

Article 7
EMPLOYEE STANDARDS OF CONDUCT AND PERFORMANCE

Section 1 - Standards of Conduct and Performance

(A) The Selected Exempt Service is designed to provide the delivery of high quality performance in selected classifications by facilitating the State's ability to attract and retain qualified personnel in these positions, while also providing sufficient management flexibility to ensure that the work force is responsive to agency needs. Moreover, the State recognizes the right of a duly recognized Union Representative to express the views of the Union provided they are identified as Union views.

(B) Each unit member shall be provided a copy of his or her current job description.

(C) Each Unit employee shall serve at the pleasure of the agency head and is subject to suspension, dismissal, reduction in pay, demotion, transfer, or other personnel action at the sole discretion of the agency head or his designee. No such action shall be grievable under the grievance article of this Agreement.

Section 2 - Employee Certifications

Employees shall ensure that all licensures or certifications required by their profession shall remain in good standing. The reimbursement of required Florida Bar dues, licensures and or certifications will be in accordance with the General Appropriations Act.

Section 3 - Confidentiality Requirements

Employees shall comply with all confidentiality requirements imposed by agency policy, federal or state law, federal regulation or administrative rule, including those rules or codes of conduct governing attorney conduct as promulgated by the Supreme Court of the State of Florida, or the Florida Bar or any other professional certification or regulatory body that governs the ability of any unit member to practice his or her particular profession.

State mm Union 45
Date 3/22/07 Date 3/30/07

Article 13
SAFETY

(A) When an employee believes that a condition exists at a State facility or worksite which is in violation of an established health or safety rule, such condition shall be reported immediately in writing to the appropriate supervisor, detailing the specific violation and rule, if known and/or appropriate.

(B) The supervisor shall investigate the report and make a reasonable effort to take action deemed appropriate.

(C) Complaints which arise under this Article shall ~~not be arbitrable.~~ grievable up to Step 3 of the grievance procedure.

State Zu Zu Union JS
Date 2/13/07 Date 2/13/07

Article 17
TRAINING AND EDUCATION

SECTION 1 - Professional Education

(A) The State will make a good faith effort to allow employees a reasonable amount of time, with pay, as the work schedule will permit, for the purpose of attending short courses, institutes, and workshops which will improve their performance in their current position, as provided below:

(1) Such time may be granted if: the employee applies in advance in writing specifying the course and his objectives related to his position; the employee obtains permission of his department head, and such time does not interfere with services. Such application should be submitted by the employee at least thirty (30) days prior to the date of the seminar or fourteen (14) days prior to the posting of the employee's work schedule, whichever comes sooner. If the request is approved, the employee will be notified in writing of the dates approved, and the time will be shown on the work schedule for the employee's unit. Where management has approved a request and the employee scheduled is unable to attend, another employee in the unit may be allowed by management to substitute for the employee who was originally scheduled. Time limits established herein may be waived by management.

(2) No out-of-state travel will be approved to attend such courses, institutes, or workshops when similar programs are available within the State of Florida.

(3) Subsections (1) and (2) above do not preclude the State from assigning employees to attend training courses as determined by management.

(4) The State shall provide up to six (6) credit hours of tuition-free courses per term at a state university or community college to full-time employees on a space available basis as authorized by law. ~~In accordance with the General Appropriations Act for fiscal year 20067-20078 the state shall provide up to six (6) credit hours of tuition free courses per term at a state university or community college to full time employees on a space available basis as authorized by law.~~

State mm Union JS
Date 2/3/07 Date 2/13/07

Article 21
VACANT EMPLOYMENT OUTSIDE OF STATE GOVERNMENT

An employee who wishes to perform employment outside of state government shall secure approval in advance and the outside employment will be considered in accordance with applicable statute, rule and agency policy. Such requests shall not be unreasonably denied.

State mm Union JS
Date 2/13/07 Date 2/13/07