



City of Columbia
Public Works Department
Departmental Guideline

Subject Solid Waste Collection Route Safety Incentive Program

Applicable Management Practice 20.1, 20.4

Purpose: To outline an incentive program for solid waste collection routes in conjunction with safe and responsible delivery of service.

Discussion: The Solid Waste Division incurs a fiscal impact associated with injuries and accidents. Management wishes to incentivize the collection crews with a 1-hour incentive upon the safe completion of their daily route once each work unit completes related services as outlined below:

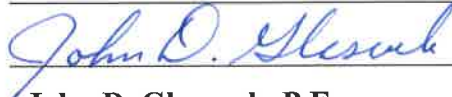
- A. Supervisors will assign 2-man crews, where applicable, to be filled as consistently as possible with the same two individuals.
- B. Work Units will be defined as solid waste collection routes with similar vehicles which allow them to assist other crews in their work unit.
 - a. Commercial Trash Rearloaders
 - b. Commercial Trash Frontloaders
 - c. Commercial Puptruck
 - d. Full-sized Rolloffs
 - e. Mini Rolloffs
 - f. Residential Trash Rearloaders
 - g. Residential Recycling Splithoppers and Sideloaders
 - h. Recycling (Commercial/UMC/Dropoff) Rearloaders
- C. Safety Status will be defined as maintaining a driving and personal safety record for at least the previous three months without a Preventable Accident, Preventable Injury, or unsafe Near Miss Report. "Preventable" shall be determined by Solid Waste supervisory staff in conjunction with Risk Management staff within 24 hours of occurrence or within the next city business day if incident occurs after 4 p.m. on a Friday or beyond regular business hours.
- D. On a daily basis, employees maintaining a Safety Status within each Work Unit completed with all related collection, skip and vehicular maintenance activities (including fueling, cleaning, greasing, etc.) will be permitted by shift supervisor to leave up to one hour early. Collectors will be paid for eight regular hours. Overtime will only apply when **actual** hours worked in a given week exceed 40 hours. Holiday hours count toward the actual hours worked, used personal accrued leave does not count toward the actual hours worked (similar to typical overtime calculation policy.) Crews comprised of employees not within Safety Status will remain on assignment for their full regular shift time, or cover with approved accrued paid leave.
- E. Crews (1 or 2-man) incurring a Preventable Accident or Personal Injury will lose Safety Status until six months of safe operation is achieved for first occurrence, lose Safety Status for one year

team awareness and shared responsibility for 2-man crews. Exceptions for “crew” consideration (single employee vs. 2-man crew) will be at the discretion of the Director or delegated representative.

- F. Managerial staff shall have the option of removing an employee’s incentive pay if disciplinary issues arise.

Effective Date: June 2, 2014

Approved by:



**John D. Glascock, P.E.
Director**

Renewal	Renewal	Renewal
Renewal	Renewal	Renewal