party to violate any laws or any rulings or
4 regulations of any governmental authority or agency having jurisdiction of the subject
5 matter of this Agreement. The parties hereto agree that in the event any provision of this
6 Agreement is held to be unlawful or void by any tribunal having the right to so hold, the
7 remainder of this Agreement shall remain in full force and effect, unless the parts so found
8 to be void are wholly inseparable from the remaining portions of the Agreement.

1 **ARTICLE 11 - LAY-OFF AND RECALL**

2
3 **Section 1:** In the event of a lay-off, the City will make every effort to give as
4 much notice as possible. The City will endeavor to provide employees at least three (3)
5 weeks notice of lay-off.

6 **Section 2:** An employee who is laid off or whose job is abolished pursuant to
7 Section 1 shall, based on City-wide seniority, have the option of bumping either laterally or
8 downward to a class title in the Supervisory or Professional Bargaining Unit for which the
9 employee is qualified and/or has the ability to be trained to perform the essential tasks of
10 the job within ninety (90) days of appointment. In the alternative, employees may, at the
11 non-arbitrary discretion of the City Manager, be placed into a higher paid class title if
12 qualified. Qualification criteria shall be based upon the approved position description.

13 **Section 3:** Employees laid off, demoted or transferred due to the exercise of
14 their bumping rights or due to being bumped or whose positions are abolished, shall be
15 placed on recall lists and recalled in order of seniority. Re-appointment shall be to any
16 vacancies, which exist, first, in the class title from which the employee was laid-off; and
17 second, in any position for which the employee is reasonably qualified and possesses
18 citywide seniority. Laid-off employees shall have the first right to recall for vacancies in
19 the class title from which they were laid-off.

20 **Section 4:** Any employee, whose name is listed on a recall list, who refuses
21 appointment to a position with a lower paygrade, will have up to two opportunities to be re-
22 hired to a class title with a lower paygrade for a position for which the employee is
23 reasonably qualified. If there is more than one position available, the employee shall be
24 given the option of choosing the one equal to or closest to his/her former pay grade. If all
25 two opportunities are declined, the employee shall have no further right to recall to a class
26 title with a lower paygrade.

27 **Section 5:** Employees refusing recall to their originally held class title and
28 paygrade lose all recall rights.

29 **Section 6:** Employees not rehired or recalled within twenty-four (24) months
30 shall not be eligible for recall.

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1 Section 7: Employees refusing re-employment in a class title with an equal pay
2 grade shall have no further rights to recall for the class title.

3 Section 8: The City will provide the Union with the entire City recall list, bi-
4 annually. The list will include dates of hire, dates of lay-off, classification(s) the laid off
5 employee previously held and the name of the Department, Division or Office in which the
6 employee worked on the date of the lay-off.

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1 **ARTICLE 12 - SICK LEAVE**

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3 **Section 1:** Employees shall accrue one (1) sick leave day for each month
4 worked. Sick leave shall be allowed to accrue without limit. Employees covered by this
5 contract and serving a probationary period of employment may use accrued sick leave in
6 the same manner as permanent employees.

7 **Section 2:** Notification shall be made by the employee or a responsible member
8 of his/her household, unless the employee is hospitalized, or under doctors care.

9 **Section 3:** Alternative uses of sick leave, for reasons other than illness, are as
10 follows:

11 A. If an employee has accumulated four hundred (400) hours of sick leave as
12 of October 1st of any Fiscal Year, he or she shall have the option of converting the next
13 forty (40) hours of accrued sick leave days to vacation days. Requests to convert the next
14 forty (40) hours of sick leave to vacation leave must be made to the employee's
15 Department Head within the first work week following October 1st of each fiscal year. On
16 September 30th, any unused, converted vacation leave shall revert back to sick leave.

17 B. Supervisory employees may participate in the City's Sick Leave Pool
18 Program upon the completion of one (1) year of employment and with a minimum
19 accumulation of ninety-six (96) hours of sick and/or vacation leave. This program entitles
20 eligible employees to participate in extended sick leave benefits for cases involving non-
21 work related catastrophic or long-term illnesses or injuries.

22 **Section 4:** The options chosen by all covered employees in 1980 shall remain
23 in full force and effect. Sick hours accrued and unused before October 1, 1994 by those
24 employees shall be referred to as "existing hours". Any employee separating employment
25 for any reason shall receive a payment equal to the product of their final hourly rate of pay
26 and only those "existing hours".

27 **Section 5:** For all sick hours accrued and not used after October 1, 1994 for the
28 employees mentioned in section 4 and all other employees who separate from
29 employment for any reason shall receive a payment equal to the product of unused sick
30 leave (since October 1, 1994) the employees rate of pay in effect on their date of

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1 separation and a payment percentage relating to the number of full years of credited
2 service with the City. The table of percentages and credited service is as follows:

3

4 Service Accrued Sick Leave Payout

5 Less than five (5) full years of credited service 0%

6

7 Five (5) or more full years of credited service, but
8 less than ten (10) full years of credited service 40%

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10 Ten (10) or more full years of credited service, but
11 less than twenty (20) full years of credited service 60%

12

13 Twenty or more years of credited service 80%

14

15 Section 8: Upon the death of an employee, any payments due pursuant to
16 Section 4 or Section 5 of this Article shall be paid to the employee's estate.

1 **ARTICLE 13 - WORKERS' COMPENSATION/SUPPLEMENTAL COMPENSATION**

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3 Section 1: An employee, on becoming eligible for workers' compensation
4 benefits due to a job related injury or illness, shall receive supplemental compensation
5 from the City for a period of up to ninety (90) days. Such supplemental compensation
6 shall be the difference between the employee's regular bi-weekly salary and the
7 amount of workers' compensation benefit. Whenever possible, the City will attempt to
8 assign injured personnel to "light duty" in an effort to facilitate return to full employment.

ARTICLE 14 - GRIEVANCE PROCEDURE

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4 Section 1: (a) The City and the Union have negotiated a grievance
5 procedure to be used for the settlement of disputes between employer and employee,
6 or Union, or group of employees, involving the interpretation or application of the
7 collective bargaining agreement. Such grievance procedure shall have as its terminal
8 step a final and binding disposition by an impartial neutral, mutually selected by the
9 parties. However, an arbitrator or other neutral shall not have the power to add to,
10 subtract from, modify, or alter the terms of the collective bargaining agreement. All
11 employees shall have the right to a fair and equitable grievance procedure,
12 administered without regard to membership or non-membership in any organization,
13 except that the Union shall not be required to process grievances for employees who
14 are not members of the Union.

15 (b) The Union may exercise the right to not represent non-
16 Union members of the bargaining unit in the grievance process. In such case, the
17 Union will notify the member and the City. Upon such notification, the City shall
18 thereafter conduct all official communication directly with the aggrieved employee(s),
19 with a copy to the Union.

20 Section 2: Any grievance filed shall refer to the article(s) of this Agreement
21 alleged to have been violated, and shall set forth the facts pertaining to the alleged
22 violation or violations, and shall include the corrective action or actions requested by
23 the aggrieved party. A grievance must be communicated in writing to the employer by
24 the employee(s) and/or the Union within fourteen (14) calendar days from the events
25 giving rise to the grievance or as soon as might reasonably be known to exist,
26 otherwise it is deemed to be waived.

27 Step 1: The aggrieved employee(s) and/or the Union shall
28 present in writing the grievance to the Department Director or his/her designee. The
29 grievance will be dated and signed by the employee(s) and/or the Union representative.
30 The Department Head or his/her designee shall acknowledge receipt of the grievance by
31 stamping it with the date and time, with a copy to the Union. The Department Head shall,
32 within seven (7) calendar days conduct a meeting between himself/herself, the aggrieved
33 employee(s) and the Union representative. The Department Head shall give the decision

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1 to the Union in writing, with a copy to the aggrieved employee(s) not later than seven (7)
2 calendar days following the meeting date.

3 Step 2: If the aggrieved employee(s) and/or the Union is not
4 satisfied with the decision rendered at Step 1, the aggrieved employee(s) and/or the
5 Union may, within seven (7) calendar days from the written decision rendered at Step 1,
6 forward the written grievance to the office of the City Manager (stamped in with date and
7 time), with a copy to the Union. The City Manager or his/her designee shall meet with the
8 aggrieved employee(s) and his/her Union representative(s) within seven (7) calendar
9 days after receipt of the grievance. The City Manager or his/her designee shall furnish a
10 copy of his/her decision, in writing, to the Union, with a copy to the aggrieved employee(s)
11 within seven (7) calendar days after the meeting.

12 Step 3: If the aggrieved employee(s) and/or the Union is not
13 satisfied with the decision rendered at Step 2, the aggrieved employee(s) and/or the
14 Union may, within fourteen (14) calendar days from receipt of the City Manager's decision,
15 submit the grievance to arbitration, by requesting a list of arbitrators from the Federal
16 Mediation and Conciliation Service (F.M.C.S.). The award of the arbitrator shall be final
17 and binding on the Union, the employee(s) and the City.

18 Section 4: Rules for Grievances and Arbitration processing:

19 (a) The grievance shall be submitted on an Official Grievance form.
20 Attachments may be added, if needed.

21 (b) Time limits at any step in the grievance process may be extended only by
22 mutual written consent of the parties involved at that step.

23 (c) A grievance not advanced to the higher step within the time frames provided
24 shall be deemed permanently withdrawn as having been settled on the basis of the
25 decision most recently given. Failure on the part of the employer or his/her designee to
26 answer or meet within the time limits provided at Step 1 or 2 will cause the grievance to be
27 advanced to the next step.

28 (d) Notice that a grievance shall be advanced to the next point in the process
29 shall be given by (a) hand delivery or (b) certified mail, return receipt requested or (c) in
30 the case of notice to the Union by date stamping and depositing in the Union mailbox in
31 the Human Resources Division. Hand deliveries will be documented by a date-stamped
32 photocopy or by a dated signature of the recipient. Grievances delivered via certified mail
33 shall be considered properly advanced as of their postmark, but shall not be considered to

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1 have been received by the next party until the actual date of delivery or date of refusal of
2 delivery. Grievances deposited in the Union mailbox shall be considered properly
3 advanced when date stamped, but shall not be considered received until picked up by the
4 Union, as indicated by date stamp, with a copy to the City. The clock will start the day
5 after delivery or pick up.

6 (e) On-duty personnel called by Grievant or the Union as a witness shall
7 remain in pay status only during their normal duty hours while appearing at
8 the hearing. Such personnel shall respond on as-needed basis to minimize
9 waiting time so as not to disrupt the operations of their department.
10 Hearings shall be held in hearing rooms provided by the City, in City
11 facilities at no charge to the Union.

12 (f) The arbitrator's bill shall be split equally by both parties.

13 (g) All employees covered by this Agreement who have rights under this
14 grievance procedure shall have no other right to utilize any appeal process, (specifically
15 the Civil Service Procedure) other than the grievance procedure described herein.

16 (h) The City shall furnish the Union with copies of grievances filed by non-
17 Union members as soon as practicable.

18 (i) Grievances shall be settled as expeditiously as possible.

19 (j) No original probationary employee will be entitled to the provisions of
20 the grievance procedure.

21 Section 5: Stewards or Alternate Stewards may investigate and discuss
22 grievances and contract questions or complaints during working hours in their
23 respective areas; provided, however, they first receive permission of the Department
24 Director or, in his absence, his designee. Provided, further, that such permission
25 shall not be unreasonably denied. The Union shall not make an unreasonable
26 number of requests.

27 Section 6: Chief stewards may investigate and discuss grievances and
28 contract questions or complaints during working hours at any work location in the City;
29 provided, however, they first receive permission of the department director or in his
30 absence his designee. Provided, further, that such a permission shall not be
31 unreasonably denied. The Union shall not make an unreasonable number of
32 requests.

1 Section 7: A Chief Steward, a Steward or an Alternative Steward may
2 process grievances in accordance with provisions of this Article. However, only one
3 representative of the Union (Chief Steward, Steward or Alternate Steward) shall be
4 permitted to process a grievance during the Steward's working hours until such
5 grievance reaches Step 3. When a grievance reaches Step 3, the Chief Steward and
6 the Steward or the Alternate Steward may, subject to approval as specified above
7 participate in grievance processing during the Steward's working hours.

ARTICLE 15 - BEREAVEMENT LEAVE

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4 Section 1: Employees will be compensated for loss of earnings due to their
5 absence because of the demise of a close family member. A close family member
6 shall be defined as a spouse, child, step-child, mother, father, brother, sister, mother-
7 in-law, father-in-law, grandparents, step-mother and step-father, or with the City's
8 approval, any person who has acted in such a capacity relative to the employee.

9 Section 2: All full time regular and probationary employees will receive three
10 (3) days leave for an in-state funeral service and up to an additional two (2) days for
11 out-of-state funeral service subject to the approval of the Department Head in
12 advance of the leave.

13 Section 3: This benefit does not apply if the demise of the immediate family
14 member occurs while the employees is on a leave of absence, layoff, vacation or
15 extended sick leave unless bereavement leave, in part, extends beyond the
16 scheduled end of a leave of absence, layoff, vacation or extended sick leave.

17 Section 4: If the City requests, the employee must submit verification of the
18 absence (i.e. copy of death certificate, newspaper article) upon return from the
19 bereavement leave.

.. Acc RB

ARTICLE 16 - PROBATIONARY PERIOD

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Section 1: Any new employee shall be regarded as a probationary employee for the first six (6) months (182 days). During such period such employees whose evaluations are rated "unsatisfactory" may be laid off or discharged or disciplined as exclusively determined by the City. No such probationary employee will be entitled to access the grievance procedure.

Section 2: Employees who receive a promotion to a new position, shall, upon appointment, serve a one year (12 month) Promotional Probation Period. On or before the completion date of the Promotional Probation Period, the employee shall be evaluated to determine if he/she is "unsatisfactory" or "satisfactory". "Unsatisfactory" employees shall be returned to their previous position or classification, whichever is first available. "Satisfactory" employees will continue on in their new position with a regular appointment.

JCC Red

ARTICLE 17 - DRUG FREE WORK PLACE

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Section 1: The City and the Union recognize the requirements of the US Department of Transportation's Drug and Alcohol Testing Program for Employee Drivers of Commercial Motor Vehicles and, as such, the City and the Union support the City's policy (as revised on January 1,1997) for testing those individuals who are mandated to be tested by the Federal Law and under the guidelines of the City Testing Program.

Section 2: The City and the Union continue to support the concept of a drug and alcohol free work environment for all City employees and to this end, the City and the Union agree that all employees must abide by the Employment Rules and Regulations, sub-section, (P) "Chemical Intoxication", that are in effect as of January 1, 1997 attached hereto.

JEC RED

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2 **ARTICLE 18 - LIFE AND HEALTH GROUP BENEFITS PLAN**
3

4 **Section 1:** The current levels of health insurance benefits shall remain in effect
5 without change unless otherwise mutually agreed to by the Parties. The employer shall
6 provide group health coverage for regular, full time employees, subject to the following
7 conditions.

8 **Section 2:** Supervisory employees and their families shall be provided with
9 coverage in the City's health insurance plan. Supervisory employees shall contribute
10 \$10.00 per pay period toward the cost of dependent health care coverage. In addition,
11 group dental will be provided with all, or the majority of premium costs paid by the City.
12 Supervisory employees who retire from the City shall continue to have their individual and
13 dependents health and dental care premiums paid by the City (in accordance with Article
14 9). Upon the death of the employee, the employees spouse may continue coverage for
15 the duration which the spouse maintains the designated health and dental premiums.

16 **Section 3:** Supervisory employees shall be provided with term life insurance of
17 \$100,000 with double indemnity provision with all premium costs paid by the City.
18 Employees shall have the option of purchasing additional term life insurance at group
19 rates up to an additional maximum amount of \$500,000 if allowable within the City's plan.

20 **Section 4:** Supervisory employees shall be eligible to participate in a Disability
21 Salary Replacement Program in accordance with the City's plan. During the ninety (90)
22 day waiting period, an employee may utilize accrued sick and vacation leave. Upon
23 entering the program, the employee may continue to use sick and vacation leave to make
24 up the difference between 60% of salary and 100% salary.

25 **Section 5:** Each employee shall have the option of undergoing an annual
26 comprehensive medical examination, costs of which shall be borne by the City. It shall be
27 conducted in an off-duty status at contracted facilities as agreed by the City and the
28 Union.

ARTICLE 19 - SPECIAL LEAVE

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Section 1: Any employee requiring a leave of absence (paid or unpaid) shall be eligible for such leave in accordance with the Federal Family Medical Leave Act. At the sole discretion of the City the leave time may be extended if appropriate circumstances warrant an extension.

JEC RED

ARTICLE 20 - HOLIDAYS

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Section 1: The following legal holidays will be observed: Paid Holidays

New Year's Day ~

Martin Luther King Jr.'s Birthday

George Washington's Birthday (President's Day)

Memorial Day

Fourth of July (Independence Day)

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

Employee's Birthday: The birthday holiday shall be taken at the discretion of the Employee with the consent of the Employee's Supervisor, provided the Employee shall not receive the holiday more than one (1) week prior to the actual birthday. Upon ratification of this agreement, future birthday holidays must be used within 366 days.

JEC RED

ARTICLE 21 - JURY DUTY

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3 Section 1: Any employee lawfully summoned for Jury Duty shall present the
4 summons to his/her supervisor on the first work day following receipt of same. The
5 supervisor shall note the dates of reporting and shall schedule the employee for official
6 jury leave for the period concerned.

7 Section 2: Upon reporting to the Courts for said Jury Duty, the employee will
8 present a form to the Court Clerk for recording his attendance; the necessary form is to be
9 obtained by the supervisor for the employee from the Office of Human Resources in
10 advance of reporting. The Court Clerk will return the completed form to the Office of
11 Human Resources. The form will include tear-off receipts to show it has been received by
12 the Court.

13 Section 3: The employee shall be paid his/her regular day's wage for each day
14 served on Jury Duty, as for a normally scheduled workday. If the employee is excused in
15 advance by the Court, for any full day during the service period, he/she shall report for
16 his/her normal workday to perform his/her regular and usual duties. The employee shall
17 sign over to the City all fees received from the Court for his/her jury service less any
18 amounts paid as mileage or meal allowances. Payment of regular salary for Jury Duty
19 shall continue for the full duration of obligation.

20 Section 4: The City reserves the right to request from the proper authorities that
21 the employee be excused from Jury Duty, when in the judgment of the City, his/her
22 services are necessary to the City.

23 Section 5: The provisions of this Article are not applicable to an employee who
24 without being summoned, volunteers for Jury Duty.

25 Section 6: The provisions of this Article shall apply when an employee who is
26 scheduled to work is subpoenaed as a witness for the City in any judicial/administrative
27 forum.

JEC RED

ARTICLE 22 - VACATIONS

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Section 1: Supervisory employees shall be provided with twenty-five (25) days of vacation leave per vacation year (the vacation year shall begin on October 1st and end on the following September 30th). Employees shall be required to utilize ten (10) days of vacation during the vacation year in which it is earned or it will be lost at the end of the vacation year. The remaining fifteen (15) days may be carried forward and must be used within fifteen (15) months following the vacation year in which the leave is earned or be liquidated by cash payment at that time. Leave that is liquidated shall be paid at the employee's rate of pay when the vacation time was earned. Vacation pay shall be computed by using the Employee's regular straight time rate of pay as of the first day of vacation.

Jee RED

1 ARTICLE 23 - SENIORITY

2
3 Section 1: DEFINITION

4 (a) Seniority as used herein is defined as the right accruing to employees
5 through length of continuous service which entitles them to certain considerations and
6 preferences as provided for in this Agreement. Seniority shall mean the length of
7 continuous service as a full-time employee with the City beginning with the date of hire.

8 (b) Original probationary employees shall have no seniority- rights. However,
9 upon completion of an employee's probation, he/she shall be given seniority credit from
10 his/her date of hire.

11 (c) An employee's continuous service record shall be broken by voluntary
12 resignation, lay-off, discharge for just cause and retirement. If an employee returns to
13 work for the City in any capacity within two (2) years of date of leaving, his/her seniority
14 date will be adjusted by the length of absence.

15 (d) Employees on approved leaves of absence shall not be considered to have
16 had a break in service.

17 (e) There shall be no deduction from continuous service for any time lost which
18 does not constitute a break in continuous service.

19 Section 2: USE OF SENIORITY

20 (a) Seniority will be used as provided in Article 11, Lay-Off and Recall, and
21 Article 22, Vacations.

22 Section 3: All employees of this bargaining unit shall receive one-half (1/2)
23 point per full year of City of Hollywood service credited on any Civil Service exam taken,
24 regardless if the exam is an "open competitive" or "closed competitive". These service
25 points will be added in addition to the test score of such exams, and the total of both shall
26 be the final score of employees. These City of Hollywood service points shall be separate
27 from any veteran's points due to employees. In order to utilize service points, employees
28 must first obtain a passing grade. By "exam" it shall be defined as the process and
29 procedures utilized to evaluate and compile vacancy eligibility lists.

1 ARTICLE 24 - EDUCATIONAL REIMBURSEMENT PROGRAM

2
3 Section 1: Supervisory employees shall be eligible to participate in the City
4 Educational Reimbursement Program for undergraduate and graduate course work as
5 follows:

6 <u>Graduate or Undergraduate</u>	<u>Benefit</u>
7	
8 Grade of C or better	100% reimbursement at State tuition rates
9	
10 Grade of Pass	100% reimbursement at State tuition rates
11	

12
13 Employees will be eligible to receive 100% reimbursement for books and other
14 course fees other than tuition with approval of City Manager/designee.

15
16 Employees will be eligible to receive 100% reimbursement for any training
17 necessary to maintain licensure or certification requirements.

18
19 Employees who receive benefits under this program, who voluntarily leave the
20 City's employment within two (2) years of receiving such benefit, may be responsible
21 for reimbursing the City for the cost of benefit.

JCC RED

1 ARTICLE 25 - VOLUNTARY DEMOTIONS

2
3 Section 1: Any Supervisory employee holding permanent status within the
4 classified system may voluntarily request a demotion to a lower paid position without
5 having to take the usual examination for appointment to the lower paid position.
6 Voluntary demotions shall not be limited to supervisory positions and shall include
7 positions within the Professional and General employee positions governed under
8 Civil Service.

9 Section 2: Prerequisites for such voluntary demotion;

- 10 (a) The employee must submit the request in writing to the Division of
11 Human Resources and must state the title of the lower position
12 requested, the reason(s) for the request, an acknowledgement that they
13 understand that the demotion will involve a reduction in pay unless
14 otherwise stipulated and, once approved and effected, is permanent and
15 cannot be reversed except through the regular promotional procedures
16 for classified employees;
- 17 (b) The employee must meet the minimum requirements for the lower paid
18 position as set forth in the classified code book; determination as to
19 whether or not employee meets the minimum requirements will be made
20 by the Human Resources Director;
- 21 (c) There must be a budgeted vacancy in the lower position available; no
22 employee holding such lower position may be involuntarily bumped out
23 of that position for the purpose of providing room for the voluntary
24 demoting employee; however, such demotions shall supersede any
25 existing eligibility lists;
- 26 (d) The receiving Department Head may approve or disapprove acceptance
27 of the voluntarily demoting employee;
- 28 (e) There will be no probationary period for the voluntarily demoting
29 employee in the new lower paid position.

30 Section 3: The voluntarily demoting employee will retain such seniority and
31 other benefits earned prior to the effective date of the demotion.

32 Section 4: As indicated in Sec. 2(a) above, the voluntarily demoting
33 employee may not proceed to any higher paid position (including the classification

1 from which demoted) unless such employee has applied for and competed in the
2 regular promotional process, and been certified as eligible for appointment (and
3 promotion) in accordance with the classified system's regular promotional
4 appointment procedures.

5 Section 5: The provisions of Section 2(d) of this Article shall be grievable but
6 not arbitrable.

ARTICLE 26 - VEHICLES

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Section 1: A City take-home vehicle shall be provided for supervisory employees when the City determines it is necessary for the purpose of performing duties and responsibilities of their respective position or for transportation to and from the work place. Although take home vehicles are primarily for portal to portal use, supervisory employees shall be permitted to transport individuals other than City employees. During normal working day and/or in the performance of their job, the supervisory employee may utilize their take home vehicle for limited personal use. As always, proper and prudent discretion shall be observed.

ACC RED

ARTICLE 27 - MERIT INCREASES

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2
3 Section 1: The parties agree to the performance appraisal system currently
4 in use, upon the execution of this Agreement, which is attached to this Agreement as
5 Appendix II.

6 Section 2: a) Effective October 1, 1999 and in the first full pay period
7 after October 1, 1999, all employees in the bargaining unit who receive a rating of 4.0
8 or above on their performance appraisal (FY 1999), will receive a five percent (5%)
9 increase to their regular salary up to the maximum of the range. Employees who
10 receive a rating between a 3.25 and 3.99 on their performance appraisal will receive a
11 two and one-half percent (2 1/2%) increase to their regular salary, up to the maximum
12 of the range. Employees who receive a rating below 3.25 shall receive no merit
13 increase.

14 b) Those employees who are at or reach the maximum of the
15 pay range as a result of the above referenced increases and as a result, have not
16 realized the entire amount of the merit increase, shall receive a one-time lump sum
17 ~~bonus equal to the difference between the calculated annual salary and the actual~~
18 maximum of the range. Those employees receiving the full amount of the merit
19 increase to their base salary will not be eligible for a lump sum payment.

20 Section 3: Effective October 1, 2000 and October 1, 2001 all employees in
21 the bargaining unit shall receive a merit increase in the same manner as described in
22 Section 2 above.

23 Section 4: The one-time lump sum bonus payable under Sections 2 and 3
24 above shall be paid in the first full pay period of December in each year.

25 Section 5: a) Supervisory employees who complete ten (10) years of
26 continuous service with the City will receive a five percent (5%) increase to their base
27 salary up to the maximum of the pay range.

28 b) Supervisory employees who complete fifteen (15) years of
29 continuous service with the City will receive an additional five percent (5%) increase
30 to their base salary up to the maximum of the pay range.

31 c) No employee will be eligible for any part of a longevity
32 increase that would cause the base salary to exceed the maximum of the pay range.

JCC RB

1 **ARTICLE 28 - DURATION OF AGREEMENT/EFFECTIVE DATES**

2
3 Section 1: This Agreement shall be effective upon the date of ratification by the
4 parties and shall remain in full force and effect until September 30, 2002.

5 Section 2: Specific provisions as to the effective dates, found in any various
6 Articles of this Agreement, shall not be affected by the provisions of Section 1, above. In
7 case of conflict, the specific Agreement Article provisions shall prevail.

8 Section 3: The employer recognizes and states that it is entering into this
9 agreement in good faith and that the City Manager, as the Chief Administrative Officer for
10 the City, shall request adequate funding, through the City's annual budget process, to
11 fund the provisions of this collective bargaining agreement. The approval or disapproval
12 of the City Manager's funding request shall not be subject to the grievance and arbitration
13 procedure described in Article 14 but, rather shall be governed by F.S. 447.309.

14 Section 4: All monetary provisions in Article 27 of this Agreement shall cease
15 on September 30, 2002. All other provisions shall continue until a successor Agreement
16 is ratified by the parties. This section shall not be construed to diminish any employee
17 wages that were in effect September 30, 2002.

JCE RED

EXECUTION OF AGREEMENT

THIS AGREEMENT, having been duly ratified by vote of the members of the Bargaining Unit covered hereunder, and the City Commission of the City of Hollywood, is hereby executed with the signature affixed hereto.

Dated this 29 day of September, 19 99.

WITNESSES:

Richard Templeton

As to Local 2432

HOLLYWOOD, FLORIDA, CITY EMPLOYEES
LOCAL 2432, AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL
EMPLOYEES (AFL-CIO)

By: RALPH DIERKS

President
Date: 9/22/99

CITY OF HOLLYWOOD, a municipal
Corporation of the State of Florida

By: Maria Guilianetti
Mayor

Attest: Patricia Alcupy
City Clerk

Approved: [Signature]
City Manager

Approved: [Signature]
Finance Director

James Cunicella
As to the City

As to the City

EMPLOYEE ORGANIZATION AGREEMENT between THE CITY OF HOLLYWOOD and
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
LOCAL 2432 - October 1, 1999 through September 30, 2002.

APPROVED AS TO FORM AND LEGALITY
for the use and reliance of the City of
Hollywood, only.

[Signature] a7
CITY ATTORNEY

APPENDIX I
CLASSIFICATION TITLES
And
SALARY RANGES

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Supervisory \$40,000 to \$73,500
Beach Safety Superintendent
Cultural Arts Manager
Director, Division of Records Retention
Director, Neighborhood Master Planning
Engineering Support Services Manager
Forestry/Landscape Superintendent
Property Maintenance Superintendent
Records Manager (Police)
Recreation Program Manager
Sanitation Supervisor
Stormwater Manager
Streets Superintendent
Telecommunications Manager
Underground Utilities Manager
Utilities Maintenance Manager
Wastewater Plant Manager
Water Plant Manager

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REP

APPENDIX II
PERFORMANCE REVIEW FORM

SECRET

City of Hollywood

SUPERVISORY PERFORMANCE REVIEW

Employee Name:
Department:
Division:
Job Title:
Reviewer Name:
Reviewer Title:
Last Review Date:
Review Period Start:
Review Period End:
Next Review Date:

PERFORMANCE ELEMENTS

Initiative

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Volunteers readily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertakes self-development activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks increased responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes independent actions and calculated risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looks for and takes advantage of opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks for help when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communications

	<i>N/A</i>	<i>Low</i>	←-----→	<i>High</i>
Expresses ideas and thoughts verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expresses ideas and thoughts in written form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits good listening and comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps others adequately informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selects and uses appropriate communication methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

JEC
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Planning & Organization

- Prioritizes and plans work activities
- Uses time efficiently
- Plans for additional resources
- Integrates changes smoothly
- Sets goals and objectives
- Works in an organized manner

Overall

	N/A	Low	←-----→			High
Prioritizes and plans work activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses time efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for additional resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrates changes smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in an organized manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Problem Solving

- Identifies problems in a timely manner
- Gathers and analyzes information skillfully
- Develops alternative solutions
- Resolves problems in early stages
- Works well in group problem solving situations

Overall

	N/A	Low	←-----→			High
Identifies problems in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gathers and analyzes information skillfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops alternative solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolves problems in early stages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well in group problem solving situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quantity

- Meets productivity standards
- Completes work in timely manner
- Strives to increase productivity
- Works quickly
- Achieves established goals

Overall

	N/A	Low	←-----→			High
Meets productivity standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes work in timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strives to increase productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achieves established goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quality

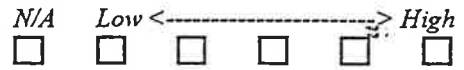
- Demonstrates accuracy and thoroughness
- Displays commitment to excellence
- Looks for ways to improve and promote quality
- Applies feedback to improve performance
- Monitors own work to ensure quality

Overall

	N/A	Low	←-----→			High
Demonstrates accuracy and thoroughness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays commitment to excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looks for ways to improve and promote quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies feedback to improve performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors own work to ensure quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SUMMARY



RATING RANGES

- 4.75 to 5.00 Outstanding
- 3.75 to 4.74 Exceeds job requirements
- 2.75 to 3.74 Meets job requirements
- 1.75 to 2.74 Needs improvement
- 1.00 to 1.74 Unsatisfactory

PLANS FOR IMPROVEMENT

FUTURE GOALS

EMPLOYEE COMMENTS

REVIEWER COMMENTS

JEC
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Employee Acknowledgment

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature/Date

Reviewer Signature/Date

JEC
RED

