PURPOSE

The purpose of this program is to allow City of San José Civil Service employees (classified and unclassified) time away from work to receive breast and prostate cancer screening. Because early detection and diagnosis of such cancers can save lives, the goal of the City of San José is to encourage its employees to schedule and receive regular breast and prostate screenings through their health care provider in order to increase the benefits of prompt treatment.

SCOPE OF APPLICATION

This policy applies to full-time hourly (FLSA non-exempt) City of San Jose employees who meet any of the following eligibility criteria:

1. Women 40 years of age and over
2. Men 50 years of age and over
3. Employees of any age if a screening is recommended by their doctor or physician.

POLICY

Eligible employees will be allowed up to a maximum of three (3) hours of release time to receive breast and prostate cancer screening to the extent that the screening falls within the employee’s normal work schedule. Each eligible employee shall be allowed one (1) period of release time per payroll calendar year. Employees are responsible for making their own arrangements for such screenings (appointments, transportation, payment for procedure, etc).

Requests for cancer screening release time must be made in advance and are subject to pre-approval by the employee’s supervisor and department director or designee. Release time shall only be taken during an employee’s normal and regular work schedule. Release time will not be approved during a time which will result in overtime.

PROCEDURES

Request for Cancer Screening Release Time

Employee Complete Cancer Screening Release Time Form.

Physician / health care provider must complete the examination information section or provide a doctor’s note (doctor’s note should contain the information requested under Examination Information.)
Cancer Screening Release Time Program 4.2.13

Completed form must be provided to supervisor for approval in advance of examination date.

**Supervisor/Department Director**
Review request. Approve or disapprove.
If approved, sign on approval line of form and forward copy to Department Timekeeper.

**Employee**
Record release time for Cancer Screening as **CSR** on time card (paper timesheets or web-based time entry). Make a notation in the comments section of timecard or web-based time system stating "Cancer Screening - x hours Release Time taken".

**Timekeeper**
Validate that Cancer Release Time (CSR) is documented on employee time card.

Approved:

/s/ Alex Gurza
Deputy City Manager

February 17, 2012
Date