

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: April 15, 2014 [ ] Consent [ X ] Regular  
[ ] Ordinance [ ] Public Hearing  
Department: Palm Tran

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to ratify:

- (A) a Labor Management Agreement between Palm Tran, Inc. and the Local Union 1577 of the Amalgamated Transit, A.F. of L. – C.I.O.-C.L.C. (ATU) covering Palm Tran bus operators, mechanics, utility workers and storekeepers for the three (3) year period of October 1, 2013 through September 30, 2016; and
- (B) a Letter of Understanding between Palm Tran, Inc. and the ATU establishing an implementation schedule and clarifying other changes to the Labor Management Agreement.

**Summary:** The collective bargaining negotiation committees for Palm Tran, Inc. and the ATU have concluded negotiations and a new Labor Management Agreement has been formalized. The proposed Agreement incorporating all agreed upon terms was presented to the bargaining unit which ratified the new Agreement on April 13, 2014. The previous Agreement expired on September 30, 2009. This Agreement is in effect from October 1, 2013 through September 30, 2016. The Letter of Understanding establishes a timeline for the implementation of some wages and benefits. This Agreement allows for eligible bus operators to advance up to two wage progressions beyond their current. The Agreement also allows for a one-time, 3% wage increase in the top step, from \$22.69/hour to \$23.37/hour. Mechanics, utility workers and storekeepers will receive a 3% increase, or \$1,200/year, whichever is greater. No other wage increases for FY 2015 or FY 2016 are included in the Agreement. This Agreement also affects the Pension Plan by altering eligibility requirements for new hires and increasing employee contributions to the Pension Plan. Changes to pension benefits will be subject to labor negotiations. Employer Minimum Contributions to the Plan will be made in accordance with the requirements of law. The Supplement Health Insurance Trust Fund will not be funded by Palm Tran, Inc. The wage increases will be retroactive to the first pay period in October 2013. The effect of this Agreement on Palm Tran's current budget is \$1,346,588 for the wage increases. Countywide (DR)

**Background and Policy Issues:** Historically, Palm Tran, Inc. and the ATU Local 1577 enter into negotiations for a new Labor Management Agreement every three (3) years. The bargaining unit includes bus operators, mechanics, utility workers and storekeepers. The Labor Management Agreement defines wages, hours, and terms and conditions of employment. Wage increases shall become effective no later than the third (3<sup>rd</sup>) full pay period following ratification by the BCC. Wage increases will be retroactive to the first pay period including October 1, 2013.

- Attachments:**
- 1. Labor Management Agreement
  - 2. Letter of Understanding
  - 3. Ratification Letter
  - 4. Actuarial Impact Statement

Recommended By: Shannon G. By 4-14-14  
Department Director Date  
Approved By: Shannon G. By 4-14-14  
Assistant County Administrator Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital					
Expenditures					
- Wages	\$1,346,588	\$0	\$0		
- Pension					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$1,346,588				
No. ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0		

Is Item Included In Current Budget? Yes X No       
Budget Account No.: Fund 1340 Dep't. 540/513 Unit Various  
Object Various Reporting Category     

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

### C. Departmental Fiscal Review:

John Murphy  
John Murphy, Finance Manager

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Dev. and Control Comments:

OFMB 4/14/14  
4/14/14

Dr. J. Jacobson 4/14/14  
Contract Dev. and Control

### B. Legal Sufficiency:

Assistant County Attorney 4/14/14

### C. Other Department Review:

      
Department Director

# **Labor - Management Agreement**

Between

**Palm Tran, Inc.**

and

**Amalgamated Transit Union  
A.F. of L. - C.I.O. - C.L.C.  
Local 1577**

**October 1, 2013 through September 30, 2016**

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1 **AGREEMENT**

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3 This AGREEMENT, is made and entered into this October 1, 2013, by and between  
4 PALM TRAN, INC., and Palm Beach County as joint employers and its successors,  
5 lessees or assigns, hereinafter referred to as the "COMPANY", and LOCAL UNION  
6 1577 of the AMALGAMATED TRANSIT, A.F. of L. - C.I.O.-C.L.C., hereinafter referred  
7 to as the "UNION".  
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10 **WITNESSETH:**

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12 That the parties hereto contract and agree as follows:  
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15 **ARTICLE 1**  
16 **RECOGNITION**  
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19 **SECTION 1.** The COMPANY hereby recognizes the right of its employees to bargain  
20 collectively with respect to wages, hours and terms and conditions of employment as  
21 required by Florida law to be negotiated, through representatives of their own choice  
22 and recognizes the UNION as the exclusive bargaining representative of all COMPANY  
23 employees covered by this AGREEMENT.  
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26 **SECTION 2.** Jurisdiction of the UNION shall encompass a bargaining unit defined as  
27 all positions certified by Order Number 98E-283 of the Public Employees Relations  
28 Commission on October 6, 1998 and as listed below, and as amended:  
29

- 30 (1) Bus Operators  
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32 (2) Mechanics & Mechanic Trainees  
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34 (3) Utility Workers  
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36 (4) Storekeepers  
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39 **SECTION 3.** When the term "employee" is used in this AGREEMENT, it shall mean an  
40 employee coming within the jurisdiction of the UNION.  
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42 **SECTION 4.** The COMPANY will notify the UNION as soon as is practicable of any  
43 changes in work rules not set forth in this Agreement and provide an opportunity to  
44 bargain as required under Florida law.  
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1 Article 1: Recognition

2 Page -2-

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6 **SECTION 5.** The COMPANY agrees to consider the UNION's comments when  
7 purchasing any new major bus equipment or buses.  
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10 **SECTION 6.** The UNION agrees that this contract will be governed by the provisions  
11 of Florida law as it relates to Public Employees (Chapter 447, F.S., as amended).  
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**ARTICLE 2**  
**REPRESENTATION**

**SECTION 1.** It is mutually agreed that all business pertaining to this AGREEMENT shall be transacted between the properly accredited officers or agents of the COMPANY and the regularly elected officers of the UNION, a duly accredited committee thereof composed of employees of the COMPANY, or an international officer of the UNION.

**SECTION 2.** The UNION agrees to furnish the COMPANY with an up-to-date list of all Union officers, Executive Board Members and committee members and to notify the COMPANY within 48 hours of any changes thereto.

**SECTION 3:** The COMPANY will endeavor to furnish the Union with the names and the titles of its management staff, who are authorized by the Executive Director to supervise or negotiate with the Union or its members, and to notify the Union within forty-eight (48) hours of any changes to them.

**SECTION 4:** The COMPANY will endeavor to furnish the Union with a copy of public records given to employees which may have relevance to pending or future job actions.



**ARTICLE 3**  
**MEMBERSHIP DUES**

**SECTION 1.** The COMPANY agrees to deduct from the wages of any employee included in the bargaining unit, the regular monthly membership dues of the UNION along with any uniform assessments voted upon by the UNION to be assessed to members. The UNION shall supply the COMPANY with a signed authorization form for each UNION member for which dues are to be deducted. The UNION shall supply the COMPANY with any changes to the list of employees who had deductions the previous month. Whenever the amount of the deduction changes, the Financial Secretary of the UNION shall provide to the COMPANY a letter indicating the date upon which the new deduction becomes effective.

**SECTION 2.** The deductions for UNION dues shall be made biweekly on the first and second pay check of each month. On months that contain three (3) pay days, there will be no dues or uniform assessments deducted from the third (3<sup>rd</sup>) payroll. Checks for UNION dues and uniform assessments, if any, will be remitted to the Financial Secretary within four-eight (48) hours, if practical, after the date of their deduction. Uniform assessments shall be deducted from wages on a lump sum basis and any changes shall not be requested more than twelve (12) times a year. A list of names and deduction amounts will accompany the check. The COMPANY shall not have any responsibility or liability for any monies once sent to the Union, nor shall the COMPANY have any responsibility or liability for the improper deductions of dues. The UNION shall indemnify the COMPANY and hold it harmless against any and all suits, claims demands and liabilities that arise out of or by reason of any action taken by the COMPANY to comply with the provisions of this Article.

**SECTION 3.** The individual authorizations or directives for the deductions of monthly membership dues shall be in conformity with applicable regulations of the Public Employee Relations Commission (PERC).

**SECTION 4.** In addition to regular dues and uniform assessments, the COMPANY agrees to deduct each pay period and transmit to the Financial Secretary of the Amalgamated Transit Union's Committee on Political Education (ATU-COPE), the amounts specified by each employee from the wages of those employees who voluntarily authorize such contributions on the forms provided for that purpose by the ATU-COPE. The COMPANY will transmit said deductions to the UNION within four-eight (48) hours, if practical, following each payroll and shall accompany the payment with a list of the names of those employees for whom such deductions have been made and the amount deducted for each such employee.

1 Article 3: Membership Dues

2 Page -2-

3  
4 **SECTION 5.** UNION dues, ATU-COPE, and uniform assessments shall cease the first  
5 full payroll following the promotion of an employee out of the bargaining unit. Should a  
6 promoted employee fail the probationary period and be assigned back to the bargaining  
7 unit, deduction for UNION dues shall begin the first full payroll following reassignment  
8 back into the bargaining unit.  
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**ARTICLE 4**  
**UNION BUSINESS**

**SECTION 1.** UNION officers or designated representatives shall have the right to request time-off for the purpose of attending grievance hearings, arbitration hearings, or attending seminars, conventions, UNION negotiations or other UNION activities. All time off on UNION business except those exceptions specified in this Article or as agreed upon are unpaid by the COMPANY.

**SECTION 2.** Requests for time-off to conduct UNION business of one (1) full shift or less shall be made to the Section Manager or his/her designee:

Operations: Employees in Operations must request time off for UNION business by 11:00 a.m. of the day immediately preceding the day, or portion thereof, desired off.

Maintenance: Employees in Maintenance must request time off for UNION business between the hours of 8:00 a.m. and 4:00 p.m. with a minimum of two (2) hours prior notice to the time desired off.

The UNION President and a UNION officer/representative designated by the UNION President will be permitted off for UNION business at any one time. Such leave for the UNION President and a designated UNION officer shall not be unreasonably denied.

Additional UNION officers may be granted provided sufficient number of employees are available to cover scheduled assignments. Exception to the limitation will be granted for the purpose of contract negotiations or COMPANY provided Labor/Management Training.

Maintenance employees who are excused for UNION business for less than one (1) full shift shall report back to their immediate supervisor when the UNION business is complete and work the balance of their normal shift.

For bus operators who have been excused from their normal scheduled "Run" or from what would have been their normal "Extra Board" assignment, the Operations Supervisor will attempt to schedule "Extra Board" open work for the next day, around the time requested to be off on UNION business before making up "Extra Board" for the next day. The UNION official requesting the time off shall work the open work assigned by the Operations Supervisor, if any, and their pay hours for that week will be adjusted accordingly. Extra Board operators forty (40) hour guarantee will be adjusted by the number of hours off on UNION Business.

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5 **SECTION 3.** Requests for time off of more than one (1) day in duration but less than  
6 thirty (30) days shall be made in writing to the appropriate Manager at least three (3)  
7 working days in advance. Requests for such leave for the UNION President and/or his  
8 sole designee shall not be unreasonably denied. Requests for leave for UNION officers  
9 or designated representatives in addition to the UNION President which exceeds one  
10 (1) full day in duration and less than thirty (30) days shall be granted provided that, in  
11 the sole discretion of the COMPANY, sufficient employees are available to cover  
12 scheduled assignments.

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15 **SECTION 4. UNION LEAVE OF ABSENCE:** The COMPANY agrees that upon  
16 written request, one employee serving as an Officer of the UNION shall be granted an  
17 extended Leave of Absence to conduct or transact UNION business. UNION Leave of  
18 Absence may be granted for periods exceeding thirty (30) days and up to a duration of  
19 three (3) years. This period of Leave of Absence shall be extended for additional three  
20 (3) year periods upon written request of the UNION, submitted to the COMPANY at  
21 least thirty (30) days prior to the termination of the current Leave of Absence. Not more  
22 than one (1) employee will be granted extended UNION Leave of Absence at any one  
23 time. During the Leave of Absence for UNION business, the employee's seniority date  
24 will be retained and will accumulate during the period of authorized leave. The period of  
25 Leave of Absence shall be considered time worked or as service with the COMPANY  
26 and the employee's pension shall not be affected as a result of the time absent on  
27 UNION Leave of Absence. The UNION and/or employee shall pay the appropriate  
28 employee and employer portion of the Pension and any Health Insurance coverage  
29 (Medical, Dental Life, Disability, etc.).

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31 Employees applying for reinstatement after a UNION Leave of Absence must do so  
32 within thirty (30) days from the completion of their UNION business. Prior to  
33 reinstatement, the employee shall be required to submit to a physical examination as  
34 well as drug and alcohol testing to ensure they are still qualified to perform the duties of  
35 the position they vacated during the UNION Leave of Absence.

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38 **SECTION 5.** Neither UNION representatives nor bargaining unit employees shall leave  
39 their work assignment or area for the purpose of investigating, presenting, handling, or  
40 settling grievances without the express permission of their immediate supervisor.  
41 UNION representatives who have received permission from their immediate supervisor  
42 to leave their work assignment or area for the purpose of handling or settling  
43 grievances, attending grievance or arbitration hearings or conducting any other UNION  
44 business shall ensure that they have booked off. UNION representatives shall not  
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1 Article 4: Union Business

2 Page -3-

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4 contact any employee concerning grievance matters or UNION business during either  
5 the working hours of the UNION representative or the working hours of any employee  
6 except during lunch and break periods without the express prior permission of the  
7 immediate supervisor.  
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10 **SECTION 6.** The UNION shall keep the COMPANY informed in writing of its UNION  
11 officers and designated representatives.  
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15 **SECTION 7.** Up to two (2) UNION officers and/or members of the Executive Board  
16 shall be paid by the COMPANY for meetings where UNION officials are requested by  
17 management to attend.  
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19 When a UNION Official is requesting to be paid by the COMPANY, a payroll slip must  
20 be filled out, signed by the employee and the UNION President and turned into the  
21 appropriate Manager in a timely manner.  
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23 Notwithstanding the provision of Article 26, the Union President has the option, to select  
24 his/her days off prior to bidding.  
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27 **SECTION 8.** Time off for UNION Business shall count as time worked for the purpose  
28 of Pension benefits.  
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**ARTICLE 5**  
**UNION BULLETIN BOARD AND EMBLEMS**

**SECTION 1.** The COMPANY agrees that it will provide locking bulletin boards, of approximately the existing size at the facilities, for exclusive use of appropriate, proper and non-inflammatory notices relating to UNION matters. The bulletin boards will be located in the bus operators' room and in maintenance of each facility or any other convenient location, which may be agreed upon between the COMPANY and the UNION. All notices so posted must be signed by an Officer of the UNION (as defined in Article 4, Section 1) and cannot be placed on the bulletin boards anonymously. A copy of each notice posted by the UNION will be provided to the Human Resources Manager or their designee prior to posting in the Union Bulletin Board.

**SECTION 2.** The COMPANY agrees that UNION members will be permitted to wear the emblem of the UNION on their service uniforms (the emblem may be in the form of a patch or pin as appropriate). The COMPANY and the UNION will mutually agree as to the size and location on the uniform where the emblem will be displayed.

**SECTION 3.** The COMPANY agrees to display the Union (ATU) logo on all buses. The logo shall be supplied by the UNION and the UNION shall be responsible for the placement and replacement of the logo on the buses. The size and location of the placement will be approved jointly by the COMPANY and the Union, any logo not in the proper location will be removed.

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**ARTICLE 6**  
**NON-DISCRIMINATION**

**SECTION 1.** It is against the law to discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification and other aspects of employment, on the basis of race, religion, sex, national origin, age, disability, marital status, family status or sexual orientation. The COMPANY and the UNION will take affirmative action to ensure that applicants and employees are treated fairly and equally during employment, without regard to their race, color, religion, sex, age, disability, sexual orientation or national origin consistent with Title VII of the Civil Rights Act of 1964, as amended and Equal Opportunity provisions in Federal Transit Administration contracts. Both parties agree to take positive and preventive action to resolve sexual harassment cases.

**SECTION 2.** Employees in the bargaining unit shall have the right to form, join and participate in, or to refrain from forming, joining or participating in the UNION. Neither the COMPANY nor the UNION will discriminate against any employee in regard thereto.

**SECTION 3.** It is against the law to retaliate against an individual because a complaint was filed with the Office of Equal Opportunity alleging employment discrimination or because an individual aided or assisted another person in protecting employment rights.

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**ARTICLE 7**  
**MANAGEMENT'S RIGHTS**

**SECTION 1.** The UNION fully recognizes the right of the COMPANY to determine, and from time to time, re-determine, its policies; to conduct, manage and control the operation of its business in the light of past experience and good business judgment; to determine the qualifications for and to select its managerial and supervisory forces; to determine the number of employees it will retain in its service at any time; or to create, modify or discontinue jobs; and to determine, and from time to time redetermine, the type, kind, make and size of equipment used by the COMPANY, including how, when, and where such equipment used by the COMPANY; including how, when and where such equipment shall be operated and used to establish, and from time to time re-establish, rules and regulations necessary for the safe, proper and sound conduct of the COMPANY'S business.

**SECTION 2.** Except as specifically limited by this AGREEMENT, it is not the intention of this AGREEMENT and the same shall not be construed so as to limit in any way the right of the COMPANY to manage and operate its business.

**SECTION 3.** The COMPANY will keep posted on the bulletin board an up-to-date list of supervisory personnel to whom the employees are subject to report. The COMPANY will also post on the bulletin board any new appointments or promotions to its supervisory or management staff.



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**ARTICLE 8**  
**CIVIL & NATURAL DISORDER**

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**SECTION 1.** If in the sole discretion of the COMPANY, it is determined that a civil emergency condition exists or is threatening which could adversely affect the COMPANY'S services including but not limited to riots, civil disorders, natural disasters, hurricane conditions, or similar catastrophes or disorders, the COMPANY may suspend certain provisions of this AGREEMENT not specifically outlined in this Article as required.

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**SECTION 2. NOTIFICATION:** Until notified by supervisory personnel of the COMPANY or by notification to the general public that portions or all of the COMPANY'S operation have been or will be suspended, employees shall report for work at their regularly scheduled time and place. Employees already at work shall continue to perform their assigned duties until notified by supervisory personnel to do otherwise.

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Upon notice by the COMPANY to an Officer of the UNION that an emergency situation exists, work assignments will be assigned (if practical, with the UNION President or designee present) as provided herein. Notice by the COMPANY to the UNION may be verbal, but will be followed by written confirmation within 24 hours of the verbal notice. Should an emergency situation extend beyond fourteen (14) days, the existence of an emergency situation will be ratified and reaffirmed by the Board of County Commissioners. Such ratification may be in the form of an Emergency Declaration issued by the Chair of the Board of County Commissioners.

**SECTION 3. WORK ASSIGNMENTS:** Depending on the nature and severity of the situation, the COMPANY may suspend a portion or all of its normal operation. Work assignments during full or partial suspension of service will be assigned as follows:

- A. **PARTIAL SERVICE SUSPENSION:** In the event of a partial suspension of the COMPANY'S service or operations, employees not affected by the partial service suspension shall work their normal assignment or shift. At the sole discretion of the COMPANY, employees affected by the partial suspension may be required to work a different assignment within their operating section or may not be required to work. Employees required to work a different assignment will be assigned on a first available basis and the length of each employee's assignment will be determined solely by management.

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6 B. **FULL SERVICE SUSPENSION OR INTERRUPTION:** In the event the  
7 COMPANY shall be required to suspend all of its normal operation or  
8 provide different services as a result of the emergency situation, any work  
9 to be assigned to employees will be assigned on a first available basis  
10 and the length of each employees assignment will be determined solely by  
11 management.  
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14 In accordance with this Article, the COMPANY will endeavor to call employees not  
15 working in Classification seniority order; however work will be assigned to employees on  
16 a first available basis.  
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19 **SECTION 4. RESTORATION OF SERVICE:** Following a civil or natural disaster,  
20 service will be restored as conditions permit. If, as a result of damage, flooding or other  
21 emergency condition only a portion of the COMPANY's fixed routes are restored, those  
22 bus operators normally assigned to those routes will be assigned work on a seniority  
23 basis. Any other work assignments during the restoration period will be scheduled and  
24 dispatched solely at the discretion of the COMPANY.  
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27 **SECTION 5. PAY DAYS:** Depending upon the nature and severity of the disaster,  
28 the COMPANY shall strive to maintain normal payroll dates. However, due to possible  
29 circumstances, pay dates cannot be guaranteed. When forced to estimate payroll the  
30 issuing of manual checks may be suspended by the COMPANY at it sole discretion.  
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**ARTICLE 9**  
**EMPLOYEE COOPERATION**

**SECTION 1.** The employees shall work at all times to the best interest of the COMPANY; they shall perform efficient service in their work; they shall operate and handle the COMPANY's vehicles carefully, safely, and with the utmost regard to the safety of passengers, the general public, and the equipment entrusted to their care; they shall operate and handle the COMPANY'S vehicles at all times in full compliance with the rules of the COMPANY; they shall give the riding public courteous and respectful treatment at all times to the end that the COMPANY'S service may improve and grow; and they shall at all times use their influence and best endeavors to preserve and protect the interest of the COMPANY and cooperate in the promotion and advancement of the COMPANY'S interest.

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**ARTICLE 10**  
**STRIKES AND LOCKOUTS**

**SECTION 1.** The UNION agrees that pursuant to applicable Florida Law Section (447.505-507 F.S.), it shall not authorize, condone, excuse, ratify, permit, cause, support or acquiesce in any strike, slowdown, sit-down, sickout, work stoppage, picketing that obstructs an employee from reporting to or continuing to work, or prevent the public from entering any facility or utilizing any service or any individual or concerted act of similar nature directed at interruption or interference of the efficient operation of the COMPANY'S service to the public. Penalties including fines, termination of employment and/or decertification of the UNION may be imposed for violation of this statute. The UNION representatives, including its officers, Executive Board members and stewards agree that they shall take all necessary and appropriate affirmative actions to immediately stop any such activities as described herein. This Section shall not prohibit any individual or concerted activity already prohibited by law.

**SECTION 2.** The COMPANY shall not cause or permit any lockout of any of the employees covered by this AGREEMENT.

**SECTION 3.** The primary purpose of this Article rests in the mutual desire of the parties to this AGREEMENT to provide uninterrupted transportation service to the citizens and residents of Palm Beach County served by the COMPANY.

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**ARTICLE 11**  
**REDUCTION IN PERSONNEL (LAYOFF/RECALL)**

**SECTION 1.** If or when it is necessary to reduce the regular work force of the COMPANY, within any classification, layoffs shall be in the reverse order of Classification Seniority. Employees being laid off shall be given thirty (30) calendar days written notice in advance of such lay-off and the UNION shall be given a copy of each notice. To avoid being laid-off, full time employees may use their Section Seniority to bump employees in lower classifications. Employees laid off will retain and accumulate Section and Classification seniority rights during such layoffs.

**SECTION 2.** When the regular work forces of the COMPANY are decreased, furloughed employees of the COMPANY who were laid off in accordance with Section 1 of this Article, shall be called back to work in their Classification in the reverse order in which they were laid off, provided however, that this AGREEMENT or any renewal, amendment, or extension thereof, is still in effect.

**SECTION 3.** In the recall of persons in accordance with Section 2 of this Article, the following procedure shall be followed:

FIRST: The COMPANY will attempt to notify each person to report for work by registered U.S. Mail, return receipt requested. Such letter shall be directed to the last known address of such person and a copy thereof shall be furnished to the UNION. By providing such notice, the COMPANY shall have discharged its notice obligations under this Article. Employees who were laid off must keep the COMPANY and the UNION supplied with a correct and up-to-date address or risk forfeiture of their seniority and employment rights hereunder. If the COMPANY does not receive the return receipt from the mailed letter within fourteen (14) calendar days after mailing, the employee will forfeit any right to recall.

SECOND: Persons so notified to report for work, must report for work within fifteen (15) calendar days (excluding weekends) after the evidence of the return receipt is received by the COMPANY or they shall forfeit any right to recall.

**SECTION 4.** When a layoff exceeds thirty (30) days, the person offered recall under provisions of this Article must be able to perform the work requirement under the existing employment standards of the COMPANY. At the option of the COMPANY, employees may be required to complete a physical examination as well as drug and

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5 alcohol testing to determine their ability to perform the requirements of the position to  
6 which they are returning. An employee's recall rights shall expire in twenty four (24)  
7 months from the date of their layoff.  
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10 **SECTION 5.** In the event of a layoff, the COMPANY agrees to pay the group  
11 insurance premium that it would normally pay for both the employee and the dependent  
12 coverage for an additional month following the month the layoff becomes effective. At  
13 the employee's option, the laid off employee may continue group insurance in  
14 accordance with the insurance policy by providing the cost of the monthly premiums to  
15 the COMPANY in advance. Furloughed employees returning to work will be eligible to  
16 be insured in accordance with the insurance policy of re-employment.  
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19 **SECTION 6. SEVERANCE PAY:** In the event an employee is given notice of Lay-Off  
20 and they work the entire 30 day notice period, employees who have completed  
21 probation will receive eighty (80) hours of severance pay.  
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24 **SECTION 7.** No full-time employee shall be placed on Lay-Off status as long as a part-  
25 time employee in the same Section is working.  
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**ARTICLE 12**  
**PROBATIONARY PERIOD**

**SECTION 1.** The probationary period as herein established is to provide a trial period during which the COMPANY may judge a new or promoted employee's ability, competency, fitness, suitability, and other qualifications to perform the work for which they were chosen.

**SECTION 2.** All new employees shall serve a one (1) year probationary period from the date of employment. If during the probationary period the employee is out on any type of Leave of Absence, Worker's Compensation, disability or other non-paid absence, the probationary period will be extended by the same amount of time as the employee was absent from work.

**SECTION 3. NEW EMPLOYEES:** If, during the probationary period, the employee does not meet all the necessary standards for the position, or if in the sole discretion of the COMPANY, an employee is deemed not suitable, the employee may be terminated and the employee so terminated shall have no recourse to grieve or arbitrate the termination. However, if the COMPANY proposes to terminate an employee who has completed more than six (6) months of employment, (excluding any extension time as noted) the employee will be afforded the opportunity for a pre-termination hearing.

**SECTION 4.** All non-insurance related benefits will begin from the first day of employment. Health, Life, Dental and Disability insurance will begin after the applicable waiting period as defined in Palm Beach County's contracts with those providers and as it may be amended, modified or replaced for such benefits.

**SECTION 5.** New full-time employees must complete a minimum of six (6) months employment to be considered for a promotion or transfer from one Classification to another Classification.

**ARTICLE 13**  
**PHYSICAL EXAMINATIONS**

**SECTION 1.**    **PHYSICAL EXAMINATIONS:** Employees shall be required to take a Florida Department of Transportation (FDOT) physical examination on a biannual basis or when returning to work after;

- (A)    an absence lasting greater than ninety (90) calendar days.
- (B)    an absence resulting from a stroke, a heart attack or other serious illness as determined by the Palm Beach County Occupational Health Clinic,
- (C)    instances required by FDOT regulation, or
- (D)    other instances of reported lack of physical or mental fitness.

Physical examination may be scheduled to be taken during normal workdays of the employees or on the employee's normal off-day. Physical examination shall include drug tests. A Tuberculosis (T.B.) test requires an unpaid follow-up visit and will be preformed at the option of the employee. The expense of such physical examination shall be borne by the COMPANY. The physical examination shall be conducted at the Palm Beach County Occupational Health Clinic by a licensed physician.

Employees taking the physical during their normal off-time shall receive an allowance equal to the actual time required for the physical examination or two (2) hours pay whichever is greater. The allowance will be paid at the employee's straight time rate of pay.

Employees will be notified in advance of the month their physical is due consistent with current practice. The Company will provide transportation consistent with current practice if the physical is scheduled during the employee's normal working hours.

An employee who is aware of their scheduled appointment and makes no effort to attend without a legitimate excuse, will be rescheduled to a COMPANY physical, without pay to the employee. An employee who fails to make the rescheduled physical appointment will not be allowed to return to work until such time as they take and pass a physical examination. The rescheduled appointment will be as immediate as possible, and in no event longer than five (5) working days from the scheduled original appointment.



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5 **SECTION 2.** As a condition of continued employment with the COMPANY, any  
6 physical examinations provided for herein must reveal the physical and mental fitness of  
7 the employee involved to perform the duties for which they are employed.  
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10 **SECTION 3.** Should any required physical examination reveal the physical or mental  
11 unfitness of the employee to perform the duties for which they were employed, they may  
12 at their option have a review of the case in the following manner:  
13

- 14 (A) They may employ a licensed physician of their own choosing and at their  
15 own expense for the purpose of conducting a further physical examination  
16 for the same or recommended purpose of the physical examination made  
17 by the physician employed by the COMPANY. A copy of the findings of  
18 the physician so chosen by the employee involved shall be furnished to  
19 the Palm Beach County Occupational Health Clinic, and in the event such  
20 findings verify the findings of the physician employed by the COMPANY,  
21 no further medical review of the case will be afforded.  
22

23 If the employee's medical condition is of a permanent nature, the  
24 employee will be given priority consideration for any other open position at  
25 Palm Tran for which they are deemed qualified by management. They will  
26 also be given consideration for open positions in the County for which they  
27 are qualified. If there are no other open positions for which the employee  
28 qualifies, they will be given a Leave of Absence consistent with Article 19  
29 (Leave of Absence).  
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- 31  
32 (B) In the event the findings of the physician chosen by the employee involved  
33 shall disagree with the findings of the physician employed by the  
34 COMPANY, the COMPANY, at the written request of the employee  
35 involved, will jointly ask the two (2) physicians to agree upon and appoint a  
36 third (3<sup>rd</sup>) qualified, licensed, and disinterested physician. This physician  
37 shall specialize in the field of the employee's physical problem for the  
38 purpose of making a further physical examination of the employee  
39 involved. The findings of a majority of the three (3) examining physicians  
40 shall determine the disposition of the case and be final and binding upon  
41 the parties hereto. The expense of the employment of such third (3<sup>rd</sup>)  
42 medical examiner shall be shared equally by the COMPANY and the  
43 employee.  
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5 **SECTION 4.** Should any physical examination provided for herein, reveal the physical  
6 or mental unfitness caused by disease, defects, or disabilities of a temporary or curable  
7 nature, and the employee involved is willing to have the cause or causes of such  
8 unfitness treated and rectified, then in such an event, depending upon the particular  
9 circumstances of each case, the employee may:

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11 A. The employee involved may continue working while undergoing medical  
12 treatment, if the examining physician, or a majority of the three (3)  
13 examining physicians as herein provided, shall certify to their ability to  
14 safely do so, or;

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18 B. The employee involved shall be taken out of service and given a Medical  
19 Leave of Absence for the purpose of undergoing medical treatment until  
20 such time as the examining physician, or the majority of the three (3)  
21 examining physicians, as herein provided, shall certify to his physical and  
22 mental fitness to perform the duties for which they were employed.  
23 However, such leave of absence shall be subject to the provisions of the  
24 Article relating to Medical Leave of Absence (Article 19, Leave of  
25 Absence), and any employee on Medical Leave of Absence because of  
26 physical or mental unfitness to perform their duties may be required to  
27 supply the COMPANY with a physician's report covering their condition at  
28 such interval or intervals which the COMPANY may require. The  
29 COMPANY shall have the sole discretion as to an extension of a Medical  
30 Leave of Absence beyond the time limits set forth in the Article on Leaves  
31 of Absence (Article 19, Leave of Absence).  
32  
33

34 **SECTION 5.** Physicians chosen by an employee as provided for in this Article, shall be  
35 members of the American Medical Association or American College of Surgeons,  
36 except, when permitted otherwise by mutual agreement between the COMPANY and  
37 the employee.  
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40 **SECTION 6.** Nothing in this Article shall diminish the employee's rights under the  
41 Americans with Disabilities Act, the Vocational Rehabilitation Act, or any other Federal  
42 or State law.  
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**ARTICLE 14**  
**DRUG AND ALCOHOL TESTING**

**SECTION 1.** Each COMPANY employee has a responsibility to the public to deliver services in a safe and conscientious manner. In order to achieve the highest degree of safety for our passengers and the public, the COMPANY employees must be able to work in a drug free environment and be free from the effects of alcohol and other job-impairing substances. Any use of alcohol or a prohibited drug creates the potential for job degradation, and therefore all safety sensitive employees shall be subject to random drug and alcohol testing under the terms and conditions mandated by Federal law.

**SECTION 2.** A copy of the COMPANY'S drug free work place policy shall be provided to all current employees, posted on all bulletin boards and issued to each new employee as part of the overall orientation procedure. Any changes required by changes to the Federal Law or Regulation will be provided to the UNION and each employee.

The Palm Beach County Occupational Health Clinic (EAP) will provide annual orientation and training sessions on substance abuse in addition to the regular distribution of brochures and other informational literature to all employees.

**SECTION 3.** In addition to random drug and alcohol testing employees shall submit to a drug and/or alcohol test pursuant to Federal Regulations to include but not be limited to the following conditions:

- (A) The employee was injured while at work and the injury requires/required medical attention beyond first aid or requires time off from the job as a result.
- (B) The employee is involved in an accident while driving a company vehicle and, 1) if the accident involves two or more vehicles and any of the vehicles involved in the accident requires towing or is taken out of service; or 2) There are any injuries of non-employees which are transported to a medical facility, or 3) The employee claims injury.
- (C) If the COMPANY has established reasonable suspicion of drug and/or alcohol abuse, or has reasonable suspicion that the employee has reported to work under the influence of drugs or alcohol.

1 Article 14: Drug and Alcohol Testing

2 Page -2-

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5 (D) If deemed necessary by the COMPANY after returning to work after a  
6 sustained absence due to medical or personal leave of absence.  
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9 **SECTION 4.** The expense of all drug and/or alcohol testing shall be borne by the  
10 COMPANY and the examining physician and/or testing company shall be designated by  
11 the COMPANY.  
12

13 Employees shall receive a paid allowance of up to two (2) hours of straight pay time for  
14 taking the required drug and/or alcohol test, unless the employee is already being paid  
15 by the COMPANY at the time the examination is being given.  
16

17 **SECTION 5.** Any employee who refuses to participate when required to have a drug  
18 and/or alcohol test, or who alters or attempts to alter a specimen as defined by Federal  
19 Regulation and the Company's Drug Testing policy shall be disciplined appropriately.  
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21

22 **SECTION 6.** The manufacturing, distribution, dispensing, processing or usage of a  
23 controlled substance, including alcohol, while on the COMPANY property or while in a  
24 COMPANY vehicle is expressly forbidden. Any employee found with a controlled  
25 substance or open container of alcohol in their possession or control while on duty, or  
26 otherwise on COMPANY property while off-duty shall be subject to discharge.  
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29 **SECTION 7.** All testing will be done according to the procedural requirements of the  
30 applicable Federal laws and regulations relating to workplace drug and alcohol testing  
31 programs.  
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1 **ARTICLE 15**  
2 **SENIORITY**  
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5 **SECTION 1.** The “date of employment” of all current employees as presently  
6 established shall be deemed to be correctly established as of the effective date of this  
7 AGREEMENT.  
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10 **SECTION 2.** For purposes relating to this AGREEMENT, Seniority shall be defined in  
11 three (3) categories as provided below:  
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14 (A) **COMPANY Seniority** shall mean, the total length of continuous full-time  
15 service with the COMPANY, and any predecessor.  
16

17 (B) **SECTION Seniority** shall mean, the total length of continuous full-time  
18 service within an employee’s current Section. SECTION is defined as  
19 Maintenance and Operations.  
20

21 (C) **CLASSIFICATION Seniority shall mean,**  
22

23 **Maintenance -** Full-time Maintenance employee’s Classification  
24 Seniority is defined as the total length of continuous  
25 full-time service in a particular maintenance position  
26 (i.e. Maintenance Technicians, Technicians Trainees,  
27 Paint and Body Specialist and Utility Workers).  
28

29 **Operations -** Full-time Bus Operator’s Classification Seniority shall  
30 be defined as the total length of continuous full-time  
31 service as a Bus Operator from the date of hire.  
32

33 In the event two (2) or more individuals are hired or promoted on the same day, then the  
34 time/date stamped on their employment application shall determine their Seniority  
35 ranking. Employees may not hold Classification Seniority in more than one (1) Section  
36 of the COMPANY.  
37

38 All full-time employees moving to part-time status or part-time employees moving to full-  
39 time status will be placed on the bottom of the seniority list for the applicable full-time or  
40 part-time position.  
41

42 **SECTION 3.** For the purpose of bidding Facilities, Runs and Shifts or Lay-Offs/Recall,  
43 Classification Seniority shall prevail.  
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1 Article 15: Seniority

2 Page -2-

3  
4 **SECTION 4.** Should an EMPLOYEE be terminated or otherwise leave the employment  
5 of the COMPANY and be re-hired at a subsequent date, the seniority date shall be  
6 based on the EMPLOYEE'S re-hire date.  
7

8 **SECTION 5.** The COMPANY agrees to keep posted in an accessible place an up-to-  
9 date seniority roster showing the EMPLOYEE'S name, and date of employment for all  
10 EMPLOYEES coming within the scope of this AGREEMENT. A current seniority list will  
11 be posted at every new bid in all garages.  
12

1 **ARTICLE 16**  
2 **DISCIPLINE**  
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5 **SECTION 1.** The right of the COMPANY is recognized to make reasonable rules and  
6 regulations governing the operation of its business, protection of its property, and the  
7 protection of personal property of other employees while on COMPANY property.  
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9 **SECTION 2.** All charges made by COMPANY against an employee for violation of its  
10 rules or other offense shall be made in writing after the COMPANY has completed its  
11 investigation of the incident or occurrence. No investigation will exceed ninety (90) days  
12 without a charge being made against an employee, unless the investigation is an on-  
13 going criminal investigation. Any employee who is not permitted to work while the  
14 investigation is being conducted will be placed on administrative leave with pay until the  
15 investigation is complete, the employee is charged, and a hearing is held, or the  
16 employee is returned to work without any charges being placed. The employer shall not  
17 discharge, suspend or take other disciplinary action against an employee without just  
18 cause. Any employee suspended pending a hearing, will be placed on paid  
19 suspension, except for employees who are suspended for insubordination, who shall be  
20 placed on non-paid suspension prior to a hearing.  
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22

23 **SECTION 3.** Inspectors will generally only be assigned to check on employees where  
24 they have been reported to: have demonstrated unprofessional behavior; have not  
25 complied with required COMPANY rules and regulations; and/or been reported to have  
26 demonstrated unacceptable driving. Inspectors in checking employees shall give facts  
27 pertaining to the performance of the employee's duties based on actual observation of  
28 the employee by the inspector. Personal opinion of the public, not substantiated by  
29 actual observation or facts, will not be made the basis of rendering discipline. Before  
30 imposing disciplinary action on the basis of inspector's reports, the COMPANY will take  
31 all reasonable caution to substantiate the authenticity and accuracy of such reports.  
32 The COMPANY agrees that the on board video cameras are for the safety of the  
33 employees, passengers, and COMPANY. However, the cameras may verify conduct or  
34 rule violations that may result in discipline.  
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37 **SECTION 4.** If any employee is terminated by the COMPANY as a result of a  
38 conviction by a court of proper jurisdiction of an offense involving theft of COMPANY  
39 property or funds, intoxication while operating a COMPANY vehicle while under the  
40 influence of a controlled substance, or committing an illegal act, neither the discipline or  
41 discharge in connection therewith shall be subject to the grievance and arbitration  
42 procedures provided for in this AGREEMENT. Employees charged by a law  
43 enforcement agency with a felony or criminal offense which renders the employee

1 Article 16: Discipline

2 Page -2-

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4 unable to perform their essential job duties will be immediately placed on a Personal  
5 Leave of Absence for a maximum of three (3) months. Employees on such a Personal  
6 Leave may exhaust all accumulated Annual Leave. If the employee is unable to have  
7 the charges dropped or cleared by a court of proper jurisdiction within the three (3)  
8 month period, the employee will be terminated. If the charges are subsequently  
9 dropped or the employee is determined to be innocent, the employee will be re-instated  
10 with full seniority returned. If it is necessary to lay-off the most junior existing employee  
11 in order to create an opening, only Sections 3 and 4 of Article 11 - Reduction in  
12 Personnel (Lay Off/Recall) will apply.  
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15 **SECTION 5.** In the event discipline, suspension or discharge is imposed on any  
16 employee as a result of a charge by the COMPANY, and the employee is reinstated or  
17 the discipline reversed by agreement between the parties or through other procedures  
18 as may be provided in the AGREEMENT, such employee will be reinstated without loss  
19 of seniority and shall be paid for all time lost or such lesser amounts if any as may be  
20 agreed to between the parties.  
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23 **SECTION 6.** When action of the COMPANY involves disciplinary action, including but  
24 not limited to, suspension or discharge for violation of the rules of the COMPANY, the  
25 COMPANY shall state the nature of the action on a "Disciplinary Action Form" and the  
26 employee will have the opportunity to sign the document. Should an employee disagree  
27 with the discipline the employee shall have the right to sign the form as under protest.  
28 The COMPANY will furnish a copy of the "Disciplinary Action Form" to the employee  
29 and the UNION, and the UNION shall have the right to examine and copy any portion of  
30 the employee's personnel record, excluding those records excluded in Chapter 119.07,  
31 Florida Statutes. When action of the COMPANY involves disciplinary action, suspension  
32 or discharge, the COMPANY may consider an employee's record for the two (2) years  
33 prior to the date of the incident that gave rise to the action. The COMPANY shall not  
34 put any document into the employee's file without the employee having knowledge or  
35 having the opportunity to sign the document. The employee and a UNION  
36 representative may examine all documents in the employee file upon request.  
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39 **SECTION 7.** No employee will be formally reprimanded or disciplined in public or in the  
40 presence of employees, other than in the presence of those employees whose duty it is  
41 to administer discipline, without the opportunity for UNION representation. Employees  
42 may be directed but not disciplined over the COMPANY's two-way radio system.  
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1 Article 16: Discipline

2 Page -3-

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4 **SECTION 8.** Should an employee desire to challenge any discipline imposed by the  
5 COMPANY as unjust or not in accordance with the terms of the AGREEMENT, except  
6 the discipline imposed in accordance with Section 4 of this Article, the employee, either  
7 personally or through the UNION, shall within ten (10) days of the date the discipline  
8 was imposed, present such complaint in the form of a written grievance to the Manager  
9 of Human Resources Department or his/her designee in accordance with the Grievance  
10 Procedure specified in this AGREEMENT.

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12 **SECTION 9.** Saturdays, Sundays, and holidays shall be excluded in the calculation of  
13 the time limits provided in this Article. Such time limits may be extended by agreement  
14 between the parties.

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17 **SECTION 10.** If assessed any disciplinary action, the employee may not work on their  
18 day(s) off to make up the lost hours within the same payroll period.

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21 **SECTION 11.** In accordance with the provisions of Section 111.07, Florida Statutes, as  
22 it may be amended from time to time, the COMPANY agrees to provide an attorney to  
23 defend any civil action arising from a complaint for damages or injury suffered as a  
24 result of any act or omission of action by an employee for an act or omission arising out  
25 of and in the scope of his or her employment.  
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**ARTICLE 17**  
**GRIEVANCE PROCEDURE**

**SECTION 1.** A grievance is defined to be either:

- (C) A controversy, dispute, complaint or disagreement between an EMPLOYEE, a group of employees or the UNION and the COMPANY regarding employee discipline, suspension, or discharge for violation of COMPANY rules, or disagreement regarding interpretation or application of the terms of this AGREEMENT as it affects an individual employee or group of employees; or
- (D) Any controversy or disagreement between the UNION and the COMPANY, regarding interpretation or application of the terms of this AGREEMENT, which affects an entire classification of employees or the bargaining unit as a whole. This type of grievance shall be known as a "Class-Action Grievance". Only UNION Officers shall have the right to file Class-Action grievances on behalf of an entire classification of employees or the bargaining unit as a whole.

**SECTION 2.** No grievance involving an employee or group of employees shall be entertained or considered valid unless it is presented in writing to the Manager of Human Resources or his/her designee within ten (10) days from the time the act or incident took place or within ten (10) days from the date discipline was imposed by the COMPANY.

**SECTION 3.** No Class Action Grievance between the UNION and the COMPANY involving an interpretation or application of the terms of this AGREEMENT shall be entertained or considered a valid grievance unless it is presented in writing to the Assistant Executive Director or his/her designee within ten (10) days from the time the act or incident was known by the UNION.

**SECTION 4.** Nothing contained herein shall be construed as to prohibit or prevent the EMPLOYEE, the UNION or its designated representatives from discussing and/or resolving all matters pertaining to the dispute or controversy prior to the dispute or controversy being reduced to a written grievance. In an effort to resolve disputes and complaints at the earliest stage, UNION representatives shall discuss the controversy with the appropriate Section Manager prior to filling a written grievance, however, failure to do so shall not prevent the filing of the grievance.

**SECTION 5.** No grievance shall be entertained or considered valid unless:

- A. It is presented in writing on the designated "grievance form" to the Human Resources Manager or the Assistant Executive Director (whichever is applicable) within the time frame specified in Section 2 or 3 herein.
- B. The grievance States the Article (s) violated and the specific reason for the violation.
- C. The grievance States the specific remedy desired.
- D. The grievance is Dated and signed by the employee and/or a union official.

Any written grievance presented in a timely manner which has been submitted, as provided above, shall be processed as follows:

- STEP 1:** Within twenty (20) days from the date of the written grievance was presented to the Human Resources Manager, (or the Assistant Executive Director in the case of a Class-Action grievance) or their designee, the COMPANY, if deemed necessary, will hold a hearing with the Employee and/or representatives of the UNION or will in writing deny the grievance. Based on the evidence presented in the grievance or at the hearing, the Human Resource Manager or the Assistant Executive Director or their designee, will render a written decision stating any reasons for denial of the grievance and the provisions of the contract relied upon in reaching the decision, or a proposed settlement of the grievance. If the Human Resource Manager or the Assistant Executive Director appoints a designee to hear the grievance, the designee shall be a person other than the Section Manager which imposed the discipline or took the action leading to the grievance.

1 Article 17: Grievance Procedure

2 Page -3-

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4 **STEP 2:** If within seventy-five (75) days following the date the COMPANY  
5 has denied the grievance the UNION has not demanded the  
6 grievance be submitted to arbitration, such grievance shall be  
7 considered settled to the satisfaction of the parties and forever  
8 closed.  
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10 Any correspondence between the COMPANY and the UNION after the date of the filing  
11 of the grievance shall reference the grievance number assigned by the COMPANY  
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14 **SECTION 6.** In order to encourage settlement of a grievance at its lowest level, each  
15 grievance shall stand individually on the merits and facts of the controversy and  
16 provisions of this AGREEMENT. The COMPANY and the UNION may include, as part  
17 of any settlement reached between the parties, that the settlement agreed upon did not  
18 establish a precedent against either the COMPANY or the UNION for future grievances  
19 of similar nature.  
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22 **SECTION 7.** All Bargaining Unit employees shall use the grievance procedure specified  
23 in this Article regardless of Union membership or lack thereof.  
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26 **SECTION 8.** Saturdays, Sundays, and Holidays shall be excluded in the calculation of  
27 the time limits provided in this Article. Such time limits may be extended for reasonable  
28 circumstances and for specified periods by mutual written consent of both the UNION  
29 and the COMPANY.  
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**ARTICLE 18**  
**ARBITRATION PROCEDURE**

**SECTION 1.** In the event either the COMPANY has demanded Arbitration, or the UNION shall have demanded that a grievance be submitted to arbitration, the following procedure shall be observed:

**FIRST:** Within ten (10) days after one party shall have duly served a written demand for arbitration upon the other party, the Executive Director or his/her designee shall schedule a meeting with the President of the Union or his/her designee and endeavor to settle the dispute created by the grievance or grievances in question. Within ten (10) days from the meeting the Executive Director or his/her designee will render a decision or settlement offer in writing.

**SECOND:** If the UNION does not accept the settlement offer or does not agree with the decision of the Executive Director or his/her designee, then the UNION and the COMPANY shall proceed to select an impartial arbitrator, by requesting either the Federal Mediation and Conciliation Service or the American Arbitration Association to submit a panel of seven (7) disinterested persons, who reside within Florida and who are qualified and willing to act as the impartial arbitrator. The request for an arbitration panel must be promptly made by the party demanding arbitration, and within ten (10) working days from the date the Executive Director or his/her designee has tendered their decision in writing. The cost of the request shall be born the UNION.

**THIRD:** From the panel submitted the party requesting arbitration shall strike one (1) name and thereafter the COMPANY and the UNION shall alternately strike names until six (6) names have been eliminated. The person whose name remains on the list shall become the impartial arbitrator.

**SECTION 2.** If the arbitrator selected by the parties hereto dies, resigns, or for any reason is unable to act the parties shall request another list of arbitrators and proceed to select a new arbitrator in the same procedure as specified in Section 1 herein.

**SECTION 3.** The Arbitrator selected by the parties shall meet, organize and conduct all of its his/her proceedings in the County of Palm Beach, Florida, at such times as may be mutually agreed upon between the parties, and shall thereafter continue to meet on

1 Article 18: Arbitration

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3  
4  
5 every day that is practical for them to meet until all evidence and arguments have been  
6 received and heard. The Arbitrator shall establish his/her own rules or procedures not  
7 inconsistent with the terms of this AGREEMENT.  
8

9  
10 **SECTION 4.** The decision of the impartial Arbitrator shall become final and binding on  
11 the parties of this AGREEMENT when delivered to them in writing.  
12

13  
14 **SECTION 5.** The fees and expenses of the impartial arbitrator, incidental to the  
15 arbitration shall be borne equally by the parties. Such expense shall include the  
16 arbitrators daily/hourly fee, travel cost, hotel, meals and incidental miscellaneous costs.  
17 The parties will meet prior to the arbitration and discuss the need to have the  
18 arbitration transcribed. If either party requests that a transcript be made then the cost  
19 of the court reporter and any incidental expenses related thereto shall be borne by that  
20 party. If after the arbitration hearing, the other party decides it wants a copy of the  
21 transcript, then that party shall pay one-half (½) of the total cost. No public records  
22 request will be made to obtain a copy of the transcript.  
23

24  
25 **SECTION 6.** In the event of the failure of either party to act within the time limits  
26 provided within this Article, or extended by agreement between the parties, the party so  
27 failing to do so shall forfeit its case.  
28

29  
30 **SECTION 7.** Saturdays, Sundays, and holidays shall be excluded in the calculation of  
31 the time limits provided in this Article. Such time limits may be extended by agreement  
32 between the parties.  
33

34  
35 **SECTION 8.** It is understood and agreed between the parties that the powers of the  
36 impartial arbitrator are limited and the arbitrator shall:  
37

- 38 A. Have no power to add to, subtract from, amend, nullify, ignore or modify  
39 any of the terms of this Agreement.  
40  
41 B. Deal only with the grievance which occasioned his/her appointment.  
42  
43 C. Shall not have the authority to return a terminated employee if the  
44 termination was based on an illegal act or an immoral act in public.  
45

1 Article 18: Arbitration

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3  
4 D. In the case of a bus driver arbitration, the arbitrator shall not have the  
5 authority to place any driving restrictions on the Company (e.g., the  
6 employee cannot drive model XX bus; the employee cannot drive non air-  
7 conditioned buses; the driver can only work certain hours, etc.)  
8

**ARTICLE 19**  
**LEAVE OF ABSENCE**

**SECTION 1. EXTENDED SICKNESS OR DISABILITY:** A non-paid medical Leave of Absence will be granted by the COMPANY after their FMLA is exhausted due to extended sickness or disability of the employee for a maximum duration of nine (9) months when requested in writing by the employee. In order to be eligible, the employee must not be on Workers' Compensation and have presented acceptable documentation to the Palm Beach County Occupational Clinic from a doctor describing the sickness or disability and the anticipated time of duration. In addition, an employee must have exhausted all their accumulated Sick and Annual Leave pay hours prior to being granted a non-paid medical Leave of Absence.

During the period of Leave of Absence, the employee must provide the Palm Beach County Occupational Clinic a status assessment of the sickness or disability at least every ninety (90) days.

During a non-paid medical Leave of Absence, the COMPANY will maintain, at the COMPANY'S expense, the health insurance premium for the employee and the Company portion of the dependents coverage, if applicable, for a maximum period of nine (9) months. The dependent portion of the health insurance premium will be continued for one (1) complete month following the granting of the Leave of Absence.

In accordance with the provisions of COBRA, at the employees option, dependent coverage and/or employee coverage may be continued past the periods established herein by providing the COMPANY the total cost of the monthly premiums.

Employees returning from a medical Leave of Absence, may at the COMPANY'S option, be required to submit to a physical examination to insure they are qualified to return to work.

**SECTION 2. MATERNITY LEAVE:** The COMPANY will grant Maternity Leave of Absence to employees or for pregnancy of a spouse. Employees will be eligible for the Maternity Leave of Absence beginning when their physician certifies that they are no longer able to perform their work safely and efficiently or when the spouse's physician determines the employee needs to be on leave to care for a spouse. Maternity Leave may not extend more than three (3) months after the date of birth or termination of pregnancy. In order to be eligible for Maternity Leave of Absence, the employee must have first used all accumulated Sick pay hours.

During the Maternity Leave of Absence, the COMPANY will maintain at the COMPANY'S cost, the health insurance premium for the employee for up to three (3) consecutive calendar months following the first of the month after the leave was



1 Article 19: Leave of Absence

2 Page -2-

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4  
5 granted. The COMPANY will also provide the COMPANY'S share of the dependent  
6 coverage, if applicable, for the same period, provided, the employee has furnished the  
7 COMPANY the

8  
9 employee's share of the premium for dependent coverage in advance of the month the  
10 premium is due. In accordance with the provisions of COBRA, at the employee's  
11 option, the employee and dependent coverage may be continued past the period  
12 established herein by providing the COMPANY the total cost of the monthly premiums  
13 in advance.

14  
15 **SECTION 3. PERSONAL LEAVE OF ABSENCE:** At the sole discretion of the  
16 COMPANY, an employee may be granted a Leave of Absence for personal reasons.  
17 Granting of a Leave of Absence for personal reasons shall be approved on a case by  
18 case basis and past practices of the COMPANY in approving or denying a Leave  
19 based on similar circumstances will have no precedent. If such Leave of Absence is  
20 granted, it will be for a maximum of three (3) months duration. Employee and  
21 dependent group insurance coverage may be continued at the employee's option for  
22 absences which extend beyond the first of the month following the date the leave  
23 became effective by providing the COMPANY the cost of the premiums in advance.

24  
25 **SECTION 4.** Employees on Leave of Absence for any cause may not accept other  
26 employment, without written approval of the COMPANY and the UNION.

27  
28 **SECTION 5. MILITARY LEAVE OF ABSENCE:** Employees who volunteer, are  
29 drafted, or are recalled to active duty in the military service receive the rights and  
30 privileges authorized by federal military and veterans laws with respect to leave, status  
31 and re-employment.

32  
33 Employees who are members of a military reserve unit or National Guard unit must  
34 present to their Department Head their orders for annual field duty. They will receive  
35 military leave with pay, not to exceed seventeen (17) working days in a calendar year.

36  
37 **SECTION 6.** Seniority during any type of Leave of Absence will not be affected and  
38 will accumulate the same as if the employee was working and not on Leave of  
39 Absence.

40  
41 **SECTION 7.** Any time an employee is out on any kind of unpaid Leave of Absence  
42 as defined herein, the time out on Leave of Absence shall not count as time worked.

1 **ARTICLE 20**  
2 **HOLIDAYS**  
3  
4

5 **SECTION 1. DESIGNATED HOLIDAYS:** Regular full-time employees shall observe  
6 twelve (12) paid holidays each year as designated herein. Employees may be required  
7 to work on a designated holiday. The following holidays are designated for the term of  
8 this AGREEMENT. The specific calendar date on which each holiday will be observed  
9 shall be designated by the Executive Director and posted by December 1<sup>st</sup> of each year  
10 for the next upcoming year.  
11

12 **NO BUS SERVICE HOLIDAYS:**

13 Christmas Day  
14 Memorial Day  
15 Labor Day  
16 New Year's Day  
17 Thanksgiving Day  
18 Fourth of July  
19 Easter  
20  
21

22 **BUS SERVICE HOLIDAYS:**

23 Washington's Birthday (Presidents Day)  
24 Veteran's Day  
25 Martin Luther King Day  
26 Day after Thanksgiving Day  
27 Floating Holiday – to be designated by the COMPANY as the day  
28 before or the day after Christmas  
29  
30

31 **SECTION 2. HOLIDAY PAY:** Unless specifically requested by an employee, within  
32 the pay-period in which the holiday occurs that the Holiday be banked, employees  
33 required to work on a designated holiday will be paid eight (8) hours of Holiday pay in  
34 addition to their normal pay for that day on the next scheduled pay day. Employees  
35 not required to work on a designated holiday who would have normally worked but are  
36 off due to the holiday will receive eight (8) hours pay or, if requested to be banked, the  
37 employee's Annual Leave/Vacation balance will be credited with eight (8) hours.  
38

39 Employees who are required to work on the day observed as a designated holiday  
40 shall be paid at the rate of one and one-half (1 ½) times their normal rate of pay for  
41 each hour scheduled in their normal run or shift.  
42

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4  
5 **SECTION 3. HOLIDAY PAY ELIGIBILITY:** An employee must have worked, or  
6 been excused on paid Annual Leave, their normal or scheduled shift or run the last  
7 scheduled day before, the day of, and the first scheduled day after the holiday in order  
8 to be eligible for holiday pay. Employees on any type of unpaid leave, out sick or  
9 absent for any other reason on the day before, the day after or the designated day of  
10 the holiday lose their eligibility to receive holiday pay. Employees on Workers'  
11 Compensation, disability leave or other Leave of Absence are not eligible for holiday  
12 pay.  
13

14  
15 **SECTION 4. HOLIDAY PAY ONLY:** Employees shall be able to collect pay for  
16 hours accumulated in their Annual Leave balance, up to a maximum of four (4) days or  
17 32 hours, as pay only upon written request at least forty-eight (48) hours prior to the  
18 end of the pay period, PROVIDED HOWEVER, that in order to receive pay in lieu of  
19 Annual Leave, the employee must have sufficient Annual Leave Balance remaining  
20 after the payment, to cover the time bid for Vacation. (i.e., in order to receive twenty  
21 (20) hours pay, the employee who has bid eighty (80) hours of Vacation must have  
22 one-hundred (100) hours of Annual Leave accrued). Employees may not use this  
23 provision to receive pay during the same pay period as they were off for suspension,  
24 unpaid sick leave or other unpaid Leave of Absence.  
25

**ARTICLE 21**  
**ANNUAL LEAVE - VACATIONS**

**SECTION 1. DEFINITION:** Annual Leave is authorized, approved in advance, paid time off for the purpose of vacation or personal business. Annual Leave for vacations and for personal business or other reasons shall be granted in accordance with the provisions of this Article.

**SECTION 2. ELIGIBILITY:** All full-time employees coming under the scope of this AGREEMENT shall receive Annual Leave as provided herein based on an employee's longevity.

Employees must be in a pay status for a minimum of forty (40) hours during any bi-weekly pay period, in order to accrue vacation leave for that pay period.

**SECTION 3. MAXIMUM ACCUMULATION:** One hundred-sixty (160) past the end of any Calendar year (December 31). Any Annual Leave above 160 hours at the end of the calendar year may be transferred to the employee's Sick Leave balance. Employee who accrue 7.7 hours biweekly will be allowed to carry over the 160 hours to a maximum 200 hours, provided they bid a minimum of one (1) full week during the yearly vacation bid.

**SECTION 4. ANNUAL LEAVE ACCRUAL:** The number of hours of Annual Leave an employee earns during a year is based on the length of continuous employment with the COMPANY as indicated below:

**FULL-TIME EMPLOYEES:** If the Length of Employment is:

<u>Years of Employment</u>	<u>Hours Accrued per Pay Period</u>
First (1 <sup>st</sup> ) Year	3.10 hours
Beginning of the second (2 <sup>nd</sup> ) year thru the completion of the fifth (5 <sup>th</sup> ) year	4.62 hours
Beginning of the 6 <sup>th</sup> year	4.93 hours
Beginning of the 7 <sup>th</sup> year	5.24 hours
Beginning of the 8 <sup>th</sup> year	5.54 hours
Beginning of the 9 <sup>th</sup> year	5.85 hours
Beginning of the 10 <sup>th</sup> year and all years thereafter	6.16 hours

\*Employees hired prior to October 1, 2003 with a length of employment of 18 years or more with Palm Tran will accrue annual leave at a rate of 7.7 hours.

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4  
5 **SECTION 5. CHARGE OF ANNUAL LEAVE:** Employees who are absent from their  
6 scheduled work assignment on authorized Annual Leave shall be paid and have their  
7 Annual Leave balance reduced by eight (8) hours per day for a five (5) day scheduled  
8 work week and ten (10) hours per day for a four (4) day scheduled work week. Annual  
9 Leave may not be taken in less than whole shift or "Run" increments.

10  
11 Employees may not use Annual Leave/Vacation to supplement loss of pay due to  
12 suspension miss-out or other un-excused absence.

13  
14  
15 **SECTION 6. VACATION BIDDING:** Vacations will be bid by Total COMPANY  
16 Seniority within each Section. A vacation bid will be posted during the month of  
17 December each year for vacations in the upcoming year. Employees may bid vacation  
18 in whole week increments (40 hour increments) up to the amount of their accumulated  
19 Annual Leave/Vacation balance. The Employee must have sufficient balance accrued  
20 two (2) pay periods prior to the start of the bid vacation week.

21  
22 Once vacations are bid, employees may not alter, change or trade vacation weeks. If a  
23 vacation week or weeks become available in the course of the year as a result of a  
24 position becoming vacant the Company will post the available week and an employee  
25 with a sufficient leave balance may request the time. This procedure will be on a first-  
26 come, first-served basis, not subject to the bidding process, and not based on seniority.

27  
28 Any employee who is out for documented illness and is taking Sick Leave at the time  
29 their scheduled bid vacation occurs, shall be eligible to use any accumulated Sick  
30 Leave hours for the portion of their scheduled vacation in which he remains out on  
31 documented illness. The documentation must include a doctor's statement indicating  
32 the date when the employee visited the doctor and the estimated time of recovery.

33  
34 The doctor's statement must be acceptable to the Palm Beach County Occupational  
35 Health Clinic and Palm Tran before Annual Leave hours will be switched to paid Sick  
36 Leave hours. If an employee does not have sufficient Annual Leave balance to cover  
37 the entire week for which they bid vacation when the week becomes due, the  
38 employee will not be allowed off on unpaid leave and the employee will be required to  
39 work their normal schedule. If a bus operators "Run" has been bid for a "Hold Down"  
40 for the vacation week and the employee is not allowed to take the vacation week, then  
41 the "Extra Board" bus operator who bid the "Hold Down" will return to the "Extra Board"  
42 and the "Regular" bus operator will work their normal assigned "Run".

43  
44 Employees may not work their normal off-day during a scheduled vacation week.  
45

3  
4  
5 The COMPANY shall have the sole discretion to determine the number of vacation  
6 slots open for bid each week.

7  
8 During emergencies, or when a critical work force shortage occurs, the COMPANY  
9 may alter or suspend any Annual Leave previously bid.

10  
11  
12 **SECTION 7. UNSCHEDULED ANNUAL LEAVE:**

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14 Annual Leave may be used for personal business or emergency reasons **provided**  
15 **that the employee requests and is granted** the leave in advance. Approval of  
16 Unscheduled Annual Leave will be at the sole discretion of the COMPANY based on  
17 the available work force and for the day requested, provided however, that:

- 18  
19 1. a maximum of ten percent (10%) of the employees  
20 scheduled to work in each Section's operating facility shall  
21 be allowed off on Unscheduled Annual Leave and vacation  
22 combined during any day, and  
23  
24 2. that a maximum of two (2) employees in the Maintenance  
25 Division on each shift and in each operating facility will be  
26 allowed off on Unscheduled Annual Leave and vacation  
27 combined on any Saturday or Sunday.  
28

29 Requests for Unscheduled Annual Leave, in increments of three (3) days or less must  
30 be made to the employee's supervisor no later than 11:00 A.M. the day prior or to the  
31 day(s) requested however, in order to be eligible to receive Unscheduled Annual Leave  
32 in increments of greater than three (3) consecutive scheduled work days, the request  
33 must have been made at least ten (10) calendar days prior to the days desired off.  
34

35 Unscheduled Annual Leave may be authorized for up to (5) consecutive scheduled work  
36 days once per calendar year per employee.  
37

38 Unscheduled Annual Leave of may not be requested more than forty-five (45) days prior  
39 to the day(s) desired off.  
40

41  
42 **SECTION 8. CHARGE OF ANNUAL LEAVE:** Employees who are absent from their  
43 scheduled work assignment on authorized Annual Leave shall be paid and have their  
44 Annual Leave balance reduced by eight (8) hours per day for a five (5) day scheduled  
45 work week and ten (10) hours per day for a four (4) day scheduled work week. Annual  
46

1 Article 21: Annual Leave - Vacations

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4  
5 Leave may not be taken in less than whole shift or "Run" increments. Employees may  
6 not use

7  
8 Annual Leave/Vacation to supplement loss of pay due to suspension, Miss-Out, Sick  
9 Leave, the loss of Holiday Pay or other un-excused absence.

10  
11 **SECTION 9. PAYMENT FOR UNUSED ANNUAL LEAVE:** Employees, who resign,  
12 retire or are terminated by the COMPANY and who have worked a minimum of one (1)  
13 year shall be paid for their accumulated Annual/Vacation Leave accrual at their then  
14 current rate of pay up to a maximum of 300 hours.

15  
16  
17 **SECTION 10.** Employees covered under this agreement will be eligible for Palm Tran's  
18 Service Award Program and the Golden Palm Award.  
19

**ARTICLE 22**  
**SICK LEAVE & SICK PAY**

**SECTION 1. DEFINITION:**

Sick Leave is defined as excused time-off from work for doctor and dental appointments, illness, hospitalization or extended sickness of the employee or member of the employees' immediate family. Employees must be in a paid status for a minimum of forty (40) hours during any biweekly pay period in order to accrue sick leave for that pay period.

For purpose of this Article, immediate family is defined as the spouse, child, step-child, legal guardian of the employee, parents or step-parents of the employee, **any of which, must reside full time in the employees domicile.**

**SECTION 2. SICK LEAVE ACCRUAL:** Employees shall accrue Sick Leave hours at a rate of 3.8 hours per pay day up to a maximum accumulation of one thousand (1000) hours.

For new employees Sick Leave accrual shall begin on the first calendar day of the employee's first full payroll period and biweekly thereafter.

**SECTION 3. USE OF ACCUMULATED SICK LEAVE:** Employees who have an accumulated Sick Leave balance will receive **paid** time-off using their accumulated Sick Leave beginning on the first (1st) day. If an employee has called in Sick, the employee will not be allowed to work any portion of their normal shift or "Run".

All Sick Leave hours paid will be at the employee's current straight-time rate of pay.

If an employee is off on Sick Leave due to the sickness of a qualified immediate family member as defined herein, which exceeds three (3) consecutive calendar days, the employee must present acceptable documentation to the appropriate Supervisor within three (3) days from returning to work in order for the absence to be excused and/or paid if applicable.

**SECTION 4.** Under no circumstances may employees use accumulated Sick Leave to cover the following:

The day before or the day after a scheduled vacation or during a period of vacation, unless at the sole option of the COMPANY the illness is documented



3  
4 and excused by the appropriate Division Director within five (5) days of  
5 returning to work.  
6

7  
8 **SECTION 5. FAMILY MEDICAL LEAVE ACT (FMLA):** Under the provisions of the  
9 Family Medical Leave Act, employees are permitted to be off for up to twelve (12)  
10 weeks per year for illness of themselves or an immediate family member. The time off  
11 on FMLA may be paid or non-paid leave depending on the employees Sick Leave  
12 balance. Employees who are absent for more than seven (7) consecutive calendar  
13 days will be placed on FMLA status. If an employee is absent on un-paid FMLA, the  
14 COMPANY will maintain, at the COMPANY'S expense, the health insurance premium  
15 for the employee.  
16

17 The COMPANY will also provide the COMPANY's share of the dependent coverage, if  
18 applicable, provided the employee has furnished the COMPANY the employee's share  
19 of the premium for dependent coverage in advance of the month the premium is due.  
20

21 **SECTION 6.** Paid Sick Leave hours shall not count toward hours worked for the  
22 computation of overtime.  
23

24 **SECTION 7.** The COMPANY reserves the exclusive right to require a doctor's excuse  
25 which will provide the COMPANY sufficient information regarding the diagnosis of the  
26 employee's illness. All employee absent for more than three (3) consecutive work days  
27 shall be required to report to the Palm Beach County Occupational Health Clinic with a  
28 physician's statement for clearance before they can return to work. The physician's  
29 statement should include the reason for the absence and the date the employee can  
30 return to work.  
31

32 Maintenance and Operations employees must bring the return to work  
33 documentation from the Clinic back by 11:00 a.m. the day prior to the day reporting  
34 back to work. Maintenance employees should return the back to work documentation to  
35 their immediate supervisor and Operations employees should return the documentation  
36 to the Supervisor.  
37

38 Should it be determined that an employee is taking Sick Leave under false pretenses,  
39 the time-off shall be without pay. The employee will also be subject to disciplinary  
40 action.  
41

42  
43 **SECTION 8.** Employees hired prior to 10-1-1997 who retire under the COMPANY'S  
44 retirement plan, will receive payment at their current rate of pay for twenty-five percent  
45

1 Article 22: Sick Leave & Sick Pay

2 Page -3-

3  
4 (25%) of their accumulated Sick Leave balance. Employees hired on and after 10/1/97  
5 will receive payment for ten (10%) percent of their accumulated Sick Leave balance  
6 upon retirement. Employees who are terminated or leave the COMPANY prior to  
7 retirement, shall not be eligible to receive reimbursement for any accumulated Sick  
8 Leave balance.

9  
10  
11 **SECTION 9.**

12  
13 Employees who are out sick ten (10) times or a maximum of twenty-five (25) days in a  
14 rolling calendar year will be afforded a pre-termination hearing prior to termination for  
15 excess absenteeism.  
16

**ARTICLE 23**  
**BEREAVEMENT LEAVE**

**SECTION 1.** **DEFINITION:** Bereavement Leave as provided herein is expressly for periods of bereavement and/or attendance of a funeral of a family member.

(A) Immediate family members are defined as the employee's present spouse, child, parent, present mother-in-law and father-in-law, sister, brother, grandparent, grandchild, step-mother, step-father, step-child or legal ward of the employee residing in the employee's household.

(B) Relative is defined as aunt, uncle, brother-in-law, sister-in-law, son-in-law, daughter-in-law,

**SECTION 2.** In the event of the death of an immediate family member, as provided in Section 1, herein, the employee shall be permitted to take up-to three (3) days paid leave upon notification of the need for Bereavement Leave. Leave must be completed within thirty (30) days of the death. The amount of pay shall be equal to eight (8) or ten (10) hours. If an employee has sufficient Annual Leave balance, they may at their option, request and will be granted unscheduled Annual Leave for an additional two (2) days if there are sufficient workers available to cover anticipated workloads.

If an employee is on Workers' Compensation leave, the employee shall not be eligible for bereavement leave. Those employees who suffer the loss of a defined relative outside of the United States will be allowed bereavement leave effective the date the formal notice is received, such as a telegram or registered letter.

**SECTION 3.** Time off for the death of a relative (as defined in Section 1 (B) herein) other than the employee's immediate family may be granted from the employee's accumulated Annual Leave based on the operational need of the COMPANY and will not be unreasonable denied. Annual Leave usage for death of a relative may be granted for a period up to five (5) days.

**SECTION 4.** The COMPANY requires proof from employees of the death and the employee's relationship to the deceased on a form to be provided by the COMPANY. If proof is not provided within two (2) weeks after payment of the leave the time paid will be deducted from the employee's pay check.

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**ARTICLE 24**  
**ASSIGNMENT OF WORK - SCHEDULED WORK WEEK**

**SECTION 1.** At such times as the COMPANY deems necessary, it will determine, and from time to time redetermine, the number of employees needed in each classification at each work site and on each shift.

**SECTION 2. MAINTENANCE EMPLOYEES:** The work week for all full-time maintenance employees shall consist of either four (4) ten (10) hour days, or five (5) eight (8) hour days. All Maintenance employees will be guaranteed a minimum of two (2) days off. A minimum of two (2) of the days off will be consecutive.

**SECTION 3. BUS OPERATORS:** The work week for all full-time "Regular" bus operators (those who have bid a "Run" during a general bid) shall consist of either four (4) or five (5) days, with each workday consisting of not less than seven (7) hours nor more than eleven (11) scheduled work hours per day. All "Extra Board" operators shall be scheduled for a five (5) day work week. All full-time bus operators shall have a minimum of two (2) days off per week.

A copy of the proposed Bus Operator "Run" cut will be provided to the UNION seventy-two (72) hours prior to its posting.

**SECTION 4. GUARANTEED WORK WEEK:** All full-time employees who worked their entire scheduled work week and have not been on suspension or other type of unpaid leave shall be guaranteed a minimum of forty (40) hours pay per week at their straight time base rate of pay.

**ARTICLE 25**  
**BUS OPERATOR "RUNS" --- DAYS-OFF**

**SECTION 1.** The amount of service to be furnished to the public and the determination of the number of bus schedules and changes therein shall be exclusively and solely a function and responsibility of the COMPANY. However, in the splitting of its regular daily service schedule into individual employee work assignments, it is the policy of the COMPANY, to the extent it is reasonably practical, to construct work assignments into daily "Runs" which are bid upon and normally operated by the same bus operator each scheduled day, provided however; that nothing contained herein shall be construed as to require the COMPANY to construct any of its regular service into regular "Run" assignments.

The COMPANY agrees to inform the UNION of any changes in regular schedules of more than fifteen (15) minutes on any single route so that they be in a position to inform their membership of such schedule changes.

The COMPANY further agrees to inform the UNION and educate existing bus operators prior to any significant route change being implemented.

**SECTION 2. DEFINITION OF "RUNS":**

**STRAIGHT RUN:** A Straight "Run" is defined as a daily work assignment, containing not less than eight (8) hours pay time nor more than eleven (11) hours pay time, (including preparatory time) per day, which operates for an extended period between general bidding of "Runs," and which has been bid in accordance with the bus operators seniority during the general bid process. The COMPANY will endeavor to maximize the number of Straight "Runs".

**SPLIT RUN:** A Split "Run" is defined as a daily work assignment, consisting of two (2) or more pieces of work, (including preparatory time) with intervals of unpaid idle time between such pieces of work, that when combined, contain not less than eight (8) hours pay time per day for a five (5) day work week nor less than ten (10) hours pay time per day for a four (4) day work week.

Split "Runs" operate for an extended period between bidding of "Runs," and are bid in accordance with the bus operators seniority during the general bid process. The

3  
4 total hours contained in a split run shall be no greater than  
5 allowed by State Law of fifteen (15) hours from the start of a  
6 day's work until completion.  
7

8  
9 **SECTION 3. MAXIMUM PAY FOR A REGULAR SPLIT "RUN":** If applicable, the  
10 COMPANY shall pay the greater of:  
11

- 12 (A) The overtime, if any, built into a Split "Run", or  
13  
14 (B) Spread time premium at a rate of one and one-half (1 & ½) times the  
15 employee's normal rate of pay for all time worked in excess of twelve (12)  
16 hours per day for a scheduled five (5) day work week, or fourteen (14)  
17 hours per day for a scheduled four (4) day week.  
18  
19

20 **SECTION 4. EXTRA-BOARD WORK:** "Runs" not bid upon; open as a result of  
21 sickness or other non-scheduled absence; pieces of work not bid by part-time  
22 operators; special service work or any other work shall be assigned to the "Extra-  
23 Board".  
24  
25

26 **SECTION 5.** Operators who have sufficient seniority to select and be assigned to a  
27 regular scheduled "Run" during a general bid are considered "Regular Operators". All  
28 other operators are defined as "Extra Board" or "Part Time" Operators.  
29  
30

31 **SECTION 6.** All regularly assigned operators shall be entitled to two (2) days off for a  
32 five (5) day work week and three (3) days off for a four (4) day work week, except those  
33 weeks when holidays require a curtailment of service or when it may be necessary to  
34 curtail service for reasons beyond the control of the COMPANY. The off days are to be  
35 determined by the COMPANY and operators will select their days off by seniority as  
36 provided for in this AGREEMENT in this Article relating to the general bid.  
37  
38

39 **SECTION 7.** No regular operator shall be taken off their regularly assigned "Run" for  
40 other work assignments unless an emergency as defined in this AGREEMENT exists.  
41  
42

43 **SECTION 8.** The COMPANY agrees when preparing work assignments to provide a  
44 minimum of thirty (30) minutes total recovery time in an 8-hour "Run" and a minimum of  
45 forty (40) minutes total recovery time in 10-hour "Runs" to allow operators to make up  
46

1 Article 25: Bus Operator "Runs" – Days-Off

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3  
4 time lost as a result of traffic, weather or other unusual circumstance. The determination  
5 of the extent and amount of recovery time in each work assignment shall be solely  
6 determined by the COMPANY.  
7

8  
9 **SECTION 9.** The changing of one driver to another on a route for the purpose of  
10 "Relief" shall be accomplished by either replacing the bus on the route with another bus  
11 out of the operations facility or by requiring a bus operator to relieve another operator at  
12 a predetermined "Relief" location on the route. Relief locations and methods shall be  
13 determined by the COMPANY. If a "Relief" is to be accomplished by means other than  
14 by utilizing another bus out of the operations facility, the COMPANY will provide the  
15 vehicle to transport the "Relief" operator to/from the transfer locations and pay travel  
16 time to the relief point in accordance with the provisions in the Article addressing Time  
17 Allowances. Bus operators utilizing COMPANY automobiles for the purpose of "Relief"  
18 shall take diligent care of the vehicle, including but not limited to, insuring that the  
19 interior of the vehicle is kept clean, is operated within established speed limits and is  
20 used only for the purpose intended. COMPANY vehicles shall not be used to run  
21 errands or conduct personal business in route to/from "Relief" points. Bus operators  
22 found guilty of misuse of a COMPANY automobile are subject to discipline.  
23

**ARTICLE 26**  
**SELECTION OF "RUNS" AND SHIFTS**

**SECTION 1.** When the COMPANY'S work facilities are located at more than one (1) site, all employees will be allowed to bid at least annually in December on the facility at which they desire to work. The number of employees and number of classifications by shift for each different work location will be determined by the COMPANY and posted in Operations and Maintenance for a minimum of ten (10) days prior to the start of the bid. Once the bid has been completed, employees will be required to work at that facility for an entire year unless a reduction of service or a shortage of workforce at one (1) facility requires the company to re-evaluate the number of employees needed at each facility. Employees shall bid on their annual work location based on Classification Seniority.

If during the calendar year, it becomes necessary to adjust the number of employees required in any Classification working from one facility to another facility, the COMPANY will post a list of available positions and allow employees to volunteer to switch facilities. Volunteers will be re-assigned from the volunteer list in Classification seniority order. If there are insufficient volunteers, open positions will be filled in reverse seniority order. If an employee is forced to change, they will be given the first option to return to their previous facility if an opening becomes available.

**SECTION 2. MAINTENANCE SHIFTS:** A general bid will occur in Maintenance at least two (2) times per year, and the bids will be posted on the first Monday during the months of December and June to become effective the first Sunday of a new pay period in January and July.

In addition, a bid may be posted by the COMPANY at such other times as the COMPANY determines that a change in operations, amount or type of work to be undertaken on a particular shift, or other circumstances dictate a need for reduced or additional Classifications or Maintenance Technician "Specialty Areas" on any shift. General bids forms will indicate the number of positions by Classification and Maintenance Technician "Specialty Areas" available on each shift and the working hours of each shift. All Maintenance employees will bid in Classification Seniority order. Maintenance Technicians will bid using the following three (3) steps. All other Maintenance Classifications will bid using steps 1 and 2.

1<sup>st</sup>: The employee will select the shift they desire to work (AM, PM, or Midnight, if applicable).

2<sup>nd</sup>: The employee shall choose the off-days they desire from those available.



1 Article 26: Selection of Runs and Shifts

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3  
4  
5 3<sup>rd</sup>: Maintenance Technicians will then select the "Specialty Area" for which  
6 they are eligible and which they desire to work from those available.  
7 During the bid in December, employees will also select the facility which  
8 they desire to work during the next calendar year.  
9

10  
11 When a general bid is posted, it will be posted for a minimum of five (5) calendar days  
12 prior to the bid.  
13

14 Bidding shall take place between the hours of 3:00 p.m. and 5:00 p.m., Monday through  
15 Friday. The COMPANY will pay a UNION representative two (2) hours per day to  
16 assist in the bidding at each of the COMPANY'S facilities. Each employee will be given  
17 a maximum of ten (10) minutes to bid. Bid times will be pre-established in advance.  
18 Any employee out on Annual leave or short term illness or who elects not to be present  
19 due to their scheduled time falling on their regular scheduled off-day, may leave up to  
20 three (3) choices with the UNION President, or his/her designee. The UNION President  
21 and/or their designee shall bid on behalf of those employees who have left choices and  
22 are not present. In the event the choices left with the UNION representative are not  
23 available, the UNION representative shall pick the closest possible shift to the  
24 employee's choices. If an employee shall fail to bid in a timely manner, as established  
25 herein the employee will be "bid around". An employee who has been "bid around" shall  
26 have the first right to bid when they have made themselves available. All Maintenance  
27 employees shall bid within their Section by seniority. Employees who have been absent  
28 on extended sickness, Leave of Absence, Workers' Compensation injury or disability for  
29 more than twenty-one (21) consecutive calendar days preceding the bid date will not be  
30 allowed to bid. Employees returning to work who have not been allowed to bid due to  
31 the above circumstance may be assigned by the COMPANY to any available opening  
32 on the bid schedule for up to forty-five (45) days.  
33

34 Subsequent to the completion of the bidding, the new shifts shall begin on the first  
35 Sunday of a new payroll period. If, by virtue of the bidding, an employee's days off  
36 change, then their vacation pick will be adjusted accordingly.  
37  
38

39 **SECTION 3. OPERATIONS - BUS OPERATOR RUN BID:**

40  
41 (A) There will be a general selection and assignment of regular "Runs" once  
42 every four (4) months and at such other times as the COMPANY shall  
43 deem necessary as a result of significant changes in schedules or service  
44

1 Article 26: Selection of Runs and Shifts

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3  
4 requirements. At the time the general bid is posted, the COMPANY shall  
5 also post a list of bus operators' seniority.  
6  
7

8 (B) All regular "Runs", including new schedules or changes thereto, shall be  
9 posted a minimum of fourteen (14) days prior to the effective date of the  
10 new bid and a minimum of five (5) days prior to the time and date set for  
11 bidding to begin. The effective date of the bid shall be on the second (2<sup>nd</sup>)  
12 payroll following the completion of the bidding.  
13

14  
15 (C) The COMPANY will indicate the date and time that each bus operator will  
16 be required to select their "Run". Each operator is allowed up to ten (10)  
17 minutes to bid their "Run" when their turn to bid has arrived. Bidding shall  
18 be in Classification Seniority order and be continuous during the hours of  
19 8:00 am through 12:00 noon and from 1:00 p.m. to 5:00 p.m. beginning at  
20 8:00 a.m. on the designated day and continuing each day until complete.  
21

22  
23 (D) Should an operator be prevented from selecting a "Run" when it becomes  
24 their turn to bid, the UNION representative will pick a "Run" from a written  
25 request of at least ten (10) choices previously left by the operator. The  
26 choices left by the operator shall be prioritized. If an operator is working at  
27 the time designated for the operator's bid, and the choices which have  
28 been left with the UNION president have all been taken, the COMPANY  
29 will attempt to contact the operator over the two-way radio system to  
30 ascertain their new choice. If an operator is absent from work, has not left  
31 ten (10) choices, or if the choices have been already selected, and the  
32 employee can not be contacted on the two-way radio, the employee will be  
33 "bid around" and the bidding will continue on schedule. An employee who  
34 has been "bid around" shall have the first right to bid when they make  
35 themselves available. An operator who does not make themselves  
36 available to bid during the period of the bid process will be assigned an  
37 open "Run" by mutual agreement of the UNION and the COMPANY.  
38

39  
40 (E) Once the bidding is complete, exchange of "Runs" shall not be permitted  
41 except with the written approval of the UNION and the COMPANY in  
42 advance. An Operator will be permitted to switch runs no more the twice  
43 (2x) during a bid. Requests to switch must be made at least 24 hours in  
44 advance. Extra Board Operators and "Day Off" Stand by Operators will be  
45 permitted to switch on the day of the work in question. Bus operators who  
46

1 Article 26: Selection of Runs and Shifts

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3  
4  
5 exchange "Runs" with another operator shall be totally responsible for any  
6 adverse effect in the pay hours of each employee, including the loss of  
7 any weekly guarantee. If approved, "Runs" may only be exchanged on a  
8 day for day basis with each day requiring a separate approval. The  
9 exchange of "Runs" must also take place within the same payroll week.

10  
11  
12 (F) The Operations Manager or their designee, with the assistance of one (1)  
13 UNION official appointed by the UNION president, shall have full charge  
14 of the bidding process. The COMPANY will pay the UNION designated  
15 official their normal shift or run assignment each day they are scheduled  
16 to work their normal assignment but work assisting in the bidding  
17 process.

18  
19 (G) During the bidding process, an operator shall select their desired off-days  
20 which shall consist of two (2) off-days for any five (5) day work week or  
21 three (3) off-days for any four (4) day work week. In addition to selecting  
22 their off-days, operators will select one of the following:

23  
24  
25 (1) Extra Board work consisting of five (5) scheduled work days and  
26 two (2) off-days.

27  
28 (2) A Relief "Run"

29  
30 (3) A straight "Run" or a Split "Run".

31  
32  
33 When bidding a daily "Run" to make up a weekly work week package, an  
34 operator must bid either all eight (8) hour or all ten (10) hour pieces of  
35 work. There shall be no mixing of eight (8) and ten (10) work days to  
36 achieve a forty (40) hour week.

37  
38  
39 (H) If bidding the Extra Board, operators are required to be familiar with ALL  
40 routes and schedules. In addition Extra Board operators are required to  
41 have a home telephone.

42  
43 (I) If bidding a Relief "Run", an operator must bid a combination of daily relief  
44

1 Article 26: Selection of Runs and Shifts

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3  
4 "Runs" which in total equals no less than thirty-eight (38) pay hours per  
5 week nor more than forty-two (42) pay hours per week. In addition an  
6 operator must bid either all eight (8) hour or all ten (10) hour daily pieces  
7 of work. There shall be no mixing of eight (8) hour and ten (10) hour work  
8 days to achieve a forty (40) hour week.  
9

10 (J) Operators who have been on extended absence for a period of thirty (30)  
11 days or more must provide a return to work slip from the Palm Beach  
12 County Occupational Health Clinic no later than 8:00 a.m. the first  
13 scheduled day of bidding indicating that the employee will be able to  
14 return to work prior to the effective date of the bid or they shall not be  
15 allowed to bid. Operators returning to work from an extended absence  
16 who have not been allowed to bid during a general bid shall not be  
17 allowed to "bump" other operators; they will be placed on the Extra Board  
18 until the next general bid.  
19

20  
21 (K) Changes in a daily "Run" time of less than thirty (30) minutes shall not  
22 require a general bid or shall not require a "bump bid".  
23

24  
25 (L) "Runs" which become permanently open more than thirty (30) days prior to  
26 the next general bid shall be considered open "Runs" and be bid in  
27 seniority order from the operator vacating the "Run" down ("bump bid") in  
28 accordance with the procedure outlined in Section 3 (c) herein.  
29

30 (M) Changes in the bid process will be at the mutual consent of both the  
31 UNION and the COMPANY.  
32

33 (N) Employee being returned to work as a result of an arbitration or court  
34 order will be placed on the extra board until the next bid.  
35

**ARTICLE 27**  
**EXTRA BOARD OPERATION/PROCEDURES**

**SECTION 1. DEFINITION:** The "Extra Board" is established for the primary purpose of having operators available under normal conditions to cover work open as a result of days off, vacations, sickness, suspension, leave of absence or to cover work which was not made into a regular "Run" during the general bidding process. An "Extra Board" may be established, at general bid time only, for each of the Company's working divisions/facilities, if on a scheduled basis, available work hours justifies establishment of one (1) or more full-time positions to cover regular operator work. "Regular Operators" assigned to a "Run" will not be allowed to perform "Extra Board" work as long as there are "Extra Board Operators" available which can cover the open work. The most current and up-to-date Extra Board Guidelines for each facility as agreed to by the COMPANY and UNION will be posted and followed.

**SECTION 2. NUMBER OF "EXTRA BOARD" POSITIONS:** During the General Bid process, the COMPANY shall, at its sole discretion, determine the number of "Extra Board" positions required to cover open work under normal conditions. During the General Bid process, bus operators will have the option to bid on a regular "Run" or bid on one of the positions available on the "Extra Board".

**SECTION 3. DISTRIBUTION OF "EXTRA BOARD" WORK:** In the distribution of daily open work, the Company agrees that all open work will be made available to "Extra Board Operators" first. No "Regular Operators" will be pulled from their regular "Run" nor will any "Regular Operator" or "Extra Board Operator" who has volunteered to work their off-day be assigned open or charter work until all "Extra Board Operators" who are normally scheduled to work have been utilized to the greatest extent possible for the day.

**SECTION 4. "EXTRA WORK":** Work which cannot be handled by "Extra Board Operators" on any particular day as a result of greater than anticipated absenteeism shall be considered "Extra Work" and shall be offered to any operator ("Extra Board Operator" or "Regular Operator") who wish to work their scheduled off-day. An "Extra Work" sign-up sheet shall be posted each morning or weekly for all operators to voluntarily sign-up for open work on their days-off or open work which can be handled by "Regular Operators" prior to or at the completion of their normal "Run". No open work will be made available to operators who have signed the "Extra Work" sheet until all "Extra Board Operators" scheduled to work have been exhausted.

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3  
4 It will be the responsibility of operators who have signed up for "Extra Work" to check  
5 the "Extra Board" or call the dispatcher on the day(s) they have signed-up for "Extra  
6 Work" to determine if they have been assigned additional work for the next day.

7  
8  
9 Operators shall not use the bus radio system to determine if they have been assigned  
10 additional work.

11  
12 "Regular Operators" working on their off-day cannot refuse work or any portion thereof  
13 once they have signed up for "Extra Work" on their off-day. Refusal to work assigned  
14 work which any operator has volunteered to work will result in discipline.

15  
16 Off-day operators may switch their assigned run with another off-day operator prior to  
17 the run pulling out provided they have both signed a "Run Switch" form and turned it in  
18 to the dispatcher.

19  
20 An Operator will be permitted to switch runs no more the twice (2x) during a bid.

21  
22  
23 **SECTION 5. "EXTRA BOARD" ROTATION:** On the first effective day of a new  
24 "General Bid", operators who have bid the "Extra Board" will be assigned to the "Extra  
25 Board" in Classification seniority order. New employees or other employees returning  
26 from an extended leave who are assigned to the "Extra Board" between "General Bids",  
27 shall be placed on the "Extra Board" in Classification seniority order as of the day that  
28 they report for work.

29  
30 Each day, the "Extra Board Operator" who has served at the top of the Extra Board the  
31 previous day, shall be moved to the bottom of the "Extra Board" for the next day's  
32 assignments, and each "Extra Board Operator" below shall move up one (1) position,  
33 thus creating a revolving "Extra Board".

34  
35  
36 **SECTION 6. "EXTRA BOARD" DAILY ASSIGNMENT:** Open Regular "Runs" of less  
37 than one (1) week duration, charters or other open work shall be scheduled to the "Extra  
38 Board" on a daily basis. Daily assignments to "Extra Board Operators" scheduled to  
39 work that day and operators which have signed up for extra work on the "Extra Work"  
40 sheet the previous day will be made in accordance with the following procedure:

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3  
4  
5 All known or foreseen "Open Work" as a result of vacancies in Regular "Runs" of less  
6 than one (1) week in duration, charters, unscheduled vacations, sickness, suspension  
7 or permanent pieces of "Open Work" which are known to the COMPANY prior to 11:00  
8 a.m. of the day in which  
9

10 (A) the "Extra Board" is completed for the next day, shall be assigned to  
11 "Extra Board Operators" according to their position on the "Extra Board".  
12 In assignment of work to "Extra Board Operators", the following  
13 procedure will be used:  
14

15 (1) a. FIRST: All "Runs" in the following order:

- 16 1. Ten (10) hour "Straight Runs" in most pay time order
- 17 2. Ten (10) hour "Split Runs" in most pay time order
- 18 3. Eight (8) hour "Straight Runs" in most pay time order
- 19 4. Eight (8) hour "Split Runs" in most pay time order
- 20
- 21

22 b. SECOND: If the number of assignments listed in number  
23 one (1) above, exceeds the number of "Extra Board  
24 Operators" for that day, then and only then, the dispatcher  
25 will attempt to fit the remaining pieces with the assignments  
26 originally listed. If an open piece, or a piece of a Split "Run"  
27 can be worked in combination with one of the assignments  
28 listed originally, then that piece of work will be combined  
29 with the one which fits and placed in its most pay time  
30 order. Special Service work and Standby work will not be  
31 used for the purpose of combining work.  
32

33 (2) Special Service Work

34 (3) Standby  
35  
36  
37

38 (B) All "Open Work" assigned to "Extra Board Operators" in accordance with  
39 the order specified in (A) above, shall be assigned in sequential order  
40 based on the operator's position on the "Extra Board" for that day, except  
41 for the following:  
42

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- 3
- 4
- 5 (1) Should an "Extra Board Operator" be scheduled for a regular off-
- 6 day, they shall be marked as "off" and be passed for purposes of
- 7 assigning "Open Work" for that day.
- 8
- 9
- 10 (2) All operators who have been out on any type of unscheduled leave
- 11 (Sick Leave, Workers' Compensation, Leave of Absence, etc.)
- 12 shall be considered not available for the next day's "Extra Board"
- 13 work; unless they have notified the dispatch office prior to 11:00
- 14 a.m. on the day the "Extra Board" is being prepared for the next
- 15 day.
- 16
- 17
- 18 (3) If an "Extra Board Operator's" normal assignment on the "Extra
- 19 Board" would result in the operator having less than eight (8) hours
- 20 of off-time between assignments, the operator's assignment on the
- 21 next day's "Extra Board" will be the first assignment available after
- 22 the operator has been off-duty for eight (8) hours.
- 23
- 24 (C) No operator shall be excused from taking the work assignment that
- 25 falls to their position on the "Extra Board", unless, two (2) operators
- 26 desire to trade assignments. Operators who desire to trade
- 27 assignments shall be required to obtain the approval of the UNION
- 28 and the COMPANY, the day prior to the assigned work. An
- 29 Operator will be permitted to switch runs no more than twice (2x)
- 30 during a bid. There shall be no trading, substituting or relieving of
- 31 assignments without the joint approval of the UNION and the
- 32 COMPANY. "Extra Board Operators" who trade work assignments
- 33 consisting of less than eight (8) hours shall lose their forty (40) hour
- 34 guarantee for the time lost that day.
- 35
- 36

37 **SECTION 7. WORK AFTER THE "EXTRA BOARD" COMPLETION:** If work

38 becomes open after the "Extra Board" has been completed and posted for the next day,

39 the dispatcher shall assign the work the following morning or as it becomes available

40 the following day in the following order:

41



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(1) "Extra Board Operators", in "Extra Board" order, who have been assigned less than eight (8) hours pay time for the day and who can handle the open assignment in addition to their current assignments.

(2) "Standby Operators" in order of the position on the "Extra Board" for that day.

(3) "Off-Day Operators" who have signed up the "Extra Work" sheet the prior day:

If it is necessary to use operators who have signed for "Extra Work" but have not been assigned work on the "Extra Board" for that day since the work has become available since the "Extra Board" was completed and posted, the dispatcher shall call such "Off-Day Operators", either by telephone or by the two-way radio, in seniority order and make the assignment available. If the dispatcher is required to contact the operator by calling their home, only one (1) telephone call shall be made to the operator's home telephone. If the telephone is answered by an answering machine, the dispatcher will leave a message. If the operator calls the dispatcher back and work is still available, the operator will be given the assignment. If the operator is not at home or cannot be personally contacted, the operator shall be deemed to have missed their opportunity to work the open assignment and the next operator in seniority order will be telephoned.

(4) In the event there are insufficient volunteer operators to cover "Open Work", the "Open Work" will be assigned to "Off-Day Operators" in reverse seniority order. The operator so assigned must work the assignment. If the operator is placed on stand-by, they will be guaranteed four (4) hours pay per day.

**SECTION 8.** **HOLD-DOWNS:** A "Hold-Down" is defined as a "Run" normally operated by a "Regular Operator" for four (4) or five (5) days per week, which is

1 Article 27: Extra Board Operation/Procedures

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3  
4 known by the COMPANY to be vacant for a period of one (1) or more weeks in  
5 the future. The vacancy can be caused by vacation, leave of absence, extended illness,  
6 workers' compensation injury or any other extended absence. "Extra Board Operators"  
7 shall be allowed to bid in seniority order, on a weekly basis for "Hold-Downs" for the  
8 next week based on the following procedure:

- 9  
10 (A) No later than 11:00 a.m. each Monday, the dispatcher shall post a list of  
11 all "Runs" normally operated by "Regular Operators" and which are  
12 known to be vacant the following week as a result of scheduled vacation,  
13 leave of absence, Workers' Compensation or extended illness. "Extra  
14 Board Operators" will be allowed to bid, in seniority order, on any of the  
15 open "Runs" to be operated for the entire following week. Bidding must  
16 be completed by 8:00 a.m. on Thursday of the week prior to the "Run"  
17 being open.  
18  
19 (B) No later than 11:00 AM on the Friday of the week prior to the "Run" being  
20 open, the dispatcher shall post the results of the bidding process and the  
21 "Extra Board Operators" which have bid a "Hold-Down" for the following  
22 week will be required to operate that "Run" during the entire next week;  
23 unless a "Regular Operator" who has been out on an extended illness,  
24 disability or Workers' Compensation returns to work unexpectedly. In  
25 that event, the "Regular Operator" will return to their bid "Run" and the  
26 "Extra Board Operator" will return to the "Extra Board" but will retain the  
27 same days off as the "Hold-Down" "Run" for the remainder of the week.  
28  
29 (C) During a "Hold-Down" situation, the "Extra Board Operator" will assume  
30 the days off associated with the "Run" being held-down. Upon completion  
31 of the "Hold-Down" week, the "Extra Board Operator" will return to their  
32 original pre-determined days off. Upon returning to the "Extra Board" from  
33 a "Hold-Down", the "Extra Board Operator" will return to their place on the  
34 "Extra Board" rotation based on their seniority location on the "Extra  
35 Board" that day.  
36  
37 (D) Any "Runs" posted for "Hold-Down" which are not bid will be operated by  
38 the "Extra Board" and be assigned on a daily basis as provided in Section  
39 6 herein.  
40

41 **SECTION 9. EXTRA BOARD GUARANTEE:** "Extra Board Operators" will be  
42 guaranteed forty (40) hours per week for a scheduled five (5) day work week with  
43 two (2) regularly scheduled days-off per week during each general bid, provided,  
44

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3  
4  
5 they are qualified to work, made themselves available and accept all work offered or  
6 scheduled. An "Extra Board Operator", absent for any type of unpaid leave shall have  
7 their weekly guarantee reduced by the amount of work time they are absent or fail to  
8 accept.

9  
10 Should an "Extra Board Operator" be absent from duty or unavailable for service part of  
11 a day, they shall receive pay only for that part of the day worked and their weekly  
12 guarantee will be reduced according to the hours absent.  
13

**ARTICLE 28**  
**MAINTENANCE CLASSIFICATION**

**SECTION 1.** Maintenance will be comprised of the following Classifications:

- (3) Maintenance Technician
- (4) Technician Trainee
- (5) Paint and Body Specialist
- (6) Utility Worker

**SECTION 2.** **MAINTENANCE TECHNICIAN:** A Maintenance Technician shall be capable of satisfactorily repairing, without direct supervision and with only minimal instruction and direction, all repairs, either major or minor to the vehicles, equipment and components thereof which are owned or operated by the COMPANY.

All repairs undertaken by a Maintenance Technician are expected to be of high quality and be completed within a reasonable period of time. Such repairs shall include, but not be limited to; any and all preventive maintenance work; engine and transmission repair and replacement; air-conditioning diagnostics, repair and charging; wheelchair lift diagnostics and repair; brake, axle and suspension repair or replacement; electrical and electronic component diagnostics, repair and replacement; starter, generator and air-conditioning compressor repair, re-building and replacement; repair, mounting and replacement of tires; and, any and all other general repairs to buses, automobiles, equipment or components thereof.

Within the Classification of Maintenance Technician, there shall be established seven (7) specialty areas as follows:

- (1) Preventive Maintenance, Brakes and General Repairs
- (2) Air-Conditioning Diagnostics, Repair, and Re-charging
- (3) Engine Diagnostics, Tune-ups, Repair, Replacement & re-building, if applicable.
- (4) Transmission Diagnostics, Repair, Replacement & re-building, if applicable.
- (5) Electrical Systems and Components Diagnostics and Repair
- (6) Brake Lathe Specialists
- (7) Service Vehicle & Light Equipment Specialists

During the Maintenance Division general bid, Maintenance Technicians will bid on their shift and days off for each specialty area in which they will normally be assigned work

1 Article 28: Maintenance Classification

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3  
4  
5 as provided in the Article covering bidding of "Runs and Shifts". The number of  
6 positions in each specialty area on each shift will be determined at the sole discretion of  
7 the COMPANY. The UNION will be provided a copy of the bid at least three (3) days  
8 prior to posting of the bid. Maintenance Technicians will normally be assigned work  
9 within their specialty area, provided however, that Maintenance Technicians shall not  
10 refuse to perform work outside their specialty area when requested by the COMPANY.  
11 Maintenance Technicians may be required to work outside their specialty area when the  
12 COMPANY determines at its sole discretion that there is a lack of work in one specialty  
13 area or a greater work load or greater priority in a different specialty area. In addition,  
14 the COMPANY at its sole discretion shall have the right to assign work to a  
15 Maintenance Technician outside of their specialty as the COMPANY deems necessary  
16 to insure that all Maintenance Technicians remain cross-trained in each specialty area.  
17 If a Maintenance Technician is required to work outside their specialty area, another  
18 employee will not be assigned to their picked position.

19  
20 If a license or certification is required by Federal, State or local law or regulation to  
21 perform certain specialty jobs, the Maintenance Technician must hold that valid license  
22 or certificate before picking such specialty area to work. The valid license or certificate  
23 must be maintained by the Maintenance Technician to continue working in the specialty  
24 area requiring the license or certificate. Maintenance Technicians holding special  
25 licenses or certificates will bid the posted specialty positions based on seniority.

26  
27 The COMPANY will make every effort to make available training to obtain special  
28 licenses and certifications for employees desiring such training, provided however, that  
29 the COMPANY shall have the sole determination to decide the type and amount of  
30 training needed.

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32 Any new training in any specialty area will be first offered to the Maintenance  
33 Technicians who have bid and been assigned work in that specialty area unless the  
34 employee has had similar training within the past two (2) years. Thereafter,  
35 Maintenance Technicians in other specialty areas will be offered the training to the  
36 extent that the COMPANY determines that budget and work load permit.

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38 If any critical specialty position posted is not bid the COMPANY shall fill the slot by  
39 assigning qualified and/or certified employees in reverse Classification seniority order.  
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42 **SECTION 3. TECHNICIAN TRAINEE:** a Technician Trainee shall be a training  
43 position for the Classification of Maintenance Technician. This Classification of  
44 employee will work with or at the direction of a Maintenance Technician or Maintenance  
45 Supervisor and receive on the job training as needed to become proficient in each  
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1 Article 28: Maintenance Classification

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5 specialty area. Trainees will also be given the opportunity to obtain special licenses and  
6 certifications required to become a Maintenance Technician through enrollment in  
7 outside technical schools or training seminars.  
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10 Technician Trainees will be evaluated and/or tested every two (2) weeks by supervisory  
11 personnel while serving their probationary period and every three (3) months thereafter  
12 to determine their proficiency in each specialty area. The testing may include written  
13 and proficiency evaluations. Copies of the test results/evaluations will be provided to  
14 the Union. The COMPANY reserves the right to judge the qualifications, fitness and  
15 proficiency of an employee in each specialty area. Upon the satisfactory demonstration  
16 to the COMPANY of the employee's proficiency in each of the specialty areas, the  
17 Technician Trainee will be promoted to the position of Maintenance Technician. If at the  
18 end of a maximum thirty (30) month training period, the Technician Trainee has not  
19 demonstrated to the COMPANY sufficient proficiency in all specialty areas the  
20 employee will be demoted to a Utility Worker Classification. If demoted to a Utility  
21 Worker Classification, the employee will be credited seniority in the Utility Worker  
22 Classification for the period served in the Maintenance Trainee Classification.  
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25 **SECTION 4. PAINT AND BODY SPECIALIST:** A Paint and Body Specialist shall  
26 have the capability of satisfactorily repairing all body and structural damage to the  
27 COMPANY vehicles as well as the ability to properly prepare body surfaces for spray  
28 painting. The duties include but are not limited to the repair and replacement of  
29 structural portions of the vehicle framework, welding, repair and replacement of body  
30 parts, body part fabrication, sanding, fiber glassing and use of body fillers, body  
31 straightening, paint preparation and spray painting.  
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34 **SECTION 5. UTILITY WORKER:** A Utility Worker is responsible for the routine  
35 cleaning and fueling of buses as well as the day-to-day cleaning of the buildings and  
36 grounds. Duties include but are not limited to such items as vehicle cleaning, vehicle  
37 fueling, checking and adding proper lubricants, cleaning of buildings, trash removal,  
38 lawn mowing, weeding, running of errands and driving COMPANY vehicles in non-  
39 revenue service. It shall be the policy of the COMPANY to pick duties among utility  
40 workers bi-weekly, however, the COMPANY reserves the right to determine those Utility  
41 Workers best suited for a particular job.  
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44 **SECTION 6.** "Reasonable period of time" as used in this article shall be defined to be  
45 the time required by a majority of the employees in the same Classification to perform a  
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1 Article 28: Maintenance Classification

2 Page -4-

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5 similar task. The UNION shall not instigate, condone, excuse or support a slowdown or  
6 other action in the Maintenance Division which adversely affects the efficiency of the  
7 COMPANY's operation.

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10 **SECTION 7. WORKING LEADER:** During times when a COMPANY supervisor is  
11 unable to be present, a Maintenance Technician may be designated as a "Working  
12 Leader". The person designated shall be at the sole discretion of the COMPANY and  
13 the person so designated shall receive additional hourly wage as provided in the Article  
14 on Wages for all hours worked as a "Working Leader".  
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**ARTICLE 29**  
**OUT OF CLASS WORK**

**SECTION 1.** The COMPANY and the UNION agree that supervisors or other non-bargaining employees will not be allowed to perform work normally assigned to Bargaining Unit employees covered by this AGREEMENT, except when a situation or occurrence of a serious nature develops suddenly and unexpectedly, and demands immediate action. In such case, the COMPANY will take appropriate measures to fill the work with available Bargaining Unit employees as soon as practical. If there are no immediately available Bargaining Unit employees, or if the work is of an incidental or minor nature, the work may be performed and when practical, documented, by supervisors or other non-bargaining unit employees until such time as a substitute can be obtained.

**SECTION 2.** Supervisors or other non-bargaining unit employees may also be used out of classification within their Section to instruct or train other employees or to substitute should a Bargaining Unit employee not be available, or to perform work of an incidental nature. It is the general policy of the COMPANY to use its maintenance employees for work which they may be qualified, reserving to the COMPANY the right to judge qualifications, fitness, and ability of the employee, and to assign such employees to such work as it may be deemed necessary. Maintenance employees will perform all work assignments to the best of their ability and endeavor to acquire all knowledge possible to better enable them to perform their assignments professionally and efficiently.



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**ARTICLE 30**  
**PART-TIME EMPLOYEES**

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**SECTION 1.** In order to allow for the most efficient and effective utilization of public funds and resources, the COMPANY shall be authorized to employ a limited number of part-time employees. The number of part-time employees shall be limited to seven and one-half percent (7 1/2%) of the total authorized positions in the Operations Division and twelve percent (12 %) of the maintenance utility classifications.

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**SECTION 2.** Part-time employees shall be eligible only for the appropriate hourly rate of pay for their position and such limited benefits as may be otherwise set forth in this Agreement or which are legally mandated.

**SECTION 3.** Part-time employees shall be limited to a maximum of twenty-four (24) hours of work per week. Work bid on by part-time employees shall be separate and apart from work bid on by full-time employees in each Division. Bids for part-time work in each Department will be by seniority order based on the date of hire as a part-time employee. Part-time employees scheduled work week shall be determined at the sole discretion of the COMPANY and shall not exceed twenty-four (24) hours per week and not less than ten (10) hours a week. The COMPANY agrees to post all open work at the time of the general bid.

**SECTION 4.** No full-time employee shall be placed on layoff status as long as a part-time employee in the same Classification is scheduled to work.

**SECTION 5.** Seniority for part-time employees shall be maintained separately from full-time employees. Part-time Classification Seniority is defined as the total length of continuous Part-Time service in a particular part time position. In the case of a part-time bus operator, their length of continuous service will be defined as the time they have completed training and are ready to be assigned regular work.

**SECTION 6.** Part-time employees in any Classification shall have priority in filling full-time positions within the same Classification over applicants from outside the COMPANY when a vacancy exists. Full-time seniority shall accrue from the first day of transfer into the full-time classification.

**SECTION 7.** Full-time employees shall be given priority over non-employees whenever

1 Article 30: Part Time Employees

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5 a part-time position becomes available. When a full-time employee transfers to a part-  
6 time position, their rate of pay will remain the same as long as there is no break in  
7 service and as long as it is the same Classification. Any vacant Part-Time position will  
8 be posted internally for fourteen (14) days before being advertised on the outside.

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10 **SECTION 8.** Part-time employee's seniority shall accrue from the first day of transfer  
11 into the part-time classification.

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14 **SECTION 9.** Part-time employees may be granted an unpaid Leave of Absence of up  
15 to a maximum of thirty (30) calendar days per year. Granting of such Leave of  
16 Absence shall be at the sole discretion of the COMPANY. Employees must request the  
17 unpaid Leave of Absence in writing no less than seventy-two (72) hours, nor more than  
18 sixty (60) days, prior to the desired date the leave is to begin. No more than two (2)  
19 part-time employees will be allowed on unpaid Leave of Absence at any given time,  
20 except for Part-Time employees on Bereavement Leave.

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23 **SECTION 10.** Part-time employees will comply with all the terms and conditions of the  
24 Labor/Management Agreement including, but not limited to, the Miss-out and Sick  
25 Policy.

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28 **SECTION 11.** Holiday Pay: Part-time employees working on holidays will receive time  
29 and a half (1 ½) pay for hours worked.

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32 **SECTION 12.** Bereavement Leave: part-time employees will be eligible for up to three  
33 (3) days of unpaid Bereavement Leave for the death of a member of the immediate  
34 family or relative as defined in the Bereavement Article. The COMPANY reserves the  
35 right to require documentation of the death and employee's relationship to the deceased  
36 prior to the granting of the Bereavement Leave.

**ARTICLE 31**  
**PROMOTION TO VACANCIES**

**SECTION 1.** The Company will post all future vacancies on COMPANY bulletin boards before listing outside advertising.

The COMPANY shall make every effort to fill vacant positions with qualified employees presently employed by the COMPANY. When the COMPANY determines that a vacancy exists in any higher Classification, it will be the policy of the COMPANY to fill such vacancy with qualified applicants from the ranks of its existing employees in lower Classifications, provided that an existing employee or employees are determined by the COMPANY to have the ability and qualifications required for the position. Abilities and qualifications of existing employees to perform the requirements of the higher Classification shall be at the sole discretion of the COMPANY.

When two (2) or more employees are determined by the COMPANY to be equally qualified to perform the requirements of the higher Classification, the COMPANY will consider the employees existing Classification and total COMPANY seniority in selecting the individual for the promotion.

**SECTION 2.** Employees promoted to a new classification shall have their Classification Seniority begin as of the date of the promotion.

**SECTION 3.** Employees who are promoted to a new job classification shall serve a one hundred eighty (180) day probationary period in their new classification. In the event an employee does not satisfactorily complete the probationary period or is deemed not able to perform the requirements of the new classifications, the employee may return to their former classification with no loss of classification seniority in the former position.

**SECTION 4.** New full-time employees must complete a minimum of six (6) months employment in order to be considered for a promotion or transfer from one Classification to another Classification.

**SECTION 5.** If within the previous six (6) months, an employee has received a letter of warning; has received discipline for attendance; has received three (3) or more "Miss-Out" points; or has been suspended for any infraction of COMPANY rules they will not be eligible for promotion.

1 Article 31: Promotion to Vacancies

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5 **SECTION 6. PROMOTIONS OR TRANSFERS:** If the employee does not meet all  
6 the necessary standards for the position or is deemed not suitable by management of  
7 the position within the probationary period, the employee will be returned to their  
8 previous position with no loss of classification seniority. An employee found not suitable  
9 or who does not meet the minimum standards for the position and is returned to their  
10 former position, shall not have the right to seek relief through the grievance and  
11 arbitration provisions of this AGREEMENT.  
12

**ARTICLE 32**  
**MISS OUTS**

**SECTION 1.** DEFINITION: A "Miss-Out" is a failure of an employee to be ready to begin their work assignment by signing in or punching the time clock "on time" at the COMPANY'S prescribed time and location. "On-time" shall mean reporting to the appropriate Division supervisor in proper uniform and ready to work, within three (3) minutes of the scheduled report time. Failure to report for the assignment within the three (3) minute window creates a "Miss-Out", however the employee shall be able to work. Failure to report to work within one (1) hour or contact your supervisor "calling off sick" within one (1) hour of your scheduled report time shall result in an additional Miss Out point being assessed and the employee will not be allowed to work that day. The clock in the Operations Dispatch Center and the Maintenance time clock at each facility will be calibrated on a regular basis, based on Eastern Standard Time or Eastern Daylight Savings Time, whichever is appropriate, and shall be the official time used by the COMPANY in determining report times. Discipline for "Miss-Outs" shall be in accordance with the provisions contained herein.

**SECTION 2.** A "Miss-Out" cannot be excused for any reason except at the pre-termination hearing if at the sole discretion of the Company, when extenuating circumstances warrant consideration.

**SECTION 3. PENALTIES FOR "MISS-OUTS":** For each "Miss-Out" an employee will be charged with one (1) "Miss-Out Point". One (1) additional "Miss-Out Point" will also be assessed for each day, or portion thereof, the employee remains absent on scheduled work days.

Once an employee has reached an accumulation of four (4) "Miss-Out" points, they will be given a letter of reprimand.

The accumulation of ten (10) "Miss-Out Points" in a rolling one (1) year the employee will be afforded a pre-termination hearing prior to termination for excessive Miss Outs.

**SECTION 4.** Extra Board Employees who have "Missed-Out" during any week shall lose their forty (40) hour guarantee; provided, however, that an employee's forty (40) hour guarantee shall not be reduced by more than eight (8) hours for each day they have Miss Out.

**SECTION 5.** If an employee has timely reported to work, they must work their entire scheduled shift, unless they are excused by their supervisor for documented emergency.

**ARTICLE 33**  
**DRIVER'S LICENSE**

**SECTION 1.** All bus operators and maintenance personnel will comply with all pertinent provisions of the "Commercial Motor Vehicle Safety Act of 1986", as it may be amended and all regulations issued their under. All bus operators and maintenance personnel shall be required to possess a valid Commercial Drivers License (CDL), Class B, with Passenger and Air Brake endorsement.

**SECTION 2.** Employees shall immediately notify their appropriate Manager or designee, should their driver's license be revoked or suspended or should any restriction be placed on the license.

An employee who promptly and voluntarily discloses a revoked or suspended license or a restriction which impairs the employee's ability to perform their job shall have up to twenty one (21) working days to have their driving privileges restored. Employees must use any balances of Annual Leave before they can go without pay.

If the employee fails to provide such proof within twenty one (21) working days they will scheduled for a pre-termination hearing.

**SECTION 3.** Bargaining Unit employees who are involved in an accident while operating a COMPANY vehicle with a suspended or revoked license shall be immediately suspended without pay pending a pre-termination hearing.

**SECTION 4.** The COMPANY may from time to time conduct Department of Motor Vehicle checks on employees' driving records. If it is discovered that an employee has operated a COMPANY vehicle at any time with a suspended or revoked license, the employee shall be suspended without pay immediately until such time as the employee presents proof that his driving privileges have been reinstated. If the employee fails to provide such proof within twenty one (21) working days, they shall be considered to have resigned without notice and their employment terminated.

Employees may be granted accumulated Annual Leave for up to two (2) business days to allow sufficient time to have their license reinstated.

**SECTION 5.** The COMPANY will pay an annual Driver's License allowance of fifty (50) dollars the first full payroll in March to all employee who have satisfactorily completed their probationary period.

**SECTION 6.** The time limits provided in this Article may be extended at the sole discretion of the COMPANY based on the circumstances.

**ARTICLE 34**  
**ACCIDENTS**

**SECTION 1.** Any employee involved in any accident or incident involving a COMPANY vehicle or passenger will make an immediate report by telephone or mobile radio to the communicator on duty. Subsequently, and as soon as possible, a full, complete, and properly documented written report must be completed by the employee and delivered to the immediate supervisor. The report must be completed and delivered no later than twenty-four (24) hours from the time of the accident or incident.

**SECTION 2.** The COMPANY and the UNION recognize that accident prevention is in the best interest of the COMPANY and the employees, and that safety programs, safety meetings, and general accident prevention measures, work rules and requirements work as beneficial to both the COMPANY and the employees. Therefore, the UNION agrees that it will encourage employees to voluntarily attend all safety meetings and cooperate in all ways in safety prevention and take an active part and interest in all accident prevention work.

**SECTION 3. SAFETY AWARDS & INCENTIVES:** In an effort to promote and recognize long-term accident and safety records, the COMPANY and the UNION, may develop mutually acceptable safety incentives and/or awards to be presented to employees in Operations and Maintenance. Such incentives and/or awards, if any, may be in the form of cash incentives, additional days off or items of intrinsic value. From time-to-time the COMPANY and the UNION may evaluate the success of any safety award/incentive program and alter the incentives/awards or the basis under which employees qualify if deemed necessary.

**SECTION 4. ACCIDENT REVIEW:** The COMPANY'S Safety & Training Supervisor, or his designee shall review and investigate all accidents involving COMPANY vehicles. Such investigation may involve a hearing with the employee(s) involved and/or interviews with witnesses and law enforcement personnel. If termination is being contemplated as a result of the accident, the Safety & Training Supervisor will meet with the employee prior to rendering a final decision. Based on his investigation, the Safety & Training Supervisor shall conclude whether the accident was "preventable" or "non-preventable" and will render a decision regarding the degree, if any, that the employee contributed to the accident.

If the employee is judged to have contributed to the accident, the Safety & Training Supervisor shall, if appropriate, issue such discipline to the employee as deemed necessary. If the employee does not agree with the decision of the Safety & Training Supervisor or the discipline imposed, the employee may, prior to filing a grievance,

1 Article 34: Accidents

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5 request that their case be reviewed by the Palm Beach County Accident Review Board  
6 and the discipline will be withheld pending review by the Accident Review Board.

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8 The employee must make a written request within ten (10) working days of the day the  
9 employee receives written notification of the discipline to be imposed. If the discipline to  
10 be imposed is termination and the employee chooses to have their accident reviewed  
11 by the Accident Review Board the employee will be placed on leave without pay from  
12 the date the employee requested the review until the Accident Review Board has made  
13 a ruling. If found to be non-preventable the leave will be paid.

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15 The decision of the Accident Review Board as to the preventability of the accident shall  
16 be final. If the Accident Review Board finds that the accident was non-preventable,  
17 there will be no discipline imposed.

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20 **SECTION 5. SAFETY COMMITTEE:** The COMPANY and the UNION agree that there  
21 will be a quarterly Safety Committee meeting and more frequently if necessary as  
22 circumstances warrant. The committee will be comprised of equal number of Union and  
23 Non-Union Palm Tran employees and one member from Risk Management.  
24 Employees serving on the committee will be paid for actual time of the meeting or two  
25 (2) hours, whichever is less. At the completion of the meeting employees must return to  
26 their normal work assignment for that day. The function of the committee shall be to  
27 foster safety in the workplace, identify, alleviate and cure safety problems, and work  
28 towards reducing work related personal injuries and road accidents.

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30 Any new or replacement Bargaining Unit member of the committee will be selected by a  
31 majority of the committee members from individuals who have volunteered to be  
32 committee members.

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34 **SECTION 6.** A working speedometer is not required by Florida Law and as such, an  
35 inoperative or non working speedometer shall not be the reason to withhold a bus from  
36 revenue service. The Company will pay the fine for any employee receiving a speeding  
37 citation while driving a Company vehicle if, the speedometer is not functioning when  
38 checked by Maintenance and if, the citation is for a speeding offense of ten (10) MPH or  
39 less over the posted speed limit.



**ARTICLE 35**  
**OVERTIME**

**SECTION 1. DEFINITION:**

(A) **Operations:** Overtime for “Regular Bus Operators”, who have bid a “Run” during the bid process and “Extra Board Operators” in a “Hold Down” situation, is defined as hours actually worked in excess of eight (8) hours per day for a scheduled five (5) day work week or in excess of ten (10) hours per day for a scheduled four (4) day work week.

Overtime for “Extra Board Operators” and any other Classifications in Operations is defined as hours actually worked in excess of forty (40) hours per week.

(B) **Maintenance:** Overtime for all Maintenance Classifications is defined as hours actually worked in excess of forty (40) hours per week.

(C) **Hours Worked:** Annual Leave time, time actually worked on a Holiday, Holiday pay when there is no bus service, Jury Duty, Bereavement and UNION Business (as specified in Section 3 of this Article) **shall count as “hours worked”** for the calculation of overtime in either the Operations or Maintenance.

**SECTION 2. OVERTIME RATE:** Employees shall be paid overtime at the rate of one and one-half (1 ½) times their normal hourly rate of pay.

**SECTION 3. SCHEDULED OFF-DAY OVERTIME:** All employees shall be paid at the rate of one and one-half (1 ½) times their regular straight time hourly rate of pay when called upon to perform work on their regularly assigned day or days off unless they have not worked their entire scheduled work week or have worked less than forty (40) hours during the week, except for UNION President and the designated officer/representative designed by the UNION President as specified in Article 4, Section 2 will be paid overtime on their days-off.

**SECTION 4. DISTRIBUTION OF OVERTIME:**

(1) **MAINTENANCE OVERTIME:** Overtime in Maintenance shall be distributed based on the following guidelines:

Article 35: Overtime

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(A) The COMPANY shall post an Overtime Sheet in each work location on Monday for employees to volunteer for overtime in the following week. The Overtime Sheet will be separated into the following four (4) sections:

- (1) Potential Overtime for Maintenance Technicians
- (2) Potential Overtime for Utility Employees;
- (3) Potential Overtime for Maintenance Technician Trainee
- (4) Potential Overtime for Paint and Body Specialists

Employees volunteering for Overtime in the following week (Sunday through Saturday) shall sign the Overtime Sheet no later than midnight on Thursday of the week preceding.

(B) Employees who have signed the Overtime Sheet in a timely manner shall have the opportunity to work overtime which becomes available, on the same shift as the employees normal shift, on a Classification seniority basis

(C) If no employee is available to work the overtime on the same shift, then employees on the next shift will be offered the opportunity on a Classification seniority basis.

(D) If the employee is not present to accept or reject the overtime opportunity, then the COMPANY shall make one (1) phone call to the employee's home in Classification seniority basis to attempt to fill the overtime. If the employee is not at home or does not answer the phone, the employee shall have been deemed to have missed their opportunity to the overtime. The employee making said phone call shall record the time, date, and name of the employee called. If no employees who volunteered to work overtime are available to work overtime, then the COMPANY may assign the overtime based on a reverse Classification seniority basis. If an employee is **forced** to work on their regular scheduled off-day, they will be paid at the overtime rate for all hours worked and the forty (40) hour rule will be waived for the time worked.

(E) No Maintenance Classification shall be required to work Maintenance Classification overtime.

- (F) If no Utility employees is available to work. Overtime normally worked by Utility employees, other Maintenance Classifications may be required to work the overtime and will be assigned the overtime on a reverse Division Section Seniority basis. If an employee is **forced** to work on their regular scheduled off-day, they will be paid at the overtime rate for all hours worked and the forty (40) hour rule will be waived for the time worked.
- (G) A Non-Working Holiday Bid Sheet will be posted at least five (5) days in advance of the non-working holiday. Work on non-working holidays will be bid based on Classification Seniority and shall be separate and apart from overtime assigned from the Overtime Sheet.
- (H) The COMPANY reserves the right to require a certain employee who has started a job during one shift to work overtime in order to complete the task.

(2) **OPERATIONS OVERTIME:**

All overtime for bus operators shall be first offered to "Extra Board Operators" on their regular scheduled work day who are available to work. If, the number of employees assigned to the "Extra Board" are insufficient to cover the work assignments for the next day, or work becomes available after the "Extra Board has been completed, and the work cannot be handled by "Extra Board Operators", the overtime will be assigned as follows:

- (A) All bus operators shall be given the opportunity to sign up for additional work on a "Extra Work Sheet" the day prior. The bus operator must personally sign the "Extra Work Sheet" for possible work the following day. The "Extra Work Sheet" for the next day's work shall be available until 11:00 a.m. A copy of the "Extra Work Sheet" shall be placed in the Union mail box.
- (B) Extra work which cannot be handled by the "Extra Board Operators" scheduled to work that day will be made available as follows:
  - (1) First, to all off day operators who have signed the "Extra Work Sheet" in Classification seniority order.

(2) Second, in Classification Seniority order, to non off-day "Regular Operators" who have signed the "Extra Work Sheet" and whose schedule will allow them to work additional pieces of work which cannot be handled by "Extra Board Operators",

(I) If there exists work which cannot be handled by the employees who have signed the "Extra Work Sheet", work will be assigned by the COMPANY to operators who are available for the hours needed in reverse Classification order.

(J) Bus Operators who have signed up for extra work shall be required to check the "Extra Board" upon completion of their daily assignment to determine if they have been scheduled to work the following day.

(K) Overtime Work after the "Extra Board" is Completed:

If a Bus Operator cannot be personally contacted at the office or over the two-way radio to confirm the extra work assignment which they have signed-up for, and which has become available after the "Extra Board" was complete, the Operations Supervisor shall call the bus operator's home in the order specified herein to confirm the employee's desire to work the extra work they have signed up for on the previous day. The employee making said phone call shall record the time, date, and name of the employee called. If the employee cannot be contacted personally at the time of the telephone call or if there is no answer at the employee's home, the employee will have deemed to have missed the opportunity to work the extra assignment and the next bus operator in sequence will be offered the assignment.

**SECTION 5. BELLE GLADE DRIVER OVERTIME:** If in the sole discretion of management, the amount of work operated in the Lake Region Western Communities (Belle Glade, South Bay, Pahokee and Canal Point) is insufficient to warrant an "Extra Board" position(s), then all open work, Annual Leave day(s), suspension, sickness, or other absence in the Lake Region Western Communities will be covered by "Regular Operators" who operate regular "Runs" in the Lake Region Western Communities daily, on a seniority basis. Any open work that Operators assigned to the Lake Region Western Communities cannot cover, will be sent to the West Palm Beach facility "Extra Board".

**ARTICLE 36**  
**TIME ALLOWANCES**

**SECTION 1.** All employees of the COMPANY covered by this Agreement shall receive a paid time allowance as specified herein for the following:

- (a) **ACCIDENT REPORTS:** If an accident/incident report cannot be completed during an employee's normal shift, the employee shall be paid thirty (30) minutes paid time to fully, properly and correctly make out the accident report (fifteen minutes (15) for an incident report) required by the COMPANY. The thirty (30)/fifteen (15) minutes shall be paid at the employee's applicable hourly rate of pay. When necessary, employees will be provided assistance by Management in completing their accident report. This time allowance shall not be paid for purposes of completing a report of personal injury sustained by the employee. If the accident report was completed during the employee's normal work shift, no additional time allowance will be paid.
- (b) **JURY DUTY:** When an employee serves on a jury in any court, the COMPANY agrees to pay the amount the employee would have earned on their regular assignment, provided that after being released from jury obligations, the employee presents themselves for such available work that is reasonably within their normal working hours. Employees must provide documentation that they served to the immediate supervisor. Jury Duty counts for time worked for the purpose of Holiday Pay.
- (c) **COURT APPEARANCE:** In the event an employee is required to attend court as a witness on behalf of the COMPANY, the employee so required shall not lose any pay time as a result of the required court appearance.
- (d) **MINIMUM GUARANTEE:** Except for required training, all employees shall be guaranteed a three (3) hour minimum assignment when called to report for work on their regular assigned off-day by the COMPANY. Non off-day bus operators and "Extra Board" operators will be guaranteed a two (2) hour minimum assignment when scheduled to work by the COMPANY. Employees receiving any training prior to or at the end of an employee's normal shift will be paid only the time necessary for said training. Employees required to obtain training on their scheduled day off will receive the minimum two (2) hour guarantee.

**SECTION 2.** **OPERATIONS:** In addition to the time allowances provided for all other Bargaining Unit employees, the following time allowances shall be provided to bus operators in Operations:

- (a) **Bus Operator Preparatory Time:** All operators shall receive a paid allowance of ten (10) minutes preparatory time for the purpose of doing required pre-trip bus inspections, checking bulletin boards, signing-in and other required duties.
- (b) **Travel Time:** The COMPANY will incorporate sufficient paid travel time into runs and open pieces of work to allow bus operators to travel from the operations facility where they report to the starting point of the route or relief point. The amount of travel time allowed will be at the sole determination of the COMPANY. The COMPANY and the UNION will jointly review "Runs" that operators believe do not include sufficient travel time within fourteen (14) days from the date the complaint was filed with the COMPANY.

**SECTION 3.** In the Lake Region until such time as a Palm Tran Operating facility is established all a.m. first reports (Belle Glade, South Bay, Pahokee and Canal Point) will receive thirty (30) minutes paid time for the purpose of notifying Dispatch of their availability to timely commence service.

**SECTION 4. MAINTENANCE:** In addition to the time allowances provided for all other Bargaining Unit employees, the following time allowances shall be provided to employees in Maintenance:

- (A) The Maintenance Division Classifications of Maintenance Technician, Technician Trainee, and Paint and Body Specialist shall be given a fifteen (15) minutes paid time allowance at the end of the last hour of each shift in order to clean equipment areas and themselves.
- (B) All Maintenance employees shall receive a paid fifteen (15) minute rest break twice during each shift and a non-paid one-half (½) hour lunch period during each shift. Break times and lunch periods shall be determined by the COMPANY.
  - (1) The normally scheduled time of employee's breaks and lunch shall be specified in the general bid.
  - (2) Supervisors may reschedule or request an employee to forgo a break or lunch period on a day-by-day basis due to the operational requirements.
  - (3) Combining breaks into one (1) is not permitted.

1 Article 36: Time Allowances

2 Page -3-

- 3
- 4 (4) Using breaks to lengthen lunch hours, to cover tardiness, or to leave
- 5 work early is not permitted.
- 6

7 Maintenance employees are required to punch their time card out upon starting their

8 lunch break and punch back in upon the end of their lunch break. Failure to punch in will

9 result in a loss of pay.

10

**ARTICLE 37**  
**INSURANCE**

**SECTION 1.** The employees hereunder shall be provided Medical, Dental, Vision, Long Term Disability (LTD), and Life Insurance programs under the same terms and conditions and policies as are applicable to all general (non-represented) employees of Palm Beach County. The deduction and contribution amounts will be established by the Board of County Commissioners (as established for all general non-presented employees of Palm Beach County.

The County reserves the right as the joint employer to modify, amend or replace any plan, however, the UNION may request to negotiate the negotiable impacts of benefits changes.

**SECTION 2. FELONIOUS ASSAULT INSURANCE:** The COMPANY will provide Felonious Assault Insurance for all bus operators.

**SECTION 3: SUPPLEMENT HEALTH INSURANCE TRUST FUND:**

- A. The UNION established a Supplemental Health Insurance Plan and Trust Fund to be maintained by a separate Board of Trustees for all members of the bargaining unit who, on or after June 1, 2004, retire from the COMPANY, receive a pension benefit from the COMPANY, and continue to participate in the health insurance coverage offered by the COMPANY. The UNION shall, from the effective date of the establishment of the Plan and Trust Fund through the duration of this AGREEMENT, pay up to \$300 per month to each such retiree for the purpose of providing full or partial health insurance and medical expense reimbursements for a period not to exceed five (5) years with respect to each such retiree participant. The UNION has submitted to the COMPANY a Trust Agreement, and Plan Document and represents that it has established a Trust Fund into which the sums provided for in this Article will be deposited. The UNION agrees that the funds deposited by the COMPANY and the earnings thereon shall not be used to provide any benefit other than those expressly authorized herein and as memorialized in the Plan and Trust Fund. The UNION further represents that the Trust Fund and Plan have been lawfully established, are fully compliant with the requirements of applicable law and that all deposits or payments made by the COMPANY will be fully compliant with the requirements of law. The UNION shall provide the COMPANY with all documents related to the establishment of the Plan and Trust Fund, and all amendments thereto, and shall provide evidence, in a form deemed acceptable to the COMPANY, of the Plan's and Trust Fund's



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4  
5 continued existence and compliance with applicable law, at least thirty (30)  
6 days prior to the date the COMPANY is required to make any deposit or  
7 payment to the Trust Fund.  
8

9 B. Subject to the requirements of paragraph A above, within thirty (30) days  
10 from the last day of the last full payroll period in March 2007, the COMPANY  
11 will make a lump sum payment to the Trust Fund in an amount equal to the  
12 number representing the total number of bargaining unit payroll hours  
13 accruing from the first day of the first full payroll period during which October  
14 1, 2006 falls, through and including the last day of the last full payroll ending  
15 in March 2007, multiplied by .20.  
16

17 C. Subject to the requirements of paragraph A above, within thirty (30) days  
18 from the last day of the last full payroll period in September 2007, the  
19 COMPANY will make a lump sum payment to the Trust Fund in an amount  
20 equal to the number representing the total number of bargaining unit payroll  
21 hours accruing from the first day of the first full payroll period during which  
22 April 1, 2007 falls, through and including the last day of the last full payroll  
23 ending in September 2007, multiplied by .20.  
24

25 D. Subject to the requirements of paragraph A above, within thirty (30) days  
26 from the last day of the last full payroll period in March 2008, the COMPANY  
27 will make a lump sum payment to the Trust Fund in an amount equal to the  
28 number representing the total number of bargaining unit payroll hours  
29 accruing from the first day of the first full payroll period during which October  
30 1, 2007 falls, through and including the last day of the last full payroll ending  
31 in March 2008, multiplied by .20.  
32

33 E. Subject to the requirements of paragraph A above, within thirty (30) days  
34 from the last day of the last full payroll period in September 2008, the  
35 COMPANY will make a lump sum payment to the Trust Fund in an amount  
36 equal to the number representing the total number of bargaining unit payroll  
37 hours accruing from the first day of the first full payroll period during which  
38 April 1, 2008 falls, through and including the last day of the last full payroll  
39 ending in September 2008, multiplied by .20.  
40

41 F. Subject to the requirements of paragraph A above, within thirty (30) days  
42 from the last day of the last full payroll period in March 2009, the COMPANY  
43 will make a lump sum payment to the Trust Fund in an amount equal to the  
44 number representing the total number of bargaining unit payroll hours  
45 accruing from the first day of the first full payroll period during which October  
46 1, 2008 falls, through and including the last day of the last full payroll ending  
47 in March 2009, multiplied by .20.

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4
- 5 G. Subject to the requirements of paragraph A above, within thirty (30) days  
6 from the last day of the last full payroll period in September 2009, the  
7 COMPANY will make a lump sum payment to the Trust Fund in an amount  
8 equal to the number representing the total number of bargaining unit payroll  
9 hours accruing from the first day of the first full payroll period during which  
10 April 1, 2009 falls, through and including the last day of the last full payroll  
11 ending in September 2009, multiplied by .20.  
12
- 13 H. Notwithstanding anything contained in this Section 3 to the contrary, no  
14 lump sum payments are required to be made by the COMPANY if the Plan  
15 and Trust Fund are terminated or dissolved, no benefit payments have been  
16 made to retiree participants from the Plan and Trust Fund during any  
17 consecutive six (6) month period, the Plan and Trust Fund no longer comply  
18 with the requirements of applicable law, or the UNION does not provide to  
19 the COMPANY satisfactory evidence of the Plan and Trust Fund's existence  
20 and compliance with applicable law in accordance with paragraph A above.  
21 In lieu of any lump sum payment which the COMPANY would otherwise be  
22 required to contribute to the Trust Fund, the COMPANY will increase each  
23 pay rate listed in the schedule contained in Section 1 of Article 45 "Wages  
24 and Other Pay" for all negotiated pay grades identified therein by the sum of  
25 20 cents (.20).  
26
- 27 I. In the event the Plan and Trust Fund are terminated or dissolved, no  
28 payments have been made to retirees from the Trust Fund during a  
29 consecutive six (6) month period, the Trust Fund no longer complies with  
30 law, or the UNION does not provide acceptable evidence of the Plan's and  
31 Trust Fund's existence and lawful compliance in accordance with paragraph  
32 A above, no additional lump sum payments are required to be made by the  
33 COMPANY. All monies remaining in the Trust Fund will be distributed to the  
34 retiree participants in a manner determined to be equitable by the trustees  
35 of the Trust Fund in accordance with law.  
36
- 37 J. The UNION and the COMPANY expressly agree that the COMPANY's  
38 funding obligation created under the conditions of this Article shall constitute  
39 the sole liability of the COMPANY with respect to Section 3 of Article 37 and  
40 such funding obligations shall only be operative during the term of this  
41 Agreement. The UNION agrees that all matters relating to the  
42 establishment, maintenance, administration, amendment and termination of  
43 the Plan and Trust shall be the sole and exclusive responsibility of the  
44 UNION and the individuals the UNION appoints as trustees of the Plan and  
45 Trust. No member of the bargaining unit or retiree shall have any vested  
46 rights in or expectation of the continued provision of any benefit provided for  
47 or permitted under this Article.

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- 6 K. All provisions of the Trust Agreement and all Plan documents establishing
- 7 and/or related to the establishment and operation of the Plan and Trust
- 8 Fund shall be consistent with the provisions of this Article. The UNION shall
- 9 ensure that the Trust Fund trustees are obligated to fulfill or to enable the
- 10 UNION to fulfill the obligations of the UNION and/or Trust Fund trustees as
- 11 described in this Article. The COMPANY or its designee shall have the right
- 12 to exam, inspect and copy any records or documents related to the Trust
- 13 Fund, at any time, during normal business hours and to audit the Trust
- 14 Fund's records solely for the purpose of determining whether the requisite
- 15 amount of its contributions have been deposited into the Trust Fund in
- 16 accordance with the provisions of this Article. The UNION shall cooperate
- 17 with the COMPANY and shall require the trustees of the Trust Fund to
- 18 cooperate with the COMPANY in any audit that the COMPANY may
- 19 conduct.
- 20
- 21 L. The UNION shall indemnify, defend and hold harmless the COMPANY and
- 22 Palm Beach County from and against all claims, demands, suits, causes of
- 23 actions and liability, and for all attorney fees and costs, including all costs of
- 24 appeals, arising out of or related to the establishment, implementation,
- 25 maintenance, operation, or administration, amendment or termination of the
- 26 Trust Fund.
- 27
- 28 M. Neither the Plan nor the trustees of the Trust Fund are an intended third
- 29 party beneficiary of any provision of this Labor Management Agreement and
- 30 shall not have the rights to enforce any obligations of the COMPANY under
- 31 the Labor Management Agreement.
- 32
- 33 N. Section 3 of Article 37 pertaining to the Supplemental Health Insurance
- 34 Trust Fund will not be funded during the term of this agreement. The funds
- 35 encumbered will be used to offset the progression step costs.
- 36

**ARTICLE 38**  
**UNIFORMS ALLOWANCE**

**SECTION 1.** Employees in Operations and Maintenance shall be required to wear uniforms while on duty in accordance with the specifications of the COMPANY and as specified herein.

**SECTION 2. MAINTENANCE:** Employees in Maintenance shall be furnished one (1) clean rental uniform for each scheduled shift.

Maintenance employees shall be required to wear safety shoes. Each employee will be provided with one new pair of COMPANY approved safety shoes annually or as needed and if approved by the Manager, Maintenance or his/her designee as outlined in PT-P-037. Shoes that are worn or damaged to the point that they are no longer safety functional, may be replaced as needed.

**SECTION 3. OPERATIONS:**

A. Uniform for bus operators shall consist of the following:

- Knee length skirts for women
- Trousers or Bermuda shorts
- Blue long or short-sleeve shirt
- Short-sleeve polo shirt
- Black or brown close-toed shoes or black or white
- Sneakers (no heels in excess of one (1) inch, or open back shoes)
- Palm Tran Logo cap (Optional)
- Wind breaker or cadet jacket (Optional)

The approved vendor and/or manufacturer for all uniform garments shall be designated by the COMPANY and the COMPANY shall inform employees where the garments can be obtained. The COMPANY will designate the color of the uniform. The Company will also identify at least one vendor who can embroider the appropriate items. The cap or the shirt may not be worn without the Palm Tran approved logo embroidered on the garment.

B. New employees shall be provided a prorated uniform allowance of no less than \$150.00, within thirty (30) day of hire. If the employee is terminated or resigns prior to completion of one (1) year of service, the uniform allowance will be deducted from the employee's final check.

C. The COMPANY will pay a uniform allowance of \$300.00 the first full payroll of March.

- 3
- 4
- 5 D. Uniforms worn by employees while working shall be required to be clean,
- 6 neat and in serviceable condition, absent of rips, holes and stains. In the
- 7 event that employee reports to work with an unacceptable uniform, the
- 8 COMPANY at its sole discretion shall have the right to send an employee
- 9 home and thereby, the employee will lose their pay assignment for the day.
- 10

11

12 **SECTION 4.** Employees will be required to display a Palm Tran ID/Security badge on

13 their uniform at all times while on duty.

14

## ARTICLE 39

## PALM TRAN IDENTIFICATION CARDS/SECURITY BADGES

**SECTION 1.** The COMPANY agrees to furnish Palm Tran ID/Security Badges to all employees free of charge. Employees who resign or are terminated must surrender all issued Palm Tran/dependent identification card(s) in order to receive their final check.

**SECTION 2.** Palm Tran picture identification card can be issued to employees current spouse and children under the age of eighteen (18), unless they are a full time student then up to age twenty-five (25) years old.

**ARTICLE 40**  
**TUITION REIMBURSEMENT - SAFETY & TRAINING**

**SECTION 1. TUITION REIMBURSEMENT:** In order to prepare employees to assume additional skills or prepare for possible promotion, the COMPANY will provide reimbursement for books and tuition for approved training and/or college courses, at accredited technical schools or universities for courses or training related to the employee's present classification or to a promotional opportunity up to a maximum of \$ 1,500.00 per fiscal year. The COMPANY will not pay for or reimburse the employee for supplies, application fees or transportation. In order to receive Tuition Reimbursement, the employee must comply with the following:

- (a) The training or course must be approved in writing, in advance, by the appropriate Division Director.
- (b) The employee must successfully complete the training or course with a grade of "C" or better, or must receive the certification for which the training was provided.
- (c) If an employee is terminated or resigns prior to completion of the training or course, they shall not be eligible for any portion of the reimbursement.
- (d) The training or college course must be clearly related to the employee's existing position or to a future promotional opportunity.

If a change in work assignment causes an employee to have a conflicting schedule with a pre-approved course, the COMPANY and the UNION will make a joint effort to accommodate the employee's need to be off to attend class.

**SECTION 2. TRAINING PROGRAMS:** To achieve the mutual objective of qualifying bargaining unit employees for upward mobility within the COMPANY, and to insure that employees are properly trained for the duties of their existing position, the COMPANY may from time to time schedule employees' safety or training classes or programs. The cost of the training programs shall be borne by the COMPANY.

When the Company determines that training is required, it will be considered a condition of employment for any affected employee or Classification of Employees to present themselves at the appropriate time and place designated by the COMPANY for the required training.

Such training and re-training may include, but not be limited to, training on operation of new vehicles or equipment, Drug Free Work Place training, sexual harassment training, training for maintenance certifications required by law, safety training and customer service training. Due to the COMPANY's various shifts and schedules the training may

3  
4 be scheduled on weekends, during the evening hours or in conjunction with an  
5 employees regular schedule.

6  
7  
8 **SECTION 3.** Employees scheduled for training which is not scheduled immediately  
9 before, immediately after or during their normal shift or “Run” will be paid a minimum of  
10 two (2) hours of pay or the actual training time, whichever is more, at their appropriate  
11 rate of pay.

12  
13  
14 **SECTION 4.** The COMPANY and the UNION agree to meet at the request of either  
15 party for the purpose of exchanging information concerning the overall training of  
16 employees within the Bargaining Unit. The UNION will make recommendations to the  
17 COMPANY relative to the training needs of the employees, and the COMPANY will  
18 consider its recommendations.

19  
20  
21 **SECTION 5.** Employees required to work in excess of 40 hours per week due to  
22 training will be paid the overtime rate of pay (1 ½ times their base rate of pay) for hours  
23 worked over 40 hours per week.  
24



**ARTICLE 41**  
**PENSION PLAN**

**SECTION 1.**

- A. Palm Tran, Inc. and the Amalgamated Transit Union (ATU), Local 1577, A.F.L.-C.I.O.-C.L.C., have previously established a participating retirement plan. The Plan is jointly administered by the Board of Trustees, consisting of two (2) representatives appointed by the President of Palm Tran, Inc. and two (2) UNION representatives. One of the UNION representatives shall be the UNION President, and the second representative shall be appointed by the UNION President.
- B. The Employee's Retirement Plan of Palm Tran, Inc., – Amalgamated Transit Union Local 1577 Pension Plan (Plan) and the Palm Tran, Inc. – ATU Local 1577 Restated Agreement and Declaration of Trust, as amended (Trust) are incorporated by reference and made a part of this AGREEMENT.
- C. Any changes in the Plan required to be in compliance with Florida Law and/or Federal law shall be made by incorporation into the Plan.

**SECTION 2.** EMPLOYEE contributions to the Plan shall be based on a percentage of gross pay as follows:

Contribution Rate of

Current Employees:

2.50% through September 30, 2014

2.75% from October 1, 2014 through September 30, 2015

3.00% from September 30, 2015 and thereafter

Contribution Rate of

Employees Hired After Ratification: 3.00%

**SECTION 3.** Participation in the Pension Plan will commence on the first day of full-time employment. Enrollment in the Plan is mandatory for all full-time Bargaining Unit employees.

**SECTION 4.** Following the Plan's annual actuarial valuation approved by the trustees and submitted to the State Actuary, one or more trustees may recommend a change to Plan benefit or contribution levels based upon the applicable valuation. Within ninety (90) days after the recommendation, either party to this AGREEMENT may request the commencement of labor negotiations concerning changes to benefits or contributions. If an agreement is not reached, either party may declare impasse and the parties may proceed to impasse. Nothing contained herein shall prevent either party from notifying the other that it wishes to negotiate herein shall prevent either party from notifying the other that it wishes to negotiate Article 41 as provided in Article 49 of the AGREEMENT.

**SECTION 5.** In the event of a conflict between the provisions of Plan Documents and this AGREEMENT, the provisions of this AGREEMENT shall control.

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3                                   **ARTICLE 42**  
4                                   **EMPLOYEE PROTECTION - WORKERS' COMPENSATION**  
5

6   **SECTION 1.** Employees injured while on duty shall receive Workers' Compensation  
7 benefits including weekly indemnity payments in accordance with Florida law. Employees  
8 may use accrued sick or vacation time to cover the seven (7) day waiting period required  
9 by Workers' Compensation prior to the initiation of weekly indemnity payments.  
10

11  
12   **SECTION 2.** Each employee shall immediately report any on-the-job injury to his  
13 supervisor or to the dispatcher on duty. The COMPANY's Workers' Compensation  
14 program for Palm Tran shall be administered by the Palm Beach County Occupational  
15 Health Care Clinic. Injured employees will be required to comply with the procedures  
16 established by the Clinic.  
17

18  
19   **SECTION 3.** Employees on Workers' Compensation who have been released for light-  
20 duty by the attending physician shall be returned to work in a light-duty status for a period  
21 not to exceed ninety (90) days per year.  
22

23   The time worked on light-duty will not be considered a permanent change in assignment  
24 or Classification.  
25

26   An employee on light-duty will be required to submit to the Palm Beach Occupational  
27 Health Care Clinic a doctor's statement, completed by the doctor, which includes the  
28 doctors recommendation of the employee's ability to perform duties (including limits, if  
29 any, on lifting, stooping, bending, etc.)  
30

31   The following are examples of possible duties for employees on light duty; Telephone  
32 Information, office and field work, sweeping/cleaning of the maintenance area, picking up  
33 trash in yard with stick poker, cleaning and dusting shelves in parts room, delivering  
34 items between garages, checking inventory, filing paperwork, checking passenger loads  
35 at various time points, running mileage between time points, doing customer surveys on  
36 buses, checking the bus lights and fare boxes at bus pull-out, and other duties as agreed  
37 to by the COMPANY and the UNION.  
38

39   The nature and term of the light-duty job assigned shall be solely a Management  
40 determination.  
41

42   The COMPANY will adhere to the Workers' Compensation Law and any changes thereto.  
43  
44  
45  
46  
47

8 **SECTION 4.** Employees must return to work after being on Workers' Compensation  
9

10 within seven (7) calendar months following the date they were placed out on Workers'  
11 Compensation leave. If the employee is unable to return to work, they will be considered  
12 for alternate placement with the County into another position for which they qualify.  
13

14 If alternate placement does not occur, the Company may terminate the employee. If an  
15 employee is terminated pursuant to this provision, the eligibility for Workers'  
16 Compensation benefits shall not be affected.  
17

18  
19 **SECTION 5.** Employees terminated due to Workers' Compensation will be given  
20 consideration for re-employment at such time as they are determined medically able. If re-  
21 employed within a year, the employee's seniority will be reinstated.  
22

23  
24 **SECTION 6. CONVERSION PROVISION:** Employees who are out on Workers'  
25 Compensation at the time of ratification of this agreement shall be entitled to remain  
26 employed while on Workers' Compensation for the balance of the three (3) years allowed  
27 under the previous contract or seven (7) months from the date of ratification of this  
28 agreement, whichever is less.  
29

**ARTICLE 43**  
**TOOL REQUIREMENTS**

**SECTION 1.** Maintenance employees who are required by the COMPANY to furnish their own tools and have completed one (1) year probation shall be eligible for an annual tool replacement allowance. Annual allowances shall be paid on the first (1<sup>st</sup>) full payroll in March each year to Maintenance employees in the following classifications:

Classification	
Maintenance Technician	\$ 600.00
Paint & Body Specialists	\$ 600.00
Technician Trainee	\$ 600.00

**SECTION 2.** Maintenance Classifications except Utility Workers will be required to maintain an inventory of tools necessary to meet the daily needs of their Classification. A minimum required list of tools for each Classification shall be developed and maintained by the Manger, Maintenance. An inventory of tools shall be conducted to establish that each employee has the minimum required tools. Employees not maintaining the minimum will not receive a tool allowance.

**SECTION 3.** Employees hired into the classification of Technician Trainees will be provided a tool allowance in the amount of \$600.00 to assist in the purchasing of required tools. The allowance will be paid within thirty (30) days of the employees start date. Employees who do not complete probation will have the tool allowance deducted from their final check.

**ARTICLE 44**  
**TRAINING AND SHIFT DIFFERENTIAL PAY**

**SECTION 1.** In addition to the wages provided for in this AGREEMENT, the COMPANY shall pay employees training and shift differential pay as provided for herein.

**SECTION 2. MAINTENANCE EMPLOYEES SHIFT DIFFERENTIAL PAY:** Employees working Maintenance on the second and third shift shall receive an additional sixty (\$.60) cents per hour pay for all hours worked during the second or third shift.

**SECTION 3. BUS OPERATOR TRAINING PREMIUM:**

- (a) All full-time bus operators when required by the COMPANY to break-in and instruct student bus operators, shall receive sixty (\$.60) cents per hour in addition to their regular straight-time hourly rate of pay for all hours required to break-in or instruct student bus operators.
- (b) The COMPANY will assign instructors for training in seniority order from a list of qualified "Regular Bus Operators" who have selected the route as their regular "Run" or from "Extra Board Operators" if no "Regular Bus Operator" is qualified. In order to be qualified a bus driver must:
  - (i) Volunteer to be a student instructor and received training certification from the Safety and Training Supervisor.
  - (ii) Have been a bus operator for a minimum of two (2) years.
  - (iii) Have had no preventable accidents for a period of three (3) previous years.
  - (iv) Have had no pattern of passenger complaints
  - (v) Have had no negative "Checker" reports in the last year.

**ARTICLE 45**  
**WAGES AND OTHER PAY**

**SECTION 1. WAGES:** Wages for Bargaining Unit employees during the term of this AGREEMENT shall be in accordance with the provisions set forth below.

**Wage Schedule**

**BUS OPERATORS**

Years of Service	Hourly Rate
Under 1 year of service	\$13.669
Over 1 year, less than 2	\$14.400
Over 2 years, less than 3	\$16.054
Over 3 years, less than 4	\$17.179
Over 4 years, less than 5	\$19.687
Top Rate (after 5 years)	<b>\$23.370 *</b>

**MAINTENANCE**

Maintenance Technicians	<b>\$26.010 **</b>
Technician Trainee	<b>\$24.197 **</b>
Paint & Body Specialist	<b>\$26.010 **</b>
Utility Workers (After 10/1/91)	<b>\$14.866 **</b>

Storekeepers	<b>\$18.937</b>
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\*This hourly rate includes a 3% increase above the prior Agreement's Top Rate.

\*\*This hourly rate includes a 3% or \$0.60 increase, whichever is greater, above the rates established under the prior Agreement.

A.

1. Bus Operators who were hired prior October 1, 2012 and who are not being paid at the Top Rate of the Wage Schedule above will be advanced one level only to the next highest wage rate in the Wage Schedule above. Bus Operators will not be advanced more than one level, from their current level, even if their years of experience correspond to a higher wage level.
2. Bus Operators who were hired prior to October 1, 2011 and who are not being paid at the Top Rate of the Wage

1 Schedule above will be advanced one additional level  
2 (beyond Article 45, A1) only to the next highest wage rate  
3 in the Wage Schedule above. Bus Operators in this group  
4 will not be advanced more than one level from the rate  
5 achieved in Article 45, A1, even if their years of service  
6 correspond to a higher wage level.  
7

8  
9 3. The wage rate for each Maintenance bargaining unit  
10 position will be, reflected in the Wage Schedule above.  
11

12 B. The hourly rate for all storekeeper employees will be the rate of \$18.937 as  
13 reflected in the Wage Schedule above.  
14

15 C. This Article may be re-opened based on a sixty (60) day notification period by  
16 either party in FY2014-15 and in FY2015-16 for the sole purpose of negotiating  
17 wage adjustments that would become effective during those years, respectively.  
18 No other issues may be introduced into such negotiations, and all other  
19 provisions of this AGREEMENT shall continue in full force and effect during such  
20 negotiations.  
21

22 D. Notwithstanding the contents of the wage table in section 1, wage and/or step  
23 increases or advancements beyond FY2013-14 will be determined through the  
24 collective bargaining process.  
25

26  
27 **SECTION 2. LEAD WORKER PAY:** Maintenance Technicians working as a Lead  
28 Worker will receive their current hourly wage plus \$ 1.00 per hour for all hours worked  
29 as a "Lead Worker".  
30

31 **SECTION 3. MAINTENANCE TECHNICIAN CERTIFICATION PAY:** During the first  
32 two (2) years of this contract, Maintenance Technicians who receive (or who have  
33 previously received) 608 and 609 Air Conditioning Certification, will receive a one (1)  
34 time lump sum incentive of \$ 50.00 per certification obtained.  
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**ARTICLE 46**  
**NEPOTISM**

**SECTION 1. GENERAL PROVISIONS:** “An officer...or employee of an agency in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in an agency (Florida Statute 112.3135).

**SECTION 2.** A Palm Tran official may not appoint, employ, promote, advance, or advocate for advancement any individual who is a relative of the official to a position in the agency in which they are serving or over which they exercise jurisdiction or control.

Applications for employment of relatives of Palm Tran employees must receive prior approval of the Executive Director to assure that no managerial conflict exists.

**SECTION 3. DEFINITION OF RELATIVE:** A “Relative” with respect to a Palm Tran official is spouse, parent, child, sibling, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.



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**ARTICLE 48**  
**SEVERABILITY**

**SECTION 1.** This AGREEMENT shall be subject to and subordinate in all respects to any present or subsequent Federal or State law or regulation to the extent that any of the provisions herein contained are in conflict therewith, such provisions or portions thereof shall become null and void and the remaining portions shall remain in full force and effect.

**ARTICLE 49**  
**DURATION OF AGREEMENT**

**SECTION 1.** This AGREEMENT for Fiscal Years 2013-14, 2014-15, and 2015-16 will run through September 30, 2016 and shall be in full force and effect from the date of ratification by the UNION and the COMPANY. Any time after April 1, 2016, either party may notify the other party in writing that it wishes to add to, delete from, amend or modify the Agreement. Such notice will contain the title of the Article(s) which the party desires to add to, delete, amend or modify. The party so notified will, within thirty (30) days of its receipt of such notice, then advise the other party, in writing, as to which Article(s), if any, it wishes to add to, delete, amend, or modify. Negotiations will begin at a time(s) which is mutually agreeable to the parties. In the event the parties cannot reach an agreement on any said proposed additions, deletions, changes or modifications, and if either or both parties declare an impasse, then such items as are at impasse shall be resolved as provided by Florida law.

**SECTION 2.** If no agreement shall have been reached by the parties within (30) days from the expiration of said term of this AGREEMENT, the Public Employees Relations Commission of the State of Florida shall be notified of the existence of a dispute.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed and signed by their duly authorized representatives as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

PALM TRAN, INC.  
3201 Electronics Way  
West Palm Beach, Florida

AMALGAMATED TRANSIT UNION  
LOCAL NO. 1577  
A.F.L.-C.I.O.-C.L.C.  
WEST PALM BEACH, FLORIDA

By: \_\_\_\_\_  
Robert Weisman, President

By: \_\_\_\_\_  
Dwight Mattingly, President

By: \_\_\_\_\_  
Wayne Condry, Director  
County, Human Resources

By: \_\_\_\_\_  
Frank Stanzione, Financial  
Secretary/Treasurer

1 Article 49: Duration of Agreement

2 Page -2-

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5 Ratified by the AMALGAMATED TRANSIT UNION, Local 1577, on  
6 \_\_\_\_\_.

7  
8 ATTEST:

9  
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11  
12 By: \_\_\_\_\_ By: \_\_\_\_\_  
13 Frank Stanzione, Financial Dwight Mattingly, President  
14 Secretary/Treasurer  
15  
16  
17

18 Ratified by the BOARD OF COUNTY COMMISSIONERS, Palm Beach County, Florida,  
19 on \_\_\_\_\_.

20  
21 ATTEST:

22  
23  
24  
25 By: \_\_\_\_\_ By: \_\_\_\_\_  
26 Clerk Chair, Board of County  
27 Commissioners  
28  
29

30 Approved as to form and  
31 legal sufficiency:

32  
33  
34 By: \_\_\_\_\_  
35 County Attorney  
36

# Storekeepers' Addendum

## Substituted Articles

Notwithstanding the inclusion of the storekeepers in the bargaining unit described in Section 2 of Article 1 Recognition of the Labor Management Agreement (AGREEMENT), the parties agree as follows:

1. All of the articles of the AGREEMENT which apply to members of the bargaining unit classified as "Mechanics & Mechanic Trainees" will also apply to the members of the bargaining unit classified as "Storekeepers", except for Articles 13, 14, 15, 21, 26, 28, 33 and 35 (referred to herein as the "Omitted Articles");
2. The Omitted Articles shall not be applicable to the Storekeepers;
3. The Omitted Articles shall be replaced with similarly numbered replacement articles which are attached hereto and collectively labeled as the "Storekeepers' Addendum - Substituted Articles"; and
4. The Storekeepers' Addendum - Substituted Articles shall apply only to bargaining unit members classified as "Storekeepers" and shall become a part of the negotiated terms and conditions of the AGREEMENT applicable only to the "Storekeepers' employment.

This Storekeepers' Addendum – Substituted Articles is attached to and shall be made a part of the Labor Management Agreement as described above.

**ARTICLE 13**  
**PHYSICAL EXAMINATIONS**

**SECTION 1. PHYSICAL EXAMINATIONS:** Employees shall be required to take a physical examination as required or;

- (A) an absence lasting greater than ninety (90) calendar days.
- (B) an absence resulting from a stroke, a heart attack or other serious illness as determined by the Palm Beach County Occupational Health Clinic,
- (C) other instances of reported lack of physical or mental fitness.

A Tuberculosis (T.B.) test requires an unpaid follow-up visit and will be preformed at the option of the employee. The expense of such physical examination shall be borne by the COMPANY. The physical examination shall be conducted at the Palm Beach County Occupational Health Clinic by a licensed physician.

Employees taking the physical during their normal off-time shall receive an allowance equal to the actual time required for the physical examination or two (2) hours pay whichever is greater. The allowance will be paid at the employees straight time rate of pay.

The Company will provide transportation consistent with current practice if the physical is scheduled during the employees normal working hours.

**SECTION 2.** As a condition of continued employment with the COMPANY, any physical examinations provided for herein must reveal the physical and mental fitness of the employee involved to perform the duties for which they are employed.

**SECTION 3.** Should any required physical examination reveal the physical or mental unfitness of the employee to perform the duties for which they were employed, they may at their option have a review of the case in the following manner:

- (A) They may employ a licensed physician of their own choosing and at their own expense for the purpose of conducting a further physical examination for the same or recommended purpose of the physical examination made by the physician employed by the COMPANY. A copy of the findings of the physician so chosen by the employee involved shall be furnished to the Palm Beach County Occupational Health Clinic, and in the event such findings verify the findings of the physician employed by the COMPANY, no further medical review of the case will be afforded.

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4  
5 If the employee's medical condition is of a permanent nature, the  
6 employee will be given priority consideration for any other open position at  
7 Palm Tran for which they are deemed qualified by management. They will  
8 also be given consideration for open positions in the County for which they  
9 are qualified. If there are no other open positions for which the employee  
10 qualifies, they will be given a Leave of Absence consistent with Article 19  
11 (Leave of Absence).  
12

- 13  
14 (B) In the event the findings of the physician chosen by the employee involved  
15 shall disagree with the findings of the physician employed by the  
16 COMPANY, the COMPANY, at the written request of the employee  
17 involved, will jointly ask the two (2) physicians to agree upon and appoint  
18 a third (3<sup>rd</sup>) qualified, licensed, and disinterested physician. This physician  
19 shall specialize in the field of the employee's physical problem for the  
20 purpose of making a further physical examination of the employee  
21 involved. The findings of a majority of the three (3) examining physicians  
22 shall determine the disposition of the case and be final and binding upon  
23 the parties hereto. The expense of the employment of such third (3<sup>rd</sup>)  
24 medical examiner shall be shared equally by the COMPANY and the  
25 employee.  
26

27  
28 **SECTION 4.** Should any physical examination provided for herein, reveal the physical  
29 or mental unfitness caused by disease, defects, or disabilities of a temporary or curable  
30 nature, and the employee involved is willing to have the cause or causes of such  
31 unfitness treated and rectified, then in such an event, depending upon the particular  
32 circumstances of each case, the employee may:  
33

- 34 A. The employee involved may continue working while undergoing medical  
35 treatment, if the examining physician, or a majority of the three (3)  
36 examining physicians as herein provided, shall certify to their ability to  
37 safely do so, or;  
38

- 39  
40  
41 (B) The employee involved shall be taken out of service and given a Medical  
42 Leave of Absence for the purpose of undergoing medical treatment until  
43 such time as the examining physician, or the majority of the three (3)  
44 examining physicians, as herein provided, shall certify to his physical and  
45 mental fitness to perform the duties for which they were employed.  
46

1 Article 13: Physical Exams

2 Page -3-

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4 However, such leave of absence shall be subject to the provisions of the  
5 Article relating to Medical Leave of Absence (Article 19, Leave of  
6 Absence), and any employee on Medical Leave of Absence because of  
7 physical or mental unfitness to perform their duties may be required to  
8 supply the COMPANY with a physician's report covering their condition at  
9 such interval or intervals which the COMPANY may require. The  
10 COMPANY shall have the sole discretion as to an extension of a Medical  
11 Leave of Absence beyond the time limits set forth in the Article on Leaves  
12 of Absence (Article 19, Leave of Absence).  
13  
14

15 **SECTION 5.** Physicians chosen by an employee as provided for in this Article, shall be  
16 members of the American Medical Association or American College of Surgeons,  
17 except, when permitted otherwise by mutual agreement between the COMPANY and  
18 the employee.  
19

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21 **SECTION 6.** Nothing in this Article shall diminish the employees rights under the  
22 Americans with Disabilities Act, the Vocational Rehabilitation Act, or any other Federal  
23 or State law.  
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1 **ARTICLE 15**  
2 **SENIORITY**  
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5 **SECTION 1.** The “date of employment” of all current employees as presently  
6 established shall be deemed to be correctly established as of the effective date of this  
7 AGREEMENT.  
8  
9

10 **SECTION 2.** For purposes relating to this AGREEMENT, Seniority shall be defined in  
11 three (3) categories as provided below:  
12

13 (A) **COMPANY Seniority** shall mean, the total length of continuous full-time  
14 service with the COMPANY, and any predecessor.  
15

16 (B) **SECTION Seniority** shall mean, the total length of continuous full-time  
17 service within an employee’s current Section. SECTION is defined as  
18 Maintenance.  
19

20 (C) **CLASSIFICATION Seniority shall mean,**  
21

22 **Maintenance -** Full-time Maintenance employee’s Classification  
23 Seniority is defined as the total length of continuous full-  
24 time service as Storekeepers.  
25

26 In the event two (2) or more individuals are hired or promoted on the same day, then the  
27 time/date stamped on their employment application shall determine their Seniority  
28 ranking. Employees may not hold Classification Seniority in more than one (1) Section of  
29 the COMPANY.  
30

31 All full-time employees moving to part-time status or part-time employees moving to full-  
32 time status will be placed on the bottom of the seniority list for the applicable full-time or  
33 part-time position.  
34

35 **SECTION 3.** For the purpose of bidding Facilities, and Shifts or Lay-Offs/Recall,  
36 Classification Seniority shall prevail.  
37

38  
39 **SECTION 4.** Should an EMPLOYEE be terminated or otherwise leave the employment  
40 of the COMPANY and be re-hired at a subsequent date, the seniority date shall be based  
41 on the EMPLOYEE’S re-hire date.  
42

1 Article 15: Seniority

2 Page -2-

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5 **SECTION 5.** The COMPANY agrees to keep posted in an accessible place an up-to-  
6 date seniority roster showing the EMPLOYEE'S name, and date of employment for all  
7 EMPLOYEES coming within the scope of this AGREEMENT. A current seniority list will  
8 be posted at every new bid in all garages.  
9

**ARTICLE 21**  
**ANNUAL LEAVE**

**SECTION 1. Definition:** Annual Leave is authorized, approved in advance, paid time off for the purpose of vacation or personal business. Annual Leave shall be granted in accordance with the provisions of this Article.

**SECTION 2. Eligibility:** All full-time employees coming under the scope of this article shall receive Annual Leave as provided herein based on an employee's longevity.

Employees must be in a pay status for a minimum of forty (40) hours during any bi-weekly pay period, in order to accrue Annual Leave for that pay period.

**SECTION 3. Maximum Accumulation:** One hundred-sixty (160) past the end of any calendar year (December 31). Any Annual Leave above one hundred-sixty (160) hours at the end of the calendar year may be transferred to the employee's Sick Leave balance.

**SECTION 4. Annual Leave Accrual:** The number of hours of Annual Leave an employees earns during a year is based on the length of continuous employment with the COMPANY as indicated below:

Years of Employment	Hours Accrued per Pay Period
First (1 <sup>st</sup> ) Year	3.10 hours
Beginning of the second (2 <sup>nd</sup> ) year thru the completion of the fifth (5 <sup>th</sup> ) year	4.62 hours
Beginning of the 6 <sup>th</sup> year	4.93 hours
Beginning of the 7 <sup>th</sup> year	5.24 hours
Beginning of the 8 <sup>th</sup> year	5.54 hours
Beginning of the 9 <sup>th</sup> year	5.85 hours
Beginning of the 10 <sup>th</sup> year and all years thereafter	6.16 hours

**SECTION 5. Charge of Annual Leave:** Employees on authorized Annual Leave shall be paid and have their Annual Leave balance reduced by the amount of authorized hours approved.

Employees may not use Annual Leave to supplement loss of pay due to suspension, miss-out or other un-excused absence.

**SECTION 6. Annual Leave Bidding:** Vacations will be bid by Total COMPANY seniority. A vacation bid will be posted during the month of December each year for vacations in the upcoming year. A maximum of one (1) employee from each facility will be allowed off on either bided or unscheduled Annual Leave at any time. Employees must bid vacation in whole week increments (40 hour increments) up to the there

1 Article 21: Annual Leave

2 Page -2-

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5 accumulated Annual Leave balance. The employee must have sufficient balance accrued  
6 two (2) pay periods prior to the start of the bid vacation week.

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8 Once vacation are bid, employees may not alter, change or trade vacation weeks.

9  
10 Once vacations are bid, a copy of the bid will be posted. Employees at each facility may  
11 request an open week on a first come first serve basis, not subject to seniority. The open  
12 week must be requested a minimum of one (1) week prior to the beginning of the time off  
13 and verified by the employees supervisor.

14  
15 Any employee who is out for documented illness and is taking Sick Leave at the time their  
16 scheduled bid vacation occurs, shall be eligible to use any accumulated Sick Leave hours  
17 for the portion of their scheduled vacation in which he remains out on documented illness.

18  
19 An acceptable doctor's statement must be submitted to the Palm Beach County  
20 Occupational Health clinic and Palm Tran before Annual Leave hours will be switched to  
21 paid Sick Leave hours.

22  
23 If an employee does not have sufficient Annual Leave balance to cover the entire week  
24 for which they bid vacation when the week becomes due, the employee will not be  
25 allowed off on unpaid leave and the employee will be required to work their normal  
26 schedule.

27  
28 Employees may not work their normal off day during a scheduled vacation week.

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31 During emergencies, or when a critical work force shortage occurs, the COMPANY may  
32 alter or suspend and Annual Leave previously bid.

33  
34 **SECTION 7.** Unscheduled Annual Leave may be used for personal business or  
35 emergency reason provided that the employee requests and is granted the leave in  
36 advance.

37  
38 A maximum of one (1) employee from each facility will be allowed off on either bided or  
39 unscheduled Annual Leave at any time.

40  
41 Unscheduled Annual Leave may be taken for a period of not less than one (1) hour and  
42 not more than three (3) consecutive work days excluding days off. Employees who  
43 submit a request for Unscheduled Annual Leave for an open day(s) and provide a  
44 minimum of three (3) days notice shall be granted the request. Unscheduled Annual  
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1 Article 21: Annual Leave

2 Page -3-

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5 Leave requested with less than three (3) days notice shall be at the discretion of the  
6 COMPANY.

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9 **SECTION 8.** Payment for Unused Annual Leave: Employees, who resign, retire or  
10 terminated by the COMPANY and who have worked a minimum of one (1) year shall be  
11 paid for their accumulated Annual Leave accrual at their then current rate of pay up to a  
12 maximum of three hundred (300) hours.

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14 **SECTION 9.** Employees covered under this agreement will be eligible for Palm Tran's  
15 Service Award Program and the Golden Palm Award.  
16

**ARTICLE 26**  
**SELECTION OF SHIFTS**

**SECTION 1.** A bid will occur for Storekeepers at least two (2) times per year. The bid will be posted on the first (1<sup>st</sup>) Monday during the month of December and June to become effective the first (1<sup>st</sup>) Sunday of a new pay period in January and July. The bid will be posted five (5) days prior to the start of bidding. During the December bid employees will bid on the facility that they will be assigned.

The COMPANY will determine the number of employees and available shifts at each work location.

In addition, a bid may be posted at such other times the COMPANY determines that a change in operations, amount or type of work to be undertaken on a particular shift, or other circumstances dictate a need for reduction of employees or additional employees needed on any shift or facility.

Bidding shall be by Classification Seniority.

- Each shift shall include:
- Start time of the shift
- End time of the shift
- Lunch and break times
- Days off

Bid times will be pre-established in advance. Any employee out on Annual leave or short term illness or who elects not to be present due to their scheduled time falling on their regular scheduled off-day, may leave up to three (3) choices with the UNION President, or his/her designee. The UNION President and/or their designee shall bid on behalf of those employees who have left choices and are not present. In the event the choices left with the UNION representative are not available, the UNION representative shall pick the closest possible shift to the employee's choices. If an employee shall fail to bid in a timely manner, as established herein the employee will be "bid around". An employee who has been "bid around" shall have the first right to bid when they have made themselves available. Any employee who has not bid and was "bid around" will be assigned a shift by the UNION official overseeing the bid at the end of bidding in classification seniority from the remaining shifts. The COMPANY will pay the UNION representative at their normal hourly rate of pay for assisting in the bid process.

Storekeepers who are out on extended absence two (2) weeks prior to the start of bidding will be allowed to bid provided documentation is submitted to the COMPANY by the employee from the Palm Beach County Occupational Health Clinic that states they will be able to return to work within one (1) week after the start of the bid. Storekeeper returning to work who are not eligible to bid will be assigned a shift by the COMPANY.

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6 **SECTION 2.** A Storekeeper Floater shift may be posted in the general bid for employees  
7 to bid on. Storekeeper Floaters will bid a primary facility, however they may be required  
8 to work in another facility as outlined below. This position will cover any employee  
9 absences, vacancies (less than forty-five (45) days), or vacations of three (3) or more  
10 workdays. The Storekeeper Floater shift will be subject to change with a minimum of two  
11 (2) days notice, except as address in the Overtime Article. A minimum of one (1) week  
12 notice will be given to cover bid Annual Leave. When the Floater covers a full week  
13 assignment they will be assigned the open schedule (shifts, days off, etc.) In the event  
14 the employee who was absent returns to work during that week the Floater will keep the  
15 same days off and return to the their bid shift.  
16



**ARTICLE 28**  
**STOREKEEPER CLASSIFICATION**

Storekeeper: Summary definition

Work in this classification involves both manual and clerical duties in the storeroom. Position requires knowledge of the following examples including but not limited to the receiving, storage, monitoring, cataloging and disbursement of maintenance parts, supplies, materials and equipment.

The actual job descriptions for each of these positions will be maintained at Palm Tran by the Maintenance Manager and based on operational requirements

During times when Storekeepers are unavailable, qualified Maintenance Technicians may be designated by seniority based on availability, as a storekeeper for a period not to exceed four (4) hours. Qualifications shall mean a Maintenance Technician has volunteered to be a temporary storekeeper and received necessary training as evidenced by a certificate of completion from the Company. Maintenance Technician designated as a Storekeeper will be paid at their current rate of pay.

**ARTICLE 33**  
**DRIVER'S LICENSE**

**SECTION 1.** Storekeeper will be required to maintain a valid Florida Drivers class E license.

**SECTION 2.** Storekeeper shall immediately notify their appropriate Manager or designee, should their driver's license be revoked or suspended or should any restriction be placed on the license.

A Storekeeper who promptly and voluntarily discloses a revoked or suspended license or a restriction which impairs the employee's ability to perform their job shall have up to twenty one (21) working days to have their driving privileges restored. The employee must use any balances of Annual Leave before they can go without pay.

If the employee fails to provide such proof within twenty one (21) working days they will scheduled for a pre-termination hearing.

**SECTION 3.** Storekeepers who are involved in an accident while operating a COMPANY vehicle with a suspended or revoked license shall be immediately suspended without pay pending a pre-termination hearing.

**SECTION 4.** The COMPANY may from time to time conduct Department of Motor Vehicle checks on employees' driving records. If it is discovered that an employee has operated a COMPANY vehicle at any time with a suspended or revoked license, the employee shall be suspended without pay immediately until such time as the employee presents proof that his driving privileges have been reinstated. If the employee fails to provide such proof within twenty one (21) working days, they shall be considered to have resigned without notice and their employment terminated.

Employees may be granted accumulated Annual Leave for up to two (2) business days to allow sufficient time to have their license reinstated.

**SECTION 5.** The time limits provided in this Article may be extended at the sole discretion of the COMPANY based on the circumstances.

**ARTICLE 35**  
**STOREKEEPER OVERTIME**

**SECTION 1. Definition:**

Overtime is defined as actual hours worked in excess of forty (40) hours per week. Hours worked is defined as actual hours worked, annual leave time, time actual worked on a holiday, holiday pay when there is no bus service, jury duty, bereavement and Union Business as specified Article 35, Section 3 of the Labor AGREEMENT.

**SECTION 2. Overtime Rate:**

Employees shall be paid overtime at one and one half (1 ½ ).

**SECTION 3. Assignment of Overtime:**

Overtime will be assigned in classification seniority order for steps 1 and 3 below.

Based on the operational requirements, **it may be necessary for an employee** to work overtime prior to and after their normal scheduled shift. If it is necessary to fill an entire shift with overtime the COMPANY will contact employees as follows:

- Step 1: Employees who have signed up to work on their off day in the facility in which the absence occurred.
- Step 2: If there are no off day employees available to work in the facility where the absence occurred, overtime will be offered to employees currently working in that facility.
- Step 3: If no employees currently working in that facility are available to work, then employees who have signed up to work on their off day in the other facility will be asked.
- Step 4: If no volunteers from employees signed up to work on their off day in the other facility are available, then the Storekeeper Floater from the other facility will be used.
- Step 5: If there the Storekeeper Floater cannot be used, then overtime will be assigned in reverse classification seniority order.

**Palm Tran's 3-25-2014 Proposed  
Letter of Understanding  
Between  
Palm Tran, Inc. (the Company) and ATU, Local 1577 (the Union)**

<b>TENTATIVELY APPROVED</b>	
for Palm Tran:	<i>Wayne S</i>
for ATU:	<i>Dwight Mattingly</i>
Date:	<u>3/26/2014</u>
Page:	<u>1</u> of <u>1</u>

The parties intend that the modifications to the Palm Tran, Inc.- Amalgamated Transit Union Local 1577 Pension Plan (Plan) and the Palm Tran, Inc. – ATU Local 1577 Restated Agreement and Declaration of Trust (Trust) set forth in Attachments A and B to this Letter of Understanding (LOU) will be presented to the Board of Trustees of the Trust (Trustees) for approval as soon as possible. The Union intends to present the Labor Management Agreement by and between Palm Tran, Inc. and the Amalgamated Transit Union Local 1577 (LMA) and this LOU, supplementing the terms of the LMA, to the members of the bargaining unit for ratification. Following the Trustees approval of the modifications to the Trust and Plan, and the bargaining unit's ratification of the LMA with LOU, the LMA with the LOU will be presented to the Board of County Commissioners (BCC) for approval. If the modifications to the Plan and Trust are not approved by the Trustees, the LMA with LOU will not be presented for ratification by the Board of County Commissioners.<sup>±</sup>

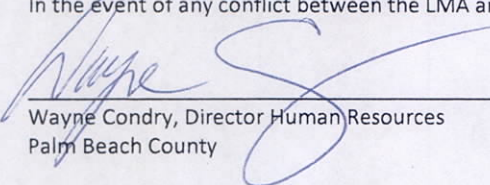
Subject to the Board of Trustees' approval of the Plan and Trust modifications referenced above, the parties agree:

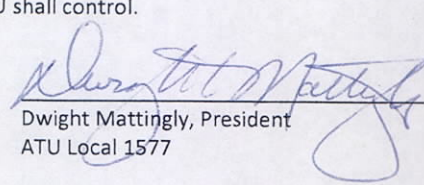
- 1) That the Labor Management Agreement between Palm Tran, Inc. and the Amalgamated Transit Union Local 1577 in effect from October 1, 2006 – September 30, 2009 has remained status quo for the County Fiscal Years 2009 - 2010, 2010 - 2011, 2011 – 2012, and 2012 – 2013 (including no pay increases and no Supplemental Health Insurance Trust contributions) and that both parties have waived their rights to negotiate changes for those fiscal years; and
- 2) That the ATU will withdraw, with prejudice, its grievance related to SHIFT and shall file no others related thereto.

The parties further agree that the application of Article 45 of the LMA is clarified as follows:

- 1) Following the Trustees' approval of the Trust and Plan modifications described herein and ratification of the LMA with LOU, the wage increases provided for in Article 45 of the LMA will be implemented as soon as possible with an implementation ~~goal of~~ no later than the third (3<sup>rd</sup>) full pay period following ratification by the BCC. Wage increases will be retroactive to the first pay period including October 1, 2013. Given the need to individually calculate the sum due each member of the bargaining unit for the period of retroactivity, the parties anticipate that the calculation will be completed and implemented within one (1) pay period after the wage increases described in Article 45 have been implemented. Any and all wage rate changes thereafter, through the term of the LMA, shall be determined through a wage reopener; and
- 2) Notwithstanding any provision of the LMA, the parties intend that the LMA, except as provided above, will become effective on midnight of the day following ratification by the parties.

In the event of any conflict between the LMA and the LOU, the LOU shall control.

  
Wayne Condry, Director Human Resources  
Palm Beach County

  
Dwight Mattingly, President  
ATU Local 1577

<sup>±</sup> Palm Tran maintains that approval of the Plan and Trust modifications by the Trustees is not required, and that the modifications should be made by incorporating the modifications into the LMA. Palm Tran's proposal to present the modifications to the Trustees for approval is based solely upon ATU Local 1577's request to do so, and not any desire on Palm Tran's part to make agreement on the LMA contingent upon the actions of any third party.

March 28, 2014

PALM TRAN, INC.  
AMALGAMATED TRANSIT UNION LOCAL 1577  
PENSION PLAN

**AMENDMENT NO. 12**

The provisions of the Palm Tran, Inc./Amalgamated Transit Union Local 1577 Pension Plan, originally effective January 1, 1977, as amended from time to time, are hereby amended in the following aspects:

**1. Section 11.1 of Article 11 is hereby amended as follows:**

Section 11.1 Amendment of Plan.

The Trustees reserve the right at any time and from time to time to amend in whole or in part ~~any or all of the~~ provisions of the Plan to the extent provided by the Trust Agreement; and the collective bargaining agreement, but no amendment shall be made by which any funds under the Plan can be used for or diverted to purposes other than for the exclusive benefit of Participants and their beneficiaries. The Trustees may recommend changes to pension benefits and employee contributions but shall not have the authority to implement such changes without the approval of the Board of County Commissioners. Changes to the Plan shall be subject to the collective bargaining agreement.

Any amendment that is necessary to maintain compliance with federal or state law shall be adopted by the Trustees. Unless the amendment is necessary to permit the plan to meet the requirements for Treasury approval

under the Internal Revenue Code or under any subsequent revenue law, to meet the requirements of the Florida Department of Management Services, or of any other governmental authority under any other applicable law, no amendment shall adversely affect the retirement benefits to which a Participant became entitled prior to the date of such amendment.

This Amendment shall take effect simultaneously with and on the date of ratification of the Labor Management Agreement by both parties. Except as herein amended, the restated Palm Tran, Inc./Amalgamated Transit Union Local 1577 Pension Plan shall remain in full force and effect.

**IN WITNESS WHEREOF**, we have set our hands this 8 day of Apr., 2014.

EMPLOYER TRUSTEES

Elizabeth Bleese  
Nancy L. Bolton

UNION TRUSTEES

August M. Maltby  
Frank Stajano

WITNESS: 

H:\Palm Tran 28\Plan Docs\Amend\Amend 12 - 2014\Amendment 12.wpd





## Amalgamated Transit Union Local 1577

1003 Belvedere Road  
Suite 3  
West Palm Beach, FL 33405  
(561) 655-3315  
Fax (561) 655-2919

April 14, 2014

Shannon LaRocque, Interim Executive Director.  
Palm Tran, Inc.  
3201 Electronics Way  
West Palm Beach, FL 33407

Dear Ms. LaRocque,

This is to officially inform you that ATU Local 1577 bargaining unit members have ratified the tentatively agreed to collective bargaining agreement, aka Labor Management Agreement (LMA) and the Letter of Understanding (LOU). Attached is a copy of the LMA signed by the Union officials whose signatures are required.

Additionally, the Union agrees to withdraw, with prejudice, its grievance related to the Supplemental Health Insurance Trust Fund. (SHITF)

Sincerely,

Dwight H. Mattingly  
President/Business Agent

c. Donna Raney

ATTACHMENT 3

**FLA**  
FEDERAL LIFE ASSURANCE

Palm Tran, Inc. Amalgamated Transit Union Local 1577 Pension Plan  
Board of Trustees  
c/o Nick Schless  
4360 Northlake Boulevard, Suite 206  
Palm Beach Gardens, FL 33410

**RE: Proposed Plan Changes**

The impact of the proposed changes is shown in the attached Exhibit B (Present Value of Benefits), Exhibit C (Accrued Liability), Exhibit D (Normal Cost), and Exhibit E (Minimum Required Contribution). These results were determined using the methods and assumptions as used in the January 1, 2013 actuarial valuation of the Plan except that the assumed retirement decrements were revised for those with less than 10 years Credited Service as of January 1, 2013 to the earliest of 33 years of service regardless of age, age 65 with 5 years of service, and age 62 with 10 years of service.

Sincerely,

Chad M. Little, ASA, EA  
Partner, Consulting Actuary



## PALM TRAN, INC. AMALGAMATED TRANSIT UNION LOCAL 1577 PENSION PLAN

EXHIBIT A

	Current	Proposed Provisions								
Employee Contributions	2.5% of Earnings	For <u>new hires</u> after Effective Date: 3.0% For employees working on Effective Date: <table><tr><td><u>Effective</u></td><td><u>Rate</u></td></tr><tr><td>through 9/30/2014</td><td>2.50%</td></tr><tr><td>10/1/2014-9/30/2015</td><td>2.75%</td></tr><tr><td>10/1/2015+</td><td>3.00%</td></tr></table>	<u>Effective</u>	<u>Rate</u>	through 9/30/2014	2.50%	10/1/2014-9/30/2015	2.75%	10/1/2015+	3.00%
<u>Effective</u>	<u>Rate</u>									
through 9/30/2014	2.50%									
10/1/2014-9/30/2015	2.75%									
10/1/2015+	3.00%									
Vesting	100% at 5 years Credited Service	For <u>new hires</u> after Effective Date: 100% at <u>5 years</u> Credited Service For employees working on Effective Date: no change								
Normal Retirement	Eligibility - age 65 and 5 years of Credited Service  Benefit - Accrued Benefit	For <u>new hires</u> after Effective Date: Eligibility - age <u>65</u> and <u>3</u> years of Credited Service For employees <u>working on Effective Date</u> : with less than 10 years of Credited Service: Eligibility - earlier of (i) age <u>65</u> and <u>5</u> years of Credited Service, or (ii) <u>33 years</u> of Credited Service regardless of age. For employees working on Effective Date: with 10 or more years of Credited Service: Eligibility - No change. Benefit - Accrued Benefit								
Early Retirement	Eligibility - 55 and 10 years of Credited Service Benefit - Accrued Benefit reduced 6.0% for each year retirement commences prior to age 60, plus the Supplemental Pension payable to age 65 (if age 60 and 10 at retirement)	No change in eligibility. Benefit - unchanged for employees with 10 or more years Credited Service at the Effective Date.  Benefit - for employees with <u>less than 10 years</u> Credited Service at the Effective Date and <u>new hires</u> after Effective Date, Accrued Benefit <u>reduced 6.0% for each year retirement commences prior to age 62</u> , plus the Supplemental Pension payable to age 65 (if age 60 and 10 at retirement)								
Unreduced Early Retirement (UER)	Eligibility: <table><tr><td><u>Hire</u></td><td><u>Eligibility Requirement</u></td></tr><tr><td>By 9/6/2002</td><td>62 and 5 years of Credited Service</td></tr><tr><td>Any</td><td>60 and 10 years of Credited Service</td></tr></table> Benefit - Accrued Benefit, unreduced for commencement prior to the Normal Retirement Date, plus the Supplemental Pension payable to age 65 (if age 60 and 10 at retirement)	<u>Hire</u>	<u>Eligibility Requirement</u>	By 9/6/2002	62 and 5 years of Credited Service	Any	60 and 10 years of Credited Service	Eligibility revised to <u>62 and 10</u> for members <u>working on Effective Date</u> with less than <u>10 years</u> Credited Service and for <u>new hires</u> after Effective Date.  No change for members working on Effective Date with 10 or more years Credited Service.		
<u>Hire</u>	<u>Eligibility Requirement</u>									
By 9/6/2002	62 and 5 years of Credited Service									
Any	60 and 10 years of Credited Service									
Rule of 85 Pension	Eligibility - date on which the sum of attained age and years of Credited Service equal 85  Benefit - Accrued Benefit, unreduced for commencement prior to the Normal Retirement Date, plus the Supplemental Pension payable to age 65 (if age 60 and 10 at retirement, or payable when the member reaches age 60 and if under age 60 at retirement).	<u>Removal</u> of provision for Members with <u>less than 10 years</u> Credited Service at Effective Date and <u>new hires</u> after Effective Date.  No change for Members with 10 or more years Credited Service at Effective Date.								

PALM TRAN, INC. AMALGAMATED TRANSIT UNION LOCAL 1577 PENSION PLAN

EXHIBIT A

Accrued Benefit	Life only annuity calculated as:	
	$2.5\% \times \text{Credited Service up to 25 Years} \\ \times \text{3-Year Final Average Salary (FAS)}$	<p>For employees with 10 or more years Credited Service at Effective Date, no change:</p> $2.5\% \times \text{Credited Service up to 25 Years} \\ \times \text{3-Year Final Average Salary (FAS)}$ <p>For employees with <u>5 years but less than 10 years</u> Credited Service at Effective Date, the benefit is as under the following formula <u>(removal of 25 year service cap, but subject to a maximum 82.5% of FAS):</u></p> $\frac{(2.5\% \times \text{Credited Service at Effective Date} + 2.0\% \times \text{Credited Service After Effective Date})}{3\text{-Year FAS}}$ <p>For employees with <u>less than 5 years</u> Credited Service at Effective Date, the benefit is as under the following formula <u>(removal of 25 year service cap, but subject to a maximum 82.5% of FAS):</u></p> $\frac{(2.5\% \times \text{Credited Service at Effective Date} + 1.6\% \times \text{Credited Service After Effective Date})}{5\text{-Year FAS}}$ <p>For <u>new hires</u> after Effective Date, the benefit is a under the following formula <u>(removal of 25 year service cap, but subject to a maximum 62.5% of FAS):</u></p> $1.6\% \times \text{Credited Service} \times 5\text{-Year FAS}$

Note: There are no proposed changes to benefits not mentioned including:

- (1) Definition of Earnings.
- (2) Normal Form of Payment as life annuity or optional forms of benefit.
- (3) Late Retirement Benefit increase factors.
- (4) Supplemental Pension: For retirement directly from active service at 60 and 10 years Credited Service with an Early Retirement Benefit, Unreduced Early Retirement Benefit, Rule of 85 Pension or Disability Retirement Benefit - payment of additional \$200 per month payable as a temporary life annuity to age 65. Additionally, retirees under Rule of 85 Pension who are not yet age 60 at retirement receive upon attainment of age 60.
- (5) Disability Retirement Benefit eligibility at 10 years Credited Service with benefit payable unreduced for early commencement.
- (6) Death Benefits including (i) payment of accumulated employee contributions (with interest earned before 5/25/2007) to non-vested and vested/unmarried and (ii) payment of accumulated employee contributions (with interest earned before 5/25/2007) and actuarially reduced 50% joint and survivor annuity based on assumption Member retired day before death for vested/married.
- (7) \$5,000 lump sum upon death of member who dies in active service after earning 10 years Credited Service. \$7,500 lump sum upon death of retired participant.
- (8) Payment of accumulated employee contributions through 12/31/2011 (without interest) to members who retire with at least 10 years Credited Service.
- (9) Benefit to vested members not yet retirement eligible including payment of accumulated employee contributions (with interest earned before 5/25/2007) and actuarially reduced annuity reflecting payment of refund.
- (10) Benefit to terminated nonvested members is the payment of accumulated employee contributions without interest.

PALM TRAN, INC. AMALGAMATED TRANSIT UNION LOCAL 1577 PENSION PLAN - EXHIBIT B

Impact of Proposed Plan Changes - as if Made on January 1, 2013

Present Value of Benefits

Year Beginning January 1,	7/17/13 Report 2013	Proposed 2013
1. <b>Active Members</b>		
a. Retirement Benefits	\$86,408,171	\$80,477,041
b. Termination Benefits	2,722,204	2,351,093
c. Survivor Benefits	472,065	433,977
d. Disability Retirement	<u>2,724,911</u>	<u>2,602,558</u>
e. Total for Active Members	\$92,327,351	\$85,864,669
2. <b>Inactive Members</b>	<u>37,089,088</u>	<u>37,089,088</u>
3. <b>Present Value of Benefits</b>	\$129,416,439	\$122,953,757
4. <b>Change</b>		\$(6,462,682)

PALM TRAN, INC. AMALGAMATED TRANSIT UNION LOCAL 1577 PENSION PLAN - EXHIBIT C

Impact of Proposed Plan Changes - as if Made on January 1, 2013

Accrued Liability

Year Beginning January 1,	7/17/13 Report 2013	Proposed 2013
1. <b>Active Members</b>		
a. Retirement Benefits	\$57,148,071	\$55,898,420
b. Termination Benefits	277,695	173,668
c. Survivor Benefits	248,523	240,940
d. Disability Retirement	<u>1,462,330</u>	<u>1,452,339</u>
e. Total for Active Members	\$59,136,619	\$57,765,367
2. <b>Inactive Members</b>	<u>37,089,088</u>	<u>37,089,088</u>
3. <b>Accrued Liability</b>	\$96,225,707	\$94,854,455
4. <b>Change</b>		\$(1,371,252)

PALM TRAN, INC. AMALGAMATED TRANSIT UNION LOCAL 1577 PENSION PLAN - EXHIBIT D

Impact of Proposed Plan Changes - as if Made on January 1, 2013

Normal Cost

Year Beginning January 1,		7/17/13 Report 2013	Proposed 2013
1.	<b>Preliminary Normal Cost</b>		
a.	Retirement Benefits	\$3,682,129	\$3,242,975
b.	Termination Benefits	275,047	249,311
c.	Survivor Benefits	28,246	25,582
d.	Disability Retirement	<u>152,774</u>	<u>143,133</u>
e.	Preliminary Normal Cost	\$4,138,196	\$3,661,001
2.	<b>Total Normal Cost</b>		
a.	Preliminary Normal Cost	\$4,138,196	\$3,661,001
b.	Administrative Expenses	<u>165,726</u>	<u>165,726</u>
c.	Total Normal Cost - Dollar Amount	\$4,303,922	\$3,826,727
d.	Total Normal Cost - Percent of Pay	16.7 %	14.9 %
3.	<b>Employer Normal Cost</b>		
a.	Total Normal Cost	\$4,303,922	\$3,826,727
b.	Employee Normal Cost	<u>(643,117)</u>	<u>(643,117)</u>
c.	Employer Normal Cost - Dollar Amount	\$3,660,805	\$3,183,610
d.	Employer Normal Cost - Percent of Pay	14.2 %	12.4 %
4.	<b>Valuation Payroll</b>	\$25,724,674	\$25,724,674
5.	<b>Employer Normal Cost Change</b>		
a.	Employer Normal Cost - Dollar Amount		\$(477,195)
b.	Employer Normal Cost - Percent of Pay		(1.8)%

PALM TRAN, INC. AMALGAMATED TRANSIT UNION LOCAL 1577 PENSION PLAN - EXHIBIT E

Impact of Proposed Plan Changes - as If Made on January 1, 2013

Minimum Required Contribution

Valuation for Year Beginning January 1		7/17/13 Report 2013	Proposed 2013
1.	Employer Normal Cost	\$3,660,805	\$3,183,610
2.	Amortization of Unfunded Accrued Liability	<u>1,805,451</u>	<u>1,730,508</u>
3.	Preliminary Required Contribution BOY		
a.	As a Dollar Amount	\$5,466,256	\$4,914,118
b.	As a Percentage of Pay	21.2 %	19.1 %
4.	Funding Deficiency BOY	<u>\$6,483,242</u>	<u>\$6,483,242</u>
5.	Total Employer Required Contribution BOY (Including Funding Deficiency)		
a.	As a Dollar Amount	\$11,949,498	\$11,397,360
b.	As a Percentage of Pay	48.5 %	44.3 %
6.	Employer Minimum Required Contribution Including Interest for Periodic Payments (Before Deficiency)		
a.	As a Dollar Amount	\$5,684,906	\$5,110,683
b.	As a Percentage of Pay	22.1 %	19.9 %
7.	Total Employer Required Contribution Including Interest for Periodic Payments (Including Funding Deficiency)		
a.	As a Dollar Amount	\$12,427,478	\$11,853,254
b.	As a Percentage of Pay	48.3 %	46.1 %
8.	Valuation Payroll	\$25,724,674	\$25,724,674
9.	Employer Normal Cost With 1/2 Year Interest		
a.	As a Dollar Amount	\$3,807,237	\$3,310,954
b.	As a Percentage of Pay	14.8 %	12.9 %
10.	Change in Total Employer Required Contribution		
a.	As a Dollar Amount		\$(574,224)
b.	As a Percentage of Pay		(2.2)%

**From:** Bonni S. Jensen [mailto:[bsjensen@perryjensenlaw.com](mailto:bsjensen@perryjensenlaw.com)]

**Sent:** Monday, April 14, 2014 4:03 PM

**To:** Donna Raney

**Cc:** Pension Team; 'Nick Schiess'; [chad@flactuaries.com](mailto:chad@flactuaries.com); 'DWIGHT MATTINGLY'; 'Robert Sugarman'

**Subject:** Palm Tran/ATU Local 1577 Pension Plan FW: Message from FMB-KonicaC360-room705

Donna,

As we discussed, since the County is not approving a change to the pension plan document, I do not believe that the provisions of 112.63(3) apply to the ratification of a collective bargaining agreement. Therefore, this impact statement is sufficient for the County's consideration of the recent changes to the collective bargaining agreement which includes a change to the employee contribution rate.

The attached impact statement was developed for Amendment #10. As you can see from the Exhibit A, the changes to the employee contributions were addressed, but not included in the dollar impact. The employee contributions were not changed by Amendment #10 because they are contained in the collective bargaining agreement. The increased employee contributions will decrease the amount required by the employer.

To make sure that your email is handled in a timely manner, please copy [thepensionteam@perryjensenlaw.com](mailto:thepensionteam@perryjensenlaw.com)

Bonni S. Jensen  
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