

Career Service System Manual



City of Treasure Island, Florida

Revision: October, 2007

adopted by City Commission Resolution 07-73

INTRODUCTION

The Career Service System Manual, along with an *Appendix of additional personnel policies*, includes revisions that were approved by a City Commission Resolution 07-73

The Career Service System Manual, is issued in three-ring binder format for insertion into your *Employee Manual*, replacing the previous version. Each of you has a duty to read this manual, keep it up-to-date, and to be familiar with your rights, benefits, and responsibilities.

This manual has been prepared and updated to inform you about City personnel policies and rules. It is not to be construed as a contract, nor is it all inclusive. No manual can anticipate every circumstance or question. If you have questions after reading the manual, you can ask your Supervisor or the Personnel Director for an explanation.

If you are in an employee group that is represented by the fire or police union, the formal collective bargaining agreement, not chapters IV - VII of this manual, will specify your wages, benefits, and working conditions.

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CHAPTER I

PURPOSE, AUTHORITY AND ORGANIZATION

This manual sets forth the Career Service System established by the City Commission in Section 30 of the Code of Ordinances. These City personnel policies and rules are administrative guidelines that indicate to department heads, supervisors, and employees some of their respective responsibilities and benefits.

Rule 1.1 CITY COMMISSION:

The City Commission has established the authority for the preparation and administration of this Career Service System Manual in Section 30-32 of the City Code of Ordinances. The City Commission must approve the adoption of all rules and changes to the system by resolution.

Rule 1.2 OFFICE OF PERSONNEL DIRECTOR:

The Personnel Director shall be the City Manager who in turn may appoint a Personnel Director upon authorization and approval of the City Commission.

It shall be the responsibility of the Personnel Director to administer the personnel rules and policies approved by the City Commission.

Rule 1.3 PERSONNEL ADVISORY BOARD

A Personnel Advisory Board of five (5) Treasure Island residents is established with duties and functions as follows:

- a. Advise the City Commission, City Manager and Personnel Director concerning matters relating to the personnel program.
- b. To promote understanding of the purposes, policies and practices of the Career Service System and foster and secure the interest of civic, professional and other organizations in the improvement of personnel standards.
- c. To review grievances in the manner provided for in these rules.

Rule 1.4 DEFINITIONS OF TERMS USED IN CAREER SERVICE SYSTEM

1. Anniversary Date - The date for determining an employee's eligibility for a merit pay increase. This is the date of regular appointment or the date of the employee's last pay rate adjustment and/or performance evaluation, whichever is later.
2. Appointing Authority - The City Manager or the head of any department, agency or office of the municipal government or branch of the municipal service authorized and designated by the City Manager or lawfully delegated authority to appoint, assign, suspend or remove subordinates subject to the provisions of the personnel rules.
3. Career Service System - A personnel program applying the merit principles to public employment so as to provide an objective and impartial career in the public service system.
4. Class- A group of positions sufficiently similar as to duties performed, degree of supervision exercised or required, minimum requirements of training, experience or skill, and such other characteristics that the same title, the same tests of fitness and the same schedule of compensation may be equitably applied to each position in the group.
5. Classified Employee - Any full time employee who has successfully completed the required probationary period.
6. Classified Service - All employments, offices and positions of the municipal service subject to the provisions of Chapter 30 , Article II and the personnel rules, except those offices and positions exempt from the application of the article and the personnel rules.
7. Classification Title - (Job Title, Position Title)The Title chosen from the classification plan which most closely describes the nature of work performed by an employee.
8. Class Specification - (Job Description) The written description of the essential characteristics of the class and the factors and conditions that separate it from other classes. The description is written in terms of duties, responsibilities, illustrative examples of work, and the qualifications needed to perform the work.
9. Demotion - That action either voluntary or involuntary which changes the employee's classification title with the result that the employee is placed in a classification which has a lower pay range.

10. Employment-at-Will - The practice whereby employees are hired for an indefinite period of time and the employment relationship may be terminated at will by either party at any time. That is, employees have the right to end their work relationship with the City, with or without cause; the City has the same right.
11. Exempt Position - Depending upon the context, this can mean either:
 - (a.) All employment, offices and positions designated herein as being exempt from the application of the personnel rules (ref. Rule 2.3).
 - (b.) Those positions indicated as exempt from overtime provisions under the Fair Labor Standards Act.
12. Layoff - A reduction of the number of employees due to the lack of work, funds, or other causes not pertaining to employee performance.
13. Layoff List - Names of employees laid off for reasons given in "Layoff" in order of a rating that is a combination of their performance rating score and seniority.
14. Merit Increase - An increase in pay within a pay range, based on an employee's job performance and the results of his/her evaluation.
15. Municipal Service - All persons, officers and positions in the employ of the City.
16. Part Time - Any position that is normally scheduled for thirty-two (32) or fewer hours in a work week. Candidates for appointment shall serve in a status that is exempt from the application of the career service system and meet the requirements set by the City Manager.
17. Pay Rate - A rate of pay within a Pay Range in the City's Pay and Classification Plan.
18. Pay Range - The salary range which is assigned to a particular classification title, sometimes expressed as a pay range number. Normal pay ranges show the minimum and maximum rates through which an employee can progress with length of service and a good work record.
19. Performance Evaluation- A report relative to the conduct and capacity of an employee in the municipal service. These reports are made by the immediate supervisor and department head at the following times: at the completion of an employee's probation period; annually thereafter on the anniversary date; and, at other times as deemed necessary by the supervisor or department head.

20. Personnel Director - The City Manager, or the head of such Personnel Department as may be hereafter appointed and established by the City Manager with the prior approval and authorization of the City Commission.
21. Position - An employment, office or position in the Classified Service composed of specific duties.
22. Position Classification Plan -The systematic arrangement of individual duties and positions into appropriated classes of work so as to provide a comprehensive, definite and descriptive specification of the several types of work in the Classified Service.
23. Probationary Employee- All newly hired and newly promoted employees must serve a probationary period from the date of their appointment or promotion. The probationary period shall be utilized to evaluate the employee's performance on the job and for dismissal of an employee not meeting the required standards of performance. The duration of such probationary period is six (6) months (one year for Fire Fighters, Police Officers, and supervisory employees). A probationary employee may be discharged without right of appeal through the grievance procedure. A promotional probationary employee found to be unsatisfactory may be returned to the position and status held prior to promotion, provided the position exists and the department head recommends such action, otherwise he or she will be discharged.
24. Reclassification (of position) - That action which results from a noticeable change in the work assignments of any employee's position. In this type of action, the classification title of the position is changed and the pay range of such new title is then used.
Reclassification (of employee) - Transfer to another titled classification
25. Resignation - Act of voluntarily withdrawing from City employment.
26. Retired Employee - Term applies to persons who meet the following criteria:

Employees who were continuously employed by the City and who separated from City employment in good standing after 10 or more years of service and after attaining the age of 55; or, employees who were continuously employed by the City and who separated from City employment in good standing after 20 or more years of service, regardless of age.

27. Suspension - A penalty of leave without pay for an employee for a disciplinary purpose or for other just cause.
28. Temporary Employee - An employee appointed for a special project or other work of a temporary or transitory nature not to exceed a period of six months. All candidates for such appointment shall serve in an exempt status and meet requirements set by the Personnel Director.
29. Temporary Transfer - An employee continuously assigned on a temporary basis to another classification (higher, lower, or the same salary range) for more than ten (10) consecutive, regularly scheduled work days . Refer to Rule 7.1 (F)
30. Transfer - A change in position to one that is in the same salary range. When an employee applies to a posting for a vacant position that does not involve a promotion, the situation will be reviewed by the department heads involved to determine whether such a transfer would be to both the employee's and the City's best interest.
31. Work Period - The normal work period shall be defined and applied as follows:
- | | |
|--------------------------|--|
| Regular Hourly Employees | 37.5 or 40 hours in a seven (7) day period |
| Police Employees | 40 hours in a seven (7) day period |
| Fire Fighters | 53 hours in a seven (7) day period. |
| Part-Time Employees | 32 or fewer hours in a seven (7) day period. |

**CHAPTER II
CLASSIFIED AND EXEMPT SERVICE**

Rule 2.1 CLASSIFIED SERVICE:

The classified service shall include all full-time positions in the municipal service not specifically exempted under Section 2.3 below.

Rule 2.2 MUNICIPAL SERVICE:

The municipal service shall include all paid employees of the City of Treasure Island.

Rule 2.3 EXEMPTED FROM CLASSIFIED SERVICE:

- a. Officials elected by popular vote and persons appointed to fill vacancies in such offices.
- b. Members of any board, or commission of the City.
- c. The City Attorney, the Assistant City Attorneys
- d. Persons of highly technical, scientific or professional training maintaining independent practice in their chosen profession employed on a consulting basis or a part-time fee retainer or salary basis by the City. These consultants are independent contractors, not employees.
- e. Temporary or part-time officers, employees, interns, trainees, volunteer firemen, other volunteer emergency workers, and part-time technical employees paid by fees, stipends, or on a part-time salary basis. These exempt employees shall be considered *at-will employees*
- f. Casual emergency or seasonal employees or workers. These exempt employees shall be considered *at-will employees*
- g. The City Manager, City Clerk, Deputy City Clerk, all Department Heads or Directors, and those officials designated by the City Manager as having exempt status. These exempt employees shall be considered *at-will employees*
- h. Any other employee classified as exempt from the overtime provisions of the Fair Labor Standards Act. These employees shall be considered *at-will-employees*.

Rule 2.4 COLLECTIVE BARGAINING AGREEMENTS

If an employee is covered under a collective bargaining agreement, his or her wages, benefits, hours, and working conditions are specified by the collective bargaining agreement and not by Chapters IV through VII of this manual. If any other conflicts occur between a labor agreement and these personnel rules and regulations, the applicable labor agreement shall take precedence.

Rule 2.5 DOUBLE EMPLOYMENT

No one shall be employed in more than one position with the City, except under special circumstances and with prior authorization by the City Manager.

Rule 2.6 OUTSIDE EMPLOYMENT

A full time employee in the classified service who engages in outside employment shall do so only with the understanding that the primary duty, obligation and responsibility is to the City of Treasure Island. A full time employee accepting additional employment outside City service, you must meet the following conditions:

- A. A written notice must be filed with the department head. The notice shall state name, the type and place of employment, and the maximum hours of work. If the job has more than one location, the employee needs to furnish the name, address and telephone number of someone who will know his or her whereabouts. The employee must keep his or her department head notified of changes in conditions of any outside employment.
- B. The employee must make arrangements with the outside employer to be relieved from duties if called for work by the City.
- C. Injuries sustained during outside employment shall be reported by the employee to his or her city supervisor prior to the next working day. Failure to report an injury sustained during outside employment shall be grounds for discipline including dismissal from city employment.

CHAPTER III

RECRUITMENT, EXAMINATION AND APPOINTMENT

Rule 3.1 NON-DISCRIMINATION

No person shall in any way be favored or discriminated against with respect to recruitment, examination, appointment, training, promotion, wages, retention or any other employment practice or personnel action because of political or religious opinions or affiliations or because of age, race, color, creed, sex, disability (as provided by law), or national origin.

Rule 3.2 RECRUITMENT

The Personnel Director will post notice of all vacancies in the classified service in the Personnel Office during the period when applications are actively being accepted.

Applications will be accepted only for specific vacancies. The City application form must be completed by the applicant. An application shall be active for ninety (90) days from the date it is filed, unless it becomes void because of some other rule of the Career Service System. During this period an applicant may notify the Personnel Department to have the application considered for any other opening specified by the applicant. At the end of ninety (90) days the application is void. A new application must then be completed for any vacancy which opens after the ninety day period has elapsed. Incomplete applications will not be considered.

Rule 3.3 EMPLOYMENT OF RELATIVES

The employment of relatives is not encouraged. Approval will not be granted for the employment, promotion or transfer of a member of the immediate family of an employee, (father, mother, spouse, children, whether natural or otherwise, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, or other members of employee's household) to a position where a relative would be either supervising or influencing the activities of the employee.

Rule 3.4 EXAMINATIONS:

All appointments to the classified service either at entrance or promotional level shall be made on the basis of qualifications, merit and fitness, to be determined by a practical combination of any or all of the following:

- a. *Interview examination* The Personnel Director and the interviewers will develop a list of questions to be asked during the

interview. Whenever practical, there shall be more than one interviewer.

- b. *Performance examination*
- c. *Written examination*
- d. *Evaluation of training and experience*
- e. *Other criteria*, such as certifications, licenses, etc. as may apply
- f. *Physical or medical examination, including drug testing* (will be given after an offer of employment is made in order to verify that the candidate can perform the essential physical functions of the position)
- g. *Polygraph examination for all Police Department positions and Psychological Testing for sworn officer positions.*

The Personnel Director may reject applications of those who fail to meet the announced requirements of the classified position.

Rule 3.4 (a) Types of Examinations

- a. Open Competitive: Any examination in which competition is open to any person meeting the announced requirements for admission to the examination.
- b. Promotional: Any examination in which competition is limited to present employees. Such examination shall customarily be restricted to the non-probationary employees serving in a lower related classification.
- c. Non-Competitive: Any examination by interview, reference checking or other method customarily held for seasonal, temporary, or for related reasons whereby competitive examination is deemed impractical.

Rule 3.4 (b) Examinations, Scoring, Credits:

- a. Veteran Preference: Qualified veterans will receive preference as set forth in the applicable State of Florida Statutes.
- b. Seniority Credits for Promotional Examination: In computing scores on any written promotional examinations, persons in the classified service will receive a one-fourth point credit for each full month of service prior to date of examination with a maximum accumulation of ten points.
- c. Examination Grade: for written tests will be based on a scale of 0- 100

Rule 3.4 (c) Layoff List:

A *Layoff List* containing the names of former regular (non-probationary) employees who were separated in good standing from a position because of lack of work, lack of funds, or from positions abolished as a result of departmental reorganization or for like reasons shall be maintained. The list shall be in an order determined by the combination of the performance records (as rated by the Department Head) and seniority in their respective class. Duration of such list shall be for a period of one year from date of placement of such name on such list. Should the same position become vacant during this one year period, the City will attempt to recall such former employees in the order they are listed.

Rule 3.5 Appointments:

Upon receipt of the Department Head and Personnel Director's recommendations, the City Manager shall approve or deny all appointments.

Rule 3.5 (a) Types of Appointments:

1. Probationary Appointment: An appointment made to a classified position shall initially be a probationary appointment. The probationary periods shall be regarded as an integral part of the examination process and shall be utilized to evaluate the employee's performance on the job and for dismissal of employees not meeting the required standards of performance. The duration of such probationary period is defined in Chapter I. A probationary employee may be discharged without right of appeal. A promotional probationary employee found to be unsatisfactory may be returned to the position and status held prior to promotion, provided the position exists and the department head recommends such action.

2. Regular Appointment: At the end of a successful probation period, an employee shall be reviewed and, if satisfactory, awarded regular status in the classified service.

3. Provisional Appointment: The City Manager may, when needed, authorize the filling of a position by provisional appointment. Any such provisional appointee must meet educational, experience, and related requirements set forth by the Personnel Director. Provisional appointments shall be for periods not greater than six months. The provisional appointment shall not confer any rights of status, appeal or related rights set forth under these rules. A provisional employee failing to qualify by subsequent examination shall be separated from service with the City.

4. Other Types of Appointments:

To fill positions of a seasonal, part-time, or temporary nature the following appointments may be made (Such appointments will confer no rights of status, appeal or related rights):

a. Seasonal and Temporary: Such appointments may be made for work which is seasonal in nature or temporary in its requirements. All applicants for such position shall meet the requirements set forth by the Personnel Director.

b. Part-time: May be made for work which requires the services of an employee for less than the number of hours of a typical work week. Applicants for such position shall meet the requirements set forth by the Personnel Director.

c. Substitute: May be made to fill a vacant regular position due to an extended leave of absence or other authorized leave. A substitute appointment shall confer no status, or rights under the rules except those of the lower classification when such appointment is made from among existing employees.

d. Special Administrative Appointments: In the event of a vacancy in the position of department head, the City Manager may request that a classified employee accept such a position in an "acting" capacity. Such acceptance will not entitle the employee to subsequent automatic regular administrative appointment to that position. Any employee in the classified service accepting such an acting position will not forfeit any rights or benefits, even though the acting position is exempted from the classified service. Such appointments in an acting capacity shall continue for an initial period of not more than six (6) months duration and shall be renewed, as necessary, each six (6) months thereafter, with approval of the City Manager. Any employee appointed to an acting position shall receive a temporary salary increment over the employee's current earnings; but, in no case shall the temporary salary be more than that budgeted for the department head position.

CHAPTER IV LEAVE BENEFITS

Rule 4.1 HOLIDAYS

A. All full-time employees shall be paid the equivalent of a normally scheduled day's pay (at their regular straight-time rate) for the following designated holidays as observed by the city: (1) New Year's Day, (2) Martin Luther King, Jr. Birthday, (3) Memorial Day, (4) Independence Day, (5) Labor Day, (6) Veteran's Day, (7) Thanksgiving Day, (8) Day After Thanksgiving, (9) Christmas Day, (10) Employee designated floating holiday, and (11) half day on Christmas Eve Day December 24.

Should any designated holiday (except Christmas Eve) fall on Sunday, the following Monday shall be observed. Holidays falling on Saturdays shall be observed on the preceding Friday. The half-day holiday will be observed on December 24 whenever the actual Christmas Day (December 25) falls on a Tuesday, Wednesday, Thursday, or Friday

B. An employee must be on active pay status and work all scheduled hours on the employee's regularly scheduled work day immediately prior to a holiday and the employee's regularly scheduled work day immediately following a holiday, in order to qualify for the unworked holiday pay. Under no circumstances shall temporary, seasonal or part-time employees be entitled to the provisions of this section.

C. Employees required to work on any of these holidays will, in addition to receiving holiday pay set forth in (a) above, be paid at the rate of time and one-half for all hours worked on the holiday. Employees who are regularly assigned as part of a continuous operation (24 hours per day, every day of the year) will receive this holiday premium for hours worked on the actual holiday whenever it differs from the date observed by the City.

D. If an employee is given a holiday work assignment and then fails to report for and perform such work for any reason other than verified illness or emergency, he or she will not receive pay for the unworked holiday and be subject to disciplinary action.

Rule 4.2 VOTING:

Employees are permitted, after prior coordination with their supervisor, reasonable time away from their job when necessary to vote in both local and national elections. In most cases, provision is made to accommodate voters by early opening and extended closing of polls. Employees are expected to exercise their right to vote outside of their scheduled working hours whenever possible. Employees must notify their supervisor when they need to be away from the job

for this purpose. The supervisor will prepare and forward appropriate action forms to the Personnel Department.

Rule 4.3 Vacation Leave:

Full time employees shall be entitled to earn and accrue annual vacation leave with pay. All leave credit is to be determined as of each January 1.

Rule 4.3 (A) Computation of Vacation Leave:

Annual vacation leave shall accrue at the following rate:

<u>Completed Years of Service</u>	<u>Hours Accrued Annually</u>
0 through 4 yrs	80 hours
5 through 9 yrs	120 hours
10 through 14 yrs	152 hours
15 through 19 yrs	160 hours
20 years	168 hours
21 years	176 hours
22 years	184 hours
23 years	192 hours
24 years	200 hours

Upon separation from service for any reason, the classified employee with one year or more full time service shall be paid for accrued vacation. Any such payment shall not be construed to extend employment beyond the last day actually worked.

Rule 4.3 (B) Accumulation of Annual Leave:

The City recognizes the value of time off for employees to rest and return to work with renewed vigor and therefore encourages the use of vacation leave. Earned annual vacation leave shall be used during the calendar year following the year in which it is earned. Up to 80 accrued hours may be carried forward into the next calendar year. The City Manager may authorize an employee to carry over more than 80 hours for good cause.

Rule 4.3 (C) Restrictions

New employees on probationary status shall not be entitled to use accrued vacation leave until satisfactory completion of at least six month's continuous service. Annual leave shall not be earned by an employee during leave of absence without pay, suspension, or when the employee is otherwise on a non-pay status. Payment in lieu of annual leave shall not be permitted, except as authorized by the City Manager.

Rule 4.3 (D) Vacation Scheduling :

Department heads will schedule annually for vacation leave of employees in their department with due consideration to the needs of the City, wishes of the employees, and seniority. The department-head's determination of the schedule of leaves shall be final.

Rule 4.4 SICK LEAVE

The primary purpose of accrued sick leave is to protect eligible employees against income loss in the event of serious disability. It may be accrued up to the equivalent of six-months — the time when long term disability insurance may be payable. It is also a protection against income loss from shorter term disabilities.

Rule 4.4 (A) Eligibility:

All full time employees in the classified service shall earn and be eligible to use sick leave from the initial date of hire. Under no circumstances shall temporary, seasonal or part-time employees be entitled to the provisions of this section. Sick leave shall be granted for the following:

- a. Absence due to illness of employee.
- b. Personal medical, dental and optical appointments.
- c. Absence to care for a family or household member, defined as: spouse, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who have a child in common regardless of whether they have been married or have resided together at any time.

Rule 4.4 (B) Computation:

- 1. Sick leave shall be calculated at the rate of eight (8) hours per month for full time employees working a regular work week. Sick leave shall not be earned by an employee during leave of absence without pay, suspension, or when the employee is otherwise on a non-pay status.
- 2. Sick leave earned shall not be charged for disability leave due to job injury for which workers' compensation benefits are paid.
- 3. Accrued vacation leave shall be used as sick leave when all sick leave credits have been exhausted.
- 4. Periods of authorized sick leave will be counted as working time in the calculation of any other benefits provided for under these rules.
- 5. Sick leave may not be used as vacation time under any circumstances.

Rule 4.4 (C) Sick leave requests and requirements:

1. Records of sick leave used shall be kept by the Personnel Director and each Department Head on prescribed forms.
2. It is the employee's responsibility to notify his department head as far in advance as is possible of any absence. Failure to give such timely notification, without good cause, will forfeit any claim for sick pay.
3. Employees who are absent due to illness for a period longer than one day may, upon request by the department head, be required to submit medical evidence of the reason for absence. Prior to returning, employees who are absent due to illness for a period longer than one day may, upon request by the department head, be required to submit medical evidence that they are physically able to safely resume their duties. Employees with a record of excessive one-day absences may, at the discretion of the department head, be required to submit evidence verifying the reason for even one day absences. Employees who have been absent due to serious illness or injury (defined as sick leave for three or more consecutive workdays) are required to submit medical evidence that they are physically able to safely resume performing their assigned duties.
4. Medical, dental, and optical appointments shall be charged for the actual time used in amounts not smaller than one-quarter hour.

Rule 4.4 (D) Pay for Accumulated Sick Leave:

Employees who are eligible to accrue sick leave may accumulate up to the equivalent of six month's sick time. In the event of serious disability, this is income protection for the six-month period before the long term disability policy may begin providing a benefit.

1. Employees will be paid each year at a rate of 40% for accumulated sick leave in excess of:
975 hours for employees normally scheduled 37.5 hours per week,
1,040 hours for employees normally scheduled 40 hours per week, or
1,456 hours for employees normally scheduled 56 hours per week..

Unused excess accumulated sick leave hours as of each September 30 are removed from the accrual balance and multiplied by .4 (40%). The resultant hours are then paid to the employee not later than December 31.

Employees separating in good standing prior to this annual payment, and who have excess accumulated sick leave (in excess of six months as determined above) shall be paid in accord with the above at separation.

2. Employees who retire from the service of the city with ten or more years of service will be paid a percentage of their accrued sick leave according to their length of

continuous service as follows: 25% of accrued sick hours for 10 years of service and an additional 2.5% for each additional year of service up to 20.

Years of Service	Percentage of accrued sick leave paid at retirement
10	25%
11	27.5%
12	30%
13	32.5%
14	35%
15	37.5%
16	40%
17	42.5%
18	45%
19	47.5%
20 or more	50%

Sick pay shall otherwise be forfeited upon separation of services .

Rule 4.5 Disability Leave --Worker's Compensation

All municipal employees are covered by Worker's Compensation laws and are entitled to benefits as provided and limited by such laws. Full time employees disabled due to job injury and having been awarded salary compensation benefits under Worker's Compensation laws may receive disability leave and may be eligible for *Supplemental Workers' Compensation Pay* as set forth below in Rule 4.5(A).

All accidents and injuries must be reported immediately to the immediate supervisor or Department Head. The supervisor shall follow up with an investigation as provided by the City's Safety Program and forward this to the Department Head and Personnel Director.

Rule 4.5(A) Supplemental Workers' Compensation Pay

Full time employees disabled due to job injury and having been awarded salary compensation benefits under Worker's Compensation laws may be eligible for supplemental compensation as follows:

- a. The City will pay the difference between the workers' compensation benefit awarded and the employee's regular rate of pay for a maximum period of one-hundred eighty (180) calendar days in a calendar year (January through December) or one-hundred eighty days per injury, whichever is less.

- b. Employees failing to report injuries within twelve hours from occurrence of such injury may be excluded from any supplemental workers' compensation pay benefits. Additionally, the employee may be disciplined for failure to comply with rules and regulations
- c. Any injuries due to the employee's own misconduct or willful negligence will not be considered for supplemental workers' compensation pay and the employee may be disciplined for failure to comply with rules and regulations
- d. The City will work together with the employee's physician and the workers' compensation administrator to attempt to provide temporary light work assignments to aid in recovery whenever practicable.

Rule 4.6 OTHER LEAVES WITH PAY:

The following types of leave with pay may be granted in accord with legal requirements or upon recommendation of the department head and subject to the approval of the City Manager.

Rule 4.6(A) Jury Duty:

1. A leave of absence with pay shall be granted to a full time employee to perform jury duty upon request and presentation of a subpoena. Employees are to notify their department head as soon as practicable after receiving a notice or subpoena. Such pay is to be the difference between any payment received for jury service and regular pay. An employee who is dismissed from jury duty with three (3) hours or more left in the work day is obligated to return to work.
2. The City shall grant an employee leave with pay for appearance at any judicial proceeding where the employee has been required by the City to appear or where the employee has been subpoenaed relative to City business or as the result of employment with the City. Employees are to notify their department head as soon as practicable after receiving a subpoena or other notice to attend any such judicial proceeding.

However, an employee who is a litigant or witness against the City shall not be compensated under this Section. Vacation time may be used for this purpose.

Rule 4.6(B) Training:

Whenever it is deemed in the best interest of the City, a full time employee may be granted time off with pay to attend professional or technical conferences or training that may contribute to the effectiveness of the employee's service to the City. Such leave shall not be charged against the employee's accumulated leave. Such leaves are to be recommended by the Department Head and approved by the City Manager.

Rule 4.6(C) MILITARY LEAVE

1. Employees who are members of the Florida National Guard or other reserve components of the Armed Forces of the United States shall be entitled to leave of absence from their duties with pay, not to exceed 17 working days in any one annual period, on days during which they are engaged in training pursuant to Florida Statute Ch. 115.

2. The employee shall be required to submit an order or statement from the appropriate military commander as evidence of such duty. Such order or statement must accompany the formal request for military leave.

3. Full time employees who are members of the Florida National Guard or other reserve components of the Armed Forces of the United States and are involuntarily called up to active duty for purposes other than training shall be entitled to all veterans reemployment rights mandated by federal and state law.

Additionally, in the event that his or her pay from the military, including base pay and all allowances, is less than his regular straight-time pay would be as an employee of the department, the city will pay the difference for a period of up to one year using the following procedure:

The employee shall submit a copy of his military pay voucher to the City and the City will calculate and pay the difference between what his regular straight-time pay would have been (including any time he may have actually worked) and the amount paid by the military, including base pay and all allowances, for up to one year from the date the employee was called up to active duty.

Group health and dental insurance benefits (employee and any dependent coverage already in effect at the time of call up) will be continued by the city at no cost to the employee through the end of the second month following the month that the employee is called to full time active duty. Thereafter the employee may elect to continue these coverages by paying the monthly premium amount to the city.

The employee will accrue vacation and sick leave benefits for the month in which the call up occurs and will resume accruals in the month in which he returns to full duty. While leave accruals will be suspended during the active duty call up, the rate of accrual upon return to work will be the same as if he had been continuously employed.

4. Employees who are members of the Florida National Guard or other reserve components of the Armed Forces of the United States and are called up to active duty for purposes other than training and who still reside within a one-hour commute to the City may, with the written approval of their military commanding officer, request such city duty assignments as may be available, subject to the approval of their department head and the City Manager. Full time employees working under this paragraph shall accrue pro-rated leave benefits based upon the percentage of their normal hours that are worked

each month (up to a maximum of 100%). If an employee working under this paragraph is paying to continue employee group health or dental insurance, the employee premium paid to the city for employee coverage will be reduced by the percentage of their normal hours that worked each month (up to a maximum of 100%).

5. Employees who resign from the city to voluntarily enter military service shall be entitled to all veterans reemployment rights mandated by federal and state law.

Rule 4.6(D) Funeral Leave:

Upon approval of the City Manager, full-time employees may, upon request, be granted time off with pay not to exceed three (3) successive days (five days if the funeral is out of state) in the event of a death in their immediate family. The employee's immediate family shall be defined as the employee's spouse, a person with whom one was presently residing as if a family, father, mother, step-parents, natural, step and adopted children, brother, sister, father-in-law, mother-in-law, grandparents, brother-in-law and sister-in-law.

With approval by the City Manager, additional time off can be granted but will be charged to vacation. To qualify for this leave allowance, an employee must actually attend the service.

Rule 4.7 LEAVE OF ABSENCE WITHOUT PAY:

Upon recommendation of the Department Head and approval of the Personnel Director and City Manager, leaves without pay may be granted for the following :

- A. Employees who are called into active military service shall be entitled to such unpaid leaves and re-employment rights as provided for and limited by federal and state law.
- B. Employees who have satisfied initial probationary requirements may be granted leaves for any reason deemed by the City Manager to be in the best interest of the City; but such leaves shall not be granted for a period longer than six months. Employees must deplete all applicable accrued paid leave prior to being placed on any approved unpaid leave status.
- C. An employee who is required to be absent from work due to reasons specified in the Family and Medical Leave Act, shall be granted such unpaid leave as provided for and as limited by the Act and City FMLA policy .
- D. No fringe benefits shall accrue while an employee is on leave of absence without pay.

CHAPTER V

EMPLOYEE RELATIONS AND BENEFITS

Rule 5.1 INSURANCE:

A. Group Medical Insurance

All regular full-time employees shall be eligible for coverage by the group medical insurance plan provided by the City on the first day of employment. The cost of premiums for optional dependent coverage shall be paid by the employee. A booklet explaining this benefit is provided to each covered employee.

B Long Term Disability

All regular full-time employees are covered by a long-term disability income plan provided by the City. A booklet explaining this benefit is provided to each covered employee.

C. Life Insurance

All regular full-time employees are covered by a term life insurance policy provided by the City. A booklet explaining this benefit is provided to each covered employee.

Rule 5.2 RETIREMENT INCOME

A. Social Security

By federal law, employees in the municipal service contribute a percentage of their earnings into Social Security (FICA); the City makes a matching contribution into each employee's Social Security account.

B. Money Purchase Retirement Plan

All employees in the municipal service, except those who are members of the Florida Retirement System, are eligible to participate in the City's 401A Money Purchase Plan. The plan requires employees who enroll to contribute a mandatory set percentage of pay. The City also has established a percentage of contribution on behalf of each employee.

C. Deferred Compensation Plan

All employees in the municipal service are eligible to participate in the City's 457 Deferred Compensation Plan

Booklets explaining the 401-A and 457 plan benefits are available in the Personnel Department

D. Florida Retirement System

Effective December 1, 2001, public safety employees who qualify for the special risk category of the Florida Retirement System are participants in that retirement system.

Rule 5.3 EMPLOYEE PERFORMANCE EVALUATIONS:

Employees will receive a written performance evaluation by the immediate supervisor at the end of the initial six (6) months of service, at the end of the probationary period, and annually on the anniversary date thereafter. The *Employee Performance Evaluation* is designed to record the evaluation of employee performance, attitude, and behavior on the job as accurately and as fairly as possible on forms provided by the Personnel Director. All original evaluations shall be kept in the employee's personnel file.

Rule 5.3(A) Intent of Performance Evaluation:

The performance evaluation will indicate to the employee how his or her past performance has been evaluated by the immediate supervisor; will bring out both strong and weak points; and, will serve as the basis for discussion of how the employee can improve performance. The evaluation will also give the employee the chance to make suggestions and comments on the policies of management and/or the immediate supervisor. These suggestions are to be included in the final evaluation form. The evaluation may be considered a factor for granting an increases in salary. An employee's evaluation does not mean an automatic increase.

Rule 5.3(B) Rating Procedure:

The first-line supervisor most directly familiar with the employee's service and the department head during the period rated shall be responsible for evaluating the employee. If the employee has had more than one supervisor during the rating period, all concerned supervisors will rate the employee.

Rule 5.3(C) Comments by Administration:

The department head will review and approve the employee performance evaluation reports. They are then forwarded for approval to the Personnel Director and City Manager, respectively.

Individual employee personnel files shall be maintained by the Personnel Department in accordance with the Florida Public Records Statutes. Employees have the right to examine their personnel file in the Personnel Office upon request and with reasonable notice. The Personnel Director or someone designated by the Personnel Director shall be present during the examination of any public record maintained by the Personnel Department.

Rule 5.4 IN-SERVICE TRAINING:

It is the responsibility of the Personnel Director under the direction of the City Manager to foster and promote in-service training of employees for the purpose of improving the capability of personnel to equip themselves for technological and relevant changes in job duties as well as advancement in the service. The Personnel Director shall develop training programs, award certificates or other forms of recognition, assist department heads in developing programs to meet their particular needs and develop supervisory and management training programs for all departments.

5.5 EDUCATION INCENTIVES & BENEFITS

The City will assist full-time employees with continuing their education as follows:

5.5(A) Education Assistance

The City will reimburse full time employees for tuition, registration fees, required lab fees, required textbooks, if the following requirements are met:

- (1) Full time employee with at least one year of continuous service
- (2) The course or the curriculum of which it is a part must be related to the employee's position or be contributory to the potential long range value of the employee to the City.
- (3) Sufficient funds have been budgeted for the fiscal year in which the course will be completed.
- (4) The course is taken at an approved public institution.
- (5) Application for education expense reimbursement must be filed with the Personnel Director prior to enrollment in the course. The employee will explain in writing how the course or curriculum he or she plans to enroll in

is related to the employee's current position held, future positions available at the City, or other value to the City. The employee will provide an estimate of the total reimbursable costs for which he or she is applying.

- (6) The Personnel Director shall review all applications and make recommendations to the City Manager. If approved by the City Manager and included in the final City budget that is adopted by the City Commission, employees will be notified in writing.
- (7) The employee must successfully complete the course with a final grade of "C" or better.
- (8) The employee must submit receipts for expenses and evidence of the final grade to the Personnel Department within sixty days after successful completion of an approved course. The City will then reimburse up to 100% of the actual reimbursable expenses.
- (9) There will be no duplicate payments for the same course. The amount of any course expenses that are reimbursed through some other source, including state or federal statute, county ordinance, etc., will be deducted from amount paid to the employee under this rule.

5.5(B) Course Completion Bonus

A one-time bonus will be paid to a full-time employee upon successful completion with a grade of "A" or "B" of a course approved pursuant to the above Rule 5.5(A). The sum of \$20 per credit hour will be paid to an employee who achieves an "A" in the course. The sum of \$15 per credit hour will be paid an employee who received a "B" for the course.

5.5(C) Incentive Payments for Earned Degrees

Employees will receive an educational incentive payment for degrees earned while the employee is in the classified service of the City. A \$300 educational pay increase will be paid each year for each level of degree (Associates, Bachelors, Masters, and Doctorate) earned that is beyond the level of degree required for the employee's current position. One-twelfth of the amount will be paid each month.

Requirements to receive this educational incentive payment are as follows:

- (1) The degree must be related to the employee's current position held, future positions available at the City, or have other value to the City as determined by the City Manager.
- (2) The degree must be more advanced than what is required for the employee's current position.

- (3) Full-time employee with at least one year of continuous service.
- (4) There will be no duplicate payment for the same degree. If the degree is reimbursable through some other source, including state or federal statute, county ordinance, etc., then this provision of the City's educational incentive plan do not apply.
- (5) Upon earning a qualifying degree, an employee will apply at the Personnel Department for this payment to commence in the following month. The Personnel Director shall review and verify all applications.

Rule 5.6 SERVICE AWARDS:

In recognition of long-term service to the City and the value of dedicated and competent employees, the City has established a service award system for qualified employees.

Rule 5.6(A) Service Pins:

Employees shall become eligible for service award pins after five (5) years of continuous service.

Rule 5.6(B) Service Bonus:

On each October 1 all active full-time employees with ten (10) or more years of continuous service, except those covered by a collective bargaining agreement that does not specifically provide for this benefit, will receive a service bonus amounting to two percent (2%) of his or her monthly salary, multiplied by the number of whole years of continuous service as of the preceding October 1.

Rule 5.7 CREDIT UNION:

All employees are eligible for membership in the *Florida Central Credit Union* and attendant services therein. Deductions from the employee's paycheck will begin on the date requested in writing by the employee and will be made by direct deposit. The employee may stop savings deductions at any time by written request to the Personnel Director.

Rule 5.8 UNIFORMS

The City will provide uniforms for any employee required to wear a uniform.

Rule 5.9 INDEMNIFICATION

The City shall come in and defend all suits against employees and protect employees from any liability, as long as they are acting within the scope of their employment in the absence of gross negligence. This indemnification shall cover claims, suits or actions filed after termination of employment, if the claim, suit or action is based on the employee's covered conduct as an employee prior to the termination of employment.

Rule 5.10 DIRECT DEPOSIT

The City will provide a direct deposit to employee bank account option for employee paychecks. Employees hired after October 1, 2007 are required to have their pay directly deposited to a financial institution of their choosing.

Rule 5.12 DRUG & ALCOHOL FREE WORKPLACE

To enhance employee safety, the City maintains a drug and alcohol free workplace pursuant to a comprehensive Drug and Alcohol Policy.

CHAPTER VI

CLASSIFICATION PLAN

The classification plan provides a systematic arrangement of the positions in the classified service. The plan groups similar positions into classes according to the duties, responsibilities and levels of work performed.

Rule 6.1 **CONTENT & USE**

The classification plan groups positions into classes on the basis of approximately equal difficulty and responsibility which require the same general qualifications and can be equitably compensated within the same range of pay. Classifications will be used for promotion, employee training, determining qualifications, uniform terminology of jobs and the preparation of interview questions and examinations.

Rule 6.2 **IMPLEMENTATION:**

All positions in the classified service shall be defined and stratified among classes in the classification plan. The Personnel Director shall have the responsibility for maintaining the classification plan, and periodic reviews of all classes shall be made. Employees holding positions in the classified service may be required to perform duties in a higher or lower classification for periods of time due to the nature of departmental work.

Rule 6.3 **RECLASSIFICATION:**

If a department head has facts which indicate that a position or positions are improperly classified, the department head may request the Personnel Director to review the classification of the position. Such requests shall be in writing.

Rule 6.3(A) **Appeals of Position Reclassifications:**

Whenever an employee affected by a reclassification feels that their position has been classified incorrectly, the employee may appeal the reclassification to the Personnel Director.

Rule 6.3(B) **Reclassification of a Position to a Higher Level:**

Should the position be reclassified to a job classification with a higher grade than that of the original classification, such change may be considered a promotion for the incumbent employee. Should an incumbent employee whose position has been reclassified to a job classification with a higher pay grade not be promoted to fill the reclassified position, the Personnel Director, in accordance with applicable

personnel rules, may lay off, transfer, or demote the employee to any other existing vacancy for which the employee may be qualified.

Rule 6.3(C) Reclassification of a Position to the Same Pay Grade:

Should the position be reclassified to a job classification with the same pay grade as that of the original classification, the position shall be filled by the incumbent employee. The incumbent employee so reclassified shall retain the same pay, step, grade and date in class. Should an incumbent employee whose position has been reclassified to a job classification with the same pay grade not be qualified to fill the reclassified position, the Personnel Director, in accordance with applicable personnel rules, may lay off, transfer, or demote the employee to any other existing vacancy for which the employee may be qualified.

Rule 6.3(D) Reclassification of a Position to a Lower Pay Grade:

Should the position be reclassified to a job classification with a lower pay grade than that of the original classification, the position, if vacant, shall be filled in the appropriate manner as prescribed by policy. If the position is filled, the incumbent employee shall be offered transfer to a vacancy, if one exists, in the original classification in the same or other department. In the absence of such vacancy, the incumbent employee shall remain in the reclassified position, but shall be frozen at the employee's current pay rate until such time as the pay plan meets or surpasses the current (frozen) pay rate.

CHAPTER VII

PAY PLAN

The pay plan shall be directly related to the classification plan and shall provide the basis of compensation for employees in the classified service. The pay plan consists of a Salary Schedule showing salary grades and ranges within grades.

Rule 7.1 Pay Plan Administration:

Each employee shall be paid at the rates set forth in the pay plan for the classification in which the employee serves.

Rule 7.1(A) New Employment

New appointments to the classified service shall be made at the beginning rate of the salary range for each classification, unless otherwise recommended by the Department Head, reviewed by the Personnel Director, and approved by the City Manager. New appointments above the minimum rate shall occur only when there is a lack of qualified candidates for recruitment at the minimum rates or when a qualified candidate possesses skills, experience and qualifications which warrant starting above the minimum rate. The need to make appointments in excess of this beginning rate requires specific approval from the City Manager.

Rule 7.1(B) Salary Increases:

Salary increases may be granted if sufficient funds have been budgeted. Salary increases within the established range shall be dependent upon recommendation of the Department Head and Personnel Director with approval by the City Manager. The City Manager must approve all salary increases. No salary increase shall be granted above the maximum rate fixed for the classification concerned.

Rule 7.1(C) Merit Increases:

Merit increases are not automatic and are to be based upon formal Performance Evaluations of the employee that are made annually. If sufficient funds have been budgeted, it is recommended that:

- a. An increase of five per-cent (5%) each year shall be granted to an employee whose overall performance is rated "above satisfactory" or "satisfactory" , so long as the resultant rate is still within the salary range.
- b. An employee whose overall performance is "conditional" or "unsatisfactory", but not inadequate, should not be considered for a merit raise, but may be placed on probationary status and reviewed again at the

end of the agreed upon probationary period, which shall not exceed six months.

Rule 7.1(D) Promotion:

An employees promoted to a classification with a salary range higher than that of the previous classification shall be increased to the minimum in the new range. If the employee's current rate of pay falls within the pay range of the classification being assumed, his or her pay rate shall be increased at least 5% so long as the resultant rate is still within the new range. The action of promotion shall establish a new anniversary date for the purpose of future salary consideration.

Rule 7.1(E) Transfer:

A transfer is a change in position to one that is in the same salary range. When an employee applies to a posting for a vacant position that does not involve a promotion, the situation will be reviewed by the department heads involved to determine whether such a transfer would be to both the employee's and the City's best interest. The action of transfer shall not change an employee's rate of pay. It will establish a new anniversary date for the purpose of future salary consideration.

Rule 7.1(F) Temporary Transfer:

A full time classified employee who has been continuously assigned on a temporary basis to another classification for more than ten (10) consecutive, regularly scheduled work days will be temporarily transferred to that classification and have his or her pay temporarily adjusted for each continuing work day beyond the initial ten (10) day period, during which the temporary assignment continues as follows:

- (1) An employee temporarily transferred to a position classified at a higher pay grade will be paid at the minimum rate of that higher grade. However, if their regular rate of pay is higher than that minimum, the rate of pay will be temporarily increased by five (5) per cent up to the maximum of the pay grade of the classification to which they are being temporarily transferred.
- (2) The pay rate of an employee temporarily transferred to a position classified at the same or lower pay grade will not be adjusted because of the temporary transfer.

The duration of any temporary transfer will be of the minimum length necessary to meet the needs of the City but shall not exceed six (6) consecutive calendar months for any one such transfer. Each such period of assignment/temporary transfer will be treated as a new event and be subject to the above guidelines.

Rule 7.1(G) Demotion:

Upon demotion, if the employee's rate of pay in the previous class was more than the maximum rate established for the new class or position, the rate of pay shall be reduced to the maximum rate or to such intermediate step in the new pay range as may be determined by the department head and subject to review by the Personnel Director. The action of demotion shall establish a new anniversary date for purpose of future salary consideration.

Rule 7.2 SALARY RANGE ADJUSTMENTS:

The Personnel Director will conduct an annual review of salary ranges at the time of budget preparation or at the mid-year budget review. The City Manager will present any recommendation for adjustment to the City Commission.

Rule 7.3 EFFECTIVE DATE OF PAY CHANGES

Rule 7.3(A) Anniversary Dates & Eligibility

The anniversary date for determining an employee's eligibility for a pay increase shall be the date of regular appointment or the date of the employee's last pay rate adjustment, whichever is later.

Rule 7.3(B) Effective Date of Separation:

The effective date of separation from the classified service shall be at the close of business the last day an employee reports for duty, the date specified in employee's written resignation, or the last day of leave granted should an employee fail to report for duty on the first working day following the expiration of leave. Employees separated shall receive lump sum payment for earned annual leave credits and other credits accumulated.

Rule 7.4 SEPARATION PAY:

With the exception of probationary employees, should a regular full time employee be laid off from service with the City because of a permanent reduction of personnel, reorganization of departmental structure, or other consideration necessitating permanent lay-offs, and such employee is in good standing, the employee shall, in addition to the payment for any accrued annual vacation leave earned, receive a separation payment equal to one weeks' salary for each full year of service with the City up to a maximum equal to six week's salary. Employees dismissed for other reasons shall not be entitled to separation pay.

Rule 7.5 OVERTIME WORK:

It is the policy of the City to keep overtime work to a minimum. However, when employees are directed by their authorized supervisor to work extra hours in addition to the regular hours or normal work of the department in which they are assigned, they shall be compensated in accordance with the Fair Labor Standards Act (FLSA) Provisions. This means that employees who are not exempt from the overtime provisions of the FLSA will be paid overtime at the rate of time and one-half for all hours actually worked in excess of forty (40) hours in the established seven (7) day work week (53 hours for firefighters).

No paid absences shall be counted in the computation of overtime. Except that unworked City holidays for which an employee receives holiday pay will be considered as “hours worked” for the purpose of calculating eligibility for overtime pay for all non-exempt employees except those employees working shifts that are part of a continuous seven day, twenty-four hour, “around-the-clock” operation.

There shall be no duplication or pyramiding in the computation of overtime pay and nothing in this manual shall be construed to require the payment of overtime or other premium pay more than once for the same hours actually worked.

Employees shall be given as much advance notice as practicable when overtime is required.

Employees who are not exempt from the overtime provisions of the FLSA are to work overtime hours only when assigned and authorized. “Volunteered time”, though well intentioned and appreciated, is not permitted. This includes early and late work hours and working through lunch periods.

Overtime shall, whenever practicable, be distributed in a fair and equitable manner among all employees qualified to perform the work.

Rule 7.6 ADMINISTRATIVE SALARY SCHEDULE:

This schedule is for positions in the service of the City where program development and administration are major requirements of the job. Positions in the Administrative Salary Schedule are exempt from any overtime provision. Few, if any, of the positions in the schedule are limited to the working hours assigned to their department, due to the nature of the work and the responsibility involved. Salary increases in the Administrative Salary Schedule shall be determined by the City Manager to reflect the performance of the incumbent, program effectiveness and results obtained within the objectives set by the City.

CHAPTER VIII

SEPARATION

Rule 8.1 RESIGNATIONS

Any classified employee wishing to leave the service of the City in good standing shall provide his Department Head with a written notice of resignation at least two weeks in advance, stating the date the employee is leaving and the reasons for leaving. This notice will be filed immediately with the Personnel Director.

Rule 8.2 RETIREMENT

Police and Fire employees who were continuously employed by the City and who voluntarily separated from City employment after 10 or more years of service and after attaining the age of 55; or, all other employees who were continuously employed by the City and who voluntarily separated from City employment after 10 or more years of service and after attaining the age of 60 are considered to have left the service of the City due to retirement.

Employees who were continuously employed by the City and who separated from City employment after 10 or more years of service due to permanent disability are considered to have left the service of the City due to disability retirement.

Retired employees are eligible to continue their health insurance benefit as set forth under federal COBRA regulations so long as they continue to pay the monthly premium to the City in advance.

Rule 8.3 LAY-OFFS

Any classified employee may be laid off whenever such action becomes necessary by reasons of shortage of work or funds, the abolishing of a position or because of changes in organization. No regular classified employee, shall be laid off while there are temporary, provisional or probationary employees serving in the same class or lower class for which the employee is eligible, able, and willing to fill. The names of employees laid off for any of the above reasons shall be placed on a lay-off list in accordance with the employee's combined seniority and performance rating score for a period of one year. If the position is re-created within this period, the employee shall be given the opportunity for re-appointment according to his position on the lay-off list. Employees so re-appointed within this period will retain the seniority date of hire held prior to being laid off.

Rule 8.4 TERMINATIONS

Employees may be terminated from the service of the city for violations of the *Employee Code of Conduct* as set forth in Chapter IX.

Rule 8.5 EXIT INTERVIEWS

The purpose of the exit interview is to provide management with information that will help identify workplace issues and contribute toward keeping the City of Treasure Island a pleasant and efficient place to work.

Each employee who resigns from the City shall be asked to complete an exit interview form in the Personnel Department at or before the time he or she receives the final paycheck and returns all City property, including identification and keys.

Rule 8.6 CONTINUOUS SERVICE

1. Continuous Service for the purpose of calculating vacation accrual rate (Rule 4.3A), service award eligibility (Rule 5.6A), and service bonus eligibility (Rule 5.6B) will be calculated from the employees date of hire in the municipal service of the city.
2. Continuous Service will be broken by Resignation, Retirement, or Involuntary Termination of Employment.
3. Should a full time employee who resigned in good standing after providing at least two weeks notice be re-hired to a full time position within one year of such break in continuous service, the employee's continuous service date will be adjusted by adding the amount of time between the service break (termination) date and the re-hire date to the employee's original continuous service date. This adjustment creates a new (later) continuous service date.

For example:

An employee is newly hired on October 1, 1990. October 1, 1990 is his continuous service date. He resigns in good standing on June 15, 1999 and is re-hired December 1, 1999. The amount of time between his service break and re-hire was 5 months and 16 days.

1999-12-01 (Re-hire date)

1999-06-15 (Resignation date)

05-16 (5 months and 16 days)

5 months and 16 days are added to the original continuous service date of October 1, 1990. His continuous service date is now April 17, 1991.

CHAPTER IX

EMPLOYEE CODE OF CONDUCT, DISCIPLINARY ACTION & APPEALS

9.1 EMPLOYEE CODE OF CONDUCT

City rules governing employee conduct are based upon:

- (1) the common-sense standards that mature people expect of one another when working together to achieve a common purpose; and,
- (2) the special need to maintain public trust in those who perform municipal service.

City employee rules of conduct apply equally to all employees. Supervisors are expected to set an example and to enforce these rules uniformly, based on facts, and with fairness and impartiality. Each employee is responsible for his or her compliance and will be held accountable for any violations. An employee found to have committed any of the offenses listed below will be subject to appropriate disciplinary action, up to and including **discharge**:

1. Conviction of a felony or other crime involving moral turpitude.
2. Violation of the provisions of the Charter of the City of Treasure Island.
3. Act of incompetence or chronic inefficiency in the performance of assigned duties.
4. Neglect of duty or loitering while on duty.
5. Insubordination.
6. Deliberate misuse, destruction, or damaging any City property or the property of another employee.
7. Misappropriation, theft, conversion, or removal of any City funds, City property, or the property of another employee without proper authorization.
8. Unauthorized possession of firearms, explosives or weapons on City property.

9. During non-duty hours engaging in an employment, activity or enterprise that is inconsistent, incompatible or immoral, or in legal or technical conflict with the employee's duties, functions and responsibilities as a City employee, or in violation of City Codes, Ordinances or Florida Code of Ethics Statute.
10. Acts of employee showing lack of good moral character
11. Knowingly punching the time card of another employee, having one's time card punched by another employee, or any unauthorized altering of a time card.
12. Absence without leave
13. Making false claims or misrepresentation in an attempt to obtain sickness or accident benefits, worker's compensation, or any other benefit.
14. Use or attempted use of political influence or bribery to secure an advantage of any manner.
15. Habitual tardiness and/or absenteeism
16. Falsifying personnel or City records, including employment applications, accident records, work records, purchase orders, time sheets, physician's statement, or any other report, record or application. Deliberately lying to a supervisor concerning any work matter.
17. Failure or refusal to carry out instructions
18. Refusal to testify before a judicial proceeding or any other investigating committee. Refusal to give testimony in accident investigations.
19. Having been refused a surety bond, if required for employment. Failure to obtain or maintain any license or certification required for employment.
20. Instigating or participating in a walkout, strike, picketing, slow-down, or other concerted stoppage of work.
21. Involvement in an excessive number of accidents resulting in injuries or property damage.
22. Possessing, consuming, or being under the influence of an intoxicating beverage, controlled substance, or narcotic while on duty or when reporting for duty. Refusing to submit to drug or alcohol testing. *Refer also to City Policy on Drugs and Alcohol.*

23. Failure to notify department head of any felony conviction within five (5) days of the conviction.
24. Failure to report to the City when employee's driver license is revoked or suspended, when one's position requires the operation of a motor vehicle.
25. Allowing hitchhikers or otherwise unauthorized persons to ride in City vehicles.
26. An act of misconduct while on duty
27. Violating a safety rule, department rule, City policy, or special orders.
28. Provoking or instigating a fight, or fighting at anytime on City property or while on duty.
29. Threatening, intimidating, coercing, interfering with, or other abusiveness to fellow employees, supervisors or the public in the line of duty; or behaving in a way that interferes with the cooperation of employees or impairs the efficiency of municipal service.
30. Posting or removing any matter on bulletin boards or City property at any time, unless authorized.
31. Distributing or causing to be distributed, during normal working hours, written matter of any kind on City premises without proper authorization. The purpose of this provision is to prohibit interference by one or more employees with the work of other employees or with the operation of the City's business.
32. Violation of City or department policy on gratuities, City ordinance on ethics, or the Florida Code of Ethics Statute (Chapter 112, Part III).

Rule 9.2 DISCIPLINARY RESPONSIBILITY:

The City Manager shall have the authority, with or without department head request, to initiate disciplinary action against any employee in the classified service.

Rule 9.3 SUSPENSIONS:

Employees may be suspended without pay for not more than fifteen calendar days by their Department Head for violations of the *Employee Code of Conduct* as set forth in 9.1 above.

An employee of the City shall normally be offered a pre-disciplinary hearing by the Department Head before serving a disciplinary suspension. In an extreme situation calling for immediate action, an employee may be suspended pending investigation. Suspensions are to be brought to the attention of the Personnel Director or City Manager as soon as possible after a decision to suspend has been made.

Rule 9.4 TERMINATIONS:

Employees may be terminated from the service of the city for violations of the *Employee Code of Conduct* as set forth in 9.1 above.

An employee of the City may be offered a pre-disciplinary hearing with his or her Department Head before the Department Head recommends termination. An employee of the City, whose termination has been recommended by the department head, shall be offered a pre-disciplinary hearing before the City Manager. The City Manager must approve all terminations. An employee may be suspended pending the disposition of this hearing.

Rule 9.5 APPEALS AND GRIEVANCE PROCEDURE:

Most complaints or grievances involve misunderstandings. Accordingly, employees will attempt to resolve problems informally with their immediate supervisor before proceeding with a formal grievance procedure. If an informal discussion with the immediate supervisor does not resolve the complaint or grievance, then the employee may either proceed informally up the "chain of command" as set forth in Rule 9.6 or file a formal grievance under the following procedure:

1. Employees in the classified service who believe that they have been aggrieved by the administration of these rules may, within five (5) regular working days from the event causing the grievance, file a grievance with their department head. If the department head and employee cannot resolve the grievance, the department head shall promptly forward the grievance to the Personnel Director along with comments and recommendations.
2. Upon receipt of the grievance, the Personnel Director will conduct an investigation and make a report to the City Manager. The City Manager shall consider and answer the grievance within five (5) regular working days. This time limit may be extended for good cause. If extended, the grievant will be notified in writing. A copy of the grievance and the answer shall be filed with the Personnel Advisory Board.
3. Should the employee not be satisfied with the answer submitted by the City Manager, the employee may, within five (5) regular working days file a second appeal with the Personnel Director for transmittal to the Personnel

Advisory Board. The Personnel Director shall transmit the second appeal to the Personnel Advisory Board.

4. Within ten (10) regular working days of receipt of the second appeal, and upon review of the information submitted, the Personnel Advisory Board shall notify the appellant and the Personnel Director whether or not a board hearing is justified. Should the Personnel Advisory Board not feel a hearing is justified, the City Manager's answer to the initial appeal shall be final.

5. If a hearing is justified on the second appeal, the Personnel Advisory Board shall hold the hearing no later than ten (10) regular working days after receipt of the appeal. Notice of the hearing shall be sent to appellant, interested parties, the department head, and the Personnel Director. Request to attend or a subpoena may be issued to assure the presence of records and individuals necessary to conduct the hearing. The employee shall be entitled to bring along an observer of his or her choice and at his or her expense, and shall notify the Personnel Director in advance of such choice or of waiver thereof.

6. The Personnel Advisory Board, within five (5) working days after the date of the hearing, shall submit its advisory findings and recommendations to the City Manager, with copies to the City Commission, Personnel Director, Department Head, and the appellant. Upon receipt of the board's findings and recommendation, the City Manager will consider same and make a final determination in line with Section 4.04 of the City Charter.

7. Employees selecting any grievance procedures under an applicable collective bargaining agreement are excluded from processing the same grievance under this system.

Rule 9.6 Problem Resolution

While the formal written grievance procedure referred to above is to be used by an employee who wants to appeal a disciplinary action taken by management, a less formal alternative is available to resolve other employee problems, concerns, or to put forth suggestions.

The vast majority of employee problems or complaints involve misunderstandings that can be resolved informally through discussion between or among parties and the immediate supervisor. City management believes strongly that open and direct communication promotes mutual understanding and provides management with valuable information about working conditions and the quality of service that City employees give to the residents of Treasure Island. When an employee in **any** position or classification has a problem or complaint that is not the subject of a formal written grievance, or wants to make a suggestion, the employee should schedule a mutually agreeable time to discuss the matter with their immediate supervisor.

If an employee feels that their complaint, problem, or suggestion has not been answered satisfactorily, the employee has the right to discuss it with successively higher levels of supervision, up to the City Manager, if necessary. An employee may simply notify their supervisor that they want to discuss a problem, complaint, or suggestion with the next level of supervision. The supervisor will instruct the employee where and with whom to make the appointment. All levels of City management are available to listen to employee complaints, problems, or suggestions. It is City policy that such informal complaints, suggestions, or problems needing resolution move along the chain as quickly as possible.

Problems can arise within any organization. City of Treasure Island employees are encouraged to attempt to resolve any that may occur as quickly and simply as possible. No one exercising their right to the chain of command will be subjected to any form of retaliation by any City employee, supervisor, manager, or other official.

CHAPTER X.

EQUAL EMPLOYMENT OPPORTUNITY

Rule 10.1 Equal Opportunity Policy

The City of Treasure Island is committed to equal opportunity in employment. It is our policy to: (1) recruit, hire, train, promote, assign, transfer, discipline, layoff and recall, and terminate employees based upon their own abilities, achievements, and experience without regard to race, age, religion, color, national origin, sex, marital status, or physical disability (as provided by law); and, (2) provide a working environment that is free from sexual or other forms of harassment.

One of our greatest strengths as an organization is the diversity of our people. This contributes to our well-being to the extent that we can work in harmony and learn from one another. However, harassment or discrimination based upon diversity creates conflict and destroys morale --the working environment grows unpleasant; the team atmosphere deteriorates; stress increases, and productivity declines.

Accordingly, the City will not tolerate discrimination or unwelcome behavior that is based on a person's legally protected characteristics such as sex, race, color, national origin, religion, age, disability, or marital status.

Employees who violate this standard will be subject to disciplinary action up to and including discharge.

This policy applies to discriminatory or unwelcome behavior from any person with whom an employee comes into contact while in the workplace, whether those persons are supervisors, coworkers, independent contractors, employees of other organizations, the residents for whom we provide services, or elected officials.

Our basic goal is the equal treatment of all employees. We want a workplace that is free of discrimination and harassment; where everyone fits, feels accepted, and contributes. Each of us must realize our personal responsibility in the accomplishment of this goal.

Supervisors, to the best of their ability, are to take immediate action to stop and report situations which might be interpreted to be harassment or discrimination.

The Personnel Director has overall responsibility to see that our employment practices and working environment are free from unlawful discrimination and harassment. Any discrepancy between the written and practiced policy shall be reported to the Personnel Director.

Rule 10.2 Discrimination / Harassment Complaints

Complaints about harassment or discrimination based upon legally protected characteristics such as race, age, religion, color, national origin, sex, marital status, or physical disability may be initiated with any supervisor, or directly with the Personnel Department or the City Manager.

An employee reporting possible harassment or discrimination can bypass any supervisor who is thought to be involved in the unwelcome behavior. The initial report need not be in writing and can be made to whomever in supervision or management the employee feels most comfortable talking to about the unwelcome behavior.

A thorough and impartial investigation will be conducted by either the Personnel Director or, when appropriate, a qualified investigator from outside of our organization. Once the investigation is completed, the findings will be communicated to the complaining employee and a report will be made to the City Manager recommending appropriate action.

The City takes discrimination and sexual harassment complaints seriously, and there will be no retaliation against an employee for making such a complaint. Retaliation in any form would be considered harassment and would subject the offender to disciplinary action up to and including discharge.

Rule 10.3 Discrimination / Harassment Reports

Any employee with knowledge of discrimination or harassment has the duty to report it to either their supervisor, Department Head, or to the Personnel Director or City Manager.

APPENDIX OTHER PERSONNEL-RELATED POLICIES

SAFETY

The safety of every City of Treasure Island employee is a matter of prime importance, and management constantly strives to keep the City a safe place to work. Each department shall communicate that department's safety rules and procedures to each employee. Employees are to study, know, and follow these rules. Supervisors are to insure that employees reporting to them are following all of the department's safety rules and procedures.

Each department has an Employee Safety Committee comprised of both supervisory and non-supervisory employees.

It is the City's intent to meet or exceed all applicable State and Federal Safety requirements.

It is each employee's duty to report any hazardous condition that he or she encounters and cannot easily correct to a supervisor as soon as possible.

DRESS CODE

Public employees are representatives of the City of Treasure Island, and have a responsibility to present themselves in a professional manner during working hours. While climate and custom permit a somewhat casual work attire, employees should maintain a neat, clean and professional appearance.

For those employees required to wear uniforms, they should be clean, fresh and intact when reporting for duty and shall be in compliance with any departmental operating procedures. Damage to or loss of uniforms or any part thereof are to be reported immediately to the immediate supervisor.

SMOKING

The City of Treasure Island has designated all public buildings and city-owned vehicles as non-smoking areas. At any other work site, smoking is permitted only in designated areas and only when safety and fire protection rules are not violated. Use of tobacco products in city vehicles is prohibited.

CITY IDENTIFICATION

All employees of the City of Treasure Island shall carry with them a City-issued photo identification card. This card must be presented for entry to the City during periods of emergency or when necessary to be identified to residents in the conduct of official business. Employees must report any loss or damage of an ID card as soon as possible. The card must be returned to the City upon termination of employment.

TELEPHONE/MODEM USAGE

Telephones provided by the City are for use in conducting City related business. The use of these telephones for personal calls is permitted, but must be kept to a minimum so as not to interfere with City business. Long distance calls of a personal nature must have the charges transferred to another telephone number unless prior approval has been obtained from the City Manager or Director of Finance.

Note also the City Manager Policy on Long Distance Telephone Calls.

Computers with communications capability in City offices are to be used for City related business only.

EMPLOYEE REPORTING PROCEDURES FOR DISASTER OPERATIONS

As employees of the City of Treasure Island, it is our responsibility to be prepared at all times to respond to disaster situations that may affect the citizens of this city. In order to accomplish this goal, an Emergency Action Guide has been developed by the city's administrative staff and adopted by the City Commission. During disaster operations, it is imperative that all personnel follow the guidelines outlined in the Emergency Action Guide. In addition, all personnel should make advance plans for the safety of their families and personal property and be prepared to respond well ahead of the general public to the disaster threat.

Personnel will report for duty during disaster operations as directed by the Department Head. All personnel called to duty shall be given a specific reporting time and place, allowing for reasonable time to make arrangements for the safety of family and personal property. Personnel may be recalled to duty based upon the type and severity of the emergency. Upon issuance of a Hurricane Watch, employees are responsible to make sure the Department Head can contact him. If employees are expected to be away from home, the Department Head must be provided with alternative means of contact (cellular phone, pager, alternate telephone number). If an employee will be away from such contact, he/she must make arrangements with the Department Head to periodically check in to receive status updates. Failure to report for duty, without prior leave approval from the Department Head, may result in termination of employment.

Hurricane Season is June 1 – November 30. During a hurricane threat, all personnel should make arrangements for the safety of family and personnel property. If possible, family members should relocate to a safe area, well inland to avoid the effects of the approaching storm. Personnel should prepare to bring appropriate personal supplies to enable them to effectively perform their duties for at least three days of operations. The following personal supplies should be assembled and brought in by personnel when reporting for duty: Extra uniforms, tee shirts, socks, underwear, shoes; toilet articles (toothbrush, toothpaste, deodorant, soap, shampoo, razor and shaving cream); rain gear; sleeping bag and/or blanket; towels; City of Treasure Island ID card; prescribed medications; mosquito repellent.

Personnel will be assigned to duties as outlined in the Emergency Action Guide and will not leave their assigned post unless relieved by the Department Head or other appropriate authority.

POLICY RE: THE FAMILY & MEDICAL LEAVE ACT OF 1993

The purpose of this section is to explain City policy regarding the FMLA and how this interrelates with other City personnel policies.

1. Employees who have more than one year of service and have worked 1250 or more hours in the previous 12 months, qualify for Family Medical Leave of up to twelve (12) weeks in a twelve month period under this policy if the leave is for one of the following reasons: (1) the birth of a child and in order to care for that child; (2) the placement of the child for adoption or foster care in the employee's home; (3) to care for a spouse, child, or parent with a serious illness; or (4) a serious health condition which makes the employee unable to perform an essential function of his job. An eligible employee who takes FMLA leave is entitled to be restored to the same position that the employee held when the leave started or an equivalent position, provided that the employee return to work following the end of the leave.
2. The City requires that accrued paid leave be substituted for unpaid FMLA leave, and that all accrued sick and vacation leave be exhausted before going on unpaid leave status. That is, they will be used concurrently with any FMLA leave.
3. The City will designate leave, paid or unpaid, as FMLA-qualifying and give notice to the employee of this designation. The City will also notify the employee whether or not he or she is eligible for leave under the FMLA and whether a requested leave is counted against the employee's FMLA leave entitlement.
4. Employees must provide at least thirty days advance notice before FMLA leave is to begin if the need for the leave is foreseeable. Employees should submit their request for FMLA leave in writing to their immediate supervisor. If 30-days notice is not possible or practicable, taking into account all of the facts and circumstances of the individual case,

then notice must be given as soon as practicable. Employees failing to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay may be denied a leave until at least thirty (30) days from the date the City receives the notice.

5. The method for determining the "12 month period" in which the twelve weeks of leave entitlement occurs is a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Under this method, each time you take FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. For example, if you had taken eight weeks of FMLA-qualifying leave during the past 12 months, an additional four weeks of FMLA leave could be taken.

6. Employees will be required to furnish medical certification of a serious health condition as soon as practicable when this is the reason for the FMLA leave. A fitness for duty certificate must be provided prior to being returned to work when the leave is for your own serious health condition. The City may request a second opinion if it has reason to doubt the certification. The City may pay for the employee to get a certification from a second doctor selected by the City. If necessary to resolve a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. The City and the employee will jointly select a third doctor, and the City will pay for the opinion. The third opinion will be considered final.

7. The City continues the employee's health coverage during FMLA leave at the same level and under the same conditions coverage would have been provided if the employee had continued working. Employees who pay by payroll deduction for dependent health insurance and/or dependent life insurance, must continue to pay these premiums while on unpaid leave status. You will have a 30-day grace period in which to make premium payments. The City will notify you at least fifteen days before your dependent coverage would be canceled while on unpaid leave.

8. Employees placed on workers' compensation leave after missing three or more days of work because of a job-related injury or illness will be required to concurrently use any and all FMLA leave available to the employee. If the employee is placed on workers' compensation leave, the leave will begin as of the first day the employee missed work. All policies and procedures of the FMLA leave will apply, except that employees are not required to use accrued paid leave while workers' compensation benefits are provided.

9. If an employee is taking intermittent leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach an agreement with the City before taking intermittent leave or working a reduced schedule. If this is not possible, then the employee must provide certification of medical necessity. The City may otherwise require certification of medical necessity as well. The City may temporarily transfer the employee to an available alternative position with equivalent pay

and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

ADMINISTRATIVE POLICY ON LONG DISTANCE PHONE CALLS

The Treasure Island Career Service System Manual addresses telephone and modem usage in Page 2 of its Appendix. The City's long distance phone lines are through the State of Florida's SUNCOM phone network. When making a long distance call (those that begin with "8"), the carrier is SUNCOM. The State's policy is that the SUNCOM network is to be used for official business only.

Due to the State's policy, no personal long distance calls can be made using the City's phone lines. If you desire to make a personal long distance call, you must call collect or use your own calling card.

The city understands that there will be urgent situations in which you may need to make a personal long distance call and you may not be able to call collect or use a calling card. If this occurs, please provide the Finance Department with the City line that you dialed out on, the number called, including area code, the date of the call and the approximate duration of the call. When we are billed for the call, Finance will notify you of the amount due. This should happen only in urgent situations in which you have no other choice but to use the City's phone lines. Questions on this subject should be directed to your supervisor or the Finance Director.

March 1999

CITY OF TREASURE ISLAND TRAVEL & EXPENSE POLICY

Established May 1999

It is the policy of the City of Treasure Island that employee travel performed in the course of conducting City business will be paid by the City if it is approved in advance and conducted in accordance with the guidelines in this policy. Employees are expected to use sound judgment as to the nature and level of expenses incurred. The purpose of the City's travel policy is to provide consistent standards for all City employees and to assist and guide them when traveling. Employees should neither lose nor gain personal funds as a result of required City business travel. This policy is not intended to apply to elected or appointed commissions, boards or committees, but rather to paid City employees.

General Guidelines

Employees traveling on City business are representatives of the City and are expected to maintain a high level of professionalism and follow all City policies.

An employee's supervisor must approve any travel, in advance.

Employees are to provide his/her supervisor with a copy of the itinerary prior to leaving.

Allowable Expenses Reimbursement Premise

In all categories, allowable expenses are those that are reasonable and necessary. Necessary expenses can vary widely from location to location and the employee is expected to use sound judgment in determining what is reasonable.

All expenses must be substantiated with receipts, unless specifically excepted in this policy. If receipts are lost or otherwise unavailable for meals, the employee may choose to accept a per diem reimbursement of \$5 for breakfast, \$10 for lunch and \$15 for dinner. In other cases in which receipts are not available, the City Manager would have to provide specific approval in order for the employee to be reimbursed.

It is the responsibility of the traveling employee to:

Confirm that charges on receipts are correct (i.e. that employee received correct rate at hotel, or that employee received correct airfare).

Confirm sales tax exemption.

Provide receipts.

The City will pay for expenses incurred by the employee. Should the employee travel with a spouse or guest, the City will not pay for expenses associated with the spouse or guest.

Travel – Employees must use the most economical means of travel whether it be by air, automobile or other means.

Air – Trips should be planned and booked early enough in advance to arrange the most efficient schedule and obtain the lowest advance reservation fares. The City will only pay for coach fare. Flight, luggage and other related insurances are not reimbursable. Since the employee would not have the use of a City-owned or personal vehicle at his/her destination, the City will pay for the use of taxis and associated reasonable tips to the driver, or a rental vehicle, which ever is the most economical given the travel situation.

Automobile – Trips may be in a City-owned, personal or rental vehicle. In all instances, employees are expected to obey all driving and parking regulations. In keeping with this expectation, employees are responsible for moving violation citations incurred while they are driving a City-owned or personal vehicle for business purposes. Normally, parking violations are also the employee's responsibility.

City-owned vehicle - When traveling in a City-owned vehicle, the employee will be reimbursed for the costs of fuel, parking, tolls and any emergency repairs necessary while traveling.

Personal Vehicle - When traveling in a personal vehicle, the employee will be reimbursed for the costs of parking, tolls and the IRS allowable mileage reimbursement. The City will not pay for any fuel or emergency repairs necessary while traveling. It is expected that the employee will carry the necessary automobile insurance. If the employee is traveling on a "day seminar," the mileage reimbursement will be based on the difference in mileage from home to the seminar versus mileage from home to the workplace.

Rental Vehicle - When traveling in a rental vehicle, the employee will be reimbursed for the cost of the rental vehicle, fuel, parking, and tolls. The City will not pay for any supplemental insurances provided by the rental car agency.

Other Means - The use of rail, bus or water transportation would need to be reviewed on a case by case basis.

Lodging - The City will pay for reasonable lodging expenses for the employee necessary while performing official business. Luxury and resort locations are not approved for normal overnight stays. When participating in a conference or seminar at one of these locations, the department head or City Manager should give specific, advance approval. The City will not pay for laundry and dry cleaning services (coin operated laundries are okay), videos, health club charges, room service or non-business related telephone or fax charges (exception: On overnight stays, the City will pay for one reasonable phone call home, per day). The City will pay for reasonable tips for service at the lodging facility (bellhops, parking, etc.) No receipts are required for these tips.

Meals - The City will pay for the reasonable costs of meals for the employee. As noted in section (A)(1), reasonable costs may vary from location to location. It is expected that the employee will use common sense. Tips to restaurant service personnel will be paid as long as they do not exceed 15 - 20%. The City will not pay for alcoholic beverages, including beer, wine and mixed drinks. As noted in section (A)(2), in lieu of receipts, the City will pay for meals at the rates of \$5 for breakfast, \$10 for lunch and \$15 for dinner.

Registration/Tuition - The City will pay the cost of all conferences, conventions, and seminars that an employee attends as long as the content of the course relates to the employees job duties and has been approved by the employee's department head. The City will not pay for non-business related optional events such as spouse/guest fees, evening socials, tours, golf tournaments and the like.

Telephone/FAX - The City will pay the cost of business related telephone and fax calls. Since costs can vary widely, especially at hotels and conference centers, the employee

should be careful to use the most economical means of communication including collect calls and the use of prepaid calling cards. As noted in section (C), the City will pay for one reasonable phone call home, per day, on overnight stays.

III Payment Procedures – For known expenses, the City can pay in advance, directly to the hotel or conference association. For incidental expenses incurred while on business, the City will reimburse the employee.

Advance Payments – For known expenses, such as conference registration fees and hotel charges, the City can pay in advance, directly to the vendor. Should the employee require a cash advance for his/her incidental expenses, the City can issue an advance check. The amount of the check will be based on \$30 per day, an amount equal to the per diem rate for meals. All advance check requests must be made to the Finance Department at least two weeks prior to the business trip. The check request must show the travel planned, the dates of travel and the employee(s) participating. All advance payments, whether made to a hotel, conference association or employee, must be reconciled within one month after the end of the trip. This means that the employee must return receipts or cash, and a travel expense report to substantiate all advance checks issued. Those advances not reconciled within the allotted time will be withheld from the employee's next payroll and the employee will not be eligible to receive future travel advances.

Reimbursements (Payments after-the-fact) – Employees may request reimbursement for business related travel expenses by completing an Expense Report and attaching all receipts and documentation to substantiate the request. The employee will pass the report to his/her supervisor or department head (depending on department procedures). The department head will verify that all documentation has been provided, assign an account number and sign the report. The department head will pass the report to the City Manager, who will approve it and pass it to the Finance Department. The Finance Department will again verify that all documentation has been provided, verify totals and then enter it to be paid on the next payment cycle. Should an amount be due to a hotel or conference association, the employee may submit an invoice for payment. Payment will be made directly to the vendor.

INFORMATION CONCERNING SOME OF THE MUNICIPAL SERVICE EMPLOYEES EXEMPT FROM CLASSIFIED SERVICE

Executive Employees

Full-time City employees who are exempt from the Career Service System by reason of their status as Department Head (Rule 2.3g), or exempt from overtime status (Rule 2.3h) are “executive employees” and are considered “at-will” employees. The employment is not contractual, is for an indefinite period of time, and the employment relationship may be terminated at will by either party at any time. That is, executive employees have the right to end their work relationship with the City, with or without cause; the City has the same right.

Executive positions are exempt from any overtime pay provision. Due to the nature of the work and the responsibility involved, these positions are not limited to the regularly scheduled working hours assigned to their area of responsibility. Accordingly, executive employees may informally schedule reasonable time off during normal business hours to compensate for excess hours worked. In the event of termination or resignation, executive employees are not entitled to any payment for any such informal “compensation time” not yet taken.

Benefits for these full-time City employees who are exempt from the Career Service System by reason of their status as Department Head (Rule 2.3g), or exempt from overtime status (Rule 2.3h) are mostly the same as those set forth in Chapters IV and V of the Career Service System. They are also eligible for the “Separation Pay” specified in rule 7.4. Additional City benefits for these exempt executive employees may be conferred on an individual basis and may include: “take-home” use of a City vehicle, reimbursement for career development seminars and conferences, professional society memberships, renewal of professional licenses, and other continuing education. The vacation accrual rate for exempt executive employees starts at three weeks per year. They accrue one more week per year than the city’s standard vacation schedule. The appropriateness of any additional executive benefits will be determined by the City Manager.

Administrative Policy on Part-Time Employees

Several important City service functions are performed by employees who work on a part-time basis. Part-time employees are exempt from the Career Service System by Sec. 30-33 of the Code of Ordinances and Rule 2.3e of the Career Service System Manual. Part-time employees are also considered “at-will” employees. They have the right to end their employment relationship with the City, with or without cause; the City has the same right.

Part-Time Employees may use the chain-of-command to resolve grievances, problems, concerns, or to put forth suggestions. If the employee in any position or classification in

the municipal service has a problem, complaint, suggestion, or grievance, he or she should first schedule a mutually agreeable time to discuss the matter with his or her immediate supervisor. In the event that the employee feels that his or her complaint, problem, or suggestion has not been answered satisfactorily, he or she has the right to discuss it with successively higher levels of supervision, up to the City Manager if necessary. It is City policy that such informal complaints, grievances, suggestions, or problems needing resolution move along the chain as quickly as possible.

Pay rates for part-time employees are established by the City Manager and approved by the City Commission in the annual City Budget. These positions are normally scheduled for thirty-two or fewer hours in a work week. While part-time employees are not eligible for most City benefits, they may elect to participate in the 401-A Money Purchase Retirement Income Plan and the 457 Deferred Compensation Plan.

In addition, the City Manager has approved the following benefits for part-timers

1. Daily Part-Time Employees (those budgeted and regularly scheduled for a four or five day workweek) will receive holiday pay for un-worked city holidays that are observed on days that they otherwise would have worked..

Shift Work Part-Time Employees (those scheduled less than a full workweek and/or working continuous multi shift operations) will be paid at a rate of time-and-one-half for shifts worked on a City holiday.

2. Part-Time employees in a position that also has a rate established in the city budget for full-time employees, will be paid the rate established for full-time employees in the same position.

3. Part-Time employees will be included in the City's service bonus. (to calculate this bonus, their "monthly salary" will be considered hourly rate of pay x weekly hours normally scheduled x 52, divided by 12)

An employee will be credited with any current unbroken part-time service in the municipal service upon appointment to a full-time position in the classified service for the purpose of calculating continuous service for the following: service award eligibility(Rule 5.6A), service bonus eligibility(Rule 5.6B), and vacation accrual rate (Rule 4.3A). That is, a part-time employee who is appointed to a full-time position in the classified service would retain his or her current part-time hire date for the purpose of calculating continuous service for the above-listed benefits. This is service credit only, there is no retroactive benefit credited.

4. Part-Time employees will be included in the City's Service Award program.

5. Pro- rated Leave Benefits for Daily Part-Time Employees (ie. Those regularly scheduled 4 or 5 days a week/ 52 weeks a year and whose status is not temporary).

A. Daily Part-Time employees will accrue sick and vacation time at a rate that is one-half the rate accrued by regular full time employees.

B. Daily Part-Time employees are also eligible for other leaves with pay that are set forth in Rule 4.6 on a pro-rata basis (the number of regularly scheduled hours each day). These are Jury Duty, Training, Military, and Funeral Leaves.

Policy Revised September 8, 2006 Policy History: The City Manager approved the above benefits for part-timers commencing October 1, 1998, with modifications October, 2000, November 2003, and August, 2006

CITY OF TREASURE ISLAND EMPLOYEE RECOGNITION PROGRAM

The product of our city government is service. It is our city employees who provide high quality services to the community. Accordingly, the City of Treasure Island believes that our employees are the organization's most valuable asset.

The City strives to continually build up the skill and motivation base of our employees. We promote an atmosphere of sincere, people-oriented management, where employee participation is encouraged, and where employees are encouraged to use and develop their talents and skills. One way to foster this environment is through a diverse recognition program that acknowledges employee performance and actions that contribute to a positive, productive, and healthy working environment.

The program recognizes many types of employee and team efforts and achievements through both formal and informal means. The basic categories recognized are Service, Performance, and Heroism.

Career Service Awards

In recognition of long-term service to the City and the value of dedicated and competent employees, the City has established a service award system for qualified employees.

Service Pins:

Employees shall become eligible for service award pins after five (5) years of continuous service. Service pins and certificates of service are awarded at the completion of 5, 10, 15, 20, 25, 30, etc. years of continuous service with the City. The awards are presented at an annual reception for awardees that is hosted by the City Manager and City Commission. Each five-year milestone is recognized with a different gemstone.

Service Bonus:

On each October 1 all employees with ten (10) or more years of continuous service, who are not covered by a collective bargaining agreement, will receive a service bonus amounting to two percent (2%) of his or her monthly salary, multiplied by the number of years of continuous service as of the preceding October 1.

Retiring/Separating Employees:

Employees leaving the City in good standing will receive a plaque from the City Commission at a City Commission meeting when they have attained at least their 20th anniversary with the City or have attained their 10th anniversary with the City and are age 60 or over (age 55 or over for Police Officers and Firefighters).

II. Performance Recognition / Awards

Employees want to be challenged, encouraged, and acknowledged. Recognizing good performance by employees, co-workers, and work teams lets employees know that they are not being taken for granted. Properly done, performance awards can build rapport between employees and supervisors and, in the process, inspire employees to improve productivity and supervisors to be better performance coaches.

Verbal Recognition:

Verbally recognizing an employee or co-worker for good job performance and saying “thank you” for a job well done is the most common and vital form of recognition. Positive feedback from supervisors and co-workers is a key component of a productive, healthy work environment and working relationship.

Letters of Appreciation:

Letters, informal notes, and cards from residents expressing appreciation for exceptional employee or group performance are received from time to time. These are most common with those occupations that have the most contact with the general public. The employee should be made aware and given a copy of such letters received about his performance when the letter is not addressed directly to the employee. A copy should also be forwarded to the Personnel Department for the employee’s personnel file.

Thank You Notes:

Thank You Notes may be given anytime they are warranted to foster positive feedback among and between employees for teamwork and cooperation. All employees are encouraged to give Thank You Notes to their co-workers as a form of immediate recognition and appreciation for assistance that involved extra effort, very high quality work, initiative, creativity, or instances of exceptional inter-department cooperation.

Blank “Thank You Note” forms are available in the Personnel Department for this purpose. The original is written and given to the recipient. Copies should be made and sent to the recipient’s supervisor and department head. The department head will forward a copy to the Personnel Department for the employee’s personnel file.

Written Commendation:

This is a formal memorandum which commends an employee or work team for superior performance. It is directed to the employee(s) by a Supervisor, Manager, or Department

Head. The original should be personally presented to the employee. A copy of this written commendation should be forwarded to the City Manager and to the Personnel Department for the employee's personnel file.

Public Safety Department Awards:

Our paramilitary public safety departments (police, fire and ems) may establish department award programs and confer an appropriate medal, bar, or pin for display on the employee's uniform for actions that are unique to each of these services.

Performance Evaluations:

One of the purposes of performance evaluation is to give employees constructive feedback about their performance in an effort to improve and enhance that performance. Strong job performance is reflected in the employee's performance evaluation.

Excellence in Action Awards:

The purpose of these awards is to identify those individuals or work crews that show outstanding work performance and set the standard for service excellence. Any employee or supervisor may nominate any employee from their department or any other department.

Award Criteria:

Outstanding Work Performance Award

Award criteria is work performance sufficient enough in quantity, quality and/or achievement to clearly distinguish the employee from his/her co-workers.

Quantity: Extra effort demonstrated by responding capably and positively to a special project, additional assignment, unusual situation, personnel shortage, etc.

Quality: Exceptional results achieved because the employee demonstrated superior knowledge, skills, and abilities.

Achievement: Significant individual effort or contribution which led to the achievement of department goals.

Outstanding Customer Service Award

Award criteria is individual efforts that generated lasting or significant positive public relations for the City as demonstrated through citizen or City employee feedback and compliments by way of telephone, letter, news articles, etc. May also be demonstrated by

employee's exceptional judgment, communication skills, and strong rapport in dealing with the public or intergovernmental entity under adverse pressure situations.

Team Achievement Award

A team is defined as two or more employees who work together over a period of time either as an established crew, squad, etc. or as a work team on a project within a department, between several City departments, or between the City and other government or community groups. The team effort must be sufficient enough in quantity, quality, or achievement to distinguish this team from other City teams.

Quantity: Extra effort demonstrated by responding capably and positively to a special project, additional assignment, unusual situation, personnel shortage, etc.

Quality: Exceptional results achieved because the team demonstrated superior knowledge, skills, and abilities.

Achievement: Significant team effort or contribution which led to the achievement of City goals.

Award recipients are selected annually by an Awards Committee composed of the Personnel Director, a Department Head or Supervisor appointed by the City Manager and rotated annually, two non-managerial employees from the Public Works Department, one non-managerial employee from a combination of smaller departments (Finance, Recreation, Building, Admin, Police Communications, Rec Center), one non-supervisory employee from the Causeway Department, one Police Officer, and one Firefighter. Non-supervisory committee members are elected annually by members of their department.

All "Excellence in Action" nominations, discussion, and actions, shall be confidential. Award recipients shall be selected by a secret ballot majority vote of the committee.

Excellence in Action Awards are presented at an annual reception for awardees that is hosted by the City Manager and City Commission.

Nomination forms are available in the Personnel Office. Any employee may nominate an employee or work team for these awards. Nomination documentation must demonstrate and justify how the employee or work crew has clearly met the selection criteria.

Nominations and selections may be based on a significant accomplishment in one criteria area or be based on accomplishment in several criteria areas.

There is no restriction on the number of times an employee or work crew may be nominated.

All nominees not selected will have their nomination form returned to the department head for departmental recognition at the department head's discretion.

Award recipients will receive a special plaque with his/her name engraved. Each recipient's name will also be engraved on a permanent photo/plaque displayed in City Hall.

In delivering the many services made available to the community, a City employee may perform an heroic act saving or protecting lives or property in the face of extreme personal danger. For such an act which the City Manager determines is performed "above and beyond the call of duty", an "Award of Valor" shall be conferred. Any City employee is eligible to receive this award.

Nomination criteria for an Award of Valor:

The act of valor must have involved:

An emergency situation involving exposure to extreme danger.

Possible injury to the employee, others, or property.

Surpassing normal performance requirements

The act of valor must be significantly over and beyond that expected in the normal work of the employee, including work which is inherently hazardous.

Any employee, including all levels of supervision, or citizen may nominate a City employee for an Award of Valor. The nomination will present information in narrative form to substantiate the employee's valorous act. It should include at least:

- (1) Date of valorous act, time, location, and circumstances
- (2) A description of the dangers, difficulties, and a detailed account of what the employee did, and corroborative statements by witnesses, if available.
- (3) How the employee exceeded the normal performance requirements of his regular duties.

An employee may seek assistance from the Personnel Department in preparing a nomination.

The nomination should be submitted soon after the occurrence of the valorous action to the Department Head of the employee being nominated. The department head will review the nomination and submit it, along with his or her recommendation, to the City Manager for consideration. The City Manager will direct a member of staff to investigate the event and recommend appropriate action.

If the City Manager approves the award, an appropriate awards presentation ceremony will be arranged. Award recipients will receive a medal and a special plaque with the employee's

name engraved. Each recipient's name will also be engraved on a permanent photo/plaque displayed in City Hall.

Public Safety Employees

It is recognized that in delivery of our paramilitary public safety services(police, fire and ems), working in dangerous situations and/or saving lives is an inherent component of the employee's job description. Consequently, the criteria used by the Police Chief , Fire Chief, and City Manager for determining when an Award of Valor heroism award is appropriate, will be different and more rigorous than the criteria for such an award in a City service where there is less opportunity and exposure to such risks.

CITY OF TREASURE ISLAND DRUG-FREE WORKPLACE POLICY

In the interest of safety, the City of Treasure Island requires, as a condition of continued employment, that employees refrain from substance abuse both on and off the job.

What Is Substance Abuse?

Substance abuse includes, but is not limited to, the consumption by any means of any legal or illegal substance that alters an individual's normal behavior and results in intoxication and/or renders the employee incapable of safe/efficient job performance. Abuse shall also be considered offering for sale, selling, trading, giving away, possession of alcohol or illegal drugs (or prescription drugs not prescribed for you), on City property, while operating a City vehicle on or off City property, or operating a personal vehicle while on City business or any of the above at a designated work site.

The substance abuse testing program includes the following:

1. Pre-employment;
2. Reasonable suspicion of substance abuse;
3. Following on-the-job accidents resulting in personal injury or significant property damage; Note: employees may not use alcohol for eight (8) hours following an accident or until the post-accident alcohol test is conducted, whichever comes first.
4. Fitness for duty medical examinations;
5. Employees participating in a substance abuse rehabilitation program (subject to quarterly testing during and for a period of two years after completion of program);
6. Random testing

The testing performed will analyze a breath, urine or blood specimen for the presence of any of the following substances or a metabolite of the substance:

1. Alcohol - Ethyl alcohol as a beverage or as part of a medication;
2. Marijuana - Cannabinoids, THC;
3. Cocaine;
4. Methadone - Dolophine, Methadose;
5. Barbiturates - Nembutal, Tuinal, Seconal, etc.;
6. Amphetamines - Desoxyn, Biphedamine, Dexedrine, etc.;
7. Methaqualone - Quaaludes;
8. Opiates - Codeine, Percodan, Paregoric, Morphine, etc.;
9. Propoxyphene - Darvon, Dolene, etc.;
10. Phencyclidine - (PCP);
11. Benzodiazepines - Librium, Valium, Xanax, Serax, Halcyon, etc.

Testing may also include designer drugs or other abused substances as added by federal or Florida Statutes.

Levels of detection for a positive drug result for screening and confirmatory tests will be those established by the United States Department of Health and Human Services for the Federal Guidelines on Drug Testing.

These test levels , subject to change as advances in technology or other considerations may permit, are currently:

Drug Class	Initial Test Level (Ng/MI)	GC/MS Confirmatory Test Level (Ng/MI)
Amphetamines	1,000	500
Barbiturates	300	200
Benzodiazepines	300	200
Cocaine Metabolites	300	150
Marijuana Metabolites	50	15
Methadone	300	200
Methaqualone	300	200
Opiate Metabolites	300	300
Phencyclidine	25	25
Propoxyphene	300	100

Alcohol testing will be conducted using evidential breath-testing devices approved by the National Highway Transportation Safety Administration. Two breath tests are required to determine if an employee has a prohibited alcohol concentration. A screening test is conducted first. A confirmation test must be conducted if the screening test detects any alcohol. A confirmed result indicating a blood alcohol concentration of .02 or greater will be considered a positive test.

A list of the most common drugs or medications by brand name, common name, as well as chemical name, which may alter or affect a drug test is available to all job applicants and employees at the time of testing.

A form will be provided for employees or job applicants to voluntarily and confidentially report to a Medical Review Officer, Dr. Waldrep, 727-526-3627, the use of prescription or non-prescription medications both before and after being tested. Providing this information shall not preclude the administration of the drug test, but shall be taken into account in interpreting any confirmed positive test result. Positive drug reports will be verified as not resulting from use of legal prescriptions.

Specific confirmation testing will be performed for all positive test results. Employees testing positive for prescription drugs that are commonly abused must produce evidence from their attending physician to justify the treatment necessity for use of the drug(s).

Within five working days after receipt of a confirmed positive test result from the Medical Review Officer, the employer shall inform the employee or job applicant in writing of such confirmed positive test results, the consequences of such results, and the options to the employee or job applicant.

The employer is responsible for testing costs, except for test costs that are involved with an employee or job applicant who challenges the initial test results.

Reasonable Suspicion Testing

Any employee reporting to work who demonstrates impaired conduct considered unsafe for the performance of his/her job duties or if an employee becomes similarly impaired on the job, will be observed and/or interviewed by a supervisor to determine the cause of the irregular behavior.

If the supervisor concludes that the irregular behavior is unsafe, the employee will not be allowed to continue working and shall be transported to a medical facility for drug testing. Alcohol testing will normally be performed by qualified personnel from the Treasure Island Police Department. The employee will not be allowed to drive any City vehicle.

Reasonable suspicion testing shall also be conducted when there is:

1. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol; odor of alcohol on the breath.

2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;

A report of drug use, provided by a reliable and credible source; A report of alcohol use within a time period prior to reporting for duty that would cause one to reasonably expect that alcohol would be detected by intoxilyzer testing.

4. Evidence that an individual has tampered with a drug test during his employment;

5. Information that an employee has caused, contributed to, or been involved in an accident while at work;

6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

7. Evidence that an employee has been arrested and charged with use, possession, or sale of illegal drugs or a controlled substance, whether on or off the job.

Supervisors will document their observations and conduct an employee interview. Final disposition of the incident will be documented with the signatures of the supervisors/department heads, and dated.

A copy of the Confidential Supervisor's Incident Report will be provided for the employee with the employee's signature of receipt.

This Confidential Supervisor's Incident Report will be retained by the employer for a period of at least one year.

Random Testing

The following employees are subject to random testing for substance abuse at any time during working hours:

Employees whose job requires them to operate any city vehicle or use their own vehicle for city business.

Employees whose job requires them to operate machinery or heavy equipment.

Employees in public safety occupations such as police officer, firefighter, or emergency medical personnel.

The selection of employees for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table of a computer-based random number generator that is matched with an identifying number. Under the selection process used, each employee shall have an equal chance of being tested each time selections are made. There is no limit to the number of times any employee may be tested. The minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of employees.

Consequences of Positive Test or Test Refusal

Refusal or failure to submit to testing, or a confirmed positive test result following an on the job accident or injury, shall disqualify an employee from workers' compensation benefits.

Confirmed positive test results shall eliminate applicants from employment consideration. Failure to participate in random, reasonable suspicion, pre-employment, fitness for duty or other City designated drug or alcohol testing shall result in termination of employment. Any employee with a confirmed positive test result shall be terminated from employment.

Refusal or failure to submit to testing following an on-the-job accident shall result in termination of employment.

In the event that an employee informs the employer in writing of employee's abuse of alcohol/drugs prior to reporting for duty and prior to being notified to report for testing, no disciplinary action shall be taken against the employee ; provided, the employee signs a rehabilitation agreement and enrolls in an approved rehabilitation/treatment program. Sick leave and/or vacation may be utilized for rehabilitation and treatment. If sick leave and vacation credits have been exhausted, the employee may request leave of absence, without pay. No employee will be granted more than one such rehabilitation opportunity.

Other Grounds for Termination

An employee bringing onto the City's premises or job sites; having possession of; being under the influence of; possessing in the employee's body, blood or urine (at levels exceeding or equal to established cut off levels, or using, consuming, transporting, selling or attempting to sell, giving away any illegal drugs (including prescription drugs illegally obtained or prescribed for the individual only), or alcohol, at any time is guilty of misconduct and shall be discharged.

Challenging Test Results

An employee may challenge a confirmed positive test result by submitting an explanation, in writing, to the Personnel Department concerning personal circumstances that might have affected the results and explaining why the result does not constitute a violation of the employer's policy. This challenge must be submitted within five working days following the employee notification of a confirmed positive test result. The donor of a tested specimen will be responsible for providing all necessary documentation, (i.e., a doctor's report), signed prescription or current prescription container with relevant information and other related supporting documents.

The employer will, within fifteen days of receipt of the employee's written explanation or challenge of confirmed positive test results, provide a written explanation to the employee as to why the employee's explanation is unsatisfactory, along with a copy of the confirmed positive test results. All such documentation shall be kept confidential by the employer and shall be retained by the employer for at least one year.

Any employee or job applicant who receives a confirmed positive test result may contest or explain the results to the employer's Medical Review Officer within five working days after receiving written notification of the confirmed positive test result. If an employee or job applicant's explanation or challenge is unsatisfactory to the Medical Review Officer, the Medical Review Officer will report a positive test result back to the employer.

The employee or job applicant desiring to challenge a confirmed positive drug test result will be responsible for notifying the original testing laboratory of an alternate HRS licensed laboratory, for the purpose of transferring, under Chain of Custody, a portion of the employee or job applicant's specimen for re-testing. The employee may have a portion of

their original specimen re-tested during a period of 180 days following written notice of a positive test result. When an employee challenges the result of a confirmed positive test it shall be the employee's responsibility to notify the laboratory and the sample shall be retained by the laboratory until the case is settled.

Concerning denials of workers' compensation benefits due to a positive test result, an employee may undertake an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims. Other challenges of a confirmed positive test result, not involving work place injuries, must be filed in a court of competent jurisdiction.

Employees or job applicants may consult with the Medical Review Officer for technical information regarding prescription or non-prescription medications that may affect test results.

Job applicants or employees whose drug test results are confirmed positive shall not, by virtue of the result alone, be defined as having a "handicap."

Confidentiality of Information

All drug test information, reasonable suspicion reports, or other related information concerning an individual will remain confidential and will not be disclosed except for conditions described in Florida Statutes.

Release of such information under any circumstances other than those described in Florida Statutes, will be solely pursuant to a written consent, voluntarily signed by the person tested.

Governmental Compliance

This Drug Free Work Place Policy satisfies requirements under Florida Statutes and administrative rules of the Department of Labor and Employment Security, Division of Workers' Compensation.

Getting Help

Employee assistance with substance abuse and other personal problems is available 24 hours a day from Care24 at 1-888-887-4114

Calls to Care 24 counselors about substance abuse are confidential.

If you or a family member has a substance abuse problem, you are encouraged to call and get confidential help now.

Waiting until you test positive at work is too late!

Administrative Policy 14
City of Treasure Island Policy on Alcohol

The purpose of this policy is to provide more in-depth guidance on alcohol as it relates to city employment than is currently available in the City's Drug-Free Workplace Policy.

City employees will not purchase, consume, nor be in possession of alcoholic beverages while on duty, including break and lunch periods, overtime, and while working special events. Nor will employees report for work under the influence or have the odor of alcohol on their breath while on duty. Employees suspected of using or being under the influence of alcohol while on duty will be subject to undergoing a breathalyzer examination administered by the City Police Department. In accord with the City's Drug-Free Workplace Policy, a confirmed positive test will result in termination of employment. City employees will not drink while off duty in a city uniform or while wearing any sort of ID badge or name tag that identifies you as a city employee.

An exception to this policy is made for civilian city employees who are invited to attend off-duty functions that are sponsored by the City Commission or a recognized civic association at which alcohol is served -such as the annual volunteer appreciation reception. This exception does not apply to uniformed law enforcement or fire service personnel.

At the invited civilian employee's option, alcohol may be consumed in moderation. For most individuals that means no more than one drink per hour. If driving, you should strongly consider not drinking at all. Impairment begins with your first drink and driving skills are affected enough to incur possible criminal charges at .04% BAC (Blood Alcohol Concentration). You are presumed DUI at the state legal limit of .08% BAC. Alcohol affects individuals differently. Your blood alcohol level may be affected by your age, weight, gender, physical condition, amount of food consumed and any drugs or medication. In addition, different drinks may contain different amounts of alcohol, so it's important to know how much and the concentration of alcohol you consume.
