



**MASTER CONTRACT**  
**THE STATE OF FLORIDA**  
**and**  
**THE FLORIDA PUBLIC EMPLOYEES**  
**COUNCIL 79**  
**AMERICAN FEDERATION OF STATE, COUNTY**  
**AND MUNICIPAL EMPLOYEES,**  
**AFL-CIO**

**Human Services Bargaining Unit**  
**Professional Bargaining Unit**  
**Operational Services Bargaining Unit**  
**Administrative and Clerical Bargaining Unit**

**2020–2023 Master Contract**

**Reopener Negotiations for the 2021-2022 Fiscal Year**

*Incorporates 2021 Legislative Impasse Resolution  
to Articles 7, 8, 16, 25 and  
Legislative Resolution to Article 27 effective July 1, 2021*

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## **CONTRACT**

THIS CONTRACT is between the STATE OF FLORIDA, hereinafter called the state, and the FLORIDA PUBLIC EMPLOYEES COUNCIL 79, AFSCME, which is an affiliate of the AMERICAN FEDERATION OF STATE COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, hereinafter called the Union, representing the employees in the Human Services, Professional, Operational Services and Administrative and Clerical Units.

## **PREAMBLE**

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

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

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

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

## **Article 1 RECOGNITION**

### **SECTION 1 – Inclusions**

(A) The state hereby recognizes the Florida Public Employees Council 79, American Federation of State, County and Municipal Employees, AFL-CIO, (Union) as the representative for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees included in the Human Services, Professional, Operational Services, and Administrative and Clerical Bargaining Units.

(B) The bargaining units for which this recognition is accorded are defined in the certifications issued by the Florida Public Employees Relations Commission, hereinafter also referred to as “PERC,” (Human Services Unit, Order Number 76E-1405 issued on December 21, 1976; Professional Unit, Certification Number 377 issued on January 9, 1978; Operational Services Unit, Certification Number 418 issued on July 14, 1978; Administrative and Clerical Unit, Certification Number 542 issued on June 25, 1981) and as subsequently amended by PERC.

(C) Attached as Appendix A is the Broadband Names and Classification Titles in the Administrative/Clerical (01), Operational Services (02), Human Services (03), and Professional (05) Bargaining Units. The parties acknowledge that there may have been

occupations/classifications added or deleted since the last unit clarification that may require a modification of Appendix A.

## **SECTION 2 – Exclusions**

(A) This Contract specifically excludes managerial, supervisory, and confidential employees as determined by PERC, temporary employees as defined in Rule 60L-33.003, Florida Administrative Code<sup>1</sup>, and persons paid from Other Personal Services (OPS) funds as defined by Florida Statutes.

(B) The state recognizes the integrity of these certified bargaining units and will not use Other Personal Services (OPS) appointments for the purpose of eroding these bargaining units.

## **SECTION 3 – New Classes/Occupation Profiles**

(A) When the state establishes a new class that would be included within a bargaining unit, the Union will be given advance notice in writing as to the state’s determination of the bargaining unit into which the new class will be assigned. If the parties disagree on bargaining unit placement, either party may submit the matter to PERC for resolution.

(B) When the state has decided that a revision of an occupation profile for classes covered by this Contract is needed, the Department of Management Services shall notify the President of the Union in writing of the proposed changes. The President of the Union shall notify the Department of Management Services, in writing, within 30 calendar days of any comments it has concerning the proposed changes, or of its desire to discuss them. Failure of the Union to notify the Department of Management Services within this specified period shall constitute a waiver of the right to discuss the change(s). Appeals by the Union under this section shall first be submitted to the Department of Management Services and, if not resolved at that level, the Union may submit the issue to PERC.

## **SECTION 4 – Impact Bargaining**

Whenever the state is exercising a management right recognized by this Contract, the Union retains the right to bargain over the impacts on terms and conditions of employment, as identified by the Union, resulting from the exercise of such right.

## **Article 2 VACANT**

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<sup>1</sup> All references to administrative rules and statutes are to the language of the referenced rules and statutes as of the date of execution of the agreement.

### **Article 3 DUES CHECKOFF**

#### **SECTION 1 – Deductions**

(A) During the term of this Contract, the State, by and through its respective agencies, agrees to deduct union membership dues and uniform assessments, if any, in an amount established by the Union and certified in writing to the State on Union letterhead and signed by the President of Council 79, from the pay of those employees in the Union-represented bargaining units who individually make such request on a written checkoff authorization form provided by the Union. Such form is to be submitted to the employing agency, which will process the deduction when other payroll deductions are submitted for payment through the state payroll system. The deduction will begin with the first full pay period following submission of the authorization by the agency.

(B) The Union shall advise the State (Department of Management Services) of any uniform assessment or increase in dues in writing on Union letterhead and signed by the President of Council 79, at least 30 days prior to its effective date.

(C) This Article applies only to the deduction of membership dues and uniform assessments, if any, and shall not apply to the collection of any fines, penalties, or special assessments.

(D) Employee organization dues deductions will be provided for the certified bargaining agent only.

#### **SECTION 2 – Remittance**

(A) Deductions of dues and uniform assessments, if any, shall be processed by the Bureau of State Payrolls, on either a biweekly or monthly cycle. The Bureau will make available to the Union the remittance for the deductions and a list containing names, social security numbers, employing agency, division, district, institution, and amount deducted, of the employees for whom the remittance is made within 30 days, or as soon as practicable, after the deductions are processed.

(B) The State will forward the list and deductions to the Union within 30 days, or as soon as practicable, after the deductions are made.

(C) Employees' transfers or promotions between or within these certified bargaining units within the same agency shall not require the submission of new dues authorization forms.

#### **SECTION 3 - Insufficient Pay for Deduction**

In the event an employee's salary earnings within any pay period, after deductions for withholding, social security, retirement, and insurance, are not sufficient to cover dues and any uniform assessments, it will be the responsibility of the Union to collect its dues and uniform assessments for that pay period directly from the employee.

#### **SECTION 4 - Termination of Deduction**

- (A) Deductions for Union dues and/or uniform assessments shall continue until either:
- (1) revoked by the employee by providing the employing agency and the Union with 30 days written notice that the employee is terminating the prior checkoff authorization;
  - (2) revoked pursuant to Section 447.507, Florida Statutes;
  - (3) the termination of employment;
  - (4) the transfer, promotion, or demotion of the employee out of these bargaining units; or
  - (5) the movement of the employee from their current agency into a position at a different agency, regardless of the bargaining unit their new position would fall under for representation.
- (B) When an employee returns from an approved leave status, dues deductions shall continue if that employee had previously submitted a Dues Checkoff Authorization Form.

(C) The Department of Management Services (DMS) will provide the Union with a monthly notice identifying all employees whose membership dues deductions have ended.

#### **SECTION 5 - Indemnification**

The Union shall indemnify, defend and hold the State of Florida, its officers, officials, agents, and employees, harmless against any claim, demand, suit, or liability (monetary or otherwise) and for all legal costs arising from any action taken or not taken by the State, its officials, agents, and employees in complying with this Article. The Union shall promptly refund to the State any funds received in accordance with this Article which are in excess of the amount of dues and/or uniform assessments which the State or its agencies have agreed to deduct.

#### **SECTION 6 - Exceptions**

The State will not deduct any Union fines, penalties, or special assessments from the pay of any employee.

#### **SECTION 7 - Processing the Dues Checkoff Authorization Form**

- (A) The Dues Checkoff Authorization Form supplied by the Union shall be the only form used by bargaining unit employees for processing of dues deductions by the employing agency.
- (B) Changes in the Dues Checkoff Authorization Form required by (A) above will not affect deductions authorized by forms that the parties previously have agreed to.

(C) Forms that are incorrectly filled out or do not contain all the information necessary for payroll processing will be returned to the Union.

## **Article 4**

### **NO DISCRIMINATION**

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

(A) Neither the state nor the Union shall discriminate against any employee for any reason prohibited under Florida Statutes or any federal law. If any provision of this Contract is in conflict with any federal or state law or any rules having the effect of law, the law or rule shall prevail.

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

#### **SECTION 2 – Sexual Harassment**

(A) The Union shall have the right to consult on issues of sexual harassment with the Step 1 Management Representative and/or designee(s), up through the Step 2 Management Representative and/or designee(s).

(B) The state agrees to take appropriate action if it finds an employee has engaged in sexual harassment.

(C) Any claim of sexual harassment by an employee against the state, its officials or representatives, shall only be subject to the method of review prescribed by law or by rules and regulations having the force and effect of law.

#### **SECTION 3 – Affirmative Action Program**

The Union agrees to support the state's Affirmative Action Program and any other affirmative action programs affecting unit employees which may be developed by the state in consultation with the Union which comply with or are mandated by applicable state and/or federal law. Each agency will furnish the Union, upon written request, with a copy of its affirmative action programs which affect employees.

The Union will have the right to appoint a representative to meet and confer with the agency's affirmative action - equal employment opportunity officer on the agency's affirmative action programs which affect employees. The agency's program shall not be subject to review under the provisions of Article 6 of this Contract.

## **Article 5**

### **UNION ACTIVITIES AND EMPLOYEE REPRESENTATION**

It is the policy of the Union and the state that the President of AFSCME Council 79 shall be responsible for all Union decisions relating to employee representative and Union activities covered by this Contract. The parties agree that the President may delegate certain activities; provided however, that the President or a member of the President's staff will handle those Union activities which require action by or coordination with the Governor or the Governor's designated representative.

#### **SECTION 1 – Definitions**

(A) Employee, as used in this Contract, means a state employee included in one of the bargaining units represented by the Union.

(B) Local President, as used in this Contract, means a state employee who is a Union member elected by members to be president of a Union local. A President may serve as a member of the Negotiation Committee, may also attend consultations when requested by a Union Regional Director or above, and may serve as a Steward.

(C) Steward, as used in this Contract, means a state employee who has been designated by the President of AFSCME Council 79 to investigate grievances at the Oral Step and to represent grievants at the Oral Step and Step 1 meetings on grievances which have been properly filed under Article 6 of this Contract when the Union has been selected as the employee's representative.

(D) Union Staff Representative, as used in this Contract, means a person employed by the Union who represents employees in various capacities including Step 2 and Step 3 grievances, mediations, arbitrations, and consultations.

#### **SECTION 2 – Designation of Employee Representatives**

(A) The President of AFSCME Council 79 shall furnish to the state a list of Stewards, Union Staff Representatives, and Regional Directors. The state will not recognize any person as a Steward, Union Staff Representative, or Regional Director whose name does not appear on the list.

(B) The Union shall be authorized to select Stewards to serve as employee representatives. Stewards shall be selected in accordance with the following:

##### **(1) Agency/Regional/District Headquarters Locations**

One Steward per collective bargaining unit may be selected for each agency, regional, or district headquarters. Additionally, if there are employees in such location who regularly work more than one shift, one additional Steward may be selected for each such shift. If the number of employees regularly assigned to the first, second, or third shift exceeds 50 employees, an additional Steward may be selected for each multiple of 50 employees regularly assigned to that shift.

(2) Institution

If an agency has employees who are permanently assigned to an institution, one Steward per collective bargaining unit may be selected for each such institution. Additionally, if there are employees at the institution who regularly work more than one shift, one additional Steward may be selected for each such shift. If the number of employees on the first, second, or third shift exceeds 50, an additional Steward may be selected by the Union for each multiple of 50 employees regularly assigned to that shift.

(3) Remote/Satellite Work Locations

If an agency has employees who are permanently assigned to a remote or satellite work location (such as a food stamp office or maintenance yard), one Steward per collective bargaining unit may be selected for each such work location. Additionally, if there are employees in such locations who regularly work more than one shift, one additional Steward may be selected for each such shift. If the number of employees regularly assigned to the first, second, or third shift exceeds 50, an additional Steward may be selected by the Union for each multiple of 50 employees regularly assigned to that shift.

(C) The Union shall furnish the state the name, official class title, bargaining unit, name of employing agency, and specific work location of each Steward who has been designated in accordance with Paragraph (B) of this section. The state shall not recognize an employee as an authorized Steward until such information has been received from the Union. If a dispute arises as to whether an employee has been properly certified as a Steward, management shall contact the Department of Management Services to verify certification with the Union.

(D) When an employee has been appropriately designated to serve as a Steward in accordance with Paragraph (B), and the state has been notified in accordance with Paragraph (C), the Steward shall be authorized to investigate grievances and represent grievants in accordance with Article 6, subject to the following limitations:

(1) A Steward will not be allowed to investigate the Steward's own grievance during the Steward's scheduled work hours.

(2) Time spent by a Steward in investigating another employee's grievance during regular work hours shall be considered time worked and will be the minimum amount of time necessary to perform the specific investigation involved.

(3) A Steward, authorized by the Union to represent employees in one or more of the collective bargaining units covered by this Contract, shall be allowed to represent an employee in any such designated collective bargaining unit covered by this Contract; however, the Steward must be selected from those Stewards within the same work unit as the grievant's work unit. If no Steward is located in the grievant's work unit, the Steward must be selected from the work unit which is located closest to the grievant's work location, subject to the limitations prescribed in Article 6.

(4) Stewards will not be subject to reprisal for carrying out their responsibilities in representing employees as described in this Section. Stewards have a corresponding responsibility to carry out their responsibilities in a professional manner.

### **SECTION 3 – Bulletin Boards**

(A) Where state-controlled bulletin boards are available, the state agrees to provide space on such bulletin boards measuring nine square feet for Union use. Where bulletin boards are not available, the state agrees to provide wall space measuring nine square feet for Union-purchased bulletin boards.

(B) The Union bulletin boards shall be used only for the following notices:

- (1) Recreational and social affairs of the Union;
- (2) Union meetings;
- (3) Union elections;
- (4) Reports of Union committees;
- (5) Union benefit programs;
- (6) Current Union contract;
- (7) Training and educational opportunities;
- (8) Decisions reached through consultation meetings, as approved by the Chief Negotiator of the Department of Management Services; and/or
- (9) Notices of wage increases for covered employees.

(C) Materials posted on these bulletin boards shall not contain anything which violates or has the effect of violating any law, rule, or regulation.

(D) Postings must be dated and bear the signature of an authorized Union representative.

(E) Posting materials may be sent by the Union to Stewards to their work sites via work email addresses for printing and posting on authorized bulletin boards. Such printing shall be done in black and white format only and shall be done in a reasonable manner to accommodate work unit operations.

## **SECTION 4 – Employee Lists**

(A) Upon request of the President of AFSCME Council 79 on no more than a quarterly basis, the state will provide it with personnel data from the state personnel database (People First) at no cost to the Union. These data will include employees' names, home addresses, work locations, classification titles, and other data elements as identified by the Union that are not confidential under state law. This information will be prepared on the basis of the latest information available in the database at the time of the request.

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

## **SECTION 5 – Occupation Profiles/Rules**

The state will inform the President of AFSCME Council 79 of revisions to the occupation profiles for positions within these bargaining units and revisions to the Rules of the State Personnel System. The occupation profiles and Rules of the State Personnel System are maintained and accessible to the Union on the Department of Management Services' website.

## **SECTION 6 – Representative Access**

(A) The state agrees that representatives of the Union shall have access to the premises of the state that are available to the public.

(B) Upon the Union's written request of an agency at least four days before a proposed visit to one or more of its identified premises during regular business hours, the agency shall confirm to the Union the space to be utilized. If appropriate space is not available at the time requested, the agency shall provide the Union with dates on which such space is available. The agency shall notify its employees at the site by email of the date, time, and location of the confirmed visit.

(C) If any area of the state's premises is restricted to the public, permission must be requested to enter such areas and such permission will not be unreasonably denied. Such access shall be during the regular working hours of the employee and shall be to investigate an employee's grievance.

## **SECTION 7 – Consultation**

(A) In order to provide a means for continuing communication between the parties and upon request of the President of AFSCME Council 79, the Secretary of the Department of Management Services and/or designated representative(s) and not more than six employees of the affected agency(ies), selected by the Union, shall make a good faith effort to meet and consult. Such meeting shall be held at a time and place designated by the Department of Management Services.

(B) If a Union Staff Representative (no lower than a Union Regional Director) requests to meet and consult with an Agency Head and/or designee(s), the Agency Head and/or designee(s) shall make a good faith effort to meet and consult with the Union Staff Representative and not more than six Union representatives from the Agency. A President of the Local or designee may attend the requested meeting as one of the six Union representatives, provided that any required travel is limited to a maximum of 50 miles (one way) from his official work location. Such meetings shall be held at a time and place to be designated by the Agency Head or designee after consulting with the Union Staff Representative.

(C) If a Union Regional Director requests to meet and consult with a Step 1 Management Representative and/or his designee(s), the Step 1 Management Representative and the Regional Director and/or the Regional Director's designated Union Staff Representative, along with no more than three Union representatives, shall make a good faith effort to meet and consult. A Local President may attend the requested meeting as one of the three Union representatives, provided that any required travel is limited to a maximum of 50 miles (one way) from his official work location. Such meetings shall be held at a time and place to be designated by the Step 1 Management Representative after consulting with the Regional Director.

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

(E) The purpose of all consultation meetings shall be to discuss matters relating to the administration of this Contract and any agency activities affecting employees. It is understood that these meetings shall not be used for the purpose of discussing pending grievances or for negotiation purposes. The parties shall exchange agenda indicating the matters they wish to discuss no later than seven calendar days prior to the scheduled meeting date.

(F) Decisions reached through consultation meetings shall be reduced to writing and a copy furnished to the Chief Negotiator of the Department of Management Services and the President of AFSCME Council 79 within 30 days following the meeting.

## **SECTION 8 – Negotiations and Ratification**

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

(B) The Union may designate employees within each unit to serve as its Negotiations Committee; provided, however, that the total number of employees designated by the Union shall not exceed one employee for each 2,000 covered employees. No more than one employee shall be selected from the same work unit at any one time, nor shall the selection of any employee unduly

hamper the operations of the work unit. The names, classifications, and work locations of employees designated for the Negotiations Committee shall be provided to the Department of Management Services by September 1 of each year.

(C) An employee on the Negotiations Committee shall be credited with paid administrative leave for the following activities which occur during their regular scheduled workday, not to exceed the number of hours scheduled in such workday, as follows:

- (1) For attendance at negotiations;
- (2) For reasonable time traveling to and from negotiations that unavoidably occurs on a workday immediately preceding or following a day of negotiations; and
- (3) For one or more preparatory meetings prior to a scheduled negotiation. Committee members will be granted up to a total of eight hours of paid administrative leave for such meeting(s) which precede a scheduled negotiation.
- (4) Paid administrative leave for the activities listed in (1-3), above, shall be upon reasonable notice to the Department of Management Services, which shall notify the agencies affected. Paid administrative leave is not counted as hours worked for the purpose of computing compensatory leave or overtime. The agency shall not reimburse an employee for travel, meals, lodging, or any other expense incurred in connection with these activities.

(D) The Union shall notify the Department of Management Services at least 15 days prior to the first proposed date of contract ratification voting of the dates, times, and locations for such ratification activities, as well as the contact information for the Union staff member coordinating such activities. The Department shall then provide the agencies with this information. Agencies will then confirm the proposed arrangements for voting or reach agreement with the Union on alternative arrangements. The agency will then communicate this information to its employees by email at least three days prior to the voting dates. Union representatives who administer the ratification voting process will receive paid administrative leave for the time they are at the voting location plus up to an additional two hours for purposes of travel and setting up/taking down voting location arrangements. No more than two Union representatives at each voting location will be provided paid administrative leave for this purpose. Paid administrative leave for Union representative administration of the ratification voting process shall be upon reasonable notice to, and approval by, the agency. Union representatives at the voting locations will restrict their activities to the ratification voting process. Union representative time for the ratification voting process shall not be counted as hours worked for the purpose of computing compensatory leave or overtime.

## **SECTION 9 – Union Activities**

Employees shall have the right to request annual or compensatory leave or leave without pay for the purpose of attending Union conventions, conferences and meetings. When such requests cannot be granted, the supervisor shall provide such denial in writing.

## **SECTION 10 – Union Representation, Employee Discipline**

An employee may request that a Union representative be present during an investigation meeting in which the employee is to be questioned regarding a matter that the employee reasonably believes may result in discipline of the employee, and during a predetermination conference in which suspension or dismissal of the employee is being proposed. The purpose of the investigation meeting will be explained to the employee at the beginning of the meeting.

### **Article 6 GRIEVANCE PROCEDURE**

It is the policy of the state and Union to encourage informal discussions between supervisors and employees of employee complaints. Such discussions should be held with a view to reaching an understanding that will resolve the matter in a manner satisfactory to the employee and the state, without need for recourse to the formal grievance procedure prescribed by this Article. Union access to employees and supervisory personnel during the workday is as provided in Article 5, Sections 2 and 10, and Article 6, Section 2.

#### **SECTION 1 – Definitions**

As used in this Article:

(A) “Grievance” shall mean a dispute involving the interpretation or application of the specific provisions of this Contract that is filed on a grievance form as contained in Appendix B.

(B) “Grievant” shall mean an employee or a group of employees having the same grievance.

(C) “Grievant’s Representative” shall mean a Steward or Union Staff Representative as defined in Article 5, Section 1, or other individual designated by the grievant to represent the grievant at grievance meetings to discuss grievances properly filed under Article 6 of this Contract, at mediations, and at arbitration hearings.

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

(E) “File” or “Appeal” shall mean the receipt of a grievance by the appropriate step representative.

(F) “His” is intended to be gender neutral.

## **SECTION 2 – Election of Remedy and Representation**

(A) Nothing in this Article or elsewhere in this Contract shall be construed to permit the Union or an employee to process a grievance (1) on behalf of any employee without his consent, or (2) when the subject of such grievance is at the same time the subject of an administrative action under section 120.569 or 120.57, Florida Statutes, or appeal before a governmental board or agency, or court proceeding, except that employees shall have the right to pursue claims of discrimination in other appropriate forums. If a grievance is filed that may be processed under this Article and also under the Public Employees Relations Act pursuant to section 110.227(5), Florida Statutes, the grievant shall indicate at the time the grievance is reduced to writing which procedure is to be used as the exclusive remedy. In the case of any duplicate filing, the action first filed will be the one processed.

(B) An employee who decides to use this Grievance Procedure shall indicate at the Oral Step or initial written step whether to be represented by the Union or another representative designated by the grievant. If the grievant is represented by the Union or another representative, any decision agreed to by the state and Union or the state and the grievant's designated representative, shall be binding on the grievant.

(C) Where Union representation is authorized as provided in this Contract and is requested by a grievant, the grievant's representative shall be selected from the list of Stewards, Union Staff Representatives or Union Regional Directors, which has been provided to the state in accordance with Article 5 of this Contract. The grievant may also be represented by an attorney or other representative retained by either the Union or the grievant.

(1) A Steward selected to represent a grievant in a grievance which has been properly filed in accordance with this Article, may be allowed a reasonable amount of time during scheduled work hours to investigate the grievance and to represent the grievant at any Oral Step and Step 1 meetings that are held during regular work hours. Such time shall be considered time worked and shall be subject to prior approval by the Steward's immediate supervisor; however, approval of such time will not be withheld if the Steward can be allowed the time without interfering with, or unduly hampering, the operations of the unit to which the Steward is regularly assigned. The Steward's immediate supervisor will notify the grievant's supervisor prior to allowing the Steward time to investigate the grievance.

(2) Investigations will be conducted in a way that does not interfere with state operations.

(3) As indicated in Article 5 of this Contract, the Steward in the same work location or the closest work location to the grievant's work location shall be selected to represent the grievant. In no case shall a Steward be allowed to travel more than 25 miles from his official work location in order to investigate a grievance. The Union will make a reasonable effort to ensure that it trains a sufficient number of stewards in order to minimize any such travel.

(4) A Steward who has been selected to represent a grievant as provided in this Article will be considered a required participant at the Step 1 grievance meeting.

(5) The grievant, or the designated spokesperson in a class action grievance, will be considered a required participant at the Oral Step and Step 1 grievance meetings.

(D) The grievant and the grievant's representative, if any, shall be notified of the Step 1 meeting. Further, all communication concerning written grievances or their resolution shall be in writing and a copy shall be sent to the grievant and the grievant's representative.

(E) If the grievant is not represented by the Union, any adjustment of the grievance shall be consistent with the terms of this Contract, the Union shall be given reasonable opportunity to be present at any meeting called for the resolution of the grievance, and processing of the grievance will be in accordance with the procedures established in this Contract. The Union shall not be bound by the decision of any grievance in which the grievant chose not to be represented by the Union.

(F) The filing or pendency of any grievance under the provisions of this Article shall in no way operate to impede, delay or interfere with the right of the state to take the action complained of, subject, however, to the final disposition of the grievance.

(G) The resolution of a grievance prior to arbitration shall not establish a precedent binding on either the state or the Union in other cases unless stipulated by the parties in a settlement agreement approved by DMS.

### **SECTION 3 – Procedures**

(A) Employee grievances filed in accordance with this Article are to be presented and handled promptly at the lowest level of supervision having the authority to adjust the grievances. A grievance may be filed and responded to by facsimile, electronic mail, personal service, or mail. Grievances are to be filed on the appropriate form as contained in Appendix B of this Contract.

(B) Once a grievance is filed, no new violation or issue can be raised.

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

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

(E) An employee who has not attained permanent status in his position can only file non-discipline grievances, which are final and binding at Step 3 as provided in this Article. With respect to disciplinary grievances, oral reprimands are not grievable. An employee who has attained permanent status in his position may grieve a written reprimand up to Step 2; the decision at that level is final and binding.

(F) Grievances shall be presented and adjusted in the following manner, and no individual may respond to a grievance at more than one written step. In the event a grievance is not answered in a timely manner at the preceding step, the state agrees not to remand the grievance for the purpose of obtaining the answer without the agreement of the Union or the grievant's representative, if any.

(1) **ORAL STEP**

(a) An employee having a grievance may, within 15 days following the occurrence of the event giving rise to the grievance, initiate the grievance by presenting it orally to his or her immediate supervisor, stating the specific provision(s) of the Contract allegedly violated and the relief requested. In the alternative, an employee may file a Step 1 grievance as described in paragraph (2)(b) below. The immediate supervisor shall make every effort to resolve the grievance at the Oral Step, including meeting to discuss the grievance if such meeting is requested by the grievant or the grievant's representative, or if a meeting is deemed necessary by the supervisor. The supervisor shall communicate a decision to the grievant and the grievant's representative, if any, within 10 days following the date the grievance is received at the Oral Step.

(b) Failure to communicate the Oral Step decision within 10 days shall permit the grievant, the Union, or the grievant's representative where appropriate, to proceed to the next step.

(c) Oral Step Documentation. If the grievance is not resolved at the Oral Step and the grievant chooses to submit the grievance for a Step 1 review under the provisions of paragraph (2)(a) below, the grievant is to document the following information, signed and dated by the grievant and submitted to the supervisor, and include it with the Step 1 grievance filing:

1. the event giving rise to the grievance and the date it occurred;
2. the date the Oral Step grievance was presented to the supervisor;
3. the date of the meeting with the supervisor if a meeting was held; and
4. the date the supervisor communicated his decision to the grievant.

(2) **STEP 1**

(a) If the grievant elects to utilize the Oral Step and the grievance is not resolved, the grievant or the grievant's representative may submit the grievance in writing to the Step 1 Management Representative on the grievance form contained in Appendix B of the Contract, to be received within 10 days following the receipt of the Oral Step decision or the supervisor's failure to communicate the decision within the timeframe contained in paragraph (1)(a). The grievant shall set forth specifically the complete facts on which the grievance is based, the specific provision(s) of the Contract allegedly violated, and the relief requested. When filing the Step 1 grievance form, the grievant shall include the Oral Step documentation as described in

paragraph (1)(c) above, as well as all other written documentation to be considered by the Step 1 Management Representative. The grievance form must be completed in its entirety.

(b) If the grievant elects not to utilize the Oral Step provision of this section, the grievant or the grievant's representative shall file a written grievance with the Step 1 Management Representative on the grievance form as contained in Appendix B of this Contract, to be received within 15 days following the occurrence of the event giving rise to the grievance, setting forth specifically the complete facts on which the grievance is based, the specific provision(s) of the Contract allegedly violated, and the relief requested. All written documents to be considered by the Step 1 Management Representative shall be submitted with the grievance form.

(c) The Step 1 Management Representative or designee shall meet with the grievant and/or the grievant's representative to discuss the grievance. The Step 1 Management Representative shall communicate a decision in writing to the grievant and the grievant's representative, if any, within 10 days following the date the grievance is received at Step 1.

(d) Failure to communicate the decision in a timely manner shall permit the grievant, the Union, or the grievant's representative, where appropriate, to proceed to the next step.

### (3) **STEP 2**

(a) If the grievance is not resolved at Step 1, the grievant or the grievant's representative may file a written grievance with the Agency Head or designee within 15 days after receipt of the decision at Step 1 provided the Step 1 decision is received on or before the due date. The grievance shall include a copy of the grievance form submitted at Step 1, a copy of the Oral Step Documentation if that step was utilized, and a copy of the Step 1 decision, together with all written documents in support of the grievance. When the grievance is eligible for initiation at Step 2, the grievance shall be filed on the grievance form contained in Appendix B of this Contract setting forth specifically the complete facts on which the grievance is based, the specific provision(s) of the Contract allegedly violated, and the relief requested. The grievance shall include a copy of the grievance form submitted at Step 1 and a copy of the Step 1 decision, together with all written responses and documentation in support of the grievance. The grievance form must be completed in its entirety.

(b) The Agency Head or designee shall meet with the grievant and/or the grievant's representative to discuss the grievance. The Agency Head or designee shall communicate a decision in writing to the grievant's representative within 15 days following receipt of the written grievance. The grievant's representative is responsible for providing a copy of the Step 2 decision to the grievant.

(c) Failure to communicate the decision in a timely manner shall permit the grievant, the Union, or the grievant's representative, where appropriate, to proceed to the next step.

(d) If a grievance alleging that a disciplinary action (reduction in base pay, demotion, involuntary transfer of more than 50 miles by highway, suspension, or dismissal)

was taken without cause, and is not resolved at Step 2, the grievant or grievant's representative may appeal the grievance to arbitration as provided in Article 6, Section 3(F)(6), below, within 20 days after receipt of the Step 2 decision.

**(4) STEP 3 – Contract Language Disputes**

(a) If a grievance concerning the interpretation or application of this Contract, other than a grievance alleging that a disciplinary action (reduction in base pay, demotion, involuntary transfer of more than 50 miles by highway, suspension, or dismissal) was taken without cause, is not resolved at Step 2, the grievant or grievant's representative may appeal the grievance by submitting it to the Office Manager for the Office of the General Counsel of the Department of Management Services, 4050 Esplanade Way, Suite 160, Tallahassee, Florida 32399-9050, or by email to: [Step3Grievances@dms.myflorida.com](mailto:Step3Grievances@dms.myflorida.com) within 15 days after receipt of the decision at Step 2, provided the Step 2 decision is received on or before the due date. The grievance shall be filed on the appropriate grievance form as contained in Appendix B of this Contract, setting forth specifically the complete facts on which the grievance is based, the specific provision(s) of the Contract allegedly violated, the relief requested, and shall include a copy of the grievance form submitted at Steps 1 and 2, a copy of the Oral Step Documentation if that step was utilized, and all written decisions and documents in support of the grievance.

(b) The representative of the Department of Management Services shall meet with the grievant's representative to discuss the grievance. When the grievance is eligible for initiation at Step 3, the grievance shall be filed on the grievance form contained in Appendix B of this Contract, setting forth specifically the complete facts on which the grievance is based, the specific provision(s) of the Contract allegedly violated, and the relief requested.

(c) The representative of the Department of Management Services shall communicate a decision in writing to the grievant's representative within 15 days following receipt of the written grievance. The grievant's representative is responsible for providing a copy of the Step 3 decision to the grievant.

(d) Failure to communicate the decision within the specified time limit shall permit the grievant, the Union, or the grievant's representative, where appropriate, to proceed to the next step.

**(5) GRIEVANCE MEDIATION**

(a) The parties may, by written agreement, submit a grievance to mediation to be conducted by the Federal Mediation and Conciliation Service (FMCS) after it has been submitted to arbitration but before the arbitration hearing. If the parties choose to mediate the grievance, the Arbitration Coordinator will provide the parties with the name, contact information, and availability of the FMCS mediator. The parties will then schedule a mediation within 60 days of the filing of the Request for Arbitration unless mediator availability requires a lengthier period. Either party may withdraw from the mediation process with written notice no later than five days before a scheduled mediation.

(b) If the mediation is unsuccessful in resolving the grievance, the Union will notify the Arbitration Coordinator and the agency representative within 20 days after

the mediation concludes whether it will proceed to arbitration of the grievance or withdraw it. If the Union chooses to proceed to arbitration, the Arbitration Coordinator will provide the parties and the arbitrator with the name, contact information, and availability of the next arbitrator on the panel in rotation. The arbitrator shall then schedule the hearing, with notice to the Arbitration Coordinator, not later than 60 days from the date that the mediation concludes without a resolution of the grievance. A party may request of the arbitrator, with notice to the other party and the Arbitration Coordinator, an extension/continuance based on unusual and compelling circumstances.

**(6) ARBITRATION**

**(a) Arbitration Filing.**

1. General Provisions. An appeal to arbitration shall be submitted on the appropriate form as contained in Appendix C of the Contract by sending it to the Arbitration Coordinator at the following address: Office of the General Counsel, Department of Management Services, 4050 Esplanade Way, Suite 160, Tallahassee, Florida 32399-9050. The form may also be transmitted via email to: [arbitration.coordinator@dms.myflorida.com](mailto:arbitration.coordinator@dms.myflorida.com); or by personal service or facsimile. The appeal shall include a copy of the grievance form submitted at the prior steps of the grievance procedure, together with all written documents in support of the grievance and written responses to it.

2. Disciplinary Grievance. If a grievance alleging that a disciplinary action (reduction in base pay, demotion, involuntary transfer of more than 50 miles by highway, suspension, or dismissal) was taken without cause is not resolved at Step 2, the Union may appeal the grievance to arbitration within 20 days after receipt of the decision at Step 2, provided the Step 2 decision is received on or before the due date.

3. Contract Language Grievance. If a Contract language dispute as described in (4), above, is not resolved at Step 3, the Union may appeal the grievance to arbitration within 20 days following receipt of the decision at Step 3.

(b) The parties may agree in writing to file related grievances for hearing before the same arbitrator.

(c) The arbitrator shall be one person from a panel of at least five arbitrators, mutually selected by the state and the Union to serve in rotation for any case submitted. The Department of Management Services' Arbitration Coordinator shall notify the state, the Union, and the arbitrator listed next on the panel in rotation of the filing of the Request for Arbitration. The Arbitration Coordinator shall provide the arbitrator and the parties a copy of the grievance form submitted at the prior steps of the grievance procedure, together with all written documents provided by the Union in support of the grievance and written responses to it. The arbitrator shall notify the parties of his/her availability and schedule the arbitration with the parties, with notice to the Arbitration Coordinator, in accordance with the provisions of the Agreement. Scheduling shall take into consideration the availability of evidence, location of witnesses, existence of appropriate facilities, and other relevant factors. If the parties cannot agree on a location, the arbitration hearing shall be held in the City of Tallahassee.

(d) The Union will notify the Arbitration Coordinator and the agency representative of its decision to propose mediation, proceed to schedule an arbitration hearing, or withdraw its arbitration request, as soon as feasible but in no event later than 45 days after it files a Request for Arbitration. If the parties agree to mediation, the provisions of Section 3(F)(5), above, shall govern the scheduling of the mediation and, if necessary, arbitration hearing. If the Union will not be representing the grievant at arbitration and the grievant chooses to proceed to arbitration, the grievant will be required to file a Request for Arbitration as contained in Appendix C within 10 days after the Union has notified the Arbitration Coordinator that it will not be representing the grievant. If the grievant is not represented by the Union, the Arbitration Coordinator will notify the grievant that a deposit equal to one day of the arbitrator's fee must be paid to the arbitrator prior to the hearing being scheduled. If, after being notified by the Arbitration Coordinator of the deposit amount to be paid, the grievant fails to pay the required deposit to the Arbitrator within 20 days, the Arbitration Coordinator will issue a notice closing the file for failure to pay the required deposit after notice. The grievant must also comply with the time limits contained in the contract for processing the arbitration. If the Union does not provide timely notification that it will not be representing the grievant, the grievant will not be authorized to proceed to arbitration.

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

(f) At least 15 days before the scheduled date of the arbitration hearing, the parties shall file with the arbitrator, and provide to each other, a list of witnesses to be called at the hearing, except rebuttal witnesses, and a brief statement of the material facts or matters relevant to the grievance about which each witness will testify. A party may file a written request with the arbitrator, with a concurrent copy to the other party, for an exception to the filing time limits for good cause. If such exception is granted, the other party may request that the hearing be rescheduled if necessary for the party to respond to the late filed witness information.

(g) Where there is a threshold issue regarding arbitrability, including timeliness, of a grievance raised by either party, the party shall notify the Arbitration Coordinator that it requests an expedited arbitration hearing to be conducted to address only the arbitrability issue. The Arbitration Coordinator shall contact arbitrators on the panel in rotation to identify an arbitrator who can meet the requirements of this expedited process. These requirements include an arbitrator being available to schedule a hearing and render a decision within 15 days of being chosen, limiting the hearing to one day, and issuing a decision within five days of the hearing. The Arbitration Coordinator shall provide the parties with the name, contact information, and availability of the arbitrator. The arbitrator shall then schedule the arbitration with the parties, including date, time, and location, and advise the Arbitration Coordinator of the hearing arrangements. The hearing may be conducted by telephone upon the agreement of the parties and the arbitrator, or in person if they do not agree to a telephonic hearing. If the hearing is to be in person and the parties cannot agree on a location, the hearing shall be held in the City of

Tallahassee. The fees and expenses of the arbitrator shall be borne equally by the parties, however each party shall be responsible for compensating and paying the fees and expenses of its own representatives, attorneys, and witnesses. If the arbitrator determines that the issue is arbitrable, another arbitrator shall be chosen from the parties' regular arbitration panel in accordance with the provisions of section 3(F)(5)(c) of this Article to conduct a hearing on the substantive issue(s).

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

1. The arbitrator shall issue a decision not later than 30 days from the date of the closing of the hearing or the submission of briefs, whichever is later.

2. The arbitrator's decision shall be in writing, shall be determined by applying a preponderance of the evidence standard, and shall set forth the arbitrator's opinion and conclusions on the precise issue(s) submitted. The arbitrator shall have no authority to determine any other issue, and the arbitrator shall refrain from issuing any statement of opinion or conclusion not essential to the determination of the issues submitted.

3. If the arbitrator finds that the act or omission upon which the discipline is based has taken place, the arbitrator shall affirm the decision of the agency. If the arbitrator finds that the act or omission did not take place the arbitrator shall reverse the decision of the agency and provide relief consistent with the provisions of the Contract and law. The arbitrator's discretion is limited to reversing or affirming the discipline at the level of discipline imposed. The arbitrator may not increase or reduce the penalty imposed by the agency.

4. The arbitrator shall conform an award to the limitations imposed by section 447.401, Florida Statutes, and specifically shall not have the power to add to, subtract from, modify, or alter the terms of this Contract.

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

a. An award for back pay shall not exceed the amount of pay the grievant would otherwise have earned at his regular rate of pay, shall be reduced by the amount of wages earned from other sources or monies received as reemployment assistance benefits during the back pay period, and shall not include punitive damages.

b. Back pay shall not be retroactive to a date earlier than 15 days prior to the date the grievance was initially filed. However, if the arbitration hearing date is later than the end of the five-month period described in (6)(e), above, or later than the end of the 140-day period described in (5), above, and the delay in scheduling is not attributable to the unavailability of agency counsel, back pay shall be retroactive only to the end of the five-month or 140-day period.

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

(i) The fees and expenses of the arbitrator shall be borne equally by the parties; however, each party shall be responsible for compensating and paying the fees and expenses of its own representatives, attorneys and witnesses. The arbitrator shall submit his fee statement to the parties, with a copy to the Arbitration Coordinator, for processing in accordance with the provisions of this article and the arbitrator's Contract.

(j) A party may schedule a stenotype reporter to record the proceedings. Such party is responsible for paying the appearance fee of the reporter. If either party orders a transcript of the proceedings, the party shall pay for the cost of the transcript. If the arbitrator orders a copy of the transcript, the arbitrator shall pay for the cost of the copy of the transcript and include the cost in his/her invoice for fees and expenses, to be paid in accordance with (i) above.

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

#### **SECTION 4 – Time Limits**

(A) Failure to initiate, file or appeal a grievance within the time limits specified shall be deemed a waiver of the grievance.

(B) Failure at any step of this procedure to communicate the decision to a grievance within the specified time limit shall permit the grievant, the Union, or the grievant's representative, as appropriate, to proceed to the next step.

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

(D) The number of days indicated in each step described in this Article shall be considered as the maximum, and every effort will be made to expedite the process. However, the time limits specified within the procedures of each of the steps may be extended in writing by agreement of the parties. There shall be no retroactive extensions of time limits.

#### **SECTION 5 – Exceptions**

(A) If a grievance arises from the action of an official higher than the Step 1 Management Representative, the grievance shall be initiated at Step 2 on the grievance form as contained in Appendix B of this Contract within 15 days following the occurrence of the event giving rise to the grievance. The grievance form shall set forth specifically the complete facts on which the grievance is based, the specific provision(s) of the Contract allegedly violated, and the relief requested. The grievance shall include all documentation in support of the grievance. The grievance form must be completed in its entirety.

(B) If a grievance arises from an agency action listed in Article 7, Section (2) of this Contract, a grievance shall be initiated at Step 2 by submitting a grievance form as contained in Appendix B within 15 days following the occurrence of the event giving rise to the grievance. The grievance form shall set forth specifically the complete facts on which the grievance is based, the specific provision(s) of the Contract allegedly violated, and the relief requested. The grievance shall include all documentation in support of the grievance. The grievance form must be completed in its entirety.

(C) A dispute involving the interpretation or application of a provision of this Contract, which gives a right to the Union as an employee organization, may be filed by the Union as a grievance. Such grievance shall be initiated at Step 3 on the grievance form contained in Appendix B of this Contract, and received by the Office Manager for the Office of the General Counsel, Department of Management Services, 4050 Esplanade Way, Suite 160, Tallahassee, Florida 32399-9050, within 15 days of the occurrence of the event giving rise to the grievance. The grievance form shall set forth specifically the complete facts on which the grievance is based, the specific provision(s) of the Contract allegedly violated, and the relief requested. The grievance shall include all documentation in support of the grievance. The grievance form must be completed in its entirety.

(D) The Union shall have the right to bring a class action grievance on behalf of employees in its own name concerning disputes relating to the interpretation or application of this Contract. Such grievance shall not include disciplinary actions taken against any employee. The Union's election to proceed under this Article shall preclude it from proceeding in another forum on the same issue. Such grievance shall be initiated at Step 2, or at Step 3 where more than one agency is involved, by submitting a grievance form as contained in Appendix B, within 15 days of the occurrence of the event giving rise to the grievance. The Union shall identify on the grievance form the specific group (i.e., employees' job classification(s), work unit(s), institution(s), etc.) adversely affected by the dispute relating to the interpretation or application of the Contract. When a grievance is eligible for initiation at Step 2 or 3, the grievance shall set forth specifically the complete facts on which the grievance is based, the specific provision(s) of the Contract allegedly violated, and the relief requested. The grievance shall include all written decisions, responses and documents in support of the grievance. The grievance form must be completed in its entirety.

## **Article 7      *2021 Legislative Impasse Resolution*** **DISCIPLINE**

### **SECTION 1 – For Cause**

Any employee who has permanent status in his or her current position may be suspended or dismissed only for cause. Cause shall be as established in section 110.227, Florida Statutes. Status shall be as prescribed by the Rules of the State Personnel System.

### **SECTION 2 – Notice**

An employee who has permanent status in his current position who is subject to suspension, reduction in pay, demotion, involuntary transfer of more than 50 miles by highway, or dismissal shall receive written notice of such action at least ten calendar days prior to the date the action is

to be taken subject to section 110.227(5)(a), Florida Statutes. Subsequent to such notice, and prior to the date the action is to be taken, the affected employee shall be given an opportunity to appear before the agency taking the action to answer orally and in writing charges against him or her. Notice to the employee shall be hand-delivered or by certified mail.

In instances of extraordinary dismissal, the affected employee shall be given an opportunity to rebut the charges at the time of the hand-delivered notice, in accordance with section 110.227(5)(b), Florida Statutes.

### **SECTION 3 – Remedies**

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

(B) Letters of counseling or counseling notices are documentation of minor work deficiencies or conduct concerns that are not discipline and are not grievable; however such documentation may be used by the parties at an administrative hearing involving an employee's discipline to demonstrate the employee was on notice of the performance deficiencies or conduct concerns. An employee may respond in writing to letters of counseling or counseling notices within 60 calendar days of receipt; a copy of the response will be filed in the employee's official personnel file.

(C) Oral reprimands are not grievable. Written reprimands are subject to the grievance procedure in Article 6; the decision is final and binding at Step 2. An employee may respond in writing to oral or written reprimands within 60 calendar days of receipt; a copy of the response will be filed in the employee's official personnel file. The relevance of prior reprimands in the consideration of subsequent discipline shall be determined by the nature and seriousness of the prior offense and the time that has elapsed since the offense.

(D) An employee with permanent status in his current position may grieve a reduction in base pay, involuntary transfer of over 50 miles by highway, suspension, demotion, or dismissal, through the Arbitration Step, without review at Step 3, in accordance with the grievance procedure in Article 6 of this Contract. In the alternative, such actions may be appealed to the Public Employees Relations Commission under the provisions of section 110.227(5) and (6), Florida Statutes.

## **Article 8      2021 Legislative Impasse Resolution WORKFORCE REDUCTION**

### **SECTION 1 – Workforce Reduction**

When employees are to be laid off as defined in Florida Statutes, the state shall consider the comparative merit, demonstrated skills, experience, and length of service of each employee. Length of service is continuous service in the State Personnel System, in paid status or on authorized leave without pay, without a break in service of 31 calendar days or more. Moving from one position in the State Personnel System to another position in the State Personnel System in a different agency within 31 calendar days does not constitute a break in service. In determining which employees to retain, the state shall consider which employees will best enable the agency

to advance its mission. In that context, and as the objective criteria for retention and layoff decisions among employees in the same classification/broadband level, the state shall utilize assessment procedures that include comparative merit, demonstrated skills, experience, and length of service. The state shall also evaluate and consider how each employee has demonstrated cooperation, excellence in service, fairness, honesty, integrity, respect, and teamwork. Each agency shall conduct workforce reductions in an orderly, systematic, and uniform manner in accordance with Rule 60L-33.004, Florida Administrative Code.

## **SECTION 2 – Procedures Prior to Layoff**

Before an employee is laid off as a part of a workforce reduction, an agency shall provide the employee with reasonable notice of the intended action. Where possible the agency shall provide at least 30 days' notice, and in all cases the agency shall provide at least ten days' notice or a combination of notice and pay. An employee facing a layoff as a result of a workforce reduction shall have the opportunity for a first interview with any agency for a vacancy for which the employee has applied and is qualified. At its discretion, an agency may provide for additional first interview opportunities.

## **SECTION 3 – Placement Assistance**

The state will ensure that the Department of Economic Opportunity shall provide placement assistance to all affected employees through existing programs. The Department of Economic Opportunity will make good faith efforts to place the employee in an appropriate position in state employment.

## **SECTION 4 – First Interview Following Layoff**

During the twelve months following the date an employee is laid off, the employee may invoke a right to a first interview. At its discretion, an agency may provide for additional first interview opportunities.

(A) The laid off employee shall have an opportunity for a first interview within any agency for a vacancy for which the employee is qualified and has applied.

(B) By invoking the first interview, the laid off employee will be granted an interview for the vacant position.

(C) An employee who, after a first interview, determines that he is not suited for the position, may withdraw from the competitive selection process and retain his right to a first interview, provided his/her withdrawal is in writing and is received by the agency within seven calendar days after the interview, or before the agency selects a candidate for the position, whichever is sooner.

(D) An employee that is laid off and is rehired under this section within 12 months of the layoff will accumulate leave credits based on the number of years employed at the time of layoff.

(E) An employee that is laid off and is rehired into a full-time equivalent position within the 12 months following a layoff will be credited with any annual or sick leave that was held in abeyance and not cashed out.

(F) An employee that is laid off and rehired after a first interview will be placed at his former salary or within an appropriate salary range commensurate with the position considering availability of funds, and the skills, background, and experience of the employee.

**Article 9  
VACANT**

**Article 10  
VACANT**

**Article 11  
CLASSIFICATION REVIEW**

**SECTION 1 – Additional Duties**

(A) When an employee alleges that they are being regularly required to perform duties that are not included in the employee's position description and that the duties assigned are not included in the occupation profile to which the position is allocated, the employee may request in writing that the Agency Head review the duties assigned to the employee's position. The Agency Head or designee shall review the duties and provide the employee with a written decision within 30 days of the request.

(B) If the decision is that the duties assigned are sufficient to justify reclassifying the position, either the position will be reclassified or the duties in question will be removed. If the position is reclassified and the employee is to receive a pay increase, the pay increase shall be effective from the date the agency received the employee's request for a classification review. Shortage of funds shall not be used as the basis for refusing to reclassify a position after a review has been completed.

(C) If the decision is that the employee is properly classified and the employee is not satisfied with the decision, the employee, with or without representation, may submit a written request, within 30 days of receipt of the agency's decision, for a review of the decision by the Secretary of the Department of Management Services or designee. The employee shall include with their request, a copy of the decision received by the employee under (A), above, along with any other information the employee may have relevant to the matter. The request and related documents should be submitted by personal delivery or by U.S. mail, return receipt requested, to the Department of Management Services as provided in Article 34, Section 2 of this Contract. The Department of Management Services will conduct an independent review in accordance with Chapter 110, Florida Statutes, and shall provide the employee and the agency with a written decision within 60 days of receipt of the request. The decision of the Secretary of the Department of Management Services or designee shall be final and binding on all parties.

## **SECTION 2 – Work Load Quotas**

(A) When an employee alleges that they are being regularly required to carry an inequitable work load quota, the employee may request in writing that the Agency Head review the work load quota assigned to the employee. The Agency Head or designee shall review the work load quota and provide the employee with a written decision within 30 days of the request. The decision of the Agency Head or designee shall be final and binding on all parties.

(B) The state and the Union agree that work load quota problems are an appropriate item for discussion in consultation meetings as described in Article 5.

## **Article 12 PERSONNEL RECORDS**

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

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

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

(D) Where the Agency Head or designee, the Public Employees Relations Commission, the courts, an arbitrator, or other statutory authority determines that a document in the personnel file is invalid, such document will be placed in an envelope together with a letter of explanation. The outside of the envelope and all pages of the document shall be marked "VOID", and retained in the employee's personnel file, as specified in the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies, as promulgated by the Department of State. In the case of electronic records, a Personnel Action Request (PAR) that has been determined to be invalid shall have a note added to the PAR form indicating that the action is "VOID".

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

## **Article 13 HEALTH AND SAFETY**

### **SECTION 1 – Safety Committee**

(A) It shall be the policy of the state to make every reasonable effort to provide employees a safe and healthy working environment.

(B) Where management has created a workplace safety committee in a state-controlled facility, the Union shall select one unit employee of the facility to serve on such committee.

(C) Where management has not established a safety committee, both the state and Union shall work toward the establishment of one in each state-controlled facility.

## **SECTION 2 – Employee Safety**

(A) An employee becoming aware of a work-related accident shall immediately notify the supervisor of the area where the incident occurred.

(B) When an employee believes that an unsafe working condition exists in the work area, he shall immediately report the condition to the supervisor. The supervisor shall investigate the report, and make a reasonable effort to take action deemed appropriate. The nature of the action taken shall be based on the seriousness of the condition. Within 30 days after the report of unsafe working condition is received, the supervisor will furnish a response to the employee and, where the employee's report was in writing, the supervisor shall respond in writing.

## **SECTION 3 – Grievability**

Complaints which arise under the application or interpretation of this Article shall be grievable, but only to Step 2 of the Grievance Procedure of the Contract.

## **SECTION 4 – Use of Inmate Labor or Known Criminal Offender Labor**

(A) Employees working for any agency, exclusive of the Department of Corrections and the Department of Juvenile Justice, who are not told at the time of employment in that position that they may be required to work with or supervise inmates or persons known to by the agency to be under the supervision of a court or a criminal justice agency, may, because of religious or moral objection, request reassignment to a comparable vacant position not requiring work with or supervision of inmates or persons known to by the agency to be under the supervision of a court or criminal justice agency. Such requests shall not be unreasonably denied.

(B) It shall be prohibited for any Agency Head, or any other officer or employee of an agency, to take any retaliatory action against an individual who, in accordance with this section, requests reassignment to a position not requiring work with or supervision of inmates or persons known to by the agency to be under the supervision of a court or criminal justice agency.

## **Article 14 PERFORMANCE REVIEW**

Performance reviews shall be conducted in accordance with Rule 60L-35, Florida Administrative Code: Performance Evaluation System. Rule 60L-35 of the Florida Administrative Code may be found at the following link:

[https://www.dms.myflorida.com/workforce\\_operations/human\\_resource\\_management/florida\\_personnel\\_rules\\_and\\_statutes](https://www.dms.myflorida.com/workforce_operations/human_resource_management/florida_personnel_rules_and_statutes).

**Article 15**  
**LENGTH OF SERVICE PREFERENCE**

The state and the Union recognize the value of an experienced workforce and agree that an employee's length of continuous service should be considered, along with the needs of the agency, when effecting decisions on vacations, shift assignments and off-duty days. Disregard for this consideration by an agency shall be a proper subject of Consultation in accordance with Article 5, Section 7.

**Article 16**      *2021 Legislative Impasse Resolution*  
**VACANT**

**Article 17**  
**VACANT**

**Article 18**  
**LEAVES OF ABSENCE, HOURS OF WORK, DISABILITY LEAVE**

**SECTION 1 – Leaves**

Employees shall be granted leaves of absence as provided in Rule 60L-34, Florida Administrative Code.

**SECTION 2 – Hours of Work and Overtime**

- (A) The normal workweek for each full-time employee shall be 40 hours.
- (B) Management retains the right to schedule its employees; however, the state will make a good faith effort, whenever practical, to provide the employees with consecutive hours in the workday and consecutive days in the workweek.
- (C) Work beyond the normal workweek shall be recognized in accordance with the provisions of Rule 60L-34, Florida Administrative Code.
- (D) Management retains the right to approve or disapprove time off for its employees. However, the state will make a good faith effort, whenever practical, to allow employees to use compensatory leave credits as requested by the employee. Failure to approve an employee's specific request shall not be grievable under the provisions of Article 6 of this Contract.
- (E) The state agrees that the assignment of overtime is not to be made on the basis of favoritism. In any case, where an employee has reason to believe that overtime is being assigned on the basis of favoritism, the employee shall have the right to the Grievance Procedure under Article 6 herein, to Step 2.

**SECTION 3 – Work Schedules**

- (A) Where work schedules are rotated, employees' normal work schedules, showing each employee's shift, workdays and hours, will be posted no less than ten calendar days in

advance, and will reflect at least a two workweek schedule; however, the state will make a good faith effort to reflect a one month schedule. With prior written notification of at least three workdays to the employee's immediate supervisor, employees may agree to exchange days or shifts on a temporary basis. If the immediate supervisor objects to the exchange of workdays or shifts, the employee initiating the notification shall be advised that the exchange is disapproved.

(B) Where work schedules are rotated, the state will make a good faith effort to equalize scheduled weekend work among employees in the same functional unit whenever this can be accomplished without interfering with efficient operations.

(C) When an employee is not assigned to a rotating shift and the employee's regular shift assignment is being changed, the state will schedule the employee to be off work for a minimum of two shifts between the end of the previous shift assignment and the beginning of the new shift assignment.

(D) When an employee works two consecutive shifts, the state will make a good faith effort to allow the employee a minimum of 16 consecutive hours off prior to returning to work.

#### **SECTION 4 – Rest Periods and Meal Periods**

(A) No supervisor shall unreasonably deny an employee a 15-minute rest period during each four-hour work shift. Whenever possible, such rest periods shall be scheduled at the middle of the work shift. However, it is recognized that many positions have a post of duty assignment that requires coverage for a full eight-hour shift, which would not permit the employee to actually leave his post. In those cases, it is recognized that the employee can "rest" while the employee physically remains in the geographic location of his duty post.

(B) An employee may not accumulate unused rest periods, nor shall rest periods be authorized for covering an employee's late arrival on duty or early departure from duty.

(C) No supervisor shall unreasonably prevent employees from a minimum of a 30-minute meal period during each work shift.

#### **SECTION 5 – Disability Leave**

(A) An employee who sustains a job-related disability and is eligible for disability leave with pay under the provisions of Rule 60L-34, Florida Administrative Code, shall be carried in full-pay status for up to 40 work hours immediately following the onset of the injury without being required to use accrued leave.

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

(C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include

the information described in Rule 60L-34.0061(1)(b)2. The Department will approve such requests which, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized Other) in an amount necessary to supplement the employee's Workers' Compensation benefits so that the employee may be in full-pay status.

(D) An agency may request permission from the Department of Management Services to continue an employee in full-pay status on administrative leave, as described in (C), above, who sustains a job-connected disability resulting from an act of violence inflicted by another person while engaged in work duties or from an assault under riot conditions and has exhausted all the employee's accrued leave when such leave usage amounts to fewer than 100 hours.

## **SECTION 6 – Special Compensatory Leave**

(A) Earning of Special Compensatory Leave Credits. Special compensatory leave credits may be earned only in the following instances:

(1) By an employee in the career service for work performed on a holiday as defined in section 110.117, Florida Statutes, or for work performed during a work period that includes a holiday, as provided by the Rules of the State Personnel System.

(2) For work performed in the employee's assigned office, facility, or region which is closed pursuant to an Executive Order of the Governor or any other disaster or emergency condition in accordance with Rule 60L-34.0071, F.A.C.

(B) General Provisions for Using Special Compensatory Leave Credits in accordance with Rule 60L-34.0044, F.A.C.

(1) Employee Leave Requests. An employee shall be required to use available special compensatory leave credits prior to the agency approving the following leave types:

(a) Regular Compensatory leave credits.

(b) Annual leave credits, unless such annual leave credits are being substituted for an employee's unpaid individual medical leave granted in accordance with the federal Family and Medical Leave Act (FMLA), or family medical leave or parental leave granted in accordance with section 110.221, F.S., the FMLA, or both.

(2) Compelled Use of Special Compensatory Leave Credits. An employee may be required to reduce special compensatory leave credit balances.

(C) Special Compensatory Leave Earned on or after November 1, 2019.

(1) Special compensatory leave credits earned, as described in subsection (A)(1), on or after November 1, 2019, which are not used each year by the April 30 or October 31 that immediately succeeds the work period in which the leave is credited, whichever date occurs earlier, shall be paid at the employee's current regular hourly rate of pay.

(2) Special compensatory leave credits earned, as described in subsection (A)(2), on or after November 1, 2019, which are not used within 120 calendar days from the end of the work period in which the leave is credited shall be paid at the employee's current regular hourly rate of pay.

(3) Each agency shall schedule employees earning special compensatory leave credits in a manner that allows all such leave credits earned on or after November 1, 2019, to be used within the time limits specified in subsections (C)1 and (C)2. However, if scheduling such leave within such time limits would prevent the agency from meeting minimum staffing requirements needed to ensure public safety, the special compensatory leave remaining at the end of each time limit shall be paid at the employee's current regular hourly rate of pay.

(D) Pay Provision for Special Compensatory Leave.

(1) Upon separation, transfer to another agency, or transfer to another pay plan, an employee shall be paid for the following unused special compensatory leave credits:

(a) Special compensatory leave credits earned prior to October 9, 2012 (Leave 0055);

(b) Special compensatory leave credits earned on or after November 1, 2019, that have not yet been paid pursuant to Section 6(C)(3) of this Article.

(2) When the employee transfers to another Career Service collective bargaining unit within the agency, the agency shall pay the employee for unused special compensatory leave credits earned on or after November 1, 2019.

(3) Such credits shall be paid at the employee's current regular hourly rate of pay.

(4) Any special compensatory leave hours earned prior to November 1, 2019, that were forfeitable under the provisions of previous contracts or agreements remain forfeitable upon expiration of the applicable time periods and are not eligible for payment.

(E) An agency may have special compensatory leave equal to the length of a disciplinary suspension deducted from an employee's leave balance in lieu of the employee serving the suspension. In making such determination, each agency shall take into consideration the preference of the employee as to serving the suspension or having leave deducted. If the employee does not have sufficient special compensatory leave, annual leave may be deducted. Employees from whom leave is deducted will continue to report for duty and remain in pay status. The employee's personnel file will reflect a disciplinary suspension regardless of whether the employee serves the suspension or has leave deducted.

## **Article 19**

### **REPLACEMENT OF PERSONAL PROPERTY**

Bargaining unit employees who are employed in state institutions and have eyeglasses, watches or other items approved pursuant to paragraph 3 below, damaged or destroyed by children,

patients, or inmates in the care or custody of the institution may seek and obtain restitution in accordance with the following conditions:

1. The employee is obligated to file a report describing the occurrence of the damage.
2. The damage cannot be the result of the negligence of the employee.
3. The restitution cannot exceed the following:
  - A) Watch - \$75
  - B) Prescription glasses - \$200 – including any examination
  - C) Other items approved in advance by the Department of Management Services.
  - D) Total allowable per incident - \$500
4. Such reimbursements require the approval of the Agency Head or as a result of an investigation and determination, if appropriate, of the Department of Legal Affairs.

## **Article 20 TRAINING**

The state and the Union recognize the importance of training programs in the development of the employees of the state.

### **SECTION 1 – Employee Training**

(A) The state will make every reasonable effort to continue existing training programs and to develop new programs where the state considers such programs to be necessary.

(B) The state will make a good faith effort to provide newly hired employees with a paid, on-the-job orientation period to explain procedures, policies and standards of performance expected of the employee, and to provide in-service education programs.

### **SECTION 2 – Contract Administration Training**

(A) The state will continue to maintain its program to train supervisors and managers in the proper administration of this Contract, including the subject of sexual harassment awareness.

(B) The Union will make every reasonable effort to continue existing training programs, if any, and to develop new programs where they do not exist, which will assure that Staff Representatives, Regional Directors, and Stewards, who are authorized by the President of AFSCME Council 79 to represent employees covered by this Contract, are properly trained in contract administration.

(C) With regard to the training of Stewards by the Union, the Union will include in its training the specific responsibilities and limitations on the activities of a Steward under this Contract, as opposed to the private sector concept of a Steward. Each Steward shall sign a form indicating that the Steward has received such training and fully understands the scope of his responsibility and authority under the Contract.

### **SECTION 3 – Education Assistance Plan**

Employees may be eligible for tuition-free state university and community college courses in accordance with section 1009.265(1), Florida Statutes, and as approved by the legislature.

### **SECTION 4 – Employee Education**

(A) In accordance with the provisions of the Rules of the State Personnel System, the state may allow employees time off with pay for the purpose of attending short courses, institutes and workshops which will improve their performance in their current position.

(B) Such leave 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 Agency Head or designee, and such leave does not interfere with agency services.

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

(D) Subsections (A) and (B) above do not preclude the state from assigning employees to attend training courses as determined by management.

### **SECTION 5 – Career Ladders**

(A) The state and the Union recognize the importance of career ladders in order to provide promotional opportunities and employee training which will improve productivity within state government while offering employees the opportunity to enhance their personal careers with the state.

(B) In furtherance of the effort to develop career ladders and training opportunities to prepare employees for upward mobility, the President of AFSCME Council 79 and the Secretary of the Department of Management Services or designated representatives agree to make a good faith effort to meet as necessary throughout the term of this Contract for the purpose of:

(1) Formulating recommendations for improving current training and educational programs;

(2) Developing recommendations for new programs which will improve employee productivity while offering employees more potential for personal growth and development within the State Personnel System;

(3) Developing methods for improving training and promotional opportunities and giving appropriate recognition to employees who successfully complete established training programs, as well as training which employees obtain on their own initiative;

(4) Identifying changes in the Rules of the State Personnel System, Florida Statutes, or funding methods which will enhance career opportunities and upward mobility for employees; and

(5) Developing methods by which the state can assist employees to prepare for high school equivalency tests and meet other academic standards required for progression within their occupational group.

(C) Nothing contained herein shall preclude the parties from agreeing to discuss and evaluate any training need of employees.

#### **Article 21**

#### **COMPENSATION FOR TEMPORARY SPECIAL DUTY IN A HIGHER POSITION**

(A) Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Rules of the State Personnel System, beginning with the 23rd day.

(B) Employees being paid at a higher rate while temporarily acting in a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary special duty in the higher broadband level is ended.

#### **Article 22**

#### **VACANT**

#### **Article 23**

#### **VACANT**

#### **Article 24**

#### **ON-CALL ASSIGNMENT AND CALL-BACK**

#### **SECTION 1 – On-Call**

(A) "On-call" assignment shall be defined as when the employee has been instructed by the appropriate management to remain available to return to the work location on short notice to perform assigned duties during an off-duty period, and to leave word where the employee may be reached by phone or other electronic signaling device. Such assignment is not compensable as hours worked.

(B) An employee may be instructed verbally to be on-call for up to 24 consecutive hours, however no employee shall be required to be on-call for more than 24 consecutive hours or

one consecutive calendar day unless such instructions are in writing. If such written instructions are not received personally by the employee, the employee may refuse to accept any verbal instructions to be on-call for such periods. If, however, the employee accepts a verbal assignment to be on-call for such periods and later there is a dispute as to whether such assignment was made, the employee shall not be eligible for on-call payments in excess of the period for which verbal instructions are appropriate. An employee's immediate supervisor who is covered by this Contract shall not have the authority to place an employee in on-call status.

**(C) On-Call Additive**

(1) When approved as provided herein, an employee who is required to be on-call shall be paid an on-call additive in an amount of \$1.00 per hour for each hour such employee is required to be on-call pursuant to Rule 60L-32.0012(2)(b), F.A.C.

(2) An employee who is required to be on-call on a Saturday, Sunday or holiday as listed in section 110.117(1), Florida Statutes, shall be paid an on-call additive in an amount per hour equal to one-fourth of the statewide hourly minimum for the employee's paygrade for the hour(s) such employee is required to be on call pursuant to Rule 60L-32.0012(2)(b), F.A.C.

**SECTION 2 – Call-Back**

When an employee who has been instructed to be on-call in accordance with section 1(A) above, is called back to the work location to perform assigned duties, the employee shall be credited for actual time worked, or a minimum of two hours, whichever is greater. The rate of compensation shall be in accordance with the Rules of the State Personnel System. An employee's immediate supervisor who is covered by this Contract shall not have the authority to place an employee in call-back status.

**Article 25      2021 Legislative Impasse Resolution**  
**WAGES**

**SECTION 1 – General Pay Provisions**

Pay shall be in accordance with the authority provided in the Fiscal Year 2021-2022 General Appropriations Act.

**SECTION 2 - Deployment to a Facility or Area Closed due to Emergency**

In accordance with Section 8 of the General Appropriations Act for Fiscal Year 2021-2022, contingent upon the availability of funds and at the Agency Head's discretion, each agency is authorized to grant temporary special duties pay additives of up to 15 percent of the employee's base rate of pay to each employee temporarily deployed to a facility or area closed due to emergency conditions from another area of the state that is not closed.

### **SECTION 3 – Cash Payout of Annual Leave**

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

### **SECTION 4 – Performance Pay**

In accordance with Section 8 of the General Appropriations Act for Fiscal Year 2021-2022, contingent upon the availability of funds and at the Agency Head's discretion, each agency is authorized to grant merit pay increases based on the employee's exemplary performance, as evidenced by a performance evaluation conducted pursuant to Rule 60L-35, Florida Administrative Code.

### **SECTION 5 – Other Pay Provisions – Department of Children and Families**

In accordance with Section 8 of the General Appropriations Act for Fiscal Year 2021-2022, the Department of Children and Families is authorized to grant a temporary, special duties pay additive of five percent of the employee's base rate of pay to the following:

(A) All employees in the Human Services Worker I, Human Services Worker II, and Unit Treatment and Rehabilitation Specialist classes who work within the 13-1E, 13-1W, 32N, or 32S living areas at the Northeast Florida State Hospital. Such additive may be awarded only during the time the employees work within those living areas at the Northeast Florida State Hospital.

(B) All employees in the Human Services Worker I, Human Services Worker II, and Unit Treatment and Rehabilitation Specialist classes who work within the Specialty Care Unit or Medical Services Unit at the Florida State Hospital. Such additive may be awarded only during the time those employees work within the Specialty Care Unit or Medical Services Unit at the Florida State Hospital.

(C) All employees in Child Protective Investigator and Senior Child Protective Investigator classes who work in a weekend unit. Such additive may be awarded only during the time such employees work in a weekend unit.

(D) All Adult Registry Counselors who work in a weekend unit at the Abuse Hotline. Such additive may be awarded only during the time such employees work in a weekend unit.

### **Article 26**

### **QUALITY SERVICE THROUGH PARTNERSHIP**

The state recognizes the right of the Union to represent or assist employees in the Savings Sharing Program as defined in section 110.1245, Florida Statutes, and Rule 60L-37, Florida Administrative Code.

**Article 27**  
**HEALTH INSURANCE**

***2021 Legislative Resolution***

In accordance with the General Appropriations Act for Fiscal Year 2021-2022, the benefits and employee share of premiums for the State Employees Group Health Self-Insurance Plan shall remain unchanged for Fiscal Year 2021-2022.

**Article 28**  
**TRAVEL EXPENSES**

Travel expenses shall be paid for authorized travel on state business in the manner and amounts as provided in section 112.061, Florida Statutes, (F.S.). The state will make a good faith effort to pay travel vouchers within 30 days after they have been properly completed and submitted. Vouchers are considered submitted when the employee submits them to the person or office designated by the agency to receive such vouchers.

Section 112.061, F. S., may be found at the following link:

<http://www.leg.state.fl.us/STATUTES>

**Article 29**  
**NO STRIKE**

During the term of this Contract, neither the Union nor its officers or agents or any employee, for any reason, will authorize, institute, aid, condone or engage in a slowdown, work stoppage or strike; interfere with the work and statutory functions or obligations of the state; or engage in any other activities which are prohibited in section 447.203(6), Florida Statutes.

The Union agrees to notify all of its local offices and representatives of their obligation and responsibility under this Article and for maintaining compliance with the constitutional and statutory prohibition against strikes. The Union further agrees to notify employees of these responsibilities, including their responsibility to remain at work during any interruption which may be caused or initiated by others.

The state may discharge or discipline an employee who violates the provisions of this Article and the Union will not resort to the grievance procedure on such employee's behalf; however, if the issue is whether the employee engaged in activities prohibited by this Article, the Union may elect to represent the employee in such grievance through the grievance procedure.

Nothing contained herein shall preclude the state from obtaining judicial restraint and damages in the event of a violation of this Article.

**Article 30**  
**VACANT**

## **Article 31 MANAGEMENT RIGHTS**

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

## **Article 32 ENTIRE AGREEMENT**

### **SECTION 1**

(A) This Contract supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire Contract between the parties, and concludes collective bargaining for its term. Memoranda of Agreement reached by the parties outside the Master Contract, which address specific agencies or specific circumstances, shall continue to govern their subject matter until they expire by their own terms, or are renegotiated.

(B) The parties acknowledge that during the negotiations which resulted in this Contract, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Contract.

### **SECTION 2 – Obligation to Bargain**

(A) The state and the Union recognize that changes in federal or state law and judicial decisions may affect this agreement and require modification of it. The parties agree to meet and bargain with regard to any provision of this Contract which has been altered, changed, or nullified by federal or state law or judicial decision.

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

### **SECTION 3 – Memorandum of Understanding/Settlements**

The parties recognize that during the term of this Contract situations may arise which require the terms and conditions not specifically and clearly set forth in the Contract to be clarified

or amended. Under such circumstances, the Union is specifically authorized by employees to enter into settlement of grievance disputes or memoranda of understanding which clarify or amend this Contract without having to be ratified by employees.

### **Article 33 SAVINGS CLAUSE**

(A) If any provision of this Contract is in contravention of the laws or regulations of the United States or of this state, by reason of any court action or existing or subsequently enacted legislation; or if the appropriate governmental body, having amendatory power to change a law, rule or regulation which is in conflict with a provision of this Contract fails to enact or adopt an enabling amendment to make the provision effective in accordance with section 447.309(3), Florida Statutes; then such provision shall not be applicable, performed or enforced; but the remaining parts or portions of this Contract shall remain in full force and effect for the term of this Contract. The state shall take such action to conform any rule over which it has amendatory power to the provisions of this Contract. The parties agree that certain matters that are currently the subject of litigation between the parties are not waived, settled, released or otherwise resolved by this Contract.

(B) If any provision of this Contract is found to have the effect of causing the state to be denied funds otherwise available through federal funding, then such provision shall not be applicable, performed or enforced.

(C) This Article is intended to save this Contract from invalidity by removing any provision which subsequently conflicts with substantive law. If a provision of this Contract is rendered invalid, as specified in section (A), above, the parties shall meet and bargain for the purpose of renegotiating the offending provision.

### **Article 34 DURATION**

#### **SECTION 1 – Term**

This Contract shall remain in full force and effect through the thirtieth day of June 2023. The State and the Union agree that Article 25-Wages, Article 27-Insurance Benefits and any other three articles within this Contract that either party desires to reopen shall be subject to negotiations for Fiscal Year 2021-2022 and Fiscal Year 2022-2023.

In the instance where the State and Union fail to secure a successor (or reopener) Contract prior to the expiration date of this Contract, the current Contract shall remain in full force and effect until such time the successor (or reopener) has been ratified by the Parties.

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

## **SECTION 2 – Notices**

Notices hereunder shall be given by email or U.S. Mail, return-receipt requested, and if by the State shall be addressed to Florida Public Employees Council 79, American Federation of State, County and Municipal Employees, 3064 Highland Oaks Terrace, Tallahassee, Florida 32301; and if by the Union shall be addressed to the Chief Negotiator, Department of Management Services, 4050 Esplanade Way, Suite 160, Tallahassee, Florida 32399-0950. Either party may, by a like written notice, change the address to which such notice shall be given. Notices shall be considered to have been given as of the date shown on the postmark.

## **SECTION 3 – Emergencies**

If it is determined that civil emergency conditions exist, including, but not limited to, riots, civil disorders, hurricane conditions or similar catastrophes, the provisions of this Contract may be suspended by the Governor during the time of the declared emergency, provided that wage rates and monetary fringe benefits shall not be suspended.

It is understood that a declared emergency may be limited to specific geographic areas, in which case suspension of the terms of this Contract as provided above would apply only to those employees permanently or temporarily assigned to such areas.

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**APPENDIX A****AFSCME UNIT CLASSES WITH BROADBAND LEVEL CODE IN THE  
ADMINISTRATIVE/CLERICAL (01), OPERATIONAL SERVICES (02),  
HUMAN SERVICES (03) AND PROFESSIONAL (05) BARGAINING UNITS**

<b>Class Code</b>	<b>Class Title</b>	<b>Broadband Code</b>	<b>Occupation</b>	<b>CBU</b>
5961	ABUSE REGISTRY COUNSELOR	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
8093	ACADEMIC TEACHER	25-3011-03	ADLT BASIC & SEC EDU & LIT TEACH & INSTR	05
8084	ACADEMIC TEACHER-EJT	25-2043-03	SPECIAL EDUCATION TEACHER, SECONDARY SCH	05
1427	ACCOUNTANT I	13-2011-01	ACCOUNTANTS AND AUDITORS	05
1430	ACCOUNTANT II	13-2011-01	ACCOUNTANTS AND AUDITORS	05
1436	ACCOUNTANT III	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1437	ACCOUNTANT IV	13-2011-03	ACCOUNTANTS AND AUDITORS	05
4947	ACCOUNTING SERVICES ANALYST A	13-2011-03	ACCOUNTANTS AND AUDITORS	05
4948	ACCOUNTING SERVICES ANALYST B	13-2011-03	ACCOUNTANTS AND AUDITORS	05
4949	ACCOUNTING SERVICES ANALYST C	13-2011-03	ACCOUNTANTS AND AUDITORS	05
4950	ACCOUNTING SERVICES ANALYST D	13-2011-04	ACCOUNTANTS AND AUDITORS	05
4965	ACCOUNTING SERVICES ANALYST E	13-2011-03	ACCOUNTANTS AND AUDITORS	05
1440	ACCOUNTING SYSTEMS ANALYST	13-2011-03	ACCOUNTANTS AND AUDITORS	05
3553	ACTUARIAL ANALYST	15-2011-03	ACTUARIES	05
0709	ADMINISTRATIVE ASSISTANT I	43-6011-02	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	01
0712	ADMINISTRATIVE ASSISTANT II	43-6011-03	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	01
0714	ADMINISTRATIVE ASSISTANT III	43-6011-04	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	01
0108	ADMINISTRATIVE SECRETARY	43-6011-02	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	01
8308	ADULT PROTECTIVE INVESTIGATOR	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
7519	AGRICULTURAL TECHNICIAN I	45-2099-01	AGRICULTURAL WORKERS, ALL OTHER	02
7520	AGRICULTURAL TECHNICIAN II	45-2099-01	AGRICULTURAL WORKERS, ALL OTHER	02
7521	AGRICULTURAL TECHNICIAN III	45-2099-01	AGRICULTURAL WORKERS, ALL OTHER	02
7530	AGRICULTURE & CONSUMER PROTECT INSPECTOR	45-2011-02	AGRICULTURAL INSPECTORS	05
7533	AGRICULTURE AND CONSUMER PROTECT SPEC	45-2011-02	AGRICULTURAL INSPECTORS	05
6535	AIRCRAFT MECHANIC	49-3011-03	AIRCRAFT MECHANICS & SERVICE TECHNICIANS	02
6549	AIRCRAFT MECHANIC/INSPECTOR	49-3011-03	AIRCRAFT MECHANICS & SERVICE TECHNICIANS	02
6459	ALUMINUM WELDER	51-4121-02	WELDERS, CUTTERS, SOLDERERS AND BRAZERS	02
7406	ANIMAL TECHNICIAN	31-9096-01	VETERINARY ASST & LAB ANIMAL CARETAKERS	02
3394	APPEALS REFEREE	23-1021-02	ADMINISTRAT LAW JUDGE/ADJUD/HEAR OFFICER	05
2141	APPLICATION SYSTEMS PROGRAMMER I	15-1131-02	COMPUTER PROGRAMMERS	05
2142	APPLICATION SYSTEMS PROGRAMMER II	15-1131-03	COMPUTER PROGRAMMERS	05
2143	APPLICATION SYSTEMS PROGRAMMER III	15-1131-04	COMPUTER PROGRAMMERS	05
4470	APPRAISER I	13-2021-03	APPRAISERS AND ASSESSORS OF REAL ESTATE	05
4472	APPRAISER II	13-2021-03	APPRAISERS AND ASSESSORS OF REAL ESTATE	05
4473	APPRAISER SPECIALIST	13-2021-03	APPRAISERS AND ASSESSORS OF REAL ESTATE	05
2703	ARCHAEOLOGICAL FIELD ASSISTANT	19-4099-02	LIFE/PHYSICAL/SOCIAL SCI TECH, ALL OTHER	02
2706	ARCHAEOLOGIST I	19-3091-01	ANTHROPOLOGISTS AND ARCHEOLOGISTS	05
2709	ARCHAEOLOGIST II	19-3091-01	ANTHROPOLOGISTS AND ARCHEOLOGISTS	05
2798	ARCHAEOLOGIST III	19-3091-03	ANTHROPOLOGISTS AND ARCHEOLOGISTS	05

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4518	ARCHITECT	17-1011-04	ARCHITECTS, EXCEPT LANDSCAPE	05
4517	ARCHITECT INTERN	17-1011-03	ARCHITECTS, EXCEPT LANDSCAPE	05
2790	ARCHIVES ASSISTANT	25-4011-01	ARCHIVISTS	05
2793	ARCHIVIST I	25-4011-02	ARCHIVISTS	05
2796	ARCHIVIST II	25-4011-02	ARCHIVISTS	05
2797	ARCHIVIST III	25-4011-03	ARCHIVISTS	05
6650	ARMORER	49-9099-03	INSTALL, MAINT/REPAIR WORKER, ALL OTHER	02
3716	ART EDITOR	27-1011-03	ART DIRECTORS	01
3739	ART PUBLIC INFORMATION SPECIALIST	27-1011-03	ART DIRECTORS	01
2739	ARTS CONSULTANT	27-1019-04	ARTISTS AND RELATED WORKERS, ALL OTHER	05
4668	ASSISTANT LAND SURVEYOR	17-1022-02	SURVEYORS	05
6309	ASSISTANT PRINTER	51-5023-01	PRINTING MACHINE PRESS OPERATORS	02
4713	ASSISTANT PROFESSIONAL LAND SURVEYOR	17-1022-04	SURVEYORS	05
5063	ASSISTANT RESEARCH SCIENTIST-FWC	19-1023-03	FISHERIES AND WILDLIFE BIOLOGISTS	05
5090	ASSOCIATE RESEARCH SCIENTIST-CIT	19-1013-02	SOIL AND PLANT SCIENTISTS	05
5064	ASSOCIATE RESEARCH SCIENTIST-FWC	19-1023-04	FISHERIES AND WILDLIFE BIOLOGISTS	05
3726	AUDIO-VISUAL SPECIALIST	27-4011-01	AUDIO AND VIDEO EQUIPMENT TECHNICIANS	01
1668	AUDIT EVALUATION & REVIEW ANALYST	13-2011-03	ACCOUNTANTS AND AUDITORS	05
2015	AUTOMATED SCHEDULING SOFTWARE SPECIALIST	15-1199-02	COMPUTER OCCUPATIONS, ALL OTHER	01
6539	AUTOMOTIVE EQUIPMENT MECHANIC I	49-3023-01	AUTOMOTIVE SERVICE TECHNICIAN & MECHANIC	02
6540	AUTOMOTIVE EQUIPMENT MECHANIC II	49-3023-02	AUTOMOTIVE SERVICE TECHNICIAN & MECHANIC	02
6537	AUTOMOTIVE SERVICEMAN	49-3023-01	AUTOMOTIVE SERVICE TECHNICIAN & MECHANIC	02
6205	BARBER/BEAUTICIAN I	39-5011-01	BARBERS	03
6206	BARBER/BEAUTICIAN II	39-5011-01	BARBERS	03
6201	BARBER/BEAUTICIAN II-F/C	39-5011-01	BARBERS	03
5750	BEHAVIORAL PROGRAM ASSOCIATE	31-1013-01	PSYCHIATRIC AIDES	03
5762	BEHAVIORAL PROGRAM ASSOCIATE-F/C	31-1013-01	PSYCHIATRIC AIDES	03
5751	BEHAVIORAL PROGRAM SPECIALIST	31-1013-02	PSYCHIATRIC AIDES	03
5763	BEHAVIORAL PROGRAM SPECIALIST-F/C	31-1013-02	PSYCHIATRIC AIDES	03
1241	BENEFITS PROGRAM ANALYST	13-1111-04	MANAGEMENT ANALYSTS	05
3390	BENEFITS SERVICES SPECIALIST I	13-1141-03	COMP, BENEFIT & JOB ANALYSIS SPEC	05
3391	BENEFITS SERVICES SPECIALIST II	13-1141-03	COMP, BENEFIT & JOB ANALYSIS SPEC	05
3392	BENEFITS SERVICES SPECIALIST III	13-1141-04	COMP, BENEFIT & JOB ANALYSIS SPEC	05
1239	BENEFITS SPECIALIST	13-1141-03	COMP, BENEFIT & JOB ANALYSIS SPEC	05
1237	BENEFITS TECHNICIAN	13-1141-01	COMP, BENEFIT & JOB ANALYSIS SPEC	05
5033	BIOLOGICAL SCIENTIST I	19-1029-01	BIOLOGICAL SCIENTISTS, ALL OTHER	05
5029	BIOLOGICAL SCIENTIST I – FWC	19-1023-01	FISHERIES AND WILDLIFE BIOLOGISTS	05
5034	BIOLOGICAL SCIENTIST II	19-1029-02	BIOLOGICAL SCIENTISTS, ALL OTHER	05
5035	BIOLOGICAL SCIENTIST III	19-1029-02	BIOLOGICAL SCIENTISTS, ALL OTHER	05
5036	BIOLOGICAL SCIENTIST IV	19-1029-03	BIOLOGICAL SCIENTISTS, ALL OTHER	05
6303	BRIDGE TENDER	53-6011-01	BRIDGE AND LOCK TENDERS	02
6484	BUILDING CONSTRUCTION SPECIALIST	47-4099-02	CONSTRUCTION & RELATED WORKER, ALL OTHER	02
2210	BUILDING OPERATIONS SPECIALIST	49-1011-03	FIRST-LIN SUPV OF MECHN,INSTALL REPAIR	05
0736	BUSINESS CONSULTANT I	13-1111-03	MANAGEMENT ANALYSTS	05

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4944	BUSINESS SPECIALIST A	13-1199-01	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
4945	BUSINESS SPECIALIST B	13-1199-01	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
4946	BUSINESS SPECIALIST C	13-1199-04	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
6438	CABINET MAKER	51-7011-02	CABINETMAKERS AND BENCH CARPENTERS	02
8123	CAPITAL PUNISHMENT RESEARCH SPECIALIST	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	05
5754	CARES ASSESSOR	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
6432	CARPENTER	47-2031-02	CARPENTERS	02
6433	CARPENTER - F/C	47-2031-02	CARPENTERS	02
0186	CASHIER	41-2011-01	CASHIERS	01
0261	CENTREX OPERATOR	43-2011-01	SWITCHBOARD OPERATOR/INCLUDE ANSWER SERV	01
7512	CERTIFICATION SPECIALIST – DACS	45-2011-04	AGRICULTURAL INSPECTORS	05
5707	CERTIFIED NURSING ASSISTANT	31-1011-01	HOME HEALTH AIDES	03
5523	CERTIFIED RAD TECHNOL-RAD I	29-2034-01	RADIOLOGIC TECHNOLOGISTS AND TECHNICIANS	03
5524	CERTIFIED RAD TECHNOL-RAD I - F/C	29-2034-01	RADIOLOGIC TECHNOLOGISTS AND TECHNICIANS	03
5527	CERTIFIED RAD TECHNOL-RAD II	29-2034-02	RADIOLOGIC TECHNOLOGISTS AND TECHNICIANS	03
5528	CERTIFIED RAD TECHNOL-RAD II- F/C	29-2034-02	RADIOLOGIC TECHNOLOGISTS AND TECHNICIANS	03
5820	CHAPLAIN	21-2011-02	CLERGY	05
5819	CHAPLAIN - F/C	21-2011-02	CLERGY	05
5043	CHEMIST I	19-2031-01	CHEMISTS	05
5044	CHEMIST II	19-2031-02	CHEMISTS	05
5045	CHEMIST III	19-2031-02	CHEMISTS	05
5042	CHEMIST SPECIALIST	19-2031-03	CHEMISTS	05
8371	CHILD PROTECTIVE INVESTIGATOR	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
8374	CHILD PROTECTIVE FIELD SUPPORT CONSULTANT	21-1099-04	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5954	CHILDREN, YOUTH & FAMILIES COUNSELOR	21-1092-02	PROBATION OFFICER & CORR TREATMENT SPEC	05
3925	CITRUS PROMOTIONS SPECIALIST	19-3021-02	MARKET RESEARCH ANALYSTS	05
8051	CLASSIFICATION OFFICER	21-1092-02	PROBATION OFFICER & CORR TREATMENT SPEC	01
4144	CLASSROOM TEACHER II	25-2043-03	SPECIAL EDUCATION TEACHER, SECONDARY SCH	05
4147	CLASSROOM TEACHER II - F/C	25-2043-03	SPECIAL EDUCATION TEACHER, SECONDARY SCH	05
0001	CLERK	43-9061-01	OFFICE CLERKS, GENERAL	01
0003	CLERK SPECIALIST	43-9061-01	OFFICE CLERKS, GENERAL	01
0005	CLERK SPECIALIST - F/C	43-9061-01	OFFICE CLERKS, GENERAL	01
0073	CLERK TYPIST	43-9022-01	WORD PROCESSORS AND TYPISTS	01
0078	CLERK TYPIST SPECIALIST	43-9022-01	WORD PROCESSORS AND TYPISTS	01
0079	CLERK TYPIST SPECIALIST - F/C	43-9022-01	WORD PROCESSORS AND TYPISTS	01
8127	COMMISSION INVESTIGATOR	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	05
8104	COMMISSION TECHNICIAN II	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	01
7204	COMMUNICATIONS TECHNICIAN II	49-2021-02	RADIO CELLULR, TOWR EQIP INSTAL & RPAIR	02
8417	COMMUNICATIONS TRAINING OFFICER	13-1151-03	TRAINING AND DEVELOPMENT SPECIALIST	05
2515	COMMUNITY ASSISTANCE CONSULTANT	13-2099-03	FINANCIAL SPECIALISTS, ALL OTHER	05
2506	COMMUNITY ASSISTANCE SPECIALIST II	13-2099-02	FINANCIAL SPECIALISTS, ALL OTHER	05
2517	COMMUNITY PLANNER	13-1111-03	MANAGEMENT ANALYSTS	05
8513	COMMUNITY SERVICE OFFICER	33-9099-02	PROTECTIVE SERVICE WORKERS - NON SWORN	05
5728	COMMUNITY YOUTH LEADER	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	03

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0422	COMPLIANCE OFFICER	13-1041-01	COMPLIANCE OFFICERS	01
2125	COMPUTER AUDIT ANALYST	15-1199-03	COMPUTER OCCUPATIONS, ALL OTHER	05
2126	COMPUTER AUDIT CONSULTANT	15-1199-04	COMPUTER OCCUPATIONS, ALL OTHER	05
2059	COMPUTER NETWORK ARCHITECT I	15-1143-01	COMPUTER NETWORK ARCHITECTS	05
2060	COMPUTER NETWORK ARCHITECT II	15-1143-02	COMPUTER NETWORK ARCHITECTS	05
2061	COMPUTER NETWORK ARCHITECT III	15-1143-03	COMPUTER NETWORK ARCHITECTS	05
2062	COMPUTER NETWORK ARCHITECT IV	15-1143-04	COMPUTER NETWORK ARCHITECTS	05
2063	COMPUTER NETWORK SUPPORT SPECIALIST I	15-1152-01	COMPUTER NETWORK SUPPORT SPECIALISTS	05
2064	COMPUTER NETWORK SUPPORT SPECIALIST II	15-1152-02	COMPUTER NETWORK SUPPORT SPECIALISTS	05
2065	COMPUTER NETWORK SUPPORT SPECIALIST III	15-1152-03	COMPUTER NETWORK SUPPORT SPECIALISTS	05
2066	COMPUTER NETWORK SUPPORT SPECIALIST IV	15-1152-04	COMPUTER NETWORK SUPPORT SPECIALISTS	05
2020	COMPUTER OPERATOR I	43-9011-01	COMPUTER OPERATORS	01
2022	COMPUTER OPERATOR II	15-1199-01	COMPUTER OCCUPATIONS, ALL OTHER	01
2023	COMPUTER OPERATOR III	15-1199-02	COMPUTER OCCUPATIONS, ALL OTHER	01
2101	COMPUTER PROGRAMMER	15-1131-01	COMPUTER PROGRAMMERS	01
2102	COMPUTER PROGRAMMER ANALYST I	15-1131-02	COMPUTER PROGRAMMERS	01
2103	COMPUTER PROGRAMMER ANALYST II	15-1131-02	COMPUTER PROGRAMMERS	01
2105	COMPUTER PROGRAMMER/ANALYST I-F/C	15-1131-02	COMPUTER PROGRAMMERS	01
4954	COMPUTER SUPPORT ANALYST	15-1151-02	COMPUTER USER SUPPORT SPECIALISTS	05
2118	COMPUTER SUPPORT SPECIALIST	15-1151-04	COMPUTER USER SUPPORT SPECIALISTS	01
6487	CONSTRUCTION CONTROL SPECIALIST	47-4099-02	CONSTRUCTION & RELATED WORKER, ALL OTHER	01
6486	CONSTRUCTION COST ESTIMATOR	13-1051-02	COST ESTIMATORS	02
4691	CONSTRUCTION PROJECTS CONSULTANT I	11-9021-02	CONSTRUCTION MANAGERS	05
4692	CONSTRUCTION PROJECTS CONSULTANT II	11-9021-02	CONSTRUCTION MANAGERS	05
4005	CONSUMER SERVICE ANALYST	13-1041-01	COMPLIANCE OFFICERS	05
4012	CONSUMER SERVICES CONSULTANT	13-1041-02	COMPLIANCE OFFICERS	05
2257	CONTRACT ADMINISTRATION ANALYST	13-2011-03	ACCOUNTANTS AND AUDITORS	05
1666	CONTRACT AUDITOR	13-2011-03	ACCOUNTANTS AND AUDITORS	05
0707	CONTRACTUAL SERVICES SPECIALIST	13-1041-01	COMPLIANCE OFFICERS	01
0421	CORPORATE DOCUMENT/ELECTION RECORDS EXAM	13-1041-01	COMPLIANCE OFFICERS	01
3143	CORRECTION POPULATION RESEARCH & STAT SPEC	15-2041-03	STATISTICIANS	05
8099	CORRECTIONAL CHAPLAINCY SERVICES SPEC	21-2011-03	CLERGY	05
5589	CORRECTIONAL MEDICAL TECH-CERT-ALS/BLS	29-2041-03	EMERGENCY MEDICAL TECHNICIAN & PARAMEDIC	03
5588	CORRECTIONAL MEDICAL TECHNICIAN-CERT	29-2041-03	EMERGENCY MEDICAL TECHNICIAN & PARAMEDIC	03
8094	CORRECTIONAL PROGRAMS CONSULTANT	13-1111-04	MANAGEMENT ANALYSTS	05
8073	CORRECTIONAL SENTENCE SPECIALIST	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	01
8069	CORRECTIONAL SENTENCE TECHNICIAN	13-1111-01	MANAGEMENT ANALYSTS	01
8070	CORRECTIONAL SENTENCE TECHNICIAN - F/C	13-1111-01	MANAGEMENT ANALYSTS	01
8055	CORRECTIONAL SERVICES ASST CONSULTANT	13-1111-03	MANAGEMENT ANALYSTS	05
8058	CORRECTIONAL SERVICES CONSULTANT	13-1111-04	MANAGEMENT ANALYSTS	05
8061	CORRECTIONAL TRAINING OFFICER	13-1151-03	TRAINING AND DEVELOPMENT SPECIALISTS	05
0334	COURIER	43-5021-01	COURIERS AND MESSENGERS	01
8433	CRIME INTELLIGENCE ANALYST I	33-3021-01	DETECTIVES AND CRIMINAL INVESTIGATORS	05
8436	CRIME INTELLIGENCE ANALYST II	33-3021-02	DETECTIVES AND CRIMINAL INVESTIGATORS	05

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8427	CRIME INTELLIGENCE TECHNICIAN	33-3021-01	DETECTIVES AND CRIMINAL INVESTIGATORS	05
8463	CRIME LABORATORY ANALYST	19-4092-03	FORENSIC SCIENCE TECHNICIANS	05
8466	CRIME LABORATORY ANALYST SUPERVISOR	19-4092-04	FORENSIC SCIENCE TECHNICIANS	05
8461	CRIME LABORATORY TECHNICIAN	19-4092-02	FORENSIC SCIENCE TECHNICIANS	01
1353	CRIMINAL JUSTICE COMMUNICATION LIAISON	33-9099-02	PROTECTIVE SERVICE WORKERS - NON SWORN	01
1350	CRIMINAL JUSTICE CUSTOMER SERVICE SPEC	33-9099-02	PROTECTIVE SERVICE WORKERS - NON SWORN	05
7769	CRIMINAL JUSTICE INFORMATION ANALYST I	33-9099-02	PROTECTIVE SERVICE WORKERS - NON SWORN	01
7770	CRIMINAL JUSTICE INFORMATION ANALYST II	33-9099-02	PROTECTIVE SERVICE WORKERS - NON SWORN	01
7771	CRIMINAL JUSTICE INFORMATION CONSULTANT I	13-1111-03	MANAGEMENT ANALYSTS	05
7772	CRIMINAL JUSTICE INFORMATION CONSULTANT II	13-1111-04	MANAGEMENT ANALYSTS	05
7768	CRIMINAL JUSTICE INFORMATION EXAMINER	33-9099-01	PROTECTIVE SERVICE WORKERS - NON SWORN	01
8445	CRIMINAL JUSTICE INFORMATION TECHNICIAN	43-4199-02	INFORMATION AND RECORD CLERKS, ALL OTHER	01
7773	CRIMINAL JUSTICE INFORMATION TECHNOLOGY AUDITOR	13-1199-04	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
8376	CRITICAL CHILD SAFETY PRACTICE EXPERT	21-1099-04	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
6530	CUSTODIAL TRAINER	37-2011-02	JANITOR/CLEANER, EXCEPT MAID/HOUSEKEEP	02
6526	CUSTODIAL WORKER	37-2011-01	JANITOR/CLEANER, EXCEPT MAID/HOUSEKEEP	02
6511	CUSTODIAL WORKER - F/C	37-2011-01	JANITOR/CLEANER, EXCEPT MAID/HOUSEKEEP	02
3440	CUSTOMER SERVICE SPECIALIST	13-1141-01	COMP, BENEFIT & JOB ANALYSIS SPEC	05
2108	DATA ADMINISTRATION ANALYST	15-1199-03	COMPUTER OCCUPATIONS, ALL OTHER	05
2121	DATA BASE ANALYST	15-1141-02	DATABASE ADMINISTRATORS	05
2127	DATA BASE CONSULTANT	15-1141-04	DATABASE ADMINISTRATORS	05
2001	DATA ENTRY OPERATOR	43-9021-01	DATA ENTRY KEYERS	01
2000	DATA ENTRY OPERATOR - F/C	43-9021-01	DATA ENTRY KEYERS	01
2130	DATA PROCESSING CONSULTANT	15-1121-04	COMPUTER SYSTEMS ANALYST	05
2013	DATA PROCESSING CONTROL SPECIALIST	15-1199-01	COMPUTER OCCUPATIONS, ALL OTHER	01
6006	DCF STANDARDS SPECIALIST	13-1151-03	TRAINING AND DEVELOPMENT SPECIALISTS	05
3514	DEFERRED COMPENSATION SPECIALIST	13-2052-02	PERSONAL FINANCIAL ADVISORS	05
5632	DENTAL ASSISTANT	31-9091-02	DENTAL ASSISTANTS	03
5633	DENTAL ASSISTANT - F/C	31-9091-02	DENTAL ASSISTANTS	03
5641	DENTAL HYGIENIST	29-2021-03	DENTAL HYGIENISTS	03
5644	DENTAL TECHNICIAN	31-9091-02	DENTAL ASSISTANTS	03
8840	DEPUTY BOILER INSPECTOR	47-4011-03	CONSTRUCTION AND BUILDING INSPECTORS	05
3936	DEVELOPMENT REPRESENTATIVE I	13-1161-02	MARKET RESEARCH ANALYSTS & MARKETING SPECS	05
3939	DEVELOPMENT REPRESENTATIVE II	13-1161-03	MARKET RESEARCH ANALYSTS & MARKETING SPECS	05
3942	DEVELOPMENT REPRESENTATIVE III	13-1161-03	MARKET RESEARCH ANALYSTS & MARKETING SPECS	05
6313	DIAZO PRINTER OPERATOR	51-5021-01	JOB PRINTERS	02
5594	DIETETIC TECHNICIAN	29-2051-01	DIETETIC TECHNICIANS	03
8468	DIGITAL FORENSIC CONSULTANT	33-3021-04	DETECTIVE AND CRIMINAL INVESTIGATORS	05
5702	DIRECT SERVICES AIDE	21-1093-01	SOCIAL AND HUMAN SERVICE ASSISTANTS	03
2052	DISTRIBUTED COMPUTER SYSTEMS ANALYST	15-1142-02	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	01
2054	DISTRIBUTED COMPUTER SYSTEMS ANALYST II	15-1142-04	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	01
2053	DISTRIBUTED COMPUTER SYSTEMS CONSULTANT	15-1142-04	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	05
2050	DISTRIBUTED COMPUTER SYSTEMS SPECIALIST	15-1142-02	NETWORK & COMPUTER SYSTEMS	01

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			ADMINISTRATOR	
0930	DISTRIBUTION AGENT	13-1081-01	LOGISTICIANS	01
2542	DJJ OPERATIONS ANALYST	13-1111-03	MANAGEMENT ANALYSTS	05
2543	DJJ OPERATIONS CONSULTANT	13-1111-04	MANAGEMENT ANALYSTS	05
2541	DJJ OPERATIONS COORDINATOR	13-1111-02	MANAGEMENT ANALYSTS	05
2540	DJJ OPERATIONS SPECIALIST	13-1111-01	MANAGEMENT ANALYSTS	05
0425	DOCUMENT SPECIALIST	43-4199-02	INFORMATION AND RECORD CLERKS, ALL OTHER	01
9000	DRIVER LICENSES EXAMINER I	33-9099-01	PROTECTIVE SERVICE WORKERS - NON SWORN	01
9002	DRIVER LICENSES EXAMINER II	33-9099-01	PROTECTIVE SERVICE WORKERS - NON SWORN	01
8410	DUTY OFFICER	33-9099-01	PROTECTIVE SERVICE WORKERS - NON SWORN	01
3215	ECONOMIC ANALYST	19-3011-03	ECONOMISTS	05
3216	ECONOMIC CONSULTANT	19-3011-04	ECONOMISTS	05
3223	ECONOMIC RESEARCH ASSOCIATE	13-1161-02	MARKET RESEARCH ANALYSTS & MARKETING SPECS	05
6090	ECONOMIC SELF-SUFFICIENCY SPECIALIST I	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
6091	ECONOMIC SELF-SUFFICIENCY SPECIALIST II	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
3206	ECONOMIST	19-3011-02	ECONOMISTS	05
2016	EDP QUALITY CONTROL/SCHEDULING SPEC	15-1199-01	COMPUTER OCCUPATIONS ALL OTHER	01
2011	EDP TECHNICIAN	43-9011-01	COMPUTER OPERATORS	01
1328	EDUCATION AND TRAINING SPECIALIST	13-1151-03	TRAINING AND DEVELOPMENT SPECIALISTS	05
1370	EDUCATION SPECIALIST - FWC	25-3099-03	TEACHERS AND INSTRUCTORS, ALL OTHER	01
5073	EDUCATIONAL BIOLOGICAL SCIENTIST II	25-3099-03	TEACHERS AND INSTRUCTORS, ALL OTHER	05
4130	EDUCATIONAL POLICY ANALYST	13-1111-04	MANAGEMENT ANALYSTS	05
6443	ELECTRICAL DISTRIBUTION CONTROLLER	49-2095-01	ELECTRIC & ELECTRON REPAIRER-POWERHOUSE	02
6444	ELECTRICIAN	49-2094-02	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
6445	ELECTRICIAN - F/C	49-2094-02	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
7223	ELECTRONIC SPECIALIST-DACS	49-2094-02	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
7233	ELECTRONIC TECHNICIAN I	49-2094-01	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
7234	ELECTRONIC TECHNICIAN II	49-2094-02	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
7236	ELECTRONIC TECHNICIAN II-F/C	49-2094-02	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
3375	EMPLOYMENT PROGRAM SPEC	13-1141-03	COMP, BENEFIT & JOB ANALYSIS SPEC	05
3441	EMPLOYMENT SECURITY REPRESENTATIVE I	13-1141-02	COMP, BENEFIT & JOB ANALYSIS SPEC	05
3442	EMPLOYMENT SECURITY REPRESENTATIVE II	13-1141-02	COMP, BENEFIT & JOB ANALYSIS SPEC	05
2231	ENERGY ANALYST	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
6580	ENERGY MANAGEMENT CONTROL SYSTEM OPR	49-2095-01	ELECTRIC & ELECTRON REPAIRER-POWERHOUSE	02
4654	ENGINEER TRAINEE	17-2199-03	ENGINEERING, ALL OTHER	05
4627	ENGINEERING SPECIALIST I	17-2199-02	ENGINEERING, ALL OTHER	05
4630	ENGINEERING SPECIALIST II	17-2199-03	ENGINEERING, ALL OTHER	05
4633	ENGINEERING SPECIALIST III	17-2199-03	ENGINEERING, ALL OTHER	05
4635	ENGINEERING SPECIALIST IV	17-2199-03	ENGINEERING, ALL OTHER	05
4605	ENGINEERING TECHNICIAN I	17-3029-01	ENGINEERING TECHNICIANS, ALL OTHER	02
4606	ENGINEERING TECHNICIAN II	17-3029-01	ENGINEERING TECHNICIANS, ALL OTHER	02
4609	ENGINEERING TECHNICIAN III	17-3029-02	ENGINEERING TECHNICIANS, ALL OTHER	02
4612	ENGINEERING TECHNICIAN IV	17-3029-02	ENGINEERING TECHNICIANS, ALL OTHER	02
4823	ENVIRONMENTAL CONSULTANT	19-2041-03	ENVIRONMENTAL SCIENTIST & SPEC, INCL HLTH	05

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4814	ENVIRONMENTAL EPIDEMIOLOGIST	19-1041-02	EPIDEMIOLOGISTS	05
8853	ENVIRONMENTAL HEALTH AIDE	19-4091-01	ENVIRON SCIENCE/PROTECT TECH, INCL HLTH	02
8857	ENVIRONMENTAL HEALTH SPECIALIST	19-4091-02	ENVIRON SCIENCE/PROTECT TECH, INCL HLTH	05
4806	ENVIRONMENTAL SPECIALIST I	19-2041-01	ENVIRONMEN SCIENTIST & SPEC, INCL HLTH	05
4809	ENVIRONMENTAL SPECIALIST II	19-2041-02	ENVIRONMEN SCIENTIST & SPEC, INCL HLTH	05
4812	ENVIRONMENTAL SPECIALIST III	19-2041-02	ENVIRONMEN SCIENTIST & SPEC, INCL HLTH	05
6546	EQUIPMENT OPERATION MAINTENANCE SPEC-DMS	47-2073-03	OPERATING TEC & OTHER CONST EQUIP OPERAT	05
6547	EQUIPMENT/CONSTRUCTION SPECIALIST	47-2073-03	OPERATING TEC & OTHER CONST EQUIP OPERAT	05
1087	EXAMINATION DEVELOPMENT SPECIALIST	13-1151-04	TRAINING AND DEVELOPMENT SPECIALISTS	01
0114	EXECUTIVE SECRETARY	43-6011-02	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	01
6635	EXTERMINATOR	37-2021-01	PEST CONTROL WORKERS	02
0833	FACILITIES SERVICES ANALYST	13-1199-02	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
0836	FACILITIES SERVICES CONSULTANT	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
0831	FACILITIES SERVICES SPECIALIST	13-1199-01	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
5990	FAMILY SERVICES COUNSELOR	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5994	FAMILY SERVICES SPECIALIST	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5703	FAMILY SUPPORT WORKER	21-1093-01	SOCIAL AND HUMAN SERVICE ASSISTANTS	03
1567	FINANCIAL CONTROL ANALYST	13-2051-04	FINANCIAL ANALYSTS	05
1712	FINANCIAL COUNSELOR	13-2052-01	PERSONAL FINANCIAL ADVISORS	01
8430	FINANCIAL CRIME INVESTIGATOR I	33-3021-01	DETECTIVES AND CRIMINAL INVESTIGATORS	05
8431	FINANCIAL CRIME INVESTIGATOR II	33-3021-02	DETECTIVES AND CRIMINAL INVESTIGATORS	05
8432	FINANCIAL CRIME INVESTIGATOR III	33-3021-03	DETECTIVES AND CRIMINAL INVESTIGATORS	05
1554	FINANCIAL EXAMINER/ANALYST I	13-2051-02	FINANCIAL ANALYSTS	05
1564	FINANCIAL EXAMINER/ANALYST II	13-2051-03	FINANCIAL ANALYSTS	05
8324	FINANCIAL INVESTIGATOR	13-2051-03	FINANCIAL ANALYSTS	05
8325	FINANCIAL INVESTIGATOR-CRIMINAL ENFORCE	33-3021-02	DETECTIVES AND CRIMINAL INVESTIGATORS	05
8326	FINANCIAL INVESTIGATOR-ECONOMIC CRIMES	13-2051-04	FINANCIAL ANALYSTS	05
1566	FINANCIAL SPECIALIST	13-2051-04	FINANCIAL ANALYSTS	05
8415	FINGERPRINT ANALYST	19-4092-02	FORENSIC SCIENCE TECHNICIANS	01
8412	FINGERPRINT ANALYST TRAINEE	19-4092-01	FORENSIC SCIENCE TECHNICIANS	01
4135	FIRE COLLEGE ACADEMIC INSTRUCTOR	25-3099-04	TEACHERS AND INSTRUCTORS, ALL OTHER	05
1428	FISCAL ACCOUNTANT A	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1429	FISCAL ACCOUNTANT B	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1415	FISCAL ASSISTANT I	43-3031-01	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	01
1418	FISCAL ASSISTANT II	43-3031-02	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	01
5031	FISH/WILDLIFE TECHNICIAN	19-4021-01	BIOLOGICAL TECHNICIANS	02
5028	FISHERIES & WILDLIFE BIO SCIENTIST II	19-1023-02	FISHERIES AND WILDLIFE BIOLOGISTS	05
5074	FISHERIES & WILDLIFE BIO SCIENTIST III	19-1023-03	FISHERIES AND WILDLIFE BIOLOGISTS	05
5075	FISHERIES & WILDLIFE BIO SCIENTIST IV	19-1023-04	FISHERIES AND WILDLIFE BIOLOGISTS	05
4815	FISHERIES & WILDLIFE ENVIROMENT SPEC III	19-1023-04	FISHERIES AND WILDLIFE BIOLOGISTS	05
4807	FISHERIES & WILDLIFE ENVIRONMENT SPEC I	19-1023-02	FISHERIES AND WILDLIFE BIOLOGISTS	05
4808	FISHERIES & WILDLIFE ENVIRONMENT SPEC II	19-1023-03	FISHERIES AND WILDLIFE BIOLOGISTS	05
6192	FLEET EQUIPMENT TECHNICIAN	49-9099-03	INSTALL, MAINT/REPAIR WORKER, ALL OTHER	02
1156	FNW PROGRAM SPEC III - DACS	13-1041-03	COMPLIANCE OFFICERS	05

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1157	FNW PROGRAM SPEC IV - DACS	13-1041-03	COMPLIANCE OFFICERS	05
6217	FOOD CONTROL SPECIALIST	35-2021-01	FOOD PREPARATION WORKERS	03
6223	FOOD SERVICES DIRECTOR I	11-9051-01	FOOD SERVICE MANAGERS	05
6213	FOOD SUPPORT WORKER	35-2021-01	FOOD PREPARATION WORKERS	03
8459	FORENSIC TECHNOLOGIST	19-4092-02	FORENSIC SCIENCE TECHNICIANS	05
7615	FORESTER	45-4011-01	FOREST AND CONSERVATION WORKERS	05
4943	GENERAL SERVICES ANALYST	13-1111-04	MANAGEMENT ANALYSTS	05
0839	GENERAL SERVICES SPECIALIST	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
2350	GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN	17-3031-02	SURVEYING AND MAPPING TECHNICIANS	05
5111	GEOLOGIST II	19-2042-02	GEOSCIENTIST/EXCEPT HYDROLOGI & GEOGRAPH	05
5112	GEOLOGIST III	19-2042-02	GEOSCIENTIST/EXCEPT HYDROLOGI & GEOGRAPH	05
2224	GOVERNMENT ANALYST I	13-1111-03	MANAGEMENT ANALYSTS	05
2225	GOVERNMENT ANALYST II	13-1111-04	MANAGEMENT ANALYSTS	05
2234	GOVERNMENT OPERATIONS CONSULTANT I	13-1111-03	MANAGEMENT ANALYSTS	05
2236	GOVERNMENT OPERATIONS CONSULTANT II	13-1111-04	MANAGEMENT ANALYSTS	05
2238	GOVERNMENT OPERATIONS CONSULTANT III	13-1111-04	MANAGEMENT ANALYSTS	05
5596	GRADUATE NURSE	31-9099-03	HEALTHCARE SUPPORT WORKERS, ALL OTHER	03
2230	GRANT SPECIALIST A	13-2099-03	FINANCIAL SPECIALISTS, ALL OTHER	05
2232	GRANT SPECIALIST B	13-2099-04	FINANCIAL SPECIALISTS, ALL OTHER	05
2242	GRANT SPECIALIST C	13-2099-03	FINANCIAL SPECIALISTS, ALL OTHER	05
2401	GRANTS SPECIALIST I	13-2099-01	FINANCIAL SPECIALISTS, ALL OTHER	05
2403	GRANTS SPECIALIST II	13-2099-01	FINANCIAL SPECIALISTS, ALL OTHER	05
2406	GRANTS SPECIALIST III	13-2099-02	FINANCIAL SPECIALISTS, ALL OTHER	05
2409	GRANTS SPECIALIST IV	13-2099-02	FINANCIAL SPECIALISTS, ALL OTHER	05
2415	GRANTS SPECIALIST V	13-2099-03	FINANCIAL SPECIALISTS, ALL OTHER	05
3718	GRAPHICS CONSULTANT	27-1019-03	ARTISTS AND RELATED WORKERS, ALL OTHER	02
6394	GROUNDKEEPER	37-3011-01	LANDSCAPING AND GROUNDKEEPING WORKERS	02
5719	GROUP TREATMENT HOMEPARENT II	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	03
5721	GROUP TREATMENT LEADER	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	05
4964	HEALTH ADMINISTRATIVE ASSISTANT A	43-6011-03	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	05
4966	HEALTH ADMINISTRATIVE ASSISTANT B	43-6011-03	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	05
2258	HEALTH CONSULTANT A	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
4942	HEALTH DATA ANALYST	13-1111-03	MANAGEMENT ANALYSTS	05
6043	HEALTH EDUCATION PROGRAM CONSULTANT	21-1091-04	HEALTH EDUCATORS	05
6030	HEALTH EDUCATOR	21-1091-02	HEALTH EDUCATORS	05
6036	HEALTH EDUCATOR CONSULTANT	21-1091-03	HEALTH EDUCATORS	05
5614	HEALTH FACILITY EVALUATOR I	13-1111-03	MANAGEMENT ANALYSTS	05
5620	HEALTH FACILITY EVALUATOR II	13-1111-03	MANAGEMENT ANALYSTS	05
4953	HEALTH FINANCE AUDITOR	13-2051-02	FINANCIAL ANALYSTS	05
5666	HEALTH INFORMATION SPECIALIST	43-4071-03	FILE CLERKS	01
5667	HEALTH INFORMATION SPECIALIST - F/C	43-4071-03	FILE CLERKS	01
4941	HEALTH PROGRAM ANALYST A	13-1073-04	TRAINING AND DEVELOPMENT SPECIALISTS	05
4967	HEALTH PROGRAM ANALYST B	13-1073-04	TRAINING AND DEVELOPMENT SPECIALISTS	05
4956	HEALTH PROGRAM EDUCATOR A	21-1091-03	HEALTH EDUCATORS	05

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4957	HEALTH PROGRAM EDUCATOR B	21-1091-03	HEALTH EDUCATORS	05
4963	HEALTH SAFETY SPECIALIST	29-9011-03	OCCUPATIONAL HEALTH & SAFETY SPECIALISTS	05
5894	HEALTH SERVICES & FACILITIES CONSULTANT	13-1199-04	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
4958	HEALTH SERVICES ANALYST A	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
4959	HEALTH SERVICES ANALYST B	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
4960	HEALTH SERVICES ANALYST C	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
4961	HEALTH SERVICES ANALYST D	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
4968	HEALTH SERVICES ANALYST E	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5850	HEALTH SERVICES REPRESENTATIVE	19-1041-01	EPIDEMIOLOGISTS	05
5505	HEALTH SUPPORT AIDE	31-1011-01	HOME HEALTH AIDES	03
5504	HEALTH SUPPORT AIDE - F/C	31-1011-01	HOME HEALTH AIDES	03
5521	HEALTH SUPPORT SPECIALIST	31-1011-01	HOME HEALTH AIDES	03
5518	HEALTH SUPPORT TECHNICIAN	31-1011-01	HOME HEALTH AIDES	03
5519	HEALTH SUPPORT TECHNICIAN-F/C	31-1011-01	HOME HEALTH AIDES	03
5512	HEALTH SUPPORT WORKER	31-1011-01	HOME HEALTH AIDES	03
6368	HEAVY EQUIPMENT OPERATOR	53-7051-02	INDUSTRIAL TRUCK AND TRACTOR OPERATORS	02
4759	HIGHWAY MAINTENANCE SPECIALIST	47-4051-03	HIGHWAY MAINTENANCE WORKERS	02
4742	HIGHWAY MAINTENANCE TECH COORD	47-4051-02	HIGHWAY MAINTENANCE WORKERS	02
4738	HIGHWAY MAINTENANCE TECHNICIAN I	47-4051-01	HIGHWAY MAINTENANCE WORKERS	02
4741	HIGHWAY MAINTENANCE TECHNICIAN II	47-4051-01	HIGHWAY MAINTENANCE WORKERS	02
9018	HIGHWAY SAFETY SPECIALIST	13-1041-02	COMPLIANCE OFFICERS	01
2724	HISTORIAN	19-3093-01	HISTORIANS	05
2723	HISTORIAN II	19-3093-02	HISTORIANS	05
2725	HISTORIAN III	19-3093-03	HISTORIANS	05
2727	HISTORIC CONSERVATOR	19-3091-03	ANTHROPOLOGISTS AND ARCHEOLOGISTS	05
2416	HISTORIC PRESERVATION GRANTS SPECIALIST	13-2099-02	FINANCIAL SPECIALISTS, ALL OTHER	05
2721	HISTORIC PRESERVATION PLANNER	19-3093-01	HISTORIANS	05
2729	HISTORIC PRESERVATIONIST	19-3093-02	HISTORIANS	05
2726	HISTORIC PRESERVATIONIST II	19-3093-03	HISTORIANS	05
2718	HISTORIC SITES SPECIALIST	19-3093-01	HISTORIANS	05
5725	HOUSE PARENT	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	03
9009	HSMV COMPLIANCE EXAMINER	13-1041-02	COMPLIANCE OFFICERS	05
9013	HSMV FIELD HEARING OFFICER	13-1041-03	COMPLIANCE OFFICERS	05
5868	HUMAN SERVICES ANALYST	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5934	HUMAN SERVICES COUNSELOR I	21-1019-01	COUNSELORS, ALL OTHER	05
5936	HUMAN SERVICES COUNSELOR II	21-1019-01	COUNSELORS, ALL OTHER	05
5937	HUMAN SERVICES COUNSELOR II-F/C	21-1019-02	COUNSELORS, ALL OTHER	05
5940	HUMAN SERVICES COUNSELOR III	21-1019-02	COUNSELORS, ALL OTHER	05
5941	HUMAN SERVICES COUNSELOR III-F/C	21-1019-02	COUNSELORS, ALL OTHER	05
5871	HUMAN SERVICES PROGRAM ANALYST	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5918	HUMAN SERVICES PROGRAM CONSULTANT I	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5919	HUMAN SERVICES PROGRAM CONSULTANT II	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5920	HUMAN SERVICES PROGRAM CONSULTANT III	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5864	HUMAN SERVICES PROGRAM RECORDS ANALYST	13-1111-01	MANAGEMENT ANALYSTS	05

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5877	HUMAN SERVICES PROGRAM SPECIALIST	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5706	HUMAN SERVICES WORKER I	31-1013-01	PSYCHIATRIC AIDES	03
5781	HUMAN SERVICES WORKER I - FORENSIC	31-1013-01	PSYCHIATRIC AIDES	03
5709	HUMAN SERVICES WORKER II	31-1013-01	PSYCHIATRIC AIDES	03
5784	HUMAN SERVICES WORKER II - F/C	31-1013-01	PSYCHIATRIC AIDES	03
5121	HYDROLOGIST-DACS	19-2043-03	HYDROLOGISTS	05
3703	ILLUSTRATOR I	27-1013-01	PAINTERS AND ILLUSTRATORS	02
3706	ILLUSTRATOR II	27-1013-01	PAINTERS AND ILLUSTRATORS	02
2119	INFORMATION RESOURCE MGMT CONSULTANT II	15-1199-04	COMPUTER OCCUPATIONS, ALL OTHER	05
2055	INFORMATION SECURITY ANALYST I	15-1122-01	INFORMATION SECURITY ANALYSTS	05
2056	INFORMATION SECURITY ANALYST II	15-1122-02	INFORMATION SECURITY ANALYSTS	05
2057	INFORMATION SECURITY ANALYST III	15-1122-03	INFORMATION SECURITY ANALYSTS	05
2058	INFORMATION SECURITY ANALYST IV	15-1122-04	INFORMATION SECURITY ANALYSTS	05
3732	INFORMATION SPECIALIST I	27-3031-01	PUBLIC RELATIONS SPECIALISTS	01
3733	INFORMATION SPECIALIST II	27-3031-01	PUBLIC RELATIONS SPECIALISTS	01
3736	INFORMATION SPECIALIST III	27-3031-02	PUBLIC RELATIONS SPECIALISTS	01
2123	INFORMATION SYSTEMS UTILITY CLIENT REP	15-1099-04	COMPUTER SPECIALISTS OCCUPATIONS, ALL OTHER	05
4955	INFORMATION TECHNOLOGY ANALYST	15-1121-03	COMPUTER SYSTEMS ANALYSTS	05
6392	INMATE WORK CREW LEADER	53-1021-02	FRST-LINE SUPV HLPR/LABRS/MTL MVRS, HAND	02
8833	INSPECTION SPECIALIST	13-1041-03	COMPLIANCE OFFICERS	01
8883	INSPECTOR/PLANS REVIEWER	47-4011-03	CONSTRUCTION AND BUILDING INSPECTORS	05
5932	INSTITUTIONAL COUNSELOR - F/C	21-1019-02	COUNSELORS, ALL OTHER	03
4218	INSTITUTIONAL EDUCATIONAL SPECIALIST I	25-3011-02	ADLT BASIC & SEC EDU & LIT TEACH & INSTR	05
8227	INSTITUTIONAL SECURITY OFFICER	33-9032-01	SECURITY GUARDS	01
6071	INSTRUCTIONAL ASSISTANT I	25-9041-01	TEACHER ASSISTANTS	03
6072	INSTRUCTIONAL ASSISTANT II	25-9041-01	TEACHER ASSISTANTS	03
3525	INSURANCE ADMINISTRATOR-LOSS PREVENTION	13-1111-04	MANAGEMENT ANALYSTS	05
3515	INSURANCE ANALYST I	13-2053-01	INSURANCE ANALYSTS/ADVISORS	05
3518	INSURANCE ANALYST II	13-2053-02	INSURANCE ANALYSTS/ADVISORS	05
3521	INSURANCE EXAMINER I	13-2053-01	INSURANCE ANALYSTS/ADVISORS	05
3524	INSURANCE EXAMINER II	13-2053-03	INSURANCE ANALYSTS/ADVISORS	05
3508	INSURANCE SPECIALIST I	13-2053-01	INSURANCE ANALYSTS/ADVISORS	05
3509	INSURANCE SPECIALIST II	13-2053-02	INSURANCE ANALYSTS/ADVISORS	05
3512	INSURANCE SPECIALIST III	13-2053-02	INSURANCE ANALYSTS/ADVISORS	05
3334	INTERVIEWING CLERK	43-4061-01	ELIGIBILITY INTERVIEWERS, GOVT PROGRAMS	01
8315	INVESTIGATION SPECIALIST I	13-1041-02	COMPLIANCE OFFICERS	05
8318	INVESTIGATION SPECIALIST II	13-1041-03	COMPLIANCE OFFICERS	05
8321	INVESTIGATOR	13-2051-02	FINANCIAL ANALYSTS	05
8303	INVESTIGATOR-DOT	13-2051-01	FINANCIAL ANALYSTS	05
3449	JOBS AND BENEFITS COORDINATOR	13-1141-03	COMP, BENEFIT & JOB ANALYSIS SPEC	05
5716	JUVENILE JUSTICE COUNSELOR	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	05
5711	JUVENILE JUSTICE DETENTION OFFICER I	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	03
5712	JUVENILE JUSTICE DETENTION OFFICER II	21-1092-02	PROBATION OFFICER & CORR TREATMENT SPEC	03
5717	JUVENILE JUSTICE RESIDENTIAL OFFICER	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	03

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5965	JUVENILE PROBATION OFFICER	21-1092-02	PROBATION OFFICER & CORR TREATMENT SPEC	05
3342	LABOR, EMPLOYMENT & TRAINING FIELD REPR	13-1111-03	MANAGEMENT ANALYSTS	05
3341	LABOR, EMPLOYMENT & TRAINING SPECIALIST	13-1151-03	TRAINING AND DEVELOPMENT SPECIALISTS	05
5016	LABORATORY HELPER	19-4099-01	LIFE/PHYSICAL/SOCIAL SCI TECH, ALL OTHER	02
5017	LABORATORY TECHNICIAN I	19-4099-01	LIFE/PHYSICAL/SOCIAL SCI TECH, ALL OTHER	02
5018	LABORATORY TECHNICIAN II	19-4099-01	LIFE/PHYSICAL/SOCIAL SCI TECH, ALL OTHER	02
5019	LABORATORY TECHNICIAN II - F/C	19-4099-01	LIFE/PHYSICAL/SOCIAL SCI TECH, ALL OTHER	02
5021	LABORATORY TECHNICIAN III	19-4099-02	LIFE/PHYSICAL/SOCIAL SCI TECH, ALL OTHER	02
5027	LABORATORY TECHNICIAN IV	19-4099-02	LIFE/PHYSICAL/SOCIAL SCI TECH, ALL OTHER	02
6389	LABORER	53-7062-01	LABOR & FREIGHT, STOCK, & MATERIAL MVRS	02
6390	LABORER TECHNICIAN	53-7062-01	LABOR & FREIGHT, STOCK, & MATERIAL MVRS	02
4456	LAND ACQUISITION AGENT	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
4667	LAND SURVEYOR TRAINEE	17-3031-02	SURVEYING AND MAPPING TECHNICIANS	05
4509	LANDSCAPE ARCHITECT	17-1012-04	LANDSCAPE ARCHITECTS	05
4500	LANDSCAPE DEVELOPMENT SPECIALIST	37-3011-04	LANDSCAPING AND GROUNDSKEEPING WORKERS	01
3126	LEGAL ASSISTANT	23-2011-01	PARALEGALS AND LEGAL ASSISTANTS	05
4014	LEMON LAW ARBITRATION PROGRAM SPECIALIST	13-1111-03	MANAGEMENT ANALYSTS	05
4315	LIBRARIAN	25-4021-02	LIBRARIANS	05
4318	LIBRARIAN SPECIALIST	25-4021-02	LIBRARIANS	05
4319	LIBRARIAN SPECIALIST-F/C	25-4021-02	LIBRARIANS	05
4327	LIBRARY PROGRAM SPECIALIST	25-4021-03	LIBRARIANS	05
4303	LIBRARY TECHNICAL ASSISTANT I	25-4031-01	LIBRARY TECHNICIANS	01
4304	LIBRARY TECHNICAL ASSISTANT II	25-4031-01	LIBRARY TECHNICIANS	01
9055	LICENSE & REGISTRATION INSPECTOR	13-1041-01	COMPLIANCE OFFICERS	01
1546	LICENSE FEE & TAX AUDITOR I-HSMV	13-2011-01	ACCOUNTANTS AND AUDITORS	05
1547	LICENSE FEE & TAX AUDITOR II-HSMV	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1548	LICENSE FEE & TAX AUDITOR III-HSMV	13-2011-02	ACCOUNTANTS AND AUDITORS	05
5599	LICENSED PRACTICAL NURSE	29-2061-03	LICENSED PRACTICAL & LICENSED VOC NURSES	03
6225	LINEN SERVICE SPECIALIST	51-6011-01	LAUNDRY AND DRY-CLEANING WORKERS	02
8830	LIQUEFIED PETROLEUM GAS INSPECTOR	13-1041-03	COMPLIANCE OFFICERS	05
6425	LOCKSMITH II	49-9094-02	LOCKSMITHS AND SAFE REPAIRERS	02
6466	MAINTENANCE MECHANIC	49-9042-02	MAINTENANCE AND REPAIR WORKERS, GENERAL	02
6469	MAINTENANCE MECHANIC - F/C	49-9042-02	MAINTENANCE AND REPAIR WORKERS, GENERAL	02
6373	MAINTENANCE REPAIRMAN	49-9042-01	MAINTENANCE AND REPAIR WORKERS, GENERAL	02
6377	MAINTENANCE SUPPORT TECHNI - F/C	49-9042-01	MAINTENANCE AND REPAIR WORKERS, GENERAL	02
6374	MAINTENANCE SUPPORT TECHNICIAN	49-9042-01	MAINTENANCE AND REPAIR WORKERS, GENERAL	02
6562	MARINE MATE	53-5021-01	CAPTAIN, MATE, & PILOT OF WATER VESSELS	02
6552	MARINE MECHANIC	49-3051-02	MOTORBOAT MECHANICS	02
5011	MARINE SCIENCE TECHNICIAN	19-4021-01	BIOLOGICAL TECHNICIANS	02
3150	MARKETING RESEARCH ANALYST	13-1161-02	MARKET RESEARCH ANALYST & MARKETING SPEC	05
3903	MARKETING SPECIALIST I	13-1161-01	MARKET RESEARCH ANALYST & MARKETING SPEC	05
3906	MARKETING SPECIALIST II	13-1161-01	MARKET RESEARCH ANALYST & MARKETING SPEC	05
3909	MARKETING SPECIALIST III	13-1161-02	MARKET RESEARCH ANALYST & MARKETING SPEC	05
3912	MARKETING SPECIALIST IV	13-1161-02	MARKET RESEARCH ANALYST & MARKETING SPEC	05

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6447	MASON	47-2021-02	BRICKMASONS AND BLOCKMASONS	02
6446	MASTER ELECTRICIAN	49-2094-03	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
6543	MASTER EQUIPMENT MECHANIC	49-9042-02	MAINTENANCE AND REPAIR WORKERS, GENERAL	02
2218	MEDICAID FRAUD ANALYST I	13-2011-02	ACCOUNTANTS AND AUDITORS	05
2219	MEDICAID FRAUD ANALYST II	13-2011-03	ACCOUNTANTS AND AUDITORS	05
2241	MEDICAID MANAGEMENT REVIEW MONITOR	13-1111-04	MANAGEMENT ANALYSTS	05
5645	MEDICAL ASSISTANT	31-9092-02	MEDICAL ASSISTANTS	03
3470	MEDICAL DISABILITY CASE RECORD SPEC	13-1031-01	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	05
3471	MEDICAL DISABILITY EXAMINER	13-1031-03	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	05
3473	MEDICAL DISABILITY HEARING OFFICER	23-1021-02	ADMINISTRAT LAW JUDGE/ADJUD/HEAR OFFICER	05
3481	MEDICAL DISABILITY PROF RELATIONS OFF	13-1111-04	MANAGEMENT ANALYSTS	05
3472	MEDICAL DISABILITY PROGRAM SPECIALIST	13-1031-03	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	05
5069	MEDICAL LABORATORY SCIENTIST I	29-2011-03	MEDICAL & CLINICAL LAB TECHNOLOGISTS	05
5070	MEDICAL LABORATORY SCIENTIST II	29-2011-03	MEDICAL & CLINICAL LAB TECHNOLOGISTS	05
5071	MEDICAL LABORATORY SCIENTIST III	29-2011-04	MEDICAL & CLINICAL LAB TECHNOLOGISTS	05
5072	MEDICAL LABORATORY SCIENTIST IV	29-2011-04	MEDICAL & CLINICAL LAB TECHNOLOGISTS	05
5047	MEDICAL LABORATORY TECHNICIAN I	29-2012-01	MEDICAL & CLINICAL LABORATORY TECHNICIAN	02
5048	MEDICAL LABORATORY TECHNICIAN II	29-2012-01	MEDICAL & CLINICAL LABORATORY TECHNICIAN	02
5024	MEDICAL LABORATORY TECHNICIAN III	29-2012-03	MEDICAL & CLINICAL LABORATORY TECHNICIAN	02
5605	MEDICAL LABORATORY TECHNOLOGIST I	29-2012-03	MEDICAL & CLINICAL LABORATORY TECHNICIAN	03
5606	MEDICAL LABORATORY TECHNOLOGIST II	29-2012-03	MEDICAL & CLINICAL LABORATORY TECHNICIAN	03
8327	MEDICAL MALPRACTICE INVESTIGATOR	13-1199-04	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
5602	MEDICAL TECHNOLOGIST I	29-2011-03	MEDICAL & CLINICAL LAB TECHNOLOGISTS	03
5601	MEDICAL TECHNOLOGIST I - F/C	29-2011-03	MEDICAL & CLINICAL LAB TECHNOLOGISTS	03
5603	MEDICAL TECHNOLOGIST II	29-2011-03	MEDICAL & CLINICAL LAB TECHNOLOGISTS	03
5604	MEDICAL TECHNOLOGIST II - F/C	29-2011-03	MEDICAL & CLINICAL LAB TECHNOLOGISTS	03
5748	MEDICAL UNIT SPECIALIST	43-4071-02	FILE CLERKS	01
5875	MEDICAL/HEALTH CARE PROGRAM ANALYST	13-1111-04	MANAGEMENT ANALYSTS	05
5880	MENTAL HEALTH PROGRAM ANALYST	13-1111-03	MANAGEMENT ANALYSTS	05
8224	MENTAL HEALTH SECURITY SPECIALIST	33-9032-02	SECURITY GUARDS	02
5104	METEOROLOGIST	19-2021-03	ATMOSPHERIC SCIENTISTS	05
5105	METROLOGIST	19-2099-01	PHYSICAL SCIENTISTS, ALL OTHER	05
3607	MICROFILM LAB TECHNICIAN	51-9131-01	PHOTOGRAPHIC REPRODUCTION TECHNICIANS	02
3627	MICROPHOTOGRAPHER	51-9131-01	PHOTOGRAPHIC REPRODUCTION TECHNICIANS	01
7213	MICROWAVE COMMUNICATIONS TECHNICIAN I	49-2094-02	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
7214	MICROWAVE COMMUNICATIONS TECHNICIAN II	49-2094-02	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
6366	MOTOR VEHICLE OPERATOR	53-3099-01	MOTOR VEHICLE OPERATORS, ALL OTHER	02
6572	MULTI-ENGINE RECIPROCAL AIRCRAFT PILOT	53-2011-04	AIRLINE PILOT, COPILOT & FLIGHT NAVIGATR	02
2757	MUSEUM ARTISAN	27-1012-02	CRAFT ARTISTS	02
2751	MUSEUM ARTIST	27-1027-01	SET AND EXHIBIT DESIGNERS	02
2769	MUSEUM CURATOR	25-4012-02	CURATORS	05
2764	MUSEUM EDUCATION PROGRAM REPRESENTATIVE	25-3099-02	TEACHERS AND INSTRUCTORS, ALL OTHER	05
2745	MUSEUM EDUCATION PROGRAM SPECIALIST	25-3099-02	TEACHERS AND INSTRUCTORS, ALL OTHER	05
2763	MUSEUM EXHIBIT DESIGNER	27-1027-02	SET AND EXHIBIT DESIGNERS	05

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2740	MUSEUM GUIDE	25-4013-01	MUSEUM TECHNICIANS AND CONSERVATORS	02
2760	MUSEUM REGISTRAR	25-4013-02	MUSEUM TECHNICIANS AND CONSERVATORS	05
8209	MUSEUM SECURITY OFFICER	33-9032-01	SECURITY GUARDS	02
2120	NETWORK SYSTEMS ANALYST	15-1142 -02	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	01
5595	NURSE EXTERN	31-9099-01	HEALTHCARE SUPPORT WORKERS, ALL OTHER	03
2047	OFFICE AUTOMATION ANALYST	15-1151-02	COMPUTER USER SUPPORT SPECIALISTS	01
2041	OFFICE AUTOMATION SPECIALIST I	15-1151-01	COMPUTER USER SUPPORT SPECIALISTS	01
2043	OFFICE AUTOMATION SPECIALIST II	15-1151-01	COMPUTER USER SUPPORT SPECIALISTS	01
0162	OFFICE OPERATIONS CONSULTANT I	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	01
2138	OPERATING SYSTEMS PROGRAMMER I	15-1131-02	COMPUTER PROGRAMMERS	05
2139	OPERATING SYSTEMS PROGRAMMER II	15-1131-03	COMPUTER PROGRAMMERS	05
2140	OPERATING SYSTEMS PROGRAMMER III	15-1131-04	COMPUTER PROGRAMMERS	05
6330	OPERATING TECHNICIAN	49-9098-01	HELPERS/INSTALL/MAINTENANCE & REPAIR WKR	02
2209	OPERATIONS ANALYST I	13-1111-02	MANAGEMENT ANALYSTS	05
2212	OPERATIONS ANALYST II	13-1111-03	MANAGEMENT ANALYSTS	05
2243	OPERATIONS CONSULTANT	13-1111-02	MANAGEMENT ANALYSTS	05
9117	OPERATIONS MANAGER B	11-1021-02	GENERAL AND OPERATIONS MANAGERS	05
2239	OPERATIONS REVIEW SPECIALIST	13-1111-04	MANAGEMENT ANALYSTS	05
6426	PAINTER	51-9121-01	COAT/PAINT/SPRAY MACH SETTER/OPR/TENDER	02
7703	PARALEGAL SPECIALIST	23-2011-01	PARALEGALS AND LEGAL ASSISTANTS	01
8822	PARI-MUTUEL OPERATIONS SPECIALIST	43-4199-03	INFORMATION AND RECORD CLERKS, ALL OTHER	01
0139	PARI-MUTUEL WAGERING SPECIALIST	13-2099-01	FINANCIAL SPECIALISTS, ALL OTHER	01
6611	PARK ATTENDANT	47-3019-01	HELPERS, CONSTRUCTION TRADES, ALL OTHER	02
3740	PARK PROGRAMS DEVELOPMENT SPECIALIST	13-2099-01	FINANCIAL SPECIALISTS, ALL OTHER	01
6612	PARK RANGER	19-1031-01	PARK NATURALISTS	02
6620	PARK SERVICES SPECIALIST	19-1031-01	PARK NATURALISTS	05
8103	PAROLE TECHNICIAN I	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	01
8106	PAROLE/PROBATION SPECIALIST	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	05
1003	PERSONNEL AIDE	43-4161-02	HUMN RESOUR AST/EXCPT PAYROLL/TIMEKEEPNG	01
9129	PHARMACEUTICAL PURCHASING MANAGER	11-3061-02	PURCHASING MANAGERS	05
5500	PHARMACY TECHNICIAN	29-2052-02	PHARMACY TECHNICIANS	03
5501	PHARMACY TECHNICIAN-F/C	29-2052-02	PHARMACY TECHNICIANS	03
8081	PLACEMENT & TRANSITION SPECIALIST	21-2012-03	EDUC, GUIDANCE, SCHOL & VOCATIO COUNSLRS	05
2309	PLANNER I	13-1111-02	MANAGEMENT ANALYSTS	05
2315	PLANNER II	13-1111-03	MANAGEMENT ANALYSTS	05
2321	PLANNER III	13-1111-03	MANAGEMENT ANALYSTS	05
2322	PLANNER IV	13-1111-04	MANAGEMENT ANALYSTS	05
1679	PLANNING & BUDGETING SPECIALIST	13-2031-02	BUDGET ANALYSTS	05
2303	PLANNING & EVALUATION SPECIALIST	13-1111-01	MANAGEMENT ANALYSTS	05
3213	PLANNING & RESEARCH ECONOMIST	19-3011-03	ECONOMISTS	05
2518	PLANNING ANALYST	13-1111-03	MANAGEMENT ANALYSTS	05
2336	PLANNING CONSULTANT	13-1111-04	MANAGEMENT ANALYSTS	05
6441	PLUMBER	47-2151-02	PIPELAYERS	02
6310	PRINTER I	51-5112-01	PRINTING PRESS OPERATORS	02

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6311	PRINTER II	51-5112-01	PRINTING PRESS OPERATORS	02
6306	PRINTING ASSISTANT	51-5023-01	PRINTING MACHINE OPERATORS	02
1467	PROFESSIONAL ACCOUNTANT	13-2011-03	ACCOUNTANTS AND AUDITORS	05
1469	PROFESSIONAL ACCOUNTANT SPECIALIST	13-2011-03	ACCOUNTANTS AND AUDITORS	05
4657	PROFESSIONAL ENGINEER I	17-2199-04	ENGINEERING, ALL OTHER	05
4660	PROFESSIONAL ENGINEER II	17-2199-04	ENGINEERING, ALL OTHER	05
4663	PROFESSIONAL ENGINEER III	17-2199-04	ENGINEERING, ALL OTHER	05
5054	PROFESSIONAL GEOLOGIST I	19-2042-03	GEOSCIENTIST/EXCEPT HYDROLOGI & GEOGRAPH	05
5055	PROFESSIONAL GEOLOGIST II	19-2042-03	GEOSCIENTIST/EXCEPT HYDROLOGI & GEOGRAPH	05
5056	PROFESSIONAL GEOLOGIST III	19-2042-04	GEOSCIENTIST/EXCEPT HYDROLOGI & GEOGRAPH	05
4715	PROFESSIONAL LAND SURVEYOR I	17-1022-04	SURVEYORS	05
4719	PROFESSIONAL LAND SURVEYOR II	17-1022-04	SURVEYORS	05
4711	PROFESSIONAL LAND SURVEYOR TRAINEE	17-1022-03	SURVEYORS	05
6845	PROGRAM ANALYST II	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
5916	PROGRAM CONSULTANT	13-1111-04	MANAGEMENT ANALYSTS	05
4115	PROGRAM SPECIALIST I-DOE	25-9099-02	EDUCATION/TRAIN/LIBRARY WORKER/ALL OTHER	05
4116	PROGRAM SPECIALIST II-DOE	25-9099-02	EDUCATION/TRAIN/LIBRARY WORKER/ALL OTHER	05
4117	PROGRAM SPECIALIST III-DOE	25-9099-03	EDUCATION/TRAIN/LIBRARY WORKER/ALL OTHER	05
4118	PROGRAM SPECIALIST IV-DOE	25-9099-03	EDUCATION/TRAIN/LIBRARY WORKER/ALL OTHER	05
8808	PROPERTY & OUTDOOR ADVERTISING INSPECTOR	47-4011-02	CONSTRUCTION AND BUILDING INSPECTORS	01
0942	PROPERTY ANALYST	13-1023-02	PURCHASING AGENTS	05
0945	PROPERTY CONSULTANT	13-1023-03	PURCHASING AGENTS	05
0939	PROPERTY SPECIALIST	13-1081-01	LOGISTICIANS	05
6057	PUBLIC ASSISTANCE SPECIALIST	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
3738	PUBLIC INFORMATION SPECIALIST	27-3031-02	PUBLIC RELATIONS SPECIALISTS	01
2505	PUBLIC INFORMATION SPECIALIST II	27-3031-02	PUBLIC RELATIONS SPECIALISTS	05
4702	PUBLIC TRANSPORTATION SPECIALIST I	13-1111-04	MANAGEMENT ANALYSTS	05
4703	PUBLIC TRANSPORTATION SPECIALIST II	13-1111-04	MANAGEMENT ANALYSTS	05
4706	PUBLIC TRANSPORTATION SPECIALIST III	13-1111-04	MANAGEMENT ANALYSTS	05
2253	PUBLIC UTILITY ANALYST I	13-2011-02	ACCOUNTANTS AND AUDITORS	05
2254	PUBLIC UTILITY ANALYST II	13-2011-03	ACCOUNTANTS AND AUDITORS	05
2255	PUBLIC UTILITY ANALYST III	13-2011-04	ACCOUNTANTS AND AUDITORS	05
2256	PUBLIC UTILITY ANALYST IV	13-2011-04	ACCOUNTANTS AND AUDITORS	05
3720	PUBLICATIONS PRODUCTION SPECIALIST I	27-3099-01	MEDIA & COMMUNICATION WORKERS, ALL OTHER	01
3721	PUBLICATIONS PRODUCTION SPECIALIST II	27-3099-01	MEDIA & COMMUNICATION WORKERS, ALL OTHER	01
0809	PURCHASING AGENT I	13-1023-01	PURCHASING AGENTS	01
0812	PURCHASING AGENT II	13-1023-01	PURCHASING AGENTS	01
0815	PURCHASING AGENT III	13-1023-03	PURCHASING AGENTS	01
0830	PURCHASING ANALYST	13-1023-04	PURCHASING AGENTS	01
0818	PURCHASING SPECIALIST	13-1023-03	PURCHASING AGENTS	01
0806	PURCHASING TECHNICIAN	13-1023-01	PURCHASING AGENTS	01
8900	QUALITY ASSURANCE & TRAINING SPEC	13-1151-04	TRAINING AND DEVELOPMENT SPECIALISTS	05
5890	QUALITY CONTROL ANALYST	13-1111-02	MANAGEMENT ANALYSTS	05
0252	RADIO-TELEPHONE OPERATOR	27-4013-01	RADIO OPERATORS	01

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8406	RADIO-TELETYPE OPERATOR	43-9199-02	OFFICE & ADMIN SUPPORT WORKER, ALL OTHER	01
4600	RADIO-TELEVISION ENGINEERING TECHNICIAN	49-2022-01	TELECOMM EQUIP INSTAL/REPR EX LINE INSTAL	02
4602	RADIO-TELEVISION ENGINEERING TECHNOL	49-2022-03	TELECOMM EQUIP INSTAL/REPR EX LINE INSTAL	02
3793	RADIO-TELEVISION PRODUCER-DIRECTOR	27-2012-03	PRODUCERS AND DIRECTORS	05
3781	RADIO-TELEVISION SPECIALIST	27-3099-01	MEDIA & COMMUNICATION WORKERS, ALL OTHER	02
4482	REAL ESTATE DEVELOPMENT SPECIALIST	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
0011	RECEPTIONIST	43-4171-01	RECEPTIONISTS AND INFORMATION CLERKS	01
2208	RECORDS ANALYST	13-1111-01	MANAGEMENT ANALYSTS	05
0130	RECORDS SPECIALIST	43-4199-02	INFORMATION AND RECORD CLERKS, ALL OTHER	01
0045	RECORDS TECHNICIAN	43-4199-02	INFORMATION AND RECORD CLERKS, ALL OTHER	01
5566	RECREATION THERAPY ANALYST	21-1015-02	REHABILITATION COUNSELORS	05
6451	REFRIGERATION MECHANIC	49-9021-02	HEATING/AIR COND/REFRIG MECHANIC/INSTALLER	02
6452	REFRIGERATION MECHANIC - F/C	49-9021-02	HEATING/AIR COND/REFRIG MECHANIC/INSTALLER	02
8812	REGIONAL ALCOHOL BREATH TEST INSPECTOR	13-1041-03	COMPLIANCE OFFICERS	01
8407	REGIONAL DUTY OFFICER	33-9099-02	PROTECTIVE SERVICE WORKERS - NON SWORN	01
1641	REGULATORY ANALYST I	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1642	REGULATORY ANALYST II	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1643	REGULATORY ANALYST III	13-2011-03	ACCOUNTANTS AND AUDITORS	05
1644	REGULATORY ANALYST IV	13-2011-03	ACCOUNTANTS AND AUDITORS	05
0442	REGULATORY CONSULTANT	13-1041-03	COMPLIANCE OFFICERS	05
0445	REGULATORY PROGRAM SPECIALIST	13-1041-04	COMPLIANCE OFFICERS	05
0440	REGULATORY SPECIALIST I	13-1041-01	COMPLIANCE OFFICERS	05
0441	REGULATORY SPECIALIST II	13-1041-02	COMPLIANCE OFFICERS	05
0444	REGULATORY SPECIALIST III	13-1041-03	COMPLIANCE OFFICERS	05
5981	REHAB ENGINEER/TECHNOLOGY CONSULTANT	17-2199-03	ENGINEERING, ALL OTHER	03
6024	REHABILITATION SPECIALIST–BLIND	21-1015-02	REHABILITATION COUNSELORS	05
6026	REHABILITATION TECHNICIAN-BLIND	21-1015-02	REHABILITATION COUNSELORS	03
5562	REHABILITATION THERAPIST	21-1015-02	REHABILITATION COUNSELORS	05
5563	REHABILITATION THERAPIST - F/C	21-1015-02	REHABILITATION COUNSELORS	05
3551	REINSURANCE/FINANCIAL SPECIALIST	13-2053-03	INSURANCE ANALYSTS/ADVISORS	05
4698	REMOTE SENSING ANALYST	49-9097-03	SIGNAL AND TRACK SWITCH REPAIRERS	05
4697	REMOTE SENSING TECHNICIAN	49-9097-02	SIGNAL AND TRACK SWITCH REPAIRERS	05
3142	RESEARCH & STATISTICS CONSULTANT	15-2041-03	STATISTICIANS	05
1334	RESEARCH AND TRAINING SPECIALIST	13-1151-04	TRAINING AND DEVELOPMENT SPECIALISTS	05
3120	RESEARCH ASSISTANT	15-2091-02	MATHEMATICIANS TECHNICIANS	05
5061	RESEARCH ASSISTANT-FWC	19-1023-02	FISHERIES AND WILDLIFE BIOLOGISTS	05
3122	RESEARCH ASSOCIATE	15-2021-03	MATHEMATICIANS	05
5062	RESEARCH ASSOCIATE-FWC	19-1023-03	FISHERIES AND WILDLIFE BIOLOGISTS	05
3227	RESEARCH ECONOMIST	19-3011-04	ECONOMISTS	05
9132	RESEARCH MANAGER A	11-9111-02	MEDICAL AND HEALTH SERVICES MANAGERS	05
5091	RESEARCH SCIENTIST I-CIT	19-1013-03	SOIL AND PLANT SCIENTISTS	05
5096	RESEARCH SCIENTIST III-CIT	19-1013-04	SOIL AND PLANT SCIENTISTS	05
5065	RESEARCH SCIENTIST-FWC	19-1023-04	FISHERIES AND WILDLIFE BIOLOGISTS	05
6065	RESIDENTIAL INSTRUCTOR	21-1091-01	HEALTH EDUCATORS	03

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5736	RESIDENTIAL UNIT SPECIALIST	31-1013-02	PSYCHIATRIC AIDES	01
5578	RESPIRATORY CARE SPECIALIST I	29-2054-02	RESPIRATORY THERAPY TECHNICIANS	03
5581	RESPIRATORY CARE SPECIALIST II	29-2054-03	RESPIRATORY THERAPY TECHNICIANS	03
5582	RESPIRATORY CARE SPECIALIST II -F/C	29-2054-03	RESPIRATORY THERAPY TECHNICIANS	03
1523	REVENUE COMPUTER AUDITOR	15-1199-03	COMPUTER OCCUPATIONS, ALL OTHER	05
8337	REVENUE INVESTGATOR-CRIMINAL ENFORCE	13-2051-04	FINANCIAL ANALYSTS	05
1522	REVENUE SENIOR TAX SPECIALIST	13-2081-03	TAX EXAMINER, COLLECTOR & REVENUE AGENT	05
1699	REVENUE SPECIALIST I	13-2081-01	TAX EXAMINER, COLLECTOR & REVENUE AGENT	01
1700	REVENUE SPECIALIST II	13-2081-01	TAX EXAMINER, COLLECTOR & REVENUE AGENT	01
1701	REVENUE SPECIALIST III	13-2081-02	TAX EXAMINER, COLLECTOR & REVENUE AGENT	01
1516	REVENUE TAX AUDITOR I	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1517	REVENUE TAX AUDITOR II	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1518	REVENUE TAX AUDITOR III	13-2011-03	ACCOUNTANTS AND AUDITORS	05
1519	REVENUE TAX AUDITOR IV	13-2011-03	ACCOUNTANTS AND AUDITORS	05
1520	REVENUE TAX AUDITOR V	13-2011-03	ACCOUNTANTS AND AUDITORS	01
8124	REVOCATION SPECIALIST	21-1092-02	PROBATION OFFICER & CORR TREATMENT SPEC	05
4448	RIGHT-OF-WAY APPRAISER	13-1199-04	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
4406	RIGHT-OF-WAY SPECIALIST I	13-1199-02	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
4410	RIGHT-OF-WAY SPECIALIST III	13-1199-04	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
4409	RIGHT-OF-WAY-SPECIALIST II	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
3545	RISK MANAGEMENT PROGRAM SPECIALIST	13-2053-03	INSURANCE ANALYSTS/ADVISORS	05
8725	SAFETY AND HEALTH SPECIALIST	13-1199-02	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
8712	SAFETY PROGRAM CONSULTANT	13-1111-03	MANAGEMENT ANALYSTS	01
8705	SAFETY SPECIALIST	29-9011-02	OCCUPATIONAL HEALTH & SAFETY SPECIALISTS	01
8888	SANITATION AND SAFETY SPECIALIST	13-1041-02	COMPLIANCE OFFICERS	05
7244	SCALE TECHNICIAN II	49-2094-02	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
2104	SCIENTIFIC/ENGINEERING PROGRAMMER	15-1131-03	COMPUTER PROGRAMMERS	01
0102	SECRETARY	43-6014-01	SEC & ADMIN ASST, EXPT LEGAL, MED & EXEC	01
0105	SECRETARY SPECIALIST	43-6014-01	SEC & ADMIN ASST, EXPT LEGAL, MED & EXEC	01
0106	SECRETARY SPECIALIST - F/C	43-6014-01	SEC & ADMIN ASST, EXPT LEGAL, MED & EXEC	01
8200	SECURITY GUARD	33-9032-01	SECURITY GUARDS	02
8206	SECURITY OFFICER	33-9032-01	SECURITY GUARDS	02
6391	SEMI-SKILLED LABORER	47-3019-01	HELPERS, CONSTRUCTION TRADES, ALL OTHER	02
4459	SENIOR ACQUISITION REVIEW AGENT	13-1199-04	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
8701	SENIOR ACTUARIAL ANALYST	15-2011-04	ACTUARIES	05
4461	SENIOR APPRAISER	13-2021-04	APPRAISERS AND ASSESSORS OF REAL ESTATE	05
2710	SENIOR ARCHAEOLOGIST	19-3091-02	ANTHROPOLOGISTS AND ARCHEOLOGISTS	05
4519	SENIOR ARCHITECT	17-1011-04	ARCHITECTS, EXCEPT LANDSCAPE	05
1242	SENIOR BENEFITS ANALYST	13-1141-04	COMP, BENEFIT & JOB ANALYSIS SPEC	05
1238	SENIOR BENEFITS TECHNICIAN	13-1141-04	COMP, BENEFIT & JOB ANALYSIS SPEC	05
5755	SENIOR CARES ASSESSOR	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5708	SENIOR CERTIFIED NURSING ASSISTANT	31-1011-01	HOME HEALTH AIDES	03
5823	SENIOR CHAPLAIN - F/C	21-2011-02	CLERGY	05
8373	SENIOR CHILD PROTECTIVE INVESTIGATOR	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05

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5955	SENIOR CHILD, YOUTH & FAMILIES COUNSELOR	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	05
3926	SENIOR CITRUS PROMOTIONS SPECIALIST	19-3021-03	MARKET RESEARCH ANALYTS & MARKETING SPECS	05
8052	SENIOR CLASSIFICATION OFFICER	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	01
0008	SENIOR CLERICAL SPECIALIST	43-9061-02	OFFICE CLERKS, GENERAL	01
0004	SENIOR CLERK	43-9061-02	OFFICE CLERKS, GENERAL	01
0006	SENIOR CLERK - F/C	43-9061-02	OFFICE CLERKS, GENERAL	01
4009	SENIOR CONSUMER SERVICE ANALYST	13-1041-02	COMPLIANCE OFFICERS	05
1667	SENIOR CONTRACT AUDITOR	13-2011-03	ACCOUNTANTS AND AUDITORS	05
0420	SENIOR CORPORATE DOCUMENT EXAMINER	43-9199-02	OFFICE & ADMIN SUPPORT WORKER, ALL OTHER	01
8434	SENIOR CRIME INTELLIGENCE ANALYST I - FDLE	33-3021-02	DETECTIVES AND CRIMINAL INVESTIGATORS	05
8435	SENIOR CRIME INTELLIGENCE ANALYST II - FDLE	33-3021-03	DETECTIVES AND CRIMINAL INVESTIGATORS	05
8464	SENIOR CRIME LABORATORY ANALYST	19-4092-04	FORENSIC SCIENCE TECHNICIANS	05
8448	SENIOR CRIMINAL JUSTICE INFORMATION TECH	43-4199-02	INFORMATION AND RECORD CLERKS, ALL OTHER	01
2122	SENIOR DATA BASE ANALYST	15-1141-04	DATABASE ADMINISTRATORS	05
4637	SENIOR DESIGN ENGINEERING ANALYST	17-2199-04	ENGINEERING, ALL OTHER	05
3224	SENIOR ECONOMIC RESEARCH ASSOCIATE	13-1161-03	MARKET RESEARCH ANALYTS & MARKETING SPECS	05
4655	SENIOR ENGINEER TRAINEE	17-2199-03	ENGINEERING, ALL OTHER	05
8351	SENIOR FINANCIAL INVESTIGATOR	13-2099-03	FINANCIAL SPECIALISTS, ALL OTHER	05
5032	SENIOR FISH/WILDLIFE TECHNICIAN	19-4021-02	BIOLOGICAL TECHNICIANS	02
8460	SENIOR FORENSIC TECHNOLOGIST	19-4092-03	FORENSIC SCIENCE TECHNICIANS	05
7616	SENIOR FORESTER	45-4011-02	FOREST AND CONSERVATION WORKERS	05
6033	SENIOR HEALTH EDUCATOR	21-1091-03	HEALTH EDUCATORS	05
4962	SENIOR HEALTH SERVICES ANALYST	21-1099-04	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
6369	SENIOR HEAVY EQUIPMENT OPERATOR	53-3032-02	HEAVY AND TRACTOR-TRAILER TRUCK DRIVERS	02
9021	SENIOR HIGHWAY SAFETY SPECIALIST	13-1041-03	COMPLIANCE OFFICERS	01
5874	SENIOR HUMAN SERVICES PROG ANALYST	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5913	SENIOR HUMAN SERVICES PROG ANALYST	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
5879	SENIOR HUMAN SERVICES PROGRAM SPECIALIST	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
2114	SENIOR INFO TECH BUSINESS CONSULTANT	15-1199-04	COMPUTER OCCUPATIONS, ALL OTHER	05
8438	SENIOR INTELLIGENCE SECURITY OFFICER	33-3021-04	DETECTIVES AND CRIMINAL INVESTIGATORS	05
8314	SENIOR INVESTIGATOR	33-3021-02	DETECTIVES AND CRIMINAL INVESTIGATORS	05
1597	SENIOR INVESTMENT SPECIALIST-TREASURER	13-2051-03	FINANCIAL ANALYSTS	05
5966	SENIOR JUVENILE PROBATION OFFICER	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	05
3127	SENIOR LEGAL ASSISTANT	23-2011-02	PARALEGALS AND LEGAL ASSISTANTS	05
5600	SENIOR LICENSED PRACTICAL NURSE	29-2061-03	LICENSED PRACTICAL & LICENSED VOC NURSES	03
5597	SENIOR LICENSED PRACTICAL NURSE-F/C	29-2061-03	LICENSED PRACTICAL & LICENSED VOC NURSES	03
5108	SENIOR METROLOGIST	19-2099-02	PHYSICAL SCIENTISTS, ALL OTHER	05
6367	SENIOR MOTOR VEHICLE OPERATOR	53-3099-01	MOTOR VEHICLE OPERATORS, ALL OTHER	02
2775	SENIOR MUSEUM CURATOR	25-4012-03	CURATORS	05
2762	SENIOR MUSEUM ED PROG SPECIALIST II	25-3099-03	TEACHERS AND INSTRUCTORS, ALL OTHER	05
2748	SENIOR MUSEUM EDUCATION PROGRAM SPEC	25-3099-02	TEACHERS AND INSTRUCTORS, ALL OTHER	05
2761	SENIOR MUSEUM REGISTRAR	25-4013-03	MUSEUM TECHNICIANS AND CONSERVATORS	05
2124	SENIOR NETWORK SYSTEMS ANALYST	15-1142-04	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	05
6331	SENIOR OPERATING TECHNICIAN	49-9098-01	HELPERS/INSTALL/MAINTENANCE & REPAIR WKR	02

Class Code	Class Title	Broadband Code	Occupation	CBU
1468	SENIOR PROFESSIONAL ACCOUNTANT	13-2011-03	ACCOUNTANTS AND AUDITORS	05
6843	SENIOR PROGRAM ANALYST	13-1199-04	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
4520	SENIOR PROJECTS ARCHITECT	17-1011-04	ARCHITECTS, EXCEPT LANDSCAPE	05
6058	SENIOR PUBLIC ASSISTANCE SPECIALIST	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
6454	SENIOR REFRIGERATION MECHANIC	49-9021-03	HEATING/AIR COND/REFRIG MECHANIC/INSTALLER	02
6027	SENIOR REHABILITATION SPECIALIST-BLIND	21-1015-03	REHABILITATION COUNSELORS	05
3230	SENIOR RESEARCH ECONOMIST	19-3011-04	ECONOMISTS	05
5066	SENIOR RESEARCH SCIENTIST-FWC	19-1023-04	FISHERIES AND WILDLIFE BIOLOGISTS	05
6066	SENIOR RESIDENTIAL INSTRUCTOR	21-1091-02	HEALTH EDUCATORS	03
5742	SENIOR RESIDENTIAL UNIT SPECIALIST	31-1013-03	PSYCHIATRIC AIDES	01
1619	SENIOR REVENUE CONSULTANT	13-2099-04	FINANCIAL SPECIALISTS, ALL OTHER	05
8125	SENIOR REVOCATION SPECIALIST	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	05
8724	SENIOR SAFETY & HEALTH SPECIALIST	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	05
8711	SENIOR SAFETY SPECIALIST	29-9011-03	OCCUPATIONAL HEALTH & SAFETY SPECIALISTS	05
8889	SENIOR SANITATION AND SAFETY SPECIALIST	13-1041-03	COMPLIANCE OFFICERS	05
1705	SENIOR TAX SPECIALIST	13-2081-03	TAX EXAMINER, COLLECTOR & REVENUE AGENT	05
5977	SENIOR VOCATIONAL REHAB COUNSELOR	21-1015-03	REHABILITATION COUNSELORS	05
2099	SENIOR WEB PAGE DESIGN SPECIALIST	15-1134-02	WEB DEVELOPERS	01
0093	SENIOR WORD PROCESSING SYSTEMS OPERATOR	43-9022-02	WORD PROCESSORS AND TYPISTS	01
3313	SENIOR WORKERS' COMPENSATION EXAMINER	13-1031-02	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	01
6476	SIGN SHOP SPECIALIST	51-2099-02	ASSEMBLERS AND FABRICATORS, ALL OTHER	02
6474	SIGN/UPHOLSTERER TECHNICIAN	51-6093-01	UPHOLSTERERS	02
6571	SINGLE-ENGINE RECIPROCAL AIRCRAFT PILOT	53-2011-03	AIRLINE PILOT, COPILOT & FLIGHT NAVIGATOR	02
5953	SOCIAL SERVICES COUNSELOR	21-1019-03	COUNSELORS, ALL OTHER	05
5960	SOCIAL SERVICES COUNSELOR-F/C	21-1019-03	COUNSELORS, ALL OTHER	05
5943	SOCIAL WORK SERVICES PROGRAM CONSULTANT	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	05
3395	SPECIAL DEPUTY	23-1021-02	ADMINISTRATIVE LAW JUDGE/ADJUDICATING OFFICER	05
9095	SPECIAL EDUCATION TEACHER	25-2043-03	SPECIAL EDUCATION TEACHER, SECONDARY SCHOOL	05
1452	SR STATE AUTOMATE MGT ACCT SYSTM ANALYST	13-2011-04	ACCOUNTANTS AND AUDITORS	05
0120	STAFF ASSISTANT	43-6011-02	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	01
1332	STAFF DEVELOPMENT TRAINING CONSULTANT	13-1151-03	TRAINING AND DEVELOPMENT SPECIALISTS	05
5988	STAFF INTERPRETER/TRANSLATOR	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	03
1450	STATE AUTOMATE MGMT ACCOUNT SYS ANALYST	13-2011-03	ACCOUNTANTS AND AUDITORS	05
5983	STATE VOCATION REHAB COUNSEL/ANALYST	21-1015-03	REHABILITATION COUNSELORS	05
2609	STATE WARNING POINT COMMUNICATIONS OPER	33-9099-01	PROTECTIVE SERVICE WORKERS – NON SWORN	01
3103	STATISTICAL AIDE I	15-2041-01	STATISTICIANS	01
3106	STATISTICAL AIDE II	15-2041-01	STATISTICIANS	01
3109	STATISTICIAN I	15-2041-01	STATISTICIANS	05
3112	STATISTICIAN II	15-2041-02	STATISTICIANS	05
3115	STATISTICIAN III	15-2041-02	STATISTICIANS	05
6450	STEAMFITTER	47-2152-02	PLUMBERS, PIPEFITTERS AND STEAMFITTERS	02
5627	STERILE SUPPLY TECHNICIAN II	29-2055-01	SURGICAL TECHNOLOGISTS	03
0918	STOREKEEPER I	43-9199-01	OFFICE & ADMIN SUPPORT WORKER, ALL OTHER	01
0921	STOREKEEPER II	43-9199-01	OFFICE & ADMIN SUPPORT WORKER, ALL OTHER	01

Class Code	Class Title	Broadband Code	Occupation	CBU
0922	STOREKEEPER II – F/C	43-9199-01	OFFICE & ADMIN SUPPORT WORKER, ALL OTHER	01
0927	STORES ANALYST	13-1081-01	LOGISTICIANS	01
0928	STORES CONSULTANT	13-1081-02	LOGISTICIANS	01
0929	STORES CONSULTANT – F/C	13-1081-02	LOGISTICIANS	01
0820	SUPPLY DATA CONTROL SPECIALIST	13-1081-02	LOGISTICIANS	05
6203	SUPPORT SERVICE AIDE	39-9099-01	PERSONAL CARE & SERVIC WORKER, ALL OTHER	03
6202	SUPPORT SERVICE AIDE-F/C	39-9099-01	PERSONAL CARE & SERVIC WORKER, ALL OTHER	03
0912	SURPLUS PROPERTY STOREKEEPER	43-9199-01	OFFICE & ADMIN SUPPORT WORKER, ALL OTHER	01
8212	SURVEILLANCE SYSTEM OPERATOR	33-9032-01	SECURITY GUARDS	02
4666	SURVEY AND MAPPING SPECIALIST	17-1022-03	SURVEYORS	05
4664	SURVEY AND MAPPING TECHNICIAN	17-3031-02	SURVEYING AND MAPPING TECHNICIANS	02
0254	SWITCHBOARD OPERATOR I	43-2011-01	SWITCHBOARD OPERATOR/INCLUDE ANSWER SERV	01
0255	SWITCHBOARD OPERATOR II	43-2011-01	SWITCHBOARD OPERATOR/INCLUDE ANSWER SERV	01
2111	SYSTEMS PROGRAMMER I	15-1142-02	NETWORK & COMPUTER SYSTEMS ADMINISTRATORS	05
2113	SYSTEMS PROGRAMMER II	15-1142-03	NETWORK & COMPUTER SYSTEMS ADMINISTRATORS	05
2115	SYSTEMS PROGRAMMER III	15-1142-04	NETWORK COMPUTER SYSTEMS ADMINISTRATORS	05
2117	SYSTEMS PROGRAMMING CONSULTANT	15-1131-04	COMPUTER PROGRAMMERS	05
2107	SYSTEMS PROJECT ANALYST	15-1121-03	COMPUTER SYSTEMS ANALYSTS	05
2109	SYSTEM PROJECT CONSULTANT	15-1121-04	COMPUTER SYSTEMS ANALYSTS	05
1503	TAX AUDITOR I	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1506	TAX AUDITOR II	13-2011-02	ACCOUNTANTS AND AUDITORS	05
1509	TAX AUDITOR III	13-2011-03	ACCOUNTANTS AND AUDITORS	05
1510	TAX AUDITOR IV	13-2011-03	ACCOUNTANTS AND AUDITORS	05
1511	TAX AUDITOR V	13-2100-03	ACCOUNTANTS AND AUDITORS	05
1709	TAX LAW SPECIALIST	13-2051-04	FINANCIAL ANALYSTS	05
1703	TAX SPECIALIST I	13-2081-03	TAX EXAMINER, COLLECTOR & REVENUE AGENT	05
1704	TAX SPECIALIST II	13-2081-03	TAX EXAMINER, COLLECTOR & REVENUE AGENT	05
4142	TEACHER AIDE	25-9041-01	TEACHER ASSISTANTS	03
4133	TEACHER AIDE - F/C	25-9041-01	TEACHER ASSISTANTS	03
2039	TELECOMMUNICATIONS CONSULTANT	15-1142-03	NETWORK & COMPUTER SYSTEMS ADMINISTRATORS	05
2031	TELECOMMUNICATIONS SPECIALIST I	15-1142-01	NETWORK & COMPUTER SYSTEMS ADMINISTRATORS	01
2034	TELECOMMUNICATIONS SPECIALIST II	15-1142-01	NETWORK & COMPUTER SYSTEMS ADMINISTRATORS	05
2035	TELECOMMUNICATIONS SPECIALIST III	15-1081-02	NETWORK & COMPUTER SYSTEMS ADMINISTRATORS	05
6582	TELECOMMUNICATIONS SYSTEMS CONSULTANT	15-1081-03	NETWORK & COMPUTER SYSTEMS ADMINISTRATORS	05
5556	THERAPY AIDE I	31-9099-01	HEALTHCARE SUPPORT WORKERS, ALL OTHER	03
5557	THERAPY AIDE II	31-9099-01	HEALTHCARE SUPPORT WORKERS, ALL OTHER	03
0330	TOLL COLLECTOR	41-2011-01	CASHIERS	02
7247	TOLL EQUIPMENT TECHNICIAN	49-2094-02	ELECTRIC/ELECTRON REPR/COMR INDUST EQUIP	02
5050	TOXICOLOGIST I	19-1099-02	LIFE SCIENTISTS, ALL OTHER	05
6004	TRAINING AND RESEARCH CONSULTANT	13-1151-04	TRAINING AND DEVELOPMENT SPECIALISTS	05
1330	TRAINING CONSULTANT	13-1151-03	TRAINING AND DEVELOPMENT SPECIALISTS	05

Class Code	Class Title	Broadband Code	Occupation	CBU
1322	TRAINING SPECIALIST I	13-1151-01	TRAINING AND DEVELOPMENT SPECIALISTS	05
1324	TRAINING SPECIALIST II	13-1151-02	TRAINING AND DEVELOPMENT SPECIALISTS	05
5989	TRANSLATOR	21-1099-03	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	03
6336	TREATMENT PLANT OPERATOR I	51-8031-01	WATER & LIQ WASTE TREAT PLANT & SYS OPR	02
6339	TREATMENT PLANT OPERATOR II	51-8031-01	WATER & LIQ WASTE TREAT PLANT & SYS OPR	02
6573	TURBOPROP AIRCRAFT PILOT	53-2011-04	AIRLINE PILOT, COPILOT & FLIGHT NAVIGATR	02
8851	TURNPIKE SERVICES INSPECTOR	13-1199-01	BUSINESS OPERATION SPECIALIST, ALL OTHER	01
3370	UNEMPLOYMENT COMPENSATION EXAMINER I	13-1072-01	COMP, BENEFIT & JOB ANALYSIS SPEC	01
3372	UNEMPLOYMENT COMPENSATION EXAMINER II	13-1072-02	COMP, BENEFIT & JOB ANALYSIS SPEC	05
5791	UNIT TREATMENT & REHAB SPECIALIST-F/C	31-1013-01	PSYCHIATRIC AIDES	03
5776	UNIT TRTMNT & REHAB SPECIALIST	31-1013-01	PSYCHIATRIC AIDES	03
6333	UTILITIES MECHANIC	49-9042-01	MAINTENANCE AND REPAIR WORKERS, GENERAL	02
4678	UTILITIES SYSTEM/ENGINEERING SPECIALIST	17-2199-04	ENGINEERING, ALL OTHER	05
6209	VENDING FACILITY SPECIALIST	41-2011-02	CASHIERS	01
9109	VETERANS' CLAIMS EXAMINER II	13-1031-04	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	01
7424	VETERINARIAN I	29-1131-05	VETERINARIANS	05
7427	VETERINARIAN II	29-1131-05	VETERINARIANS	05
8159	VICTIM COMPENSATION CLAIMS ANALYST	13-1031-02	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	05
8158	VICTIM SERVICES PROGRAM SPECIALIST	13-1111-03	MANAGEMENT ANALYSTS	05
1320	VOCATIONAL FOOD SERVICE COORDINATOR	25-1194-01	VOCATIONAL EDUCATION TEACHER, POST SECONDARY	03
1310	VOCATIONAL INSTRUCTOR I	25-1194-01	VOCATIONAL EDUCAT TEACHER, POSTSECONDARY	03
1309	VOCATIONAL INSTRUCTOR I – F/C	25-1194-01	VOCATIONAL EDUCAT TEACHER, POSTSECONDARY	03
1311	VOCATIONAL INSTRUCTOR II	25-1194-01	VOCATIONAL EDUCAT TEACHER, POSTSECONDARY	03
1313	VOCATIONAL INSTRUCTOR II - F/C	25-1194-01	VOCATIONAL EDUCAT TEACHER, POSTSECONDARY	03
1312	VOCATIONAL INSTRUCTOR III	25-1194-02	VOCATIONAL EDUCAT TEACHER, POSTSECONDARY	03
1315	VOCATIONAL INSTRUCTOR III - F/C	25-1194-02	VOCATIONAL EDUCAT TEACHER, POSTSECONDARY	03
5982	VOCATIONAL REHAB SENIOR CONSULTANT	21-1015-04	REHABILITATION COUNSELORS	05
5980	VOCATIONAL REHABILITATION CONSULTANT	21-1015-03	REHABILITATION COUNSELORS	05
5978	VOCATIONAL REHABILITATION COUNSELOR	21-1015-03	REHABILITATION COUNSELORS	05
5975	VOCATIONAL REHABILITATION TECHNICIAN	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	03
8085	VOCATIONAL TEACHER-EJT	25-1194-02	VOCATIONAL EDUCAT TEACHER, POSTSECONDARY	05
6000	VOLUNTEER SERVICES CENTER SPECIALIST	21-1099-02	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	01
5997	VOLUNTEER SERVICES SPECIALIST	21-1099-01	COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER	03
2098	WEB PAGE DESIGN SPECIALIST	15-1134-01	WEB DEVELOPER	01
8806	WEIGHT INSPECTOR I	13-1041-01	COMPLIANCE OFFICERS	01
8815	WEIGHT INSPECTOR II	13-1041-02	COMPLIANCE OFFICERS	01
6456	WELDER	51-4121-02	WELDERS, CUTTERS, SOLDERERS AND BRAZIERS	02
5567	WELLNESS EDUCATION SPECIALIST I-F/C	25-3099-02	TEACHERS AND INSTRUCTORS, ALL OTHER	05
0090	WORD PROCESSING SYSTEMS OPERATOR	43-9022-01	WORD PROCESSORS AND TYPISTS	01
0091	WORD PROCESSING SYSTEMS OPERATOR-F/C	43-9022-01	WORD PROCESSORS AND TYPISTS	01
3321	WORKERS' COMPENSAT DISABILITY SPECIALIST	13-1031-03	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	05
3312	WORKERS' COMPENSATION EXAMINER	13-1031-01	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	01
3319	WORKERS' COMPENSATION INVESTIGATOR	13-1031-03	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	05
3322	WORKERS' COMPENSATION SPECIALIST	13-1031-04	CLAIMS ADJUSTER, EXAMINER & INVESTIGATOR	01

## APPENDIX B



AFSCME Local: \_\_\_\_\_  
STEP: \_\_\_\_\_

### OFFICIAL GRIEVANCE FORM

Employee's Name: \_\_\_\_\_ Class Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Agency / Department: \_\_\_\_\_

Work Location: \_\_\_\_\_

STATEMENT OF GRIEVANCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARTICLES VIOLATED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RELIEF REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I authorize AFSCME as my representative to act for me in the disposition of this grievance.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

THIS STATEMENT OF GRIEVANCE IS TO BE COMPLETED IN TRIPLICATE. ALL THREE COPIES MUST BE SIGNED BY THE EMPLOYEE AND/OR THE AFSCME REPRESENTATIVE HANDLING THE CASE.

Original to: \_\_\_\_\_ Copy to: \_\_\_\_\_

Copy to: Local Union Grievance File

NOTE: ONE COPY OF THIS GRIEVANCE AND ITS DISPOSITION TO BE KEPT IN GRIEVANCE FILE OF LOCAL UNION.

**We Make America Happen**

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

**APPENDIX C**

**REQUEST FOR ARBITRATION  
AFSCME FLORIDA COUNCIL 79**

**HUMAN SERVICES, PROFESSIONAL, OPERATIONAL SERVICES, AND  
ADMINISTRATIVE AND CLERICAL BARGAINING UNITS**

AFSCME Florida Council 79 [“AFSCME”], representing employees in the Human Services, Professional, Operational Services, and Administrative and Clerical bargaining units, hereby gives notice of its intent to proceed to arbitration with the following grievance:

GRIEVANT’S NAME: \_\_\_\_\_

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

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

Representative’s Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Grievant’s Signature: \_\_\_\_\_ Representative’s Signature: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted to Arbitration Coordinator, Department of Management Services: \_\_\_\_\_