

808.12 SUBJECT: BLOOD BANK

:1 OBJECTIVE:

To establish a City Policy and Procedure for the creation and maintenance of a City Blood Bank Reserve Account. This procedure applies to all City employees except where otherwise provided by collective bargaining agreements.

:2 AUTHORITY:

This procedure approved by City Council, May 10, 2010.

:3 DIRECTION:

Human Resources Division Manager, as an appointed official, serves at the pleasure of the Mayor and receives direction through the Chief Administrative Officer or designee.

:4 METHOD OF OPERATION:

A. Policy

The City of Orlando recognizes the importance of maintaining an adequate blood supply to serve the medical requirements of its residents and employees. Through this policy the City intends to facilitate and encourage City employees to donate blood.

B. Definitions

For the purpose of this procedure, the following words and terms are defined as:

Employee – Shall mean a person on the payroll of the City of Orlando.

Immediate Family – The employee's immediate family is defined as including spouse, domestic partner, child, mother, father, brother, sister, stepmother, stepfather, half sister, half brother, legal guardian or ward, mother-in-law, father-in-law, grandparents, grandchildren, step children, step brother, step sister.

Central Florida Blood Bank – The organization where the City's Blood Bank Account is maintained.

C. Contributions to the Blood Drive

1. All City employees are encouraged to donate blood to the City's Blood Bank accounts. Human Resources, in cooperation with the Central Florida Blood Bank, will coordinate campaign drives on a regular basis and upon special request by the Central Florida Blood Bank.
2. The Central Florida Blood Bank also offers a variety of other blood bank donor programs. Employees interested in obtaining more information may call any local blood bank center.

D. Eligibility for Benefits

City employees and all members of their immediate family are eligible to receive, without replacement charge cost, blood from the City's Blood Bank reserve accounts. Any questions regarding eligibility for benefits, contact the Wellness Coordinator in the Human Resources Division.

E. Guidelines for Time Off

At the discretion of the supervisor, employees who donate blood during their regularly scheduled work hours to any of the City's Blood Bank Campaign drives, may be granted time off, not to exceed two (2) hours. Such absence shall be with pay and not chargeable to sick, vacation, or compensatory time accruals. Excused time off is intended to provide sufficient time for employee donations.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

This procedure adopted by City Council February 20, 1989, Item 14, A-2; amended April 3, 2000, Item 2PPP; amended September 15, 2003; re-formatted only April 2004; amended October 5, 2009, Item I-4; amended May 10, 2010, Item A-2.

:8 EFFECTIVE DATE:

This procedure effective May 10, 2010.