

# *Golden* **BEACH**

## **EMPLOYEE HANDBOOK**

Mayor Glenn Singer

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Vice Mayor Jaime Mendal

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Councilmember  
Judy Lusskin

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Amy Isackson-Rojas

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### **Charter Officers**

Town Manager Alexander Diaz  
Town Clerk Lissette Perez  
Town Attorney Stephen Helfman

*Adopted November 2018*

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## WELCOME MESSAGE FROM TOWN MAYOR

*Welcome . . .*

Welcome to the Town of Golden Beach team of employees. The Town of Golden Beach was established in 1929, and has been very successful every year since inception due to the outstanding performance and contribution of its employees toward creating the best Town in Florida.

I would like to thank you for selecting our Town as your place of work and wish to stress the importance of becoming a productive part of our highly capable and innovative team.

At the Town of Golden Beach, every resident is of paramount importance, and we strive to exceed their expectations in everything we do. Within our community, we provide a wide range of services to our residents which include: beach, tennis, recreational activities, security, and a variety of other municipal services.

At The Town of Golden Beach, we are mindful of the well-being of our people and desire that you develop your individual capabilities to expand your career development. It is our sincere hope that you find a happy, healthy, and fun way of life working as a part of the team at the Town of Golden Beach.

The Town's primary requirement of you is to be an upbeat professional, with an optimistic attitude and a desire to grow -- Together we are building a winning team. Our Town listens to the residents and to our employees in the spirit of improving every day.

With a good attitude, top performance, working smart, and maintaining open doors of communication between all employees and their managers, we will continue to knit together a team of professionals that will make The Town of Golden Beach enjoyable to each resident and beneficial to each employee.



Your Town Mayor,  
Glenn Singer

## INTRODUCTION

The Town of Golden Beach is a public service organization. Therefore, our overall policy is to ensure the highest possible degree of service to our residents by providing professional, enjoyable, and cost-effective operations in all areas.

Personal and organizational integrity will be maintained at the highest standards, in all areas, at all times, by all employees.

It is in every employee's best interest to help make this a thriving, successful Town. WE ARE ALL IN THIS TOGETHER.

### NOTE:

In order for you to better understand the organization and its objectives, we have developed this Employee Handbook. In it, you will find what the Town of Golden Beach offers you as well as what the organization might expect of you in return. You will know not only the rules you should follow but the standards that your management staff will be following as well.

If you cannot find answers to questions involving your job or your employment benefits, ask the Human Resources Director or the Town Manager. They will be happy to answer your questions or direct you to someone who can. Again, welcome, we are glad to have you with us.

Each employee will receive an employment package and the necessary documents that must be signed and placed in his/her personnel file.

This copy of our Town's Employee Handbook is assigned to you as an employee of the Town of Golden Beach. The Employee Handbook is not a contract of employment and does not affect your rights as an employee of The Town of Golden Beach.

The Employee Handbook should be used as a guide in your daily work. It will help you in learning and using some of the things all of us need to know and use in carrying out our responsibilities as Town of Golden Beach employees. Become familiar with its contents. Refer to it frequently. Quote directly from it and show it to others when appropriate.



We modify policies as often as necessary to keep up to pace with advancing knowledge and changing conditions. We frequently review our policies to ensure that necessary changes are considered and to determine whether supplements are needed between major revisions.

Policy changes result from the combined thinking of our people. We are encouraged to suggest changes we believe to be warranted. If you have a suggestion for a policy change, please bring it up with your supervisor or manager.

When the words "we," "us," and "our" are used in this book, they are intended to refer to all the employees of the Town. These policies apply to all of us.

The Employee Handbook is not a "how-to-do-it" manual or employment contract. It is intended, instead, to provide clearly defined policies to guide managers, supervisors, and employees on all levels of responsibility at the Town of Golden Beach in making decisions.

Throughout this Employee Handbook, we hope you will sense a spirit of fairness, a desire to render superior service, and a sincere effort to create a challenging and rewarding career opportunity for all the employees in the Town of Golden Beach.

In our quest for excellence in resident service, our victories are achieved by unity of a team effort. In reaching this goal, each team player must commit to reaching their full potential.

As Team members, you are asked to leave the clamors of daily life behind to better focus on the job at hand.

As your managers, we pledge to honor, value, and assist you to promote professional and personal growth by helping overcome times of hardship.

As a team, we produce a winning spirit, achieving our ultimate goal in providing the best possible resident service.

## **OUR ORGANIZATIONAL MISSION**

It is the mission of the Golden Beach Town Government to provide effective and fiscally responsible municipal services in a manner which promotes the Town's high standard of community life.

### **Employee Guiding Principles**

1. We exist to serve our residents and will demonstrate this to our residents in every possible way.
2. We will treat each employee with dignity and respect and will assist in every way to allow each employee to reach his or her maximum potential professionally.
3. We will operate as a team, without pretentiousness, in a friendly, helpful, and informal working environment.
4. We will be honest and ethical in all of our dealings with our residents, employees, vendors, and all others with whom we deal.

### **Philosophy of Service - Vision**

The Town of Golden Beach was organized, and its amenities were installed for the use and enjoyment of its residents. Everyone employed by the Town must always keep in mind that courteous, friendly, and superior service to the residents is the highest priority of the work staff. This will be achieved through a customer-focused government, Golden Beach's unique location, and embracing the following core values:

- EFFECTIVENESS
- EFFICIENCY
- ACCOUNTABILITY
- DIVERSITY
- INCLUSIVENESS
- RESPONSIVENESS

## Our Town and Organization

The Town of Golden Beach is a Florida chartered Town organized for the purpose of operating the facilities and performing the services for the use and enjoyment of its residents.

The Town is administered by a Mayor and four Town Council Members, elected by the residents. The committees are appointed in accordance with the Town's Charter and Code of Ordinances. In the interest of functional efficiency and good business practices, the Town is organized into various departments, each with its own supervisor and a number of employees authorized to carry out the work assigned. These departments are as follows:

1. Executive
2. Law Enforcement
3. Building and Zoning
4. Public Works
5. Parks & Recreation
6. Finance
7. Town Clerk
8. Legal/Town Attorney
9. Legislative
10. Roads & Streets
11. Resident Services

**We Treat as Confidential What We Learn About a Resident.** While we are covered under the Freedom of Information Act and other Sunshine Laws, we do not reveal to anybody any private information about a resident, nor do we reveal anything from which calculations of such information could be made. We handle with the utmost confidentiality residents' personal property including mailboxes and garbage/recycling receptacles. We act in a confidential capacity with our residents and always respect that confidence. If information is formally requested under Florida law, we will release material that is public information. We will not, however, engage in gossip about the residents.

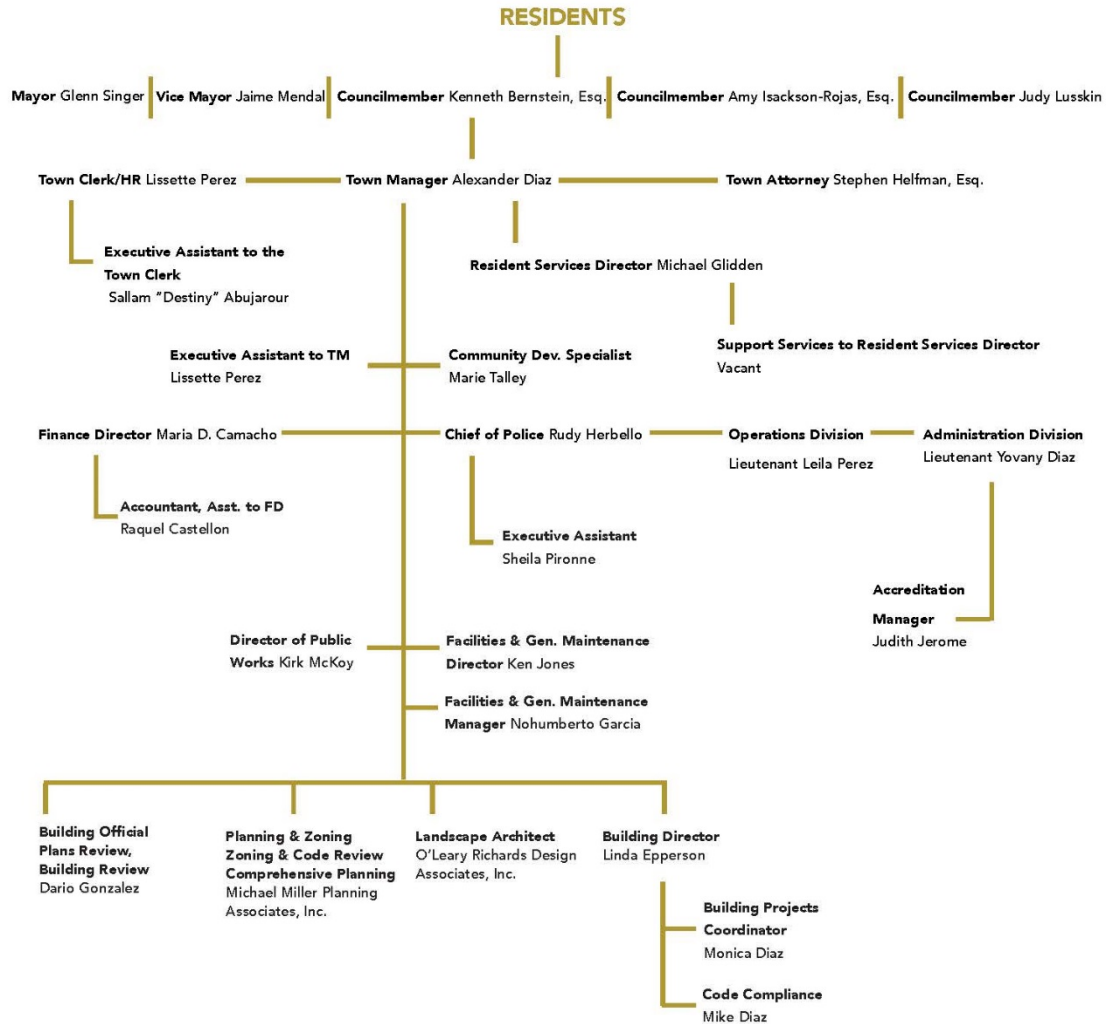
**We Maintain Friendly and Helpful Relations with Our Residents.** Our management personnel make frequent personal contacts with residents to ensure that our services are satisfactory and to help us anticipate our residents' needs.

We may call upon any or all parts of our organization in order to help residents resolve special challenges. Working closely with residents helps build long-term relationships with the staff and residents, leading to a feeling of a partnership between both parts. We supplement our personal contacts by sending residents periodic updates on our service.



## Organizational Chart

# ORGANIZATIONAL CHART



## **AMENDMENT OF POLICIES**

### **General Provisions**

Amendments to the Employee Handbook must be approved by resolution of the Town Council. The Mayor and Town Manager are responsible for the implementation of the personnel policies.

This handbook has been approved by the Town of the Town of Golden Beach.

General and final authority for personnel administration rests with the Town Manager, with the exception of matters reserved to the Mayor and/or Town Council by state law or the Town Charter. Authority may be delegated to appropriate staff members to act in the Town Manager's behalf in the administration of this handbook; however, the final authority on personnel decisions shall be reserved to the Town Manager. Operational changes to any policy, practice, or process will require approval by the Town Manager and Mayor via an Administrative Order (AO). From time to time an AO may be issued. If an AO contradicts what is in the manual, Town Council action would be required approving an amendment to the manual via resolution to comply with the AO.

No Town of Golden Beach director/supervisor is authorized to modify this handbook for any employee or to enter into any employment agreement, oral or written, unless expressly approved or authorized in accordance with the Town Charter.

Policies and procedures apply to all employees of the Town, unless otherwise restricted by proper authority, or prohibited by State and/or Federal law.

Only the Town Mayor and Town Council have the authority to enter into an employment agreement, promise, or commitment contrary to these policies and procedures, and all such agreements, promises, and/or commitments entered into by the Town Mayor or Town Council must be contained in an express written employment contract signed by both the Town Mayor and the affected employee.

The Town Mayor may delegate rights and powers granted under these policies and procedures to the City Manager or to others as deemed appropriate in the Town Mayor's sole discretion.

### **Management Authority**

The Town may modify, revoke, suspend, interpret, terminate, or change any or all of its policies and procedures, in whole or in part, at any time. The issuance of these policies and procedures does not constitute a contract between the Town and its employees for any duration of employment.

Policy administration rests with Town management and Town management reserves sole authority to administer Town operations.

## **Departmental Policy and Procedural Requirements**

Individual Town departments may develop policies and procedures that are consistent with Town policies and procedures. Department policies and procedures that are operational and that do not relate to those in this handbook, or other approved operational manuals, do not need to be reviewed and approved by the Director of Human Resources or other appropriate departments. All others, however, are subject to approval by the appropriate Town department. All employment related department policies must be reviewed by the Director of Human Resources. Department Directors are responsible for obtaining the necessary review and approval prior to issuing such departmental policies and procedures. Departmental policies and procedures will not become effective unless they have been reviewed and approved in accordance with this policy.

# THE TOWN OF GOLDEN BEACH POLICIES & PROCEDURES



## **Equal Employment Opportunity**

It is the policy of The Town of Golden Beach to provide equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, pregnancy, age, marital status, disability, sexual orientation, gender identity, national origin, ancestry, genetic bias, military status, or marital status consistent with all applicable Equal Employment Opportunity laws, directives, and regulations of Federal, State, and Local governing bodies or agencies thereof. We administer this policy on a basis of strict equality in all areas of hiring and employment.



## **Harassment**

The Town expects that employees will have the opportunity to work in an environment free from harassment (including but not limited to sexual harassment) and hostility of any kind. The Town is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace. Employees must not be subjected to harassment on the basis of race, color, religion, gender, national origin, age, handicap or disability, or genetic bias, military status, sexual orientation, gender identity/expression or marital status. Toward this end, all employees must understand that harassment will not be tolerated, and that they are required to abide by the following policy.

Harassing conduct includes, but is not limited to, the following: epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts that relate to an employee's membership in any of the protected categories set forth herein; written or graphic material displayed in the work environment that denigrates or shows hostility or aversion toward an individual or group because of membership in any of the protected categories set forth herein.

Sexual harassment prohibits "quid pro quo" and "hostile work environment" sexual harassment as defined below.

### **Quid Pro Quo Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes "quid pro quo sexual harassment" when 1) submission by an individual is made either an explicit or implicit term or condition of employment, or 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting that employee. As defined herein, "quid pro quo sexual harassment" normally arises in the context of an authority relationship. This relationship may be direct as in the case of a Manager and subordinate or it may be indirect when the harasser has the power to influence others who have authority over the victim.

### **Hostile Work Environment Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute "hostile work environment sexual harassment" when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of 1) creating an intimidating, hostile, or offensive work environment, or 2) unreasonably interfering with another's work performance. This may include sexually suggestive jokes, offensive epithets and/or requests for dates, among other things.

### **Harassment Complaint**

Individuals who believe they are victims of harassment/sexual harassment in their working environment are encouraged to respond to the alleged harasser directly, by objecting and requesting that the unwelcome behavior stop. If an individual is not comfortable speaking directly with his/her alleged harasser and/or the alleged harassment does not stop even after an individual speaks with his/her alleged harasser, the victim of the alleged harassment should seek assistance or intervention from their Department Director or Human Resources. If conflicts or other problems exist with either the Department Director or Human Resources handling the formal complaint, the formal complaint may be filed with the Town Manager. Additionally, if an employee witnesses any conduct that he/she believes may constitute prohibited harassment as set forth in this Handbook, that employee must report such harassment to their Department Director, Human Resources or the Town Manager.



Complaints of harassment will receive prompt attention. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior. Complaints may be resolved through informal or formal procedures and based on the results, appropriate action will be taken.

This harassment policy shall not, however, be used to bring frivolous or malicious complaints against other employees. If the Town determines that a complaint has been made in bad faith, disciplinary action up to and including termination may be taken against the person bringing the complaint.

### **Protection Against Retaliation**

Retaliation against persons who report or provide information about harassment or behavior that might constitute harassment is strictly prohibited. Any act of retaliation, including interference, coercion, and restraint, by a Town employee or by one acting on behalf of the Town, violates this policy and will result in appropriate disciplinary action, up to and including discharge.

This organization is pledged to take positive action to assure that equal opportunity is granted to all. Every member of our management team has a personal responsibility for the implementation of our Equal Employment Opportunity Policy. Every employee has an obligation to assist in maintaining a nondiscriminatory working environment.

### **Cell Phone Use in the Workplace**

#### **GENERAL PROVISIONS**

The Town recognizes that many employees bring cell phones to work. Cell phones may belong to the employee or be provided for the employee's use by the Town. The use of personal cell phones, including those with a texting, camera and/or video playing capability is not permitted during work time without a supervisor's approval. Employees who are permitted by a supervisor to use a personal cell phone while at work must not allow cell phone use to become disruptive or interfere with their own or a co-worker's ability to do their jobs. Employees who use cell phones to violate Town policy, including the Town's Sexual and Other Unlawful Harassment Policy, will be subject to disciplinary action.

Employees with Town-issued cell phones are allowed to use Town cell phones for personal phone calls as long as the cell phone use does not become disruptive or interfere with their own or a co-worker's ability to do their jobs.

Except in emergency circumstances, employees should not use a cell phone while operating a motor vehicle, including both making and receiving phone calls and texting. All employees must, when asked by the Town, consent to a request to provide the Town access to all cell phone and text message records used for Town business purposes.

Employees using Town-issued cell phones have no expectation of privacy in cell phone calls, pictures, text messages or apps on these phones.

## PUBLIC INFORMATION ACT

Employees are advised that records related to calls and text messages made and received on Town owned cell phones or business calls made on personal cell phones are public information. Information related to telephone numbers called, length of call, and time and date of call as well as the text message itself may be obtainable through the Florida Public Records Act, except in narrowly defined circumstances.

## MONITORING OF CELL PHONE CALLS

Employees should be aware that cell phone calls are not secure and can be monitored. It is a crime for a third party to intentionally monitor cell phone conversations without the consent of one of the parties to the conversation.

Inadvertent monitoring of private cellular conversations is possible. Caution should be used whenever confidential or sensitive information must be discussed on a Town-provided cell phone.

### **Electronic Communications and Systems Access Use**

The Town may provide computer networks, Internet access, email, telephones, cell phones, digital cameras, voice mail, and fax communication systems for use by Town employees in the performance of their job duties. These communication devices are referred to collectively in this policy as “electronic communications systems” or “systems.”

These electronic communications systems are designed to support and enhance the communication, research and information capabilities of Town employees and to encourage work-related communication and sharing of information resources within the Town. This policy governs user behavior pertaining to access and usage of the Town’s electronic communications systems. This policy applies to all Town employees, contractors, volunteers and other affiliates who use the Town’s electronic communications systems. The Town’s electronic communications systems access must be used in a professional, responsible, efficient, ethical and legal manner.



## INTERNET AND EMAIL ACCESS

Users must acknowledge an understanding of this policy and its guidelines as a condition of receiving an Internet and/or email access account. Failure to adhere to this policy and its guidelines may result in suspending or revoking the offender's privilege of access and/or other disciplinary action under Town policies, up to and including termination of employment.

**Acceptable Use.** Acceptable uses of the Town's electronic communication systems are limited to those activities that support reference, research, internal/external communication and conducting Town business in line with the user's job responsibilities. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the Town's internal network function. The Town prohibits connection to sites or forwarding of information that contain materials that may be offensive to others including, but not limited to, sites or information containing sexually explicit material. Use of these resources in a manner that goes against Town policies can result in disciplinary action up to and including termination of employment.

Users must understand that use of any Town-provided, publicly accessible computer network such as the Internet and email is a privilege.

**Unacceptable Uses** of Electronic Communications Systems include:

- Using profanity, obscenity, or other language which may be offensive or harassing to other coworkers **or** third parties.
- Accessing, displaying, downloading, or distributing sexually explicit material.
- Accessing, displaying, downloading or distributing profane, obscene, harassing, offensive or unprofessional messages or content.
- Copying or downloading commercial software in violation of copyright law.
- Using the systems for financial gain or for any commercial activity unrelated to Town business.
- Using the systems in such a manner as to create a security breach of the Town network.
- Accessing any site, or creating or forwarding messages with derogatory, inflammatory, or otherwise unwelcome remarks or content regarding race, religion, genetics, color, sex, national origin, age, disability, physical attributes, or veteran status.
- Transmitting or sharing information regarding a coworker's health status without permission
- Expressing opinions or personal views that could be misconstrued as being those of the Town.
- Expressing opinions or personal views regarding management of the Town.
- Using the electronic communication systems for any illegal purpose or in any way that violates Town policy or is contrary to the Town's best interest.
- Installing software or alteration of the system is not allowed unless approved by the Town Manager and installed by I.T. directly.

**Filtering.** The Town uses software to filter Internet content for all employees. These filters are designed to prevent the viewing, sending, or any of the following types of content:

- Violence/Profanity
- Full or partial nudity
- Sexual or deviant acts

- Satanic/Cult
- Militant/Extremist
- Illegal activities

The Town will review this filtering on a periodic basis and may modify this list of prohibited content without notification to Town employees, contractors, volunteers or other affiliates. The Town Manager (or designee) may grant exceptions and exemptions to Internet filtering only after a review of the requested information has been conducted and a determination that the Town's current filtering practice impedes the requestor's ability to perform his/her job duties.

**Responsibility.** The person in whose name a Town provided Internet, email or other electronic communications system account is issued is responsible at all times for its proper use, regardless of the user's location. Exchanges that occur in the course of conducting Town business on the Town's electronic communications systems will be considered a communication of the Town and held to the same standards as formal letters.

**No Right of Privacy/Monitoring.** Users of Town electronic communications systems may not assume they are provided any degree of anonymity and employees have no right to privacy with regard to such systems. Personal passwords are not an assurance of confidentiality. To ensure proper use of its electronic communications systems, the Town will monitor their use. Management staff has the ability and will, with or without advance notice, to monitor and view usage, including but not limited to: employee email, voice mail, text messages, information and material transmitted, received or stored using Town systems and user Internet access and usage patterns to assure that the Town's Internet resources are devoted to maintaining the highest levels of productivity, as well as proper use and compliance with this policy.

**Copyright Restriction.** Any software or other material, including music, downloaded into a Town computer may be used only in ways consistent with the licenses and copyrights of the vendor, author or owner of the material. Prior written authorization from the Town Manager is required before introducing any software into the Town's computer system

#### **Automobile Mileage Reimbursement/Travel Reimbursement**

The rate of reimbursement used by the Town will be established by the Town Manager. Employees will be responsible for accurately reporting the date, number of miles, and business purpose of the travel.

Reimbursement may be obtained by submitting the appropriate Mileage Reimbursement form or by including mileage reimbursement information with other travel expenses on a Travel Expense report. Employees must obtain the written approval of their immediate supervisor for the mileage reimbursement. Standard mileage between frequently visited locations will be provided by the Finance Department.

It is the Town's policy to pay for, or reimburse, all reasonable and necessary expenses incurred by an employee when the employee travels on Town-related business in accordance with this policy. The Town Manager in consultation with the Mayor reserves the right to make adjustments to best suit the business needs of the Town.

**Transportation.** The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by each department. Air travel must be booked at the most discounted fare basis whenever possible. When authorized, an employee using a personal vehicle on Town business shall be paid an amount per mile equivalent to the current IRS rate. In instances of approved private vehicle use, reimbursement will also be made for mileage tolls and parking fees. Receipts are required for toll and parking fees, as well as for taxi cabs, limos, and other modes of transportation. The Town will pay for rental vehicles upon written approval of the Town Manager (or designee).

**Travel Approval and Cash Advances.** All travel and cash advances must be approved in advance by the employee's Department Director (or designee), unless otherwise stated in this policy. In addition, any travel out of state must be approved by the Town Manager as set out below.

**Lodging.** Expenses for lodging are to be at the single room rate, unless an employee is approved in advance for double occupancy. Extra charges for room service will not be paid by the Town. An itemized hotel receipt must be provided, including an itemization for any room service charges to be paid/ reimbursed by the Town.

**Meal Allowance.** The Town shall pay actual necessary food expenses for an employee or Town official traveling on Town business. Expenses for meals shall either be reimbursed at actual cost as supported by receipts and by per diem allowance. In lieu of itemized receipts for meals for in state travel, a per diem allowance of \$30.00 per day is authorized based on \$5.00 for breakfast, \$10.00 for lunch, and \$15.00 for dinner. Even if supported by a receipt, reimbursement shall not exceed \$30.00 for any one meal. In lieu of itemized receipts for meals for out-of-state travel, a per diem allowance of \$60.00 per day is authorized, based on \$10.00 for breakfast, \$20.00 for lunch, and \$30.00 for dinner.

**Request for Reimbursement and Return of Unexpended Funds.** Upon return to the Town, a complete accounting of all expenditures of Town funds is to be filed within seven (7) days on the Town's Travel Reimbursement Request Form. Receipts for all expenses, including hotel bills and registration fees, must be attached to the statement. All unexpended advance funds must be returned with the statement. Authorized expenses in excess of advance funds received will be reimbursed with proper approval.

**Travel to Training.** The current mileage reimbursement will be paid to employees who must use their personal vehicles to travel to a training destination other than Town locations and/or facilities.

**Expenses Not Covered in Policy.** The Town Manager's approval must be obtained prior to any expenditure of funds for items or changes which are not specifically addressed in the travel policy.

**Compliance.** Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.

### **Social Media**

#### **POLICY**

Employees are not permitted to use social media on duty unless expressly authorized for official Town purposes. An employee's use of social media, both on and off duty, must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the Town or violate any Town policy. The intent of these standards is to regulate the creation and distribution of information concerning the Town, its employees and citizens through electronic media, including, but not limited to online forums, instant messaging and internet social media and blogging sites. This policy is designed to protect the Town's reputation and ensure that an employee's communications not only reflect positively on the employee as an individual, but also on the Town.

The term "social media" encompasses: Twitter, Facebook, LinkedIn, Snapchat, Instagram, Pinterest, blogs, and other online journals and diaries; bulletin boards and chat rooms, microblogging and all other social networking sites, instant messaging and the posting of video on YouTube and similar media.

#### **USE OF CITY'S INTERNET**

Use of the Town's Internet is a privilege and Town employees must responsibly and ethically use it. The Town may monitor an employee's access, use, and postings to the Town's Internet to: ensure compliance with internal policies; support the performance of internal investigations; assist management of information systems; and for all other lawful purposes. The Town expects all employees to follow the Guidelines below when posting information on Social Media sites.

#### **OTHER CITY POLICIES**

This policy should be read and interpreted in conjunction with other Town policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Violations of the Social Media Policy may lead to disciplinary action. The Town provides an effective system for employee complaints "off-line" through the "General Complaint and Grievance" policy without resorting to social media.

#### **EMPLOYEE GUIDELINES: USE OF TOWN INTERNET FOR SOCIAL MEDIA ON WORK TIME**

Any blogging or posting of information on the Internet or social media sites must comply with the Town's guidelines, regardless of where the blogging or posting is done.



- Blogging, or posting information of a personal nature on the Internet or other Town social media sites or apps is prohibited during work hours. Employees are not permitted to engage in social networking of a personal nature while using any of the Town's electronic communication devices.
- No use of social media on work time and on Town equipment on Town-operated networks is considered private or confidential, even if password protected or otherwise restricted. The Town reserves the right to access, intercept, monitor and review all information accessed, posted, sent, stored, printed or received through its communications systems or equipment at any time.
- Never disclose any confidential information concerning another employee of the Town in a blog or other posting to the Internet. Posting of confidential information may violate state law and subject the user to criminal penalty. All requests for Town documents must be processed through the Public Information Act.
- Employees must abide by all federal and state law and policies of the Town with regard to information sent through the Town's Internet.
- Individual supervisors do not have the authority to make exceptions to these guidelines.

#### EMPLOYEE GUIDELINES: USE OF PERSONAL SOCIAL MEDIA WHILE NOT ON WORK TIME

The Town recognizes that many Town employees utilize social media when not at work. The Town requires that employees be aware of guidelines regarding posting of work-related information on personal social media sites, and they are listed below.

- If the employee's social networking includes any information related to the Town, the employee must make it clear to the readers that the views expressed are the employee's alone and not reflective of the views of the Town.
- Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media. Recognize that postings on your social media site, even if done off premises and while off duty, could have an adverse effect on the Town's legitimate business interests.
- Respect coworkers and the Town. Do not put anything on your personal social media site that may defame, embarrass, insult, demean or damage the reputation of the Town or any of its employees.
- Do not put anything on your personal social media site that may constitute violation of the Town's Harassment policy. Do not post any pornographic pictures of any type that could identify you as an employee of the Town. Be mindful that the Town's harassment policy covers both work and non-work time, including postings on social media sites.
- Do not post pictures of yourself or others on your personal social media site containing images of Town uniforms or insignia, Town logos, Town equipment or Town work sites.
- Do not post information on your personal social media site that could adversely impact the Town and/or an employee of the Town.

- Do not permit or fail to remove postings violating this policy, even when placed by others on your social media site.

### **Political Activity**

The political activities of any employee shall be in accord with and regulated by Florida Statute 104.31 as it may be amended from time to time. Town employees will not be appointed or retained on the basis of their political support or activities. Town employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies. No Town employee is prohibited from becoming a candidate for public office. However, Town employees may not:

- Publicly endorse or campaign in any manner for any person seeking a Town public office.
- Use the employee's position or office to coerce political support from employees or citizens.
- Use the employee's official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office.
- Make, solicit or receive any contribution to the campaign funds of any candidate, directly or indirectly through an organization or association, for the Town Council or take any part in the management, affairs or political campaign of any such candidate; provided nothing herein shall infringe upon the rights of an employee to seek office himself/herself, express his or her opinions and to cast his or her vote.
- Use working hours or Town property to be in any way concerned with soliciting or receiving any subscription, contribution or political service to circulate petitions or campaign literature on behalf of an election issue or candidate for public office in any jurisdiction.
- Contribute money, labor, time or other valuable thing to any person for Town election purposes, except as permitted by law.
- Hold an appointive or elective office of public trust where service would constitute a direct conflict of interest with Town employment. Upon being elected to such an office, an employee must immediately resign or will be dismissed upon failure to do so.

Employees covered by a collective bargaining agreement shall be governed by political activity rules contained therein, or, if none, by this policy.

### **VOTING LEAVES**

- A. Employees are encouraged to exercise the right to vote in elections. If the polls are not open on election day for voting for two (2) consecutive hours outside of the employee's working hours, the employee will be permitted reasonable time to vote during the working hours
- B. Upon ten (10) days' notice to the supervisor, employees will be granted time off to attend a precinct convention or a county, district, or state convention to which the employee is a



delegate. Time may be charged to vacation, accrued compensatory time, or leave without pay for the period of time missed.

### **Security/Facilities**

The Town respects its employees' right to privacy. However, for security purposes, the Town reserves the right, when there is a reasonable suspicion as determined by the Town Manager, to inspect personal belongings, including briefcases, lunch boxes, purses, vehicles parked on Town owned property, and other personal belongings. The Town also reserves the right to inspect Town property such as desks, computer files, filing cabinets, lockers, and other areas.

Materials cannot be removed from Town property without permission. In order to remove property, a written permission permit must be obtained in advance. The material to be removed must be described in writing and signed by the employee's supervisor or department head. Permission must be obtained for bringing in any personal belongings which could be mistaken for Town property including computers, tools, etc.

Report any and all known losses to your Department Head and the Town Manager. Document all information, if possible, and identify lost or stolen property with as much detail as is available.

Employees who refuse to cooperate with a search may be subject to disciplinary action up to and including termination.

Visitors and vendors wishing to conduct business with The Town of Golden Beach, or to visit The Town of Golden Beach employees, will be required to go through the department head responsible for the area the person wishes to visit. No one is permitted in working areas without an escort. This is necessary as a matter of common courtesy to our residents, but particularly necessary for security/safety reasons.

If a visitor/vendor wishes to visit with others while in the building, the original "host" will escort him/her to his/her next "host" and they in turn will escort the visitor/vendor back to the reception area upon completion of the visit. A visitor/vendor must have an escort at all times while in the building.

Some employees are issued I.D. cards to enable them to travel around various areas of the Town without having questions of security arise. If an employee loses his/her Town I.D. card, the immediate supervisor should be advised. Arrangements can be made to have a new I.D. card made.

Employees will not be permitted to use the Town mail or shipping facilities for receiving or sending personal packages.

### **Parking Facilities**

Parking facilities are available to all employees. The Town will not be liable for fire, theft, damage or personal injury involving employee's personal vehicles.



The Town of Golden Beach employees must park in the areas specifically designated for employee parking. Employees who repeatedly violate this provision will be subject to disciplinary action up to and including termination.

Disabled vehicles and the long-term parking of employees' vehicles and motorcycles is prohibited.

### **Uniforms and Dress Code**

Employees must at all times dress appropriately and professionally and present a clean and neat appearance while at work and while representing the Town or conducting Town business. Department Directors and supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.



The Town has designated that certain employees in specific positions must wear uniforms while on the job. Employees are expected to be in clean uniforms at the beginning of each work day.

Male employees are expected to wear shoes and socks while at work. The shoes must be in good condition and appropriate for the position. Female employees are expected to wear footwear that is safe and appropriate for their jobs and for the image of the Town.

Non-uniformed office employees must dress appropriately. All administrative employees within Town Hall must come to work in business casual attire every day except for Friday, which has been designated as casual Friday. On casual Friday, employees are allowed to wear jeans and sneakers if they wish, but the top should still abide by the Town's acceptable clothing rules.

Suits, dress shirts and ties for men and suits or dresses for women are proper attire for personnel scheduled for agenda presentations (i.e. Town Council meetings, receptions, etc.). Employees must remember that they are professionals 100% of the time and are dressing for business, not for pleasure.

#### **STANDARDS FOR WORK ATTIRE**

Acceptable attire includes: suits, slacks, button-down blouses or shirts, polos, and skirts.

Unacceptable attire includes: jeans, t-shirts, shorts, bare-midriff tops, halter tops, sneakers, or sandals. (Police Department and Public Works Department employees are allowed to wear sneakers on a daily basis because of the nature of their jobs).

The only exception to these rules is if the Town Manager authorizes the employee to dress otherwise. The Town Manager at his/her discretion may during the months of July and August allow for a casual Friday designation every day, due to the extreme heat endured during the summer months in South Florida.

Employees are responsible for the maintenance and upkeep of their own personal hygiene. This means that all employees are expected to come to work every day clean, free from body odor, neatly shaven, with clean hair. While this should be second nature to employees, it is also understandable that there are times when one feels under the weather or has an unforeseen circumstance happen which may impede this. A one-time occurrence is understandable, but should personal hygiene become an issue with an employee, disciplinary actions will be taken, up to and including termination.

Employee's hair must be worn in a manner that is neat, clean and well-groomed. Hair length for male employees may not fall below the top of the shirt collar. Restraints such as hair nets, caps, pony tails, or hair pieces will not be allowed in meeting this standard. Employees will not be allowed to wear "exotic" haircuts or styles. Punk or new wave styles will not be permitted. Facial hair must be trimmed and neat.

**Enforcement:** In all cases, the Town will make the determination as to acceptable dress, appearance and grooming. Employees should direct questions about appropriate appearance or dress to your supervisor, Department Director, or the Director of Human Resources.

**Employees in violation of this policy may be sent home. Continued violations of this dress code will result in disciplinary action up to and including termination.**

### **Attendance and Punctuality**

#### **POLICY**

Good attendance and punctuality are critical to the efficiency and productivity of the Town. Each employee has an obligation to make an effort to maintain good attendance. The Town has an obligation to be reasonable in dealing with unavoidable employee absences and tardiness. It is also essential that employees be treated fairly and consistently in administering the attendance policy.

Absenteeism, even for the best of reasons, is not acceptable on a continuing basis. Unscheduled absences may be used for the purpose of determining a pattern of absenteeism, even though such absences may have been excused by the immediate supervisor.

Employees with excessive absenteeism shall be subject to disciplinary action up to and including dismissal.

## PROCEDURES

Definitions for the following procedures are as follows:

- Absence: not reporting for work or not remaining at work as scheduled.
  - Incidents: an unauthorized absence on one or more consecutive days due to a non-work-related illness.
  - Excessive absenteeism: six (6) occurrences at any time during a rolling six (6) month period. In addition, absences of three (3) occurrences or more within a two (2) month period following receipt of a Record of Counseling, Written Reprimand, and/or suspension for absenteeism may result in further disciplinary action.
  - Excused absence: documented medical reason, such as serious illness, non-work related injury, or surgery.
1. All absences from duty are to be reported to the Department Head as soon as possible, preferably before the start of the employee's work schedule. If reported later than one hour after the start of the employee's work schedule, the employee is Absent Without Leave Without Permission (AWOL) for the entire day. The Department Head's good judgment will determine when proof of absence could not be reported within that time. If the absence may be expected to be of considerable duration, it shall be reported as specified on the first day.
  2. In cases where an employee has been absent for more than three (3) days, the Human Resources Director may require a note from the employee's private physician or a Fitness for Duty Examination prior to the employee being permitted to return to work. If this note cannot be furnished, the absences will be considered unexcused. Where the physical condition is such that an employee cannot perform the duties of his/her classification, the Department Head and Town Manager will make provisions so the employee can continue to work with revised duties to accommodate for the injury where ever possible. If the necessary provisions cannot be made, the employee will be transferred or demoted to a position where he/she can properly work. If this is not possible, then separation from the company will have to be considered.
  3. Department Heads have the authority to excuse absences deemed to be legitimate and of such emergency that they are beyond the employee's control, i.e. where a physician requires the employee to refrain from work.
  4. Ten (10) incidents, or ten (10) days, in the preceding twelve (12) months, is considered excessive and therefore requires an employee and Department Head conference. (The Town Manager may require his presence or the presence of the Human Resources Director at this conference).
  5. All disciplinary action requiring a change to the employee's salary, i.e. suspension, demotion, or termination, must be pre-approved by the Town Manager and agreed to by the Mayor.
  6. Department Heads should attempt to take preventative action to reduce absences before taking corrective action by:

- (a) encouraging dependability by praising those employees with good attendance records as well as those who improve their attendance;
- (b) using every opportunity to stress the importance of regular attendance to employees;
- (c) keeping good records and using them to show concern and interest in employee attendance;
- (d) referring to the Employee Assistance Program or other appropriate services as needed.

## TARDINESS

Unacceptable tardiness is being late, tardy, or leaving early on more than three occurrences in any consecutive thirty (30) day period. Employees must be at their assigned work station and ready to work at the designated starting time.

Unacceptable tardiness in any consecutive thirty (30) day period will be considered an occurrence of unacceptable attendance as defined above. Such occurrences shall be combined with unexcused absences in the administration of this policy.

The application of attendance procedures begins with the first occurrence of unacceptable attendance. All hours missed, paid or unpaid, will be counted towards the application of attendance procedures.

Late or tardy is defined as reporting to work five or more minutes after the employee's official starting time.

## ACCEPTABLE ABSENCES

1. "Natural Disasters" such as floods, hurricanes, etc. which temporarily prevent the employee from reporting to work. Determination in these instances will be made by the Town Manager. Time lost due to these events will be without pay, but can be made up with the approval of the Department Head.
2. Mandatory court or government agency appearance as evidenced by formal documentation, i.e., subpoena, military duty orders, etc. If the proper documentation is not furnished, the absence will be unacceptable.
3. Hospitalization or serious injury requiring emergency medical care of the employee and immediate family.
4. Bereavement period in accordance with the Bereavement Policy.
5. Release of the employee from duty for reasons such as equipment failure (without pay).
6. Doctors appointments - Such appointments should be scheduled outside of working hours, however, if the appointment cannot be arranged outside of working hours, the employee should get pre-approved leave from the Department Head. Advance notification should be given so the department can make necessary arrangements to assure continuity of coverage.

## GENERAL GUIDELINES



A physician's statement may be requested at anytime. Employees who are absent for three (3) consecutive workdays or longer are required to submit a physician's statement.

Progressive disciplinary action will be taken when absences show a discernable pattern in days off such as on weekends, holidays, or other pattern of behavior.

Employees who fail to report to work on a scheduled weekend or holiday may be subject to progressive disciplinary action.

Employees who are excessively absent from work for medical reasons should be evaluated as to whether or not the employee is capable of performing the job. Reasonable accommodation may be made if deemed necessary for compliance with the Americans with Disabilities Act.

New employees under the one hundred and eighty (180) day probationary period must meet the attendance standards outlined above or be subject to termination following one (1) written warning.

The following applies for reporting absence and tardiness:

Failure to call-in will be viewed as disregard by the employee for the job and will result in the following disciplinary action:

1. Three (3) consecutive work days without call will be considered as the voluntary abandonment of their position, and will be treated as a voluntary resignation.
2. Non-consecutive days of no call will constitute grounds for progressive discipline with three (3) no calls within a six (6) month period resulting in termination.

1st no call -- Written warning

2nd no call -- Final Warning

3rd no call -- Job Abandonment/Termination

When employees know in advance that they will be absent, late or leaving early, they must advise their supervisor at least 24 hours prior to the situation.



## **Conflicts of Interest**

The Town of Golden Beach employees are not allowed to "moonlight" in the following situations:

1. Be employed by any other firm or person, including self-employment, if such firm or person is a supplier of The Town of Golden Beach.
2. Have any relationship with any other business enterprise which might affect the employee's independence of judgment in transactions between The Town of Golden Beach and the other business enterprise or otherwise conflicts with the proper performance of the employee's duties at The Town of Golden Beach.
3. Use any of the Town facilities, tools, equipment, or computers for personal gain not invoiced by The Town of Golden Beach.
4. Serve on any Board of Directors, standing committee or similar body of any outside company, organization or government agency (other than charitable, educational, fraternal, political, community or religious organizations or similar groups) without first receiving the prior approval of The Town of Golden Beach's Town Manager, whether or not a possible conflict of interest might exist.

Town of Golden Beach employees must avoid any relationships with suppliers, vendors, residents, and others that would compromise the employees' judgment or loyalty to The Town of Golden Beach. Town employees must also avoid situations where their family residents or close associates have relationships with suppliers, vendors, residents, and competitors where the relationship may create a conflict-of-interest depending upon the facts and circumstances of the particular case.

Town employees shall not take advantage of inside information as follows:

1. The Town of Golden Beach employees may not buy or sell, or recommend to others to buy or sell, any security or other interest in property based on knowledge learned during the course of employment.
2. A Town of Golden Beach employee may not disclose confidential information to any person other than in the proper discharge of the employee's Town of Golden Beach duties.

Employees are prohibited from having any personal financial dealings with any individual or business organization that furnishes merchandise, supplies, property, or services to The Town of Golden Beach. This includes arrangement to receive loans (other than bank loans), commissions, royalties, property shares, or anything of value.

All personnel directly concerned with the purchase of merchandise and services from supplier firms, including management personnel with approval authority, are prohibited from making investments in those companies other than normal stock and bond market transactions.

Employees who violate any provision of this policy will be subject to disciplinary action up to and including termination.

Employees who voluntarily come forward to report or seek clarification of any activities covered under this policy shall be considered to be acting in good faith and will not be subject to disciplinary action unless they fail to abide by the Town's decision regarding the activity.

### **Code of Conduct and Work Rules/Disciplinary Action**

The Town of Golden Beach maintains a single high standard of integrity in all activities. We keep our word; we promise no more than we can reasonably expect to deliver; and we only make commitments we intend to keep. We expect total integrity from all employees at all times.

The success of The Town of Golden Beach and our ability to provide meaningful, rewarding work depends upon the commitment of each employee to the Code of Conduct.

The Code of Conduct is as follows:

Give willingly a full day's effort as demonstrated by punctual and regular attendance; apply individual skills, training, abilities and conscientious care in avoiding the waste of time, effort, facilities or materials in both scheduling and performing work.

Deal fairly, reasonably, considerately and honestly with all persons engaged in Town activities or associated with it in any way -- fellow employees, including supervisors and subordinates as well as residents and guests, suppliers and the general public.

Comply fully with the principles, policies and instructions which are established for conducting the activities of the Town of Golden Beach and the approved methods and procedures provided to assure that standards of quality and safety are met.

Act with the recognition that together we are the Town and are associated for the purpose of serving the residents and guests of the Town, and that our success and that of the Town are determined and measured by the extent to which the residents and guests are served.

Abide by the established ethical, moral and legal codes which govern the behavior of both individuals and associations of people in business or private life.

The Town of Golden Beach maintains confidence in its employees and in their honesty in all Town related activities and relies on them to follow specified safety and operating procedures. Town rules and regulations have been established in the best interest of the Town of Golden Beach and its employees. The Town rules attempt to assure fair practices for all employees regardless of race, religion, color, sex, national origin, sexual



orientation, age, marital status, disability, and status as a disabled or Vietnam-era veteran, and to maintain a safe and smoothly functioning work environment.

All employees with the responsibility and authority to supervise and direct employees under their control shall: administer policies and procedures within their scope of authority; document their subordinates' job performance, conduct, and behavior as appropriate; properly conduct evaluations of subordinates in a timely manner; discipline their subordinates as required under their departmental and/or Town policies and procedures; and address performance appeals submitted to them as provided by policy in a professional manner, in an attempt to resolve such issues at the lowest possible supervisory level.

Any proposed disciplinary action in excess of an oral warning must be reviewed by the Director of Human Resources prior to being given to the employee. This applies to both employees serving in the initial orientation period and regular employees that have completed the initial orientation period.

The Town of Golden Beach has the right to discharge an employee immediately for infractions specified below. This sample list is **not all inclusive** and an employee may be disciplined or discharged without warning for a serious offense which is not listed below. The Town of Golden Beach also reserves the right to use discretion in determining appropriate disciplinary action when mitigating circumstances are present. The Town of Golden Beach may act in sole discretion and without advance notice except as limited by provisions of valid federal or state statutes. Nothing in this policy is intended to be or should be construed as being contractual in nature.

The Town of Golden Beach will take disciplinary action in any case where the conduct of the employee is detrimental to the Town of Golden Beach or other employees. Whenever possible the Town will use a progressive disciplinary system. The Town is not obligated to use all of the progressive disciplinary steps available, and may begin the disciplinary process at any level, up to and including immediate discharge, depending upon the severity of the conduct, the employee's work performance and prior disciplinary history, the employee's length of service, and any mitigating circumstances. All disciplinary actions as well as memos clearing the record must be clearly documented and shall become a permanent part of the employee's personnel folder, not subject to removal for any reason. Employees must be given every opportunity to explain their actions.

During an investigation into alleged offenses or violations of Town policies, the Town may, in its sole discretion, place the employee on administrative leave. The leave may be with or without pay, and may be charged to available accrued leave if authorized by the Town Manager. These policies shall apply to all employees unless an applicable collective bargaining agreement expressly provides to the contrary.

#### PROHIBITED ACTIVITIES:

Disciplinary action will be imposed for violations of Town or departmental policies and procedures, codes of conduct, rules and regulations, either written or verbal. In addition, acts which are not specifically addressed in policies and procedures, codes of conduct, and rules and regulations, yet may adversely affect the Town or put the health and safety of fellow employees, citizens or other third parties, at risk, may also result in disciplinary action. It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples of conduct that will likely result in disciplinary action, up to and including termination of employment, depending on the severity of each individual case and the repercussions of those actions:

- Possession of weapons on Town time, Town premises, or while on Town business (except for licensed peace officers required to carry a weapon as part of their job duties or employees with concealed handgun license with permitted weapon locked in their personal vehicle).
- Performance of immoral or indecent acts or attempting to harass or intimidate another employee into committing immoral or indecent acts.
- Deliberately vandalizing, damaging, defacing, misusing, or unauthorized removal of Town property, resident's property, or another employee's personal property.
- Unauthorized possession of Town records, documents, lists, etc.
- Possession or use of alcoholic beverages or illegal drugs on Town premises.
- Reporting to work under the apparent influence of alcohol or illegal drugs or testing positive on a drug test.
- Deliberate falsification of Town employee records (time sheets/cards, expense reports, employment and personnel records, insurance claims, etc.).
- Stopping work early or deliberately shutting down or delaying scheduled work.
- Misuse of Town documents including reproduction, copying or altering any Town document without prior authorization from the custodian of the document.
- Conviction and sentencing of any felony under state or federal statutes.
- Violent behavior, fighting, or threatening violence on Town premises at any time.
- Coercion, intimidation, or threats against citizens, supervisors, co-workers, Town officials, or others.
- Appropriation of Town material or funds for private gain. Theft of another employee's property. Sale or purchase of stolen goods on Town premises.
- Deliberately concealing defective materials or workmanship in Town provided products or services.
- Removal or tampering with any emergency equipment including security devices, fire alarms, first aid equipment, or fire extinguishers.
- Gambling, lotteries, pools, or raffles.
- Unauthorized solicitation and/or distribution of literature, services or products.
- Using Town property, equipment, or materials for non-Town purposes without prior management approval.
- Sleeping on Town time.
- Failure to use safety protective equipment.
- Deliberate harassment of another employee because of his/her sex, age, race, religion, national origin, sexual orientation, or disability.

- Insubordination or the refusal to perform work or accept a work station when properly requested by another employee having the authority for such action.
- Discussing Town or personal problems with residents and/or guests. Making disparaging remarks about the Town or other employees to residents and/or guests.
- Disorderly conduct - causing a disturbance on Town property such as might result from horseplay, practical jokes, throwing objects, using foul and abusive language to another employee or supervisor, or otherwise disrupting the normal working environment. Profanity, abusive language, or racial slurs.
- Fighting, provoking or instigating a fight, or threatening violence.
- Discourteous treatment of the public.
- Leaving the department during working hours without permission.
- Violation of safety or health rules and failure to immediately report an on-the-job injury/accident.
- Failure to notify of non-scheduled absences of one or more consecutive days.
- Excessive or unscheduled absenteeism, tardiness in reporting for work or returning from lunch and breaks or absence without notice and/or approval.
- Breaks in excess of the allotted time allowed.
- Failure to report for scheduled overtime or reporting late.
- Wasting time, material, or effort, or interfering with others by action, excessive noise, or non-work-related conversations.
- Violation of Town or departmental policies, codes of conduct, rules and procedures.
- Obscene or abusive language.
- Failure or reluctance to adhere to safety rules.
- Failure to be at employees assigned workstation, ready to work, at the start of shift.
- Unsatisfactory work due to carelessness or continued inefficiency after a reasonable training period.
- Using Town telephones for non-Town purposes (except emergencies). Misuse of Town telephones, computers, mail systems, internet, etc.
- Violation of smoking policy.
- Violation of local, state or federal law.
- Creating or contributing to unsafe, unsanitary, or unclean conditions on Town premises. Failure to keep machine and working areas clean.
- Failure to provide residents and guests appropriate and timely service, as per the Town's service standards and guidelines.
- Making or publishing false, vicious, or malicious statements about the Town, or a Town employee or citizen, or others.
- Failure to timely return to work upon conclusion of authorized leave or disciplinary suspension.
- Inability or unwillingness to work harmoniously with other employees.
- Failure to wear the full uniform when required.
- Outside employment that conflicts with, or potentially conflicts with, Town interests.
- Acceptance of payment of any kind for activities related to Town Employment.
- Failure or refusal to follow lawful orders.
- Sleeping on the job.

- Dishonesty, including misrepresentation during the hiring process.
- An accumulation of minor infractions.

## EMPLOYMENT POLICIES AND EMPLOYMENT STATUS



The applicant screening and employee selection process is the responsibility of the department manager and the Town Manager. The Town of Golden Beach will consider only valid job-related criteria in selecting individuals for employment. Equal employment opportunity will be afforded to all qualified applicants regardless of race, color, religion, sexual orientation, national origin, age, sex, or marital status, as well as to qualified disabled individuals, disabled veterans and Vietnam-Era Veteran applicants.

### Employee Classifications

**1. Regular/Temporary or Contract** - If you were hired for a position which is expected to be of longer than a limited period, you are considered a regular employee. If you were hired for a specific job which is scheduled to be accomplished in a limited period and your employment is scheduled to terminate at the end of that period, you are considered a temporary employee. Temporary employment should not exceed six months duration, unless otherwise approved by the Town Manager. If you were hired to complete a specific job, outlined in writing, you are considered a contract employee and your employment will be terminated at the fulfillment of the contract specifications.

**2. Full-Time/Part-Time** - If you are regularly scheduled to work on average at least 30 hours of service per week or at least 130 hours of service in a calendar month, you are considered a Full-Time employee for the purposes of Affordable Care Act health insurance eligibility under IRS guidelines. For the purposes of all other Town offered benefits employees regularly scheduled to work on average at least 40 hours of service per week or at least 160 hours of service in a calendar month, you are considered a Regular Full-Time employee. Regular Full-Time employees are eligible for the full range of Town benefits. Part-time employees are scheduled to work on average less than 30 hours of service per week or at less than 130 hours of service in a calendar month and are not eligible for most benefits.

**3. Non-Exempt/Exempt** - Non-exempt employees are paid for time actually worked on an hourly basis. Non-exempt employees are classified as non-exempt from the provisions of the Fair Labor Standards Act, and are paid one and one half times their base hourly rate for hours worked in excess of 40 hours per week.

Salaried Exempt employees receive compensation at a predetermined rate over a scheduled period of time. These employees are exempt from the provisions of the Fair Labor Standards Act. Exempt employees are expected to work overtime when necessary, without additional compensation.

**4. Bargaining Unit/Non-Bargaining Unit** - Bargaining unit employees are represented by a labor union. The treatment of these employees will be governed by the contract negotiated between the Town and the union. Non-bargaining unit employees are not under a contract.

### **Probationary Period**

The first 180 calendar days of employment are a probationary or trial period for all employees, unless an applicable collective bargaining agreement expressly states to the contrary. During this 180-day period, your manager will be observing your job performance, including your ability to learn, attendance, punctuality, and whether you are suited for the job. This period also gives you an opportunity to evaluate the job you have accepted and confirm that you have made a good decision to join the Town of Golden Beach. Upon the successful completion of the probationary period, your trial period will end.

Completion of the 180-day probationary period, however, does not provide for a contract of employment for a specific term. In some cases, the probationary period may be extended for up to an additional 90 days should job performance warrant it.

### **Promotions**

The Town of Golden Beach believes in providing opportunities for its employees to advance within the organization. Promotion is the movement of an employee to a higher level either within the same department or to another department due to a change in duties and not due to a market adjustment in salary.

The following policies shall apply to promotions, unless expressly stated otherwise in an applicable collective bargaining agreement:

- a. Any employee in good standing is eligible for promotion consideration, assuming he or she meets the minimum qualifications for the position.
- b. All new vacant positions are posted internally for five business days and are open to all eligible employees. The position may also be advertised externally.
- c. Employees who are interested in a posted position should make that interest known by applying for the position via memorandum directly to the Director of Human Resources with the following information:
  - a. Why he/she is interested in the position.
  - b. List of qualifications, skills, and abilities correspondent to the applied position.
  - c. Copy of professional resume.

- d. Internal candidates do not need the permission of their supervisor to apply for open positions at The Town of Golden Beach.
- e. Department heads are also encouraged to recommend employees for a promotional opportunity by submitting a memorandum to the Human Resources Director outlining the recommended grade, salary, title changes, and reasons for recommendation. The HR Director shall review the documentation and compare it to market rate and the internal structure at The Town of Golden Beach to determine if the recommendation should be supported, modified, or denied. The Director of Human Resources will provide all internal applications to the Town Manager for final decision.
- f. Internal candidates, if any, will be considered based on a comparison to both internal and external candidates. The Town Manager shall render a final decision.
- g. A promotion should not be deemed completed until an orientation period of six (6) months shall have elapsed. Should a promoted employee not successfully complete the orientation period, the employee is eligible to return to the previous position held, if available, unless the employee's failure to complete the orientation period is due to misconduct requiring termination of employment. If no position is available for which the employee is qualified, the employee will be terminated.

### **Outside Employment**

**Written Authorization Required.** Town employees may engage in outside employment provided they receive prior written approval from their Department Director.

**Outside Jobs Coordinated Through Police Department.** Police officers authorized to work part-time jobs coordinated by and through the Town's Police Department must perform the outside employment in accordance with applicable Police Department procedures.

**Prohibited Activities.** Employees will not be permitted to engage in outside employment (including self-employment) or other activities that might discredit the Town, result in a conflict of interest or a potential conflict of interest, or adversely affect the employee's job performance. See Conflicts of Interest section for more details.

**Forms & Town Practice:** Outside employment forms are available in the Human Resources Department. Human Resources will send out a reminder e-mail by June 1<sup>st</sup> annually. Completed forms are due to Human Resources by no later than July 1<sup>st</sup> of each year.

**Workers' Compensation Coverage.** Employees are not covered by the Town's workers' compensation insurance while working for another employer. See Safety Guidelines section for more information regarding accident reporting and workers' compensation claims.

**Outside Employment While on Leave Prohibited.** Approval for outside employment as set out in this policy does **not** authorize an employee on FMLA leave, sick leave,



disability leave, workers' compensation leave, administrative leave, an unpaid leave, or any other form of absence, or on restricted or light duty, to engage in any outside employment. Any exceptions must be expressly authorized in writing by the Department Director and the Human Resources Department, or if applicable, by the Town Manager.

### **Nepotism**

In order to prevent conflicts of interest, to avoid accusations and perceptions of biased conduct, and to maintain the confidentiality of restricted information, it is the policy of the Town that:

#### **A. Applicants**

- An applicant related to the Town Manager by blood or marriage within the second degree shall not be employed by the Town.
- An applicant related by blood or marriage within the second degree to any member of the Town Council shall not be employed by the Town.
- Under no circumstances will an applicant be employed in a department in which the employee may directly or indirectly supervise or be supervised by a member of the employee's immediate family. Immediate family includes spouse, parents, children, brother or sister.
- For purposes of nepotism, a relative within the first or second degree means an individual who is related by blood, marriage or adoption as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

#### **B. Promotion**

In the event of a proposed promotion of a current employee to a position where the employee would be required to directly or indirectly supervise or be supervised by a member of the employee's immediate family (see definition above), any employed family member of a person considered for promotion must agree to immediately tender written, conditional resignation before the candidate will be formally considered for the proposed promotion. If the candidate is selected for and chooses to accept the promotion, the conditional resignation becomes final. Normally, once final, any such resignation will not become effective until ninety (90) days after the promotion takes effect.

#### **C. Reorganization**

In the event of a reorganization, or any other situation (other than a promotion) giving rise to a relationship prohibited by this section of the policy (such as the marriage of two currently-unrelated employees), the lower ranking employee will be required to immediately resign employment. If both employees are of an equal rank, one of them will be required to immediately resign employment. In the event that the employees do not decide which will resign the employee with the least seniority will be deemed to have resigned. Normally, any such resignation will not be effective until ninety (90) days after the engagement, reorganization, etc., occurs.



#### **D. Other Restrictions**

The following restrictions apply on the employment of any relative, including those defined as family members under this policy:

- No employee in the relationship will supervise, review or process the work of the other;
- The employees' relationship must not create a conflict between employees/Town interests; and
- There must be no interdependence or relationship between the jobs of the individuals concerned which could be potentially detrimental to the interests of the Town.

Relatives will not normally be permitted to work in the same department with each other without prior written authorization from the Town Manager (or designee). In addition, written authorization must also be obtained from the Town Manager (or designee) to employ any relative of a current Town employee.

#### **F. Grandfather Clause**

The Town is aware that, as of the above revision date of this policy, a number of Town employees are related, by blood or by marriage, to other Town employees. These employees will be "grandfathered" under this policy, meaning they will be permitted to continue their employment with the Town as long as the requirements set out in subsection B of this policy are met. Please be informed that the above "grandfathered" provision is for family relationships as they exist as of the revision date of this policy. Any future changes to the family relationship and/or the employment status of the affected employee(s) will be governed by the requirements of this policy.

#### **G. Periodic Review**

Periodically, the Town Manager (or designee) will review the job descriptions and interrelationship between the affected jobs and determine whether they meet the requirements set out in subsection B. If one or more of these requirements are not met, one or both of the affected employees must immediately seek a transfer to another available position within the Town for which he or she is qualified and that meets the requirements of subsection B of this policy. If a suitable transfer cannot be made within ninety (90) days, one or both of the affected employees will be required to resign from employment.

#### **H. Application of Policy**

This policy applies to all employees of the Town, unless a waiver is granted by the Town Council.

#### **Bulletin Boards**



Bulletin boards are an important means of communicating important information. Employees are not permitted to post or remove any item unless it has been approved by the Town Manager or the Department Head.

## COMPENSATION, BENEFITS, PAYROLL & TIME OFF PRACTICES



### Salary Administration

It is the policy of The Town of Golden Beach to:

- Ensure that, for comparable jobs, pay rates and benefits are equal to or better than those offered by other organizations providing similar employment.
- Provide equal pay for equal work under comparable working conditions without regard for race, color, religion, marital status, sex, age, sexual orientation, national origin, disability, or status as a veteran.
- Wherever possible, reflect a direct relationship between wages and individual job performance.

**Merit increases** are adjustments in salary granted for increased proficiency and/or changes in position content which are not sufficient to warrant reclassification. Length of service may be considered in assessing proficiency, but it will not be the determining factor. Normally, merit increases are not granted more frequently than once each year. Merit increases must always be supported by a current performance review.

A **promotion** is the advancement to a position of increased complexity and/or responsibility. Promotional increases will be granted so that the employee is paid competitively for the position, and in consideration of the employee's background and experience. A promotional increase may be delayed for 90 days to allow the employee a trial period for the new position. When a position is upgraded because of a change in marketplace value, this is not a promotional increase. The only salary change is an adjustment to bring the incumbent(s) up to a salary that is competitive with the labor market.

## **Overtime**



The following policies apply to overtime compensation for all non-exempt employees, unless an applicable collective bargaining agreement expressly provides to the contrary. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Non-exempt (Hourly and Salaried Non-exempt) employees are **NOT** permitted to work overtime unless it is authorized by the department manager. Notification of overtime will be made in advance whenever possible but occasionally circumstances arise which make prior notification impossible. Overtime will be considered as mandatory if notice is given on the preceding day. Unscheduled weekend overtime shall be mandatory if notice is given two days in advance.

Employees will be excused from mandatory overtime when they can provide a reasonable excuse such as a family emergency, personal or family health problems, long term commitments, or important family functions. Secondary employment (moonlighting) will not be a reason to refuse mandatory overtime.

Non-exempt employees will be paid time and a half for all hours worked in excess of forty (40) in any normal work week. Non-exempt employees who have completed their probationary period and who are scheduled to work on a holiday will be paid straight time for all hours worked on the holiday, in addition to their holiday pay. Paid vacation and paid holiday leave are not included as hours worked for purposes of determining eligibility for overtime pay. Time off on account of sick leave, jury duty leave, witness duty leave, bereavement leave, or any other leave of absence is not considered time worked for purposes of performing overtime calculations.

When an employee is required to work during an emergency situation (i.e. Hurricanes), the employee will be compensated as follows (refer to Administrative Order for more information):

- a. Pre-Emergency Work compensated at a rate of double pay
- b. During Emergency Work compensated at a rate of triple pay
- c. Post Emergency Work compensated at a rate of double pay

Employees classified as Exempt from the provisions of the Fair Labor Standards Act regarding overtime payments will not be eligible for overtime pay.

Overtime pay for Bargaining Unit employees will be handled in accordance with the labor contract.

## **Call-In Pay**

Call-in pay is compensation above and beyond regular pay offered to employees returning to the facility to perform duties, not planned for them in advance and outside of their individual work schedules.

All non-exempt employees called back to work after leaving the premises or called in to work at any time other than their regularly scheduled work hours will be paid their regular straight time rate of pay for all time actually worked plus applicable overtime premiums, but never less than pay equal four hours pay at their regular straight time rate.

Hours paid for but not worked under this provision shall not be used in computing hours worked for overtime pay purposes. Call-in Pay for Bargaining Unit employees will be handled in accordance with the labor contract.

### **Longevity Pay**

The Town provides regular full-time employees longevity pay. Each regular, full-time employee shall, on the anniversary date of his/her employment with the Town receive longevity payments so long as the employee has received a rating of satisfactory or higher on their annual performance evaluations for both the year prior and the year of the anniversary. These payments shall be as follows:

<u>Completed Years of Service (YOS)</u>	<u>Longevity Payment</u>
10 YOS	\$500.00
15 YOS	\$800.00
20 YOS	\$1,000.00
Every Year after 20 YOS	\$1,000.00

### **Health Insurance Benefits**

It is the Town's policy to maintain fair and competitive benefits consistent with the economic requirements of the Town, and competitive with those in the community in which we operate.

No department head or other individual is allowed to authorize any benefits not previously approved by the Town Manager. The following is the Town's current benefit's policy. This policy, however, could change at any time, at the Mayor and Town Council's discretion. These benefits are applicable to all employees classified as a Full-Time Employee. See Full-Time Employee section for information on what constitutes as a Full-Time Employee.

**Health Coverage** - The Town recognizes the need to provide protection in the event of employee illness or injury. To this end, it has selected health care programs, including dental and vision insurance, that provide protection at a reasonable cost. Employees may also elect to receive health coverage for their dependents. The Town pays for 100% of the cost of the employees' coverage under the plan and subsidizes the cost of dependent health coverage by paying 50%. Only regular, full-time employees are eligible for these benefits. The employee cost of these benefits is paid through payroll deductions. For specific details of the various health benefit plans, eligibility information, qualifying events during the year, and open enrollment information, please see the benefit plan booklets provided to you as a new hire or during open enrollment.

**Life Insurance** - The Town pays 100% of the cost of employee life insurance. Coverage is for 1 times an employees' annual salary. There is an additional coverage in accidental death and dismemberment insurance from Miami-Dade County, the amount of which is dependent on employment position.

**Flexible Health Spending Account** (Section 125 of INS Code): The Town offers employees the option to set aside pre-tax dollars to pay for health care expenses that are not covered by the Town's health plan (i.e. prescription drugs, medical visit co-payments, contact and prescription lenses co-payments, etc.). Examples of qualifying expenses are: contact lenses, medical prescription payments, prescription glasses, child and adult care

facilities, in-patient hospitalization, orthodontic services, chiropractor visits, over-the-counter medications (excluding vitamins), medical supplies, and co-payments for doctor's visits. (For more information consult the Finance Department.)

### **Paid Time Off Benefits**

**Sick Leave** - Full-Time employees are eligible for twelve (12) sick days per year, accrued at the rate of one day per month. Sick leave cannot be used until an employee has completed six (6) months of full time employment. Sick leave that is accrued but not taken will be paid at a rate of 50% of the total accrual upon termination in good standing. Employees who are terminated for cause will not receive payment for sick leave.

**Holidays** - The Town provides fourteen regular holidays and one floating holiday (the employees' birthday). The list of these holidays may be found in the **Holidays** section of this handbook.

**Vacations** - The vacation schedule provides for ten (10) vacation days after one (1) year of employment, fifteen (15) days after five (5) years, and twenty (20) days of vacation after ten (10) years of employment.



**Bereavement Leave** - employees are eligible for bereavement leave in the event of a death in their immediate family (spouse, child, parent, sister, brother, grandparent, parent of spouse, brother or sister of spouse). Bereavement Leave is three days if the service is in the state of Florida and four days if the service is outside the state of Florida.

**Jury/Witness Duty** – The Town provides paid leave to regular full-time and regular part-time employees required to serve on jury duty or requested to testify as a witness by the Town in a Town-related civil, criminal, legislative, or administrative proceeding. Court appearances for testimony, investigation, and court preparation as a result of official duties as a Town employee are compensated as actual hours worked and are not classified as paid leave. Employees who spend time on Jury or Witness Duty on non-Town-related matters, will be paid the difference between their regular pay and the amount for serving on the jury. This payment will be at the regular rate of pay for an eight hour day. The employee must provide documentation of the requirement for jury duty, subpoena compliance, etc., with the leave request. Employees must submit a leave request form along with supporting documentation to their supervisor as soon as possible so that arrangements can be made to accommodate the absence. An employee who is on jury duty typically must report for Town duty for the remainder of the day upon completion of court or jury service, or request approval for use of other available paid time off. Any payment for jury duty received by the employee may be retained by the employee. Jury duty leave is paid at the employee's base rate at the time of leave and does not include overtime or any other special forms of compensation.

### **Retirement, Unemployment, and Other Loss of Wages Benefits**

**Pension Contribution** – The Town participates in the Town of Golden Beach Employee's Pension Plan, which provides retirement benefits to eligible employees. General employees contribute 3.5% of earnings to the General Employee's Fund. Police Officers contribute 6% of earnings to the General Employee's Fund and 1% of earnings for the

Chapter 185 plan. Specific pension plan requirements and provisions can be obtained from Human Resources or the benefits plan administrator.

**Worker's Compensation** - Worker's Compensation insurance is provided for payment of medical expenses and partial wages lost due to disability resulting from injury or illness in the course of your employment. Benefits are based on State Law. The application of Workers Compensation Insurance depends heavily on your prompt reporting of all work-related illness or injury. Failure to report such conditions could jeopardize your rights to coverage under the Workers Compensation plan.

**Unemployment Compensation Insurance** - The Town of Golden Beach pays a percentage of gross wages each quarter to the state of Florida. This money is set aside to provide you with compensation in the event of unemployment for reasons other than resignation or termination for cause. If you become unemployed, you should immediately file a claim with your local unemployment office. Failure to do so will delay benefits to which you may be entitled.

### **Miscellaneous Benefits**

**Other Benefits** - Other benefits, such as Pension Benefits, Uniform Allowance and Education Allowance for Police Officers, Uniforms, Leave without Pay, Reimbursement for Education, Deferred Compensation, Longevity Pay, Disability Coverage, and the Free Use of Facilities/Equipment may be applicable, depending on position.

All of the benefits referenced above are fully described in separate plan descriptions, policies, and other documents which an employee can obtain from the Human Resources Department.

The Town of Golden Beach will periodically review the benefit plan and make changes necessary to keep the plan competitive and to control benefit costs.

Miscellaneous benefits are subject to the Town Manager's discretion based on the employee's standing with the Town, disciplinary history, attendance, and any other performance based reason. Guaranteed benefits such as health insurance and pension are exempt from this provision.

### **Group Health Continuation Coverage (Cobra)**

COBRA is a federal law that requires most employers who sponsor group health plans to offer employees and their families the opportunity to temporarily extend their group coverage at group rates in certain instances where coverage under the employer's group health plan would otherwise terminate. The employee is responsible for paying for the cost of any such continuation coverage.

Under COBRA, employees may elect COBRA continuation coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct), or if an employee's hours are reduced to such an extent that the employee no longer qualifies for participation in the group health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event. Employees must notify the Town within 60 days of the occurrence of the employee's legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.



Detailed COBRA notices are given to employees when an employee becomes eligible for participation in the Town's group health plan and again when a qualifying event occurs. For more complete information on COBRA and your health plan, you should review your summary plan description or review a copy of the Town's Benefits Summary full health plan at the Human Resources office.

### **Employee Assistance Program (E.A.P.)**

The purpose of the Employee Assistance Program (E.A.P.) is to help an employee deal with personal problems. It is designed to assist with a broad range of issues such as emotional distress, family or marital discord, alcohol or drug abuse, and financial or legal difficulties, among others.

Employees may voluntarily seek assistance on their own or a supervisor may encourage them to make use of the program. Regardless of who initiates the referral to E.A.P., confidentiality is assured. No information regarding the nature of a personal problem is made available to a supervisor nor included in personnel files.

Assessment and referral to community resources, if needed, are available through the E.A.P. Coordinator. Participation in the program does not jeopardize an employee's job security, promotional opportunities, or reputation.

Everyone has problems that seem unsolvable at one time or another. If personal problems are spilling into your work, we can and would like to help you solve them.

Should any employee wish to take advantage of the Employee Assistance Program, you may contact the Human Resources Department or you may also find the information inside your Benefits Enrollment Guide. Please be aware that this program is strictly and completely confidential. No information regarding participants is shared with any Town personnel.

### **Hours of Work and Payroll Periods**

The standard workweek for The Town of Golden Beach employees will be the one hundred sixty-eight (168) hour period beginning at 12:01 a.m. on Saturday and ending at 12:00 midnight on Friday.

Due to the diversity of services provided to our residents, it is necessary for each department to determine the work schedule best suited to the operation. Department heads will communicate the working hours to the employees. Non-bargaining unit civilian employees shall receive a one hour paid lunch break and two fifteen (15) minute paid break periods each work day. Bargaining unit employees shall receive lunch break and paid break periods as per the provisions of the contract.

The length of the lunch break may vary from one department to another based on the needs of the organization. The scheduling of these lunch and break periods shall be coordinated with other department employees and approved by the department head.

## **Paydays and Paychecks**

All employees will receive their paycheck bi-weekly, every other Friday for the days worked and leave taken through the previous Friday. Paychecks will be distributed on Thursdays of the pay week, in the afternoon.



The following deductions are authorized for payroll deductions:

2. Social Security contributions
3. Income withholding taxes
4. Pension Contributions
5. Presently authorized medical insurance premiums
6. Presently authorized "supplemental insurance" premiums
7. Deferred compensation plan & Deferred compensation plan loan repayments
8. Contributions to an individual retirement annuity or deferred compensation plan
9. Union dues
10. Court-ordered garnishments

If you know in advance that you will be absent on payday, and wish to make prior arrangements for the release of your paycheck to another person, you must notify the Finance Director in writing. If you are absent on payday due to illness, you may telephone the Finance Director to notify them of the name of the person who will be picking up your paycheck. The employee must follow these additional steps:

- The employee will be required to send a signed written statement with the person picking the paycheck, authorizing the Town of Golden Beach to release the check to him/her.
- The person picking up the check will be required to show identification and sign a receipt for the paycheck that he/she picks up.
- The Finance Department will retain all payroll checks for employees who are absent unless other arrangements have been made with the Finance Director.

Direct deposit is available and all employees are encouraged to use it. Employees utilizing the direct deposit benefit will be provided with a paystub statement on payday.

Payroll checks will be distributed to each department head with a distribution list sheet attached. Employees will be required to sign the distribution list sheet upon receiving their payroll check. The distribution list sheet will be turned into the Finance Department upon receipt of all the employee signatures.

## **Time Reporting**

### **GENERAL PROVISIONS**





Federal and State wage and hour laws and regulations require that The Town of Golden Beach and all employees accurately account for all hours worked and/or paid. Failure to comply with this requirement can result in severe financial penalties for the Town and may have legal ramifications for the employee. Therefore, all employees must ensure strict compliance with the Town's policy on time reporting as outlined in this handbook.

Your department supervisor or manager is responsible for verifying and approving the hours worked and for recording any absences, tardiness, time off, and the reasons for each.

Falsification of time records, by way of clocking in or out for another employee or any other means, as well as failure to accurately report all time worked will result in disciplinary action up to and including termination.

## TIME REPORTING – NON-EXEMPT EMPLOYEES

All non-exempt employees are required to clock in and out for their shift as well as clock in and out for lunch and any other breaks. If an employee misses a punch, he/she must get a written approval from their department head to get paid for the hours that they missed.

Non-exempt (hourly and salaried) employees are not to perform Town work at their home or outside Town property without prior management approval and management's ability to verify the compensable hours worked.

Hourly employees are to clock in and out for all hours worked whether or not they are paid overtime. Tardiness, early departure, absence, and leaving the work location during the normal work day are to be documented with the appropriate reason. Tardiness, early departure, and leaving the work location shall be recorded in six minute increments (1/10 of an hour).

If you are tardy, leave early, or are absent, you may be allowed to make up the time missed if it is within the same work week and the make-up schedule has been approved by the department head. Tardiness and other lost time that is not made up shall be docked from your pay in units of one tenth of an hour. For example, if you are four minutes late, you will be docked for six minutes.

If you forget to clock in or out, your Department Head must approve the times in writing and they will be added to the Attendance section of your personnel file.

## TIME REPORTING - EXEMPT EMPLOYEES

Exempt employees are paid a salary and are not paid by the hour. They are not required to record hours worked.

All tardiness, early departure, absence, and leaving the building (except for regularly scheduled lunch periods) during the normal work day are to be reported directly to the Town Manager, who will then decide on the appropriate action to take.

Excessive tardiness, leaving early, and excessive absences shall be considered a disciplinary issue and dealt with accordingly.

## **Paid Time Off**

### **HOLIDAYS**

The following 12 days have been designated by the Town Council as paid legal holidays for Town employees. If the holiday falls on a Saturday, it is generally observed on the preceding Friday; if the holiday falls on a Sunday, it is generally observed on the following Monday. (Police are excluded from this rule, they observe the holiday on the day that it lands.)

1. New Year's Day	January 1
2. Martin Luther King Day	3rd Monday in January
3. President's Day	3rd Monday in February
4. Good Friday	1/2 Day of Work
5. Memorial Day	Last Monday in May
6. Independence Day	July 4 <sup>th</sup>
7. Labor Day	1st Monday in September
8. Columbus Day	2nd Monday of October
9. Veterans Day	November 11
10. Thanksgiving Day	4th Thursday in November
11. Day after Thanksgiving	4th Friday in November
12. Christmas Eve	December 24
13. Christmas Day	December 25
14. New Year's Eve	December 31
15. Employee's Birthday	Treated as a Floating Holiday



Only regular, full-time employees are eligible for Holiday pay. Employees must use their birthday within six months preceding the date of the birthday. Employees must work the full (eight hours) regularly scheduled workday before and after the holiday to receive holiday pay. An exception may be made if the employee is off work on one or both of these days due to a scheduled vacation, approved schedule change, or other exception made by management. Non-exempt employees who are scheduled to work on the holiday will be paid straight time for all hours worked on the holiday, in addition to their holiday pay.

### **VACATIONS**

The Town of Golden Beach recognizes the need to take time away from work and relax. Therefore, employees are eligible to accrue vacation in accordance with the following schedule:

<u>Length of Service</u>	<u>Maximum Amount of Vacation</u>
1 Year - 4 Years	10 Workdays (80 Hours)
5 Years - 9 Years	15 Workdays (120 Hours)
10+ Years	20 Workdays (160 Hours)

Length of Service means years and months of service since hire, or since adjusted service date, if there was a break in service. Vacation leave is accumulated monthly.

Vacation eligibility and scheduling are based on the employee's hire/anniversary date. A year as defined in the above eligibility schedule means twelve months of continuous service from anniversary date to anniversary date. A break of more than 30 days of service (i.e. a leave of absence) will result in a recalculation of the employee's service date.

Regular full-time employees accrue vacation leave on a monthly basis. Regular part-time, temporary, and seasonal employees do not earn vacation leave.

## USE AND SCHEDULING OF VACATION LEAVE

Vacation leave is an earned benefit intended to provide employees with paid time away from the work environment to pursue activities that will promote the well-being of the individual. Vacation leave may also be used for purposes of attending to personal business, extension of sick leave when sick leave is exhausted, inability to get to work because of inclement weather, or for other purposes, and may be taken in hourly increments. All vacation time must be requested a minimum of two weeks in advance and must be approved by the department head, except in an emergency situation that the Town Manager has approved. Although part time employees do not earn any paid vacation time, they may take time off without pay with the supervisor's approval. When there is a conflict, scheduling will be at the supervisor's discretion. Preference in scheduling will normally be given on a "first come - first serve" basis.

If a Town observed holiday falls during an employee's scheduled vacation, it will be considered a holiday rather than a vacation day, and vacation time will not be deducted.

Employees will not be permitted to maintain a negative vacation balance.

Effective October 1, 2000, Town employees, (except sworn law enforcement personnel who are covered by the collective bargaining agreement and other contracted employees), with vacation leave in excess of eighty (80) hours shall be paid at one hundred (100%) percent of the cash value of their accrued vacation earnings calculated at the average hourly rate of pay over the past ten years (or years of employment if not yet employed 10 years) on the first paycheck following October 1<sup>st</sup> of each calendar year. All hours in excess of eighty (80) hours must be used by the employee within the calendar year in which it is earned or exchanged for payment at the current rate of pay on October 1<sup>st</sup> of each calendar year thereafter.

Cash payment for accrued vacation shall be made only upon termination of employment. Pay in lieu of vacation is not permitted unless authorized by the Department Head and the Town Manager, and only for cases of extreme emergencies.

Vacation pay shall be computed by using the employee's regular straight time rate of pay as of the first day of vacation. Employees may request their vacation pay from their department heads one week in advance of the time that the vacation will be taken. Advance vacation pay will be distributed on regular pay days.

## BEREAVEMENT PAY

In the event of a death in your immediate family; that is your spouse, child, parent, sister, brother, grandfather, grandmother, parent, brother or sister of spouse, you may be granted time off with pay for up to three consecutive days if the service is in Florida. If the service is outside the state of Florida, then you may take up to four consecutive days off. If you require time off due to a death in your family, notify your manager immediately so that necessary arrangements may be made for your absence. Employees may take additional time off as vacation, or if no vacation time is available, as authorized leave without pay upon approval of the Department Director.

An employee may be required to provide proof of death/funeral/family relationship in support of bereavement leave. Bereavement leave pay is paid at the employee's base rate at the time of absence. It does not include overtime or any special forms of compensation. Paid time off for bereavement leave is not counted as hours worked for purposes of determining overtime. This policy applies to regular, full-time employees.

## JURY/WITNESS DUTY

Jury Duty and service as a witness are recognized by the Town of Golden Beach as important civic duties for which employees will continue to receive pay. Employees will be paid for their normal base salary (excluding overtime). If you receive notice for jury or witness duty, you should bring a copy of the summons to your department head so that necessary arrangements can be made for your absence. You should notify your department head and Town Manager of the summons as far in advance as possible.



If dismissed from jury or witness duty on any days that would enable you to return to work on your regular shift, you are expected to return to work.

## SICK LEAVE

Sick leave is paid time away from work due to a bona fide illness or injury that prevents the employee from working, for visits to the doctor or dentist, or to care for certain family members who are ill or injured. Employees who are unable to work due to illness or injury or other situations covered by this policy must immediately notify the appropriate supervisor.

Regular Full-Time employees accumulate sick leave at the rate of one day per month of service. Part-time, temporary and seasonal employees do not accrue sick leave. Sick leave cannot be taken until after the first six (6) months of employment. Accruals for following years will coincide with the Town's fiscal year. Sick leave that is accrued but not taken will be paid at a rate of 50% of the total accrual upon termination in good standing. Employees who are terminated for cause will not receive payment for sick leave.

Employees who meet length of service requirements are granted sick leave which can be used for personal illness/accident, personal business or religious observances. Absence due to personal business or religious observance requires prior notification to and approval by the immediate supervisor.

Personal business is defined as business which can be handled only during working hours. This category includes time off for doctor's appointments and caring for family residents who are ill.

Personal illness or accident absences are those due to an illness or accident that has occurred directly to the employee. Religious observances are for time away from work in order to exercise an aspect of a religious observance.

Paid leave allowance will not be considered as hours worked for purposes of computing overtime.

Employees will not be eligible to receive paid sick leave if the time missed is made up during the workweek. For example, if an employee is absent for 8 hours, but works 40 hours in the same workweek, the employee will be paid for 40 hours worked and will not be paid for any sick time.

#### AUTHORIZED USE OF SICK LEAVE

Accrued sick leave may be used for absences due to the employee's bona fide personal illness, accident, injury that prevents working, or birth of a child (if the employee physically gave birth; otherwise use of sick leave for child birth falls under the section below). Sick leave may also be used for absences when needed to care for a member of the employee's immediate family who is ill or injured. An employee can initially use up to 480 hours of accrued sick leave to care for immediate family members. If additional time is needed, employees must first use all accrued vacation leave before any remaining accrued sick leave can be used. For purposes of this policy, "immediate family" is defined as the employee's grandparent, parent, current spouse, and children/stepchildren. In the event of a life-threatening illness or injury of the employee's family member who does not meet the definition of "immediate family," the Town may allow the employee to use accrued sick leave only if approved by the Town Manager. Sick leave may also be used by employees for their own and /or their immediate family's scheduled doctor and dentist appointments.

## FAILURE TO REPORT ABSENCE / ABUSE OF SICK LEAVE

Supervisors closely monitor use of sick leave. It is anticipated that employees using paid Town sick time for their own illness/injury or that of a family member will use their sick leave time to recuperate or care for their family member. Trips to the doctor or hospital stays/visits, which take the employee away from the home, are acceptable, but other personal pursuits during paid sick leave will be considered an abuse of this policy. Abuse of sick leave, including use of sick leave for anything other than an illness, injury, or doctor/dentist appointment as provided for in this policy, may result in immediate disciplinary action, up to and including termination of employment, and may also render the employee ineligible for paid sick leave benefits. Similarly, employees who fail to timely report an absence or tardiness due to illness, injury, or doctor/dentist appointment may be disqualified from using sick leave for their absence.

Official holidays observed by the Town while an employee is on approved paid sick leave will be treated as a paid holiday, rather than a day of sick leave, if the employee is eligible for the paid holiday. Under certain circumstances and with the approval of the Department Director/Town Manager, the employee may flex the work schedule ("flex time") to attend to medical or dental appointments. This is acceptable provided that work time is accurately recorded on the time sheet for the week or work cycle in which flex time was approved. Under no circumstances can flex time be used to make-up time missed extended beyond the affected workweek.

Employees requesting paid sick leave must complete a leave request form and submit it to their supervisor for approval. Absence for illness/injury of 3 or more consecutive work days requires verification of the illness/injury. An employee must provide verification of an absence any time requested by the Town. An employee may also be required to present satisfactory proof of family relationship and/or satisfactory proof of a family member's illness, injury, and/or doctor/dentist appointment if the employee wishes to use accrued sick leave to care for a family member. If the employee fails to present such proof in a timely manner, use of sick leave will not be permitted and no other paid leave may be used for the absence. Abuse of sick leave may result in discipline up to and including termination of employment.

## PAYMENT FOR UNUSED SICK LEAVE (PER ORDINANCE 458.2000)

Effective October 1, 2000, Town employees with accumulated sick leave of at least 320 hours shall have their aggregate hours in excess of 320 hours converted to the equivalent of fifty percent (50%) of the cash value (calculated by the number of hours in excess of 320 hours from (9/30/99) which shall be paid to the employee, subject to required withholdings, in the next pay cycle. Thereafter, on December 1 of each successive year, current employees will have their accumulated sick time reduced to a total of 320 hours payable at 100% cash value based upon their average rate of pay during the same period provided that the employee has not used, as sick leave, more than half of their annualized sick leave amount in that preceding fiscal year. All other employees shall be compensated



at fifty (50%) of the cash value based upon their average rate of pay during the same period.

### **Leaves Of Absence**

#### **MEDICAL/PERSONAL LEAVES**

Medical and Personal Business leaves of absence are available to employees who have completed at least twelve (12) months of continuous service and a minimum of 1,250 hours worked within the past twelve (12) months.

Medical leaves are granted to employees temporarily unable to work due to illness, injury, maternity, or other medical conditions.

Personal leaves are granted to employees temporarily unable to work due to the need to care for an ill child, parent or spouse, or for a newborn or a newly adopted child.

Time spent on a leave of absence does not count as time worked in determining Sick Pay and Vacation Pay. Check with the Finance Department regarding any other employee benefits and how they are affected by leave of absence.

Employees who return from an approved medical or personal leave of absence will be placed into the position they held prior to their going on the leave. If the leave of absence extends beyond twelve (12) weeks, every reasonable effort will be made to place the employee into the position he/she held prior to the leave of absence. If that position is not available, every reasonable effort will be made to place the employee into a position at the same level in the Town.

An employee returning from a Medical Leave of Absence will not be permitted to resume active employment without a release furnished by his/her doctor. The Human Resources Department has Return to Work Medical Certification forms. The Town reserves the right to require the employee to submit to an examination by a physician chosen (and paid for) by the Town, and to be guided by that physician's diagnosis in determining whether or not to grant the leave and whether or not to permit the employee to return to work.

If an employee has restrictions verified by the attending physician which prevents him/her from performing all the normal duties of a job, every effort will be made to restructure the job so the employee can perform the majority of the job duties. If the restrictions cannot be accommodated for sound business reasons, the organization will attempt to identify a suitable position of equal pay for which the employee is qualified. If such a position cannot be identified, other positions will be identified, and the employee's pay will be adjusted accordingly.

An employee who has not or is unable to return to work from a medical or personal leave of absence upon the expiration of the leave will be separated from the Town. Any

employee so separated may reapply for employment when ready to return to work. If accepted for reemployment, the employee will be treated as a new hire.

Employees who fail to return to work upon the expiration of their leave of absence, and fail to contact the Town, will be considered to have voluntarily abandoned their job, and their employment will be terminated.

## MILITARY LEAVE



There are two types of military leaves of absence. The first is a Short-Term Military Leave of Absence, which is granted to employees who are members of the National Guard, or the Armed Forces Reserves. The second is a Long-Term Military Leave of Absence, granted to employees who are members of the Armed Forces.

Employees who are residents of the Armed Forces Reserve or National Guard will be allowed to fulfill their military obligations without any negative impact on their employment records. Employees will be paid the difference in the amount which they receive from the Military and their regular wages or salary for a maximum of two (2) weeks.

The employee must be ordered to temporary active duty by his/her National Guard or Reserve Unit. A copy of the orders must be presented to the employee's department head and the Town Manager as far in advance as possible.

Long Term Military Leave of Absence is a leave of absence for the purpose of performing active military duty with the United States Armed Forces for a period of 30 or more consecutive days, but not more than four years unless extended involuntarily by law. These employees shall be granted reemployment rights as required by law.



## FAMILY MEDICAL LEAVE ACT

**POLICY:** In accordance with the Family and Medical Leave Act of 1993, an employee may be eligible to take up to twelve (12) weeks of unpaid family and medical leave during a rolling twelve (12) month period. An eligible employee is one who has worked for the Town for twelve (12) months and has worked at least 1,250 hours during the twelve (12) months preceding the first date leave is to be taken. Leave can be taken for any of the following reasons: birth of a child; placement with the employee of a child for adoption or foster care (entitlement to family and medical leave expires twelve months after birth or placement); when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or when the employee is unable to perform the essential functions of the position because of the employee's own serious health condition.

## PROCEDURE



**Twelve Month Period:** The twelve (12) month period for counting family and medical leave is a “rolling” 12-month period measured backward from the date an employee requests or is placed on FMLA leave. Each time an employee takes 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, or 26 weeks provided in certain circumstances.

**Employee Notification:** An employee must give at least thirty (30) days’ advance notice for the need to take foreseeable family and medical leave, unless the need is unforeseeable, in which case, as much notice as is practicable should be given. A form for requesting family and medical leave is available in the Human Resources Department. If it is determined that the need for family and medical leave was foreseeable, the leave may be delayed until at least thirty (30) days after the date that the employee provides notice to the Town.

**Department Notification:** Each department supervisor is responsible for notifying the Human Resource Department immediately when an employee is away from work for a family and medical leave qualifying event (if family and medical leave has not been approved), even if the employee is utilizing paid vacation, sick or personal leave, or is out due to a work related injury. An employee using sick leave should be reported to the Human Resource Department if it is anticipated that the duration of the illness will be three (3) or more days, or once the employee exceeds three (3) days of sick leave use.

**Human Resource Responsibility:** Human Resources is responsible for central administration of all requests for family and medical leave. The Town Manager, in consultation with the Mayor and Town Attorney, reserves the right to automatically place an employee on family and medical leave if it is determined that a qualifying event has occurred. The Town Manager, in consultation with the Mayor and Town Attorney, may retroactively designate the beginning date of FMLA to the beginning date of the employee’s absence for the qualifying event.

**Approval:** An employee shall submit a request for family and medical leave through proper channels to the Department Director who will then forward it to the Human Resource Department for approval. Confidential medical information that accompanies the application can be submitted directly to the Human Resource Department.

**Substitution of Paid Leave:** An employee utilizing this policy for the placement of a child for adoption or foster care with the employee shall be required to exhaust all accrued vacation and any other applicable paid leave prior to going on unpaid leave. An employee utilizing this policy for the serious illness of a child, spouse or parent must exhaust all accrued personal leave, vacation leave and any other applicable paid leave prior to going on unpaid leave. If an employee gives birth to a child, sick leave can be utilized until the employee receives a release from the doctor. After being released, the employee may use additional sick leave if permitted in accordance with the sick leave policy. Once all applicable sick leave has been used, the employee shall be required to exhaust all accrued vacation, compensatory time, holiday leave and any other accrued paid leave,

prior to going on unpaid leave. An employee utilizing this policy for the employee's own serious health condition shall exhaust all accrued sick leave, vacation leave and personal leave prior to going on unpaid leave. If an employee is off work due to a work related injury and the employee qualifies for family and medical leave, it will run concurrently with any paid leave. *The Town reserves the right to count any paid leave that qualifies for family and medical leave toward the twelve (12) or twenty-six (26) weeks allowed under this policy.*

**Maximum Time Allowed:** The maximum amount of family and medical leave available is twelve (12) weeks during a twelve (12) month period even if there is more than one family and medical leave qualifying event. The only exception to the twelve (12) week maximum is the leave to provide care of an injured service member, described below, which allows for an extended FMLA leave of 26 weeks.

**Medical Certification:** The Town requires medical certification from a health care provider to support a claim for leave to care for a seriously ill child, spouse or parent, or for the employee's own serious health condition. Medical certifications must be returned to the Human Resource Department within fifteen (15) working days. Recertification may also be required every 30 days. An employee will be notified if recertification is required. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. For the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the essential functions of the position, and expected duration. The Town does not seek and should not be provided genetic information. If an employee or applicant's genetic information is inadvertently received by the Town; the Town will return it to the health care provider and not use genetic information for any employment decision or action.

Employees on an extended FMLA leave must check in every three (3) days by phone or email with the Human Resources Department or supervisor.

Upon returning to work after leave for the employee's own illness, an employee is required to provide certification to the supervisor that the employee is able to return to regular duties. If the validity of a certification is questioned, the Town may require that a second opinion be obtained. If the first and second opinions differ, the Town may require a third opinion be obtained. The employee and the Town must agree upon a health care provider for the third opinion and this opinion shall be binding on both parties. The Town shall bear the expense of second and third opinions.

**Return to Work:** When an employee returns to work after family and medical leave, the employee shall be restored to the same position or to an equivalent position involving the same or substantially similar duties and responsibilities. An employee will be restored to the same worksite or to a geographically proximate worksite. The employee is also entitled to return to the same shift or an equivalent schedule.

**Effect on Married Couples:** If a Town employee is married to another Town employee and either or both employees request family and medical leave for the birth or placement of a child with the employee for adoption or foster care, the total time allowed shall be limited to no more than twelve (12) weeks combined during any rolling twelve (12) month period. For other qualifying family and medical leave events, each employee is entitled to leave as long as the total amount of leave taken during any twelve (12) month period does not exceed twelve (12) weeks or twenty-six (26) weeks if applicable for one employee.

**Continuation of Insurance Benefits:** While utilizing unpaid family and medical leave, an employee's insurance benefits will continue without interruption as long as the employee pays his or her portion of the insurance premiums. Insurance premiums can be deducted from the paycheck before the leave begins, or during the leave, if the employee continues to receive pay (pre-tax), paid monthly or bi-weekly.

**Intermittent Leave:** When medically necessary, an employee may take family and medical leave on an intermittent basis or work a reduced schedule. Arrangements should be made with the employee's immediate supervisor so that the operations of the department are not unduly disrupted. An employee taking intermittent leave or leave on a reduced schedule may be temporarily assigned to an alternative position with equivalent pay and benefits if it better accommodates the needs of the department.

**Holidays:** Holidays will be paid in accordance with the Holidays policy. Town holidays will be counted as part of the twelve (12) or twenty-six (26) weeks of family and medical leave, whether the employee is on paid or unpaid leave.

**Recordkeeping:** Family medical leave time will be tracked on an hourly basis for payroll and compliance purposes. To determine entitlement for employees who work variable hours, the minimum hours required for eligibility is calculated on a pro rata or proportional basis by averaging the weekly hours worked during the twelve (12) weeks prior to the start of family and medical leave.

**Exempt Employees:** Paid leave accounts may be charged for less than one (1) full work day according to department policy and the salary of an exempt employee may be docked for absences of less than one (1) full work day. Salaried executive, administrative, professional and other employees of the Town who meet the Fair Labor Standards Act (FLSA) criteria for exemption from overtime do not lose their FLSA-exempt status by using any unpaid FMLA leave.

## **DEFINITIONS**

**12-Month Period:** A rolling 12-month period measured backward from the date leave is taken.

**12-Month Service member Period:** A single 12-month period measured forward from the first day Service member Family Leave is taken.

**Child:** A biological, adopted, or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis, who is standing in the place of a parent, who is either under age 18, or age 18 or older and requires active assistance or supervision to provide daily self-care. A biological or legal relationship is not necessary. A more detailed definition is provided in the Family and Medical Leave Act of 1993 which can be made available upon request from the Human Resource Department.

**Health Care Provider:** A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other person determined by the Secretary of Labor to be capable of providing health care services. A more expansive definition is provided in the Family and Medical Leave Act of 1993 which can be made available upon request from the Human Resource Department.

**Next of Kin:** The nearest blood relative of a Covered Service member.

**Parent:** A biological parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents-in-law.

**Serious Health Condition:** An illness, injury, impairment, or physical or mental condition that involves: (1) any period of incapacity or treatment that results in inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; (2) any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; or (3) continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or 4) for prenatal care. Voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary are not "serious health conditions," unless inpatient hospital care is required. Restorative dental surgeries after an accident or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met.

**Spouse:** A husband or wife as defined or recognized under state or federal law for purposes of marriage, including common law marriage.

## MILITARY FAMILY LEAVE ENTITLEMENT

**Military Exigency Leave** – Employees who are otherwise eligible for FMLA and have a spouse, child, or parent on covered active duty (deployed to a foreign country) or called to covered active duty status in the National Guard or Reserves (deployment to a foreign country or in support of a contingency operation) may use their 12-week leave entitlement to address certain qualifying exigencies including eligible: short-notice deployments; attendance at military events and related activities; childcare and school activities;

addressing financial and legal arrangements; attending counseling sessions; attending post-deployment activities; up to 15 days of rest and recuperation; and parental care.

**Military Caregiver Leave** – Employees who are the spouse, parent, child or next of kin of a service member who incurred a serious injury or illness while on active duty in the Armed Forces and is undergoing medical treatment, recuperation or therapy, may take up to 26 weeks of leave to care for the injured service member in on 12-month period. The covered service member must be a current member or eligible veteran of the Armed Forces (including a member of the National Guard or Reserves) with a serious injury or illness incurred in, or aggravated by, service in the line of duty on active duty that may render him/her medically unfit to perform his/her duties.

## UNPAID LEAVE OF ABSENCE

In extraordinary circumstances, the Town may grant employees an unpaid leave of absence (LOA). All requests for LOA must be submitted on a leave request form. Department Directors are authorized to grant an unpaid LOA for up to 30 days. Any LOA beyond 30 days must be authorized by the Town Manager. The employee may seek extensions of leave, up to a maximum of 180 total days away from work. This policy will be administered consistently with the Town's obligations under the Americans with Disabilities Act and the American with Disabilities Act as Amended and the Family Medical Leave Act (FMLA). A LOA will not be authorized unless there is a reasonable expectation that the employee will return to employment with the Town at the end of the approved leave period.

## USE OF ALL OTHER AVAILABLE LEAVE

All vacation, compensatory time, holiday time and/or leave authorized under FMLA must be used prior to authorizing a LOA to an employee. If the LOA is due to illness or injury, all sick leave must also be used prior to authorizing a LOA.

## CRITERIA

Factors considered by the Town in granting a LOA include the reason for the leave; departmental work requirements; the employee's length of service, work performance and disciplinary history.

**Reasons for LOA:** A LOA may be considered in the following circumstances:

- a) Recovery from extended illness, injury or temporary disability.
- b) Extended care for immediate family members.
- c) Educational purposes when successful completion will contribute to the work of the Town.
- d) Public service assignment.
- e) Personnel exchange programs which emphasize intergovernmental relations.

## REQUIRED DOCUMENTATION

Requests for LOA without pay must be made in writing to the employee's Department Director as far in advance as possible prior to the requested leave date. Requests for an extension of leave must also be in writing and submitted to the Department Director, who will forward the request to the Town Manager's office and the Director of Human Resources. The need for a medical LOA must be supported by documentation acceptable to the Town, including but not limited to a doctor's explanation of why the employee cannot perform the essential functions of the position, when the employee is expected to return to work, and periodic updates regarding the employee's ability or inability to return to work in a full or modified duty capacity. The Department Director and/or Town Manager may require that the employee on leave periodically contact a designated supervisor to report on the employee's condition or status. Before returning to work from a medical LOA, the employee may be required to submit a letter from the doctor stating that the employee is able to resume normal job duties. The Town may also impose additional return to work requirements if the situation calls for it.

## OUTSIDE EMPLOYMENT DURING LEAVE

Under no circumstances may an employee on an authorized LOA without pay work another job, whether for pay, as a volunteer or as self-employment, unless expressly authorized in writing by the Department Director and the Director of Human Resources.

## REINSTATEMENT

Employees returning from a LOA will be reinstated to their same position or one of similar pay and status, provided the Town's circumstances have not changed to the extent that it would be impossible or unreasonable to provide reinstatement. If the same job or one of similar pay and status is not available, reinstatement may, at the Town's discretion, be deferred until a position is available. Usually, an employee who fails to return to work at the conclusion of an approved LOA will be considered to have voluntarily resigned employment with the Town.

## BENEFITS/PREMIUM PAYMENTS

All LOA'S are unpaid. Vacation, sick leave, holiday pay, and other benefits do not accrue during an unpaid LOA. Any benefit continuation during a LOA must be approved in advance by the Town Manager.

Employees who have group health or any other kind of insurance through the Town continue to be responsible for paying their portion of the premiums while on a LOA. An employee's failure to pay the employee's portion of insurance premiums during a LOA may result in cancellation of coverage.



## REVOCATION

The Town Manager may revoke authorized leave without pay at any time. Failure to return to work after the expiration of an authorized LOA or failure to provide required medical status reports, physician's statements, or to contact the Town per the required schedule will likely result in revocation of the LOA and/or disciplinary action up to and including dismissal.

### **Modified Duty Assignments**

The Town may modify duty assignments available to ill or injured employees who are unable to perform their regular job duties. The decision to offer an employee a modified duty assignment is made in the Town's sole discretion. A modified duty assignment may be in the employee's own or another department in the Town. Factors considered by the Town in making its decision include, but are not limited to: the nature of the employee's illness or injury; the medical release provided in support of modified duty; the risk that a modified duty assignment may result in aggravation of the employee's injury or illness; the type of modified duty work available; the length of the employee's employment with the Town; the employee's performance and disciplinary history; and whether the illness or injury occurred on or off duty.

Employees who are released for and given a modified duty assignment may not perform work duties in violation of their medical release. An employee, who violates the terms of the medical release while on a modified duty assignment may lose the modified duty assignment and, in addition, may be disciplined up to and including termination of employment.

Modified duty will not normally extend beyond fifteen (15) calendar days without an evaluation by the employee's treating physician and a recommendation from the Department Director and Director of Human Resources to the Town Manager. Only the Town Manager may approve an extension of a modified duty assignment. Employees still unable to return to regular duty within the time limit established for modified duty must re-qualify for modified duty through evaluation by the treating physician or revert to workers' compensation indemnity payment, accumulated sick leave, Family Medical Leave Act (FMLA) or vacation benefits, if available.

An employee who is released for and offered modified duty by the Town, but who elects not to accept such an assignment, will be ineligible for paid sick leave benefits under the Town's Sick Leave policy and salary continuation benefits under workers' compensation, but may still be entitled to unpaid leave under the Town's Family Medical Leave Act policy.

During a modified duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that 24-hour shift employees, as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their modified duty assignment.

An employee's salary during any modified duty assignment shall be at the same rate as the salary received prior to the injury.

All modified duty requests and assignments will be reviewed by and coordinated through the Director of Human Resources. The Director of Human Resources will work with the employee's department in making its decision whether modified duty work will be offered. Before returning to regular job duties following a modified duty assignment, the employee must provide a full release from the physician to return to work and coordinate the return through the Director of Human Resources.

### **Tuition Reimbursement Program**

The Town of Golden Beach encourages its employees to enhance their effectiveness through education and training to develop skills, knowledge, and improve their ability in carrying out their job duties.



#### **PROCEDURE:**

1. The Town's "Tuition Reimbursement Program" shall provide reimbursement of costs for courses from an accredited college, and only to non-probationary employees. Employees wishing to take part shall receive pre-approval from the Town Manager to assure the availability of funds.
  - a. The employee's most current Performance Evaluation must reflect a rating of "met standards," or above at the time of application to the program.
  - b. Tuition will be paid from the Town's operating budget.
2. 100% Tuition Reimbursement will be made as follows:
  - a. Employees must attain a grade of "C" or better for undergraduate studies;
  - b. A grade of "B" or better for graduate studies; or
  - c. A grade of "pass" for pass/fail courses.
3. Reimbursement will not be made for courses with an "Incomplete", "withdrawal", or similar situation.
4. Books, reference materials, lab fees, and supplies will **not** be reimbursed.
5. Employees who are eligible to receive educational benefits through other sources (such as grants, scholarships, or financial aid) will only be reimbursed for costs funded by these other programs.
6. Tuition reimbursement shall not exceed credit hour rates established by the State University System of Florida.
7. Employees shall be responsible for arranging time to attend classes, and classes will be attended on the employee's own time.
8. All Employees receiving reimbursements under the program will be obligated to remain with the Town for a minimum of one (1) full year after the completion of the last class attended in which they were reimbursed.
9. Employees terminated prior to fulfilling this obligation will reimburse the Town 100% of the monies received under the program prior to receiving their last paycheck.



10. Participating employees shall submit a "Tuition Reimbursement Application" form. (**Attachment A**) within thirty (30) calendar days from the receipt of grades or certification to the Town Manager
- Tuition receipts and official grade card/transcript must be attached.

ALL REIMBURSEMENTS MUST BE PRE-APPROVED BY THE TOWN MANAGER.

## TOWN WORKPLACE PROGRAMS



### Diversity Management Program

It is the policy of the Town of Golden Beach to provide equal employment opportunity for all, regardless of race, gender, color, national origin, religion, age, disability, marital status, familial status, citizenship, and/or sexual orientation.

It is the policy of the Town of Golden Beach to provide an atmosphere and environment to protect and safeguard individuals recruited, selected, hired, and promoted within the Town employment system by promoting and maintaining equal employment opportunity by means of affirmative action.

As part of its continuing diversity management efforts, in keeping with the guidelines on sexual discrimination issued by the Equal Employment Opportunity Commission, the Town of Golden Beach fully supports legislation to protect and safeguard the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to sexual harassment or discrimination or any kind in the work-place. It is the policy of the Town of Golden Beach to provide an environment free of sexual harassment.

### Sexual Harassment Awareness

Sexual harassment is illegal. As such, each Town of Golden Beach employee, as a condition of employment, and in accordance with the policies of the Town, commits to uphold and affirm such Harassment Policy as the Town has adopted and in so committing agrees to:

- a. not make unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature as a condition of any employee's employment or continued employment;
- b. not make employment decisions based on submission to or rejection of such conduct; and
- c. not create an intimidating, hostile, or offensive working environment by any such conduct.

## **SEXUAL HARASSMENT BY DEFINITION**

Sexual harassment refers to behavior that is personally offensive, fails to respect the rights of others, and lowers morale, and therefore, interferes with work effectiveness. Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work-place. Sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the work-place.

Different forms of sexual harassment include:

- Verbal: sexual innuendos, suggestive comments, jokes or a sexual nature, sexual propositions, threats.
- Non-verbal: sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- Physical: unwanted physical contact including touching, pinching, brushing the body, sexual assault.

All employees will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. It is the responsibility of each supervisor to maintain a work environment free of sexual harassment. This responsibility includes but is not limited to informing employees under his/her supervision of the Town's Sexual Harassment policy.

When a supervisor becomes aware of an incident of sexual harassment, it is the responsibility of the supervisor to inform the Human Resources Director whether or not the individual subjected to the harassment wishes to seek remedial action.

Given the nature of this type of discrimination, the Town recognizes that invalid, unfounded, or false accusations or sexual harassment can have serious effects on innocent individuals. A thorough investigation of all the facts in the complaint will be done to determine the most appropriate disposition of the complaint. Counseling and/or appropriate disciplinary action will be taken with any employee who violates this policy. In accordance with the Town's policy of progressive discipline and based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination.

## **FILING A SEXUAL HARASSMENT COMPLAINT**

1. Any employee who believes he/she has been the subject of sexual harassment should report the alleged act immediately to the Human Resources Director.
2. If a complaint involves the Human Resources Director, the complaint shall be filed directly with the Town Manager.
3. Complaints will be investigated promptly and in a confidential and timely manner. Information concerning a complaint will not be released by the Town to third parties or to anyone within the Town who is not involved with the investigation. The purpose of this provision is to protect the confidentiality of an employee who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.
4. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Employees shall be guaranteed impartial and fair treatment. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation. Acts of retaliation must be reported immediately to the Department Director or Human Resources.
5. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be recommended to the Department Director.
6. If the complaint is found to be false and a deliberate misrepresentation of the facts, and made with malicious intent, the party filing the false complaint shall face disciplinary action.

## **MANDATORY REPORTING**

The Town requires that employees report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that harassment has occurred or has been subjected to conduct prohibited by this policy must report it to the Human Resources Director.

Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by this policy must immediately advise the Human Resources Director. A formal Complaint Form is available in the Human Resources Department. Under this policy, an employee may report to and/or contact the Director of Human Resources directly, without regard to the employee's normal chain of command.

### **Workplace Anti-Bullying Program**

## **OBJECTIVE**

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives that The Town of Golden Beach will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including immediate termination.

## DEFINITION

Bullying is defined as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes the following:

Threatening, humiliating, or intimidating behaviors.

- Work interference/sabotage that prevents work from getting done.
- Verbal abuse such as slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful and insulting; using a person as the target of jokes; abusive and offensive remarks.
- Physical bullying such as pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying which is nonverbal gestures that can convey threatening messages.
- Social or physical exclusion or disregarding a person in work-related activities.
- The following serve as examples for workplace bullying:
  - Persistent singling out of one person.
  - Shouting or raising one's voice at an individual in public or in private.
  - Using obscene or intimidating gestures.
  - Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
  - Personal insults and use of offensive nicknames.
  - Public humiliation in any form.
  - Constant criticism on matters unrelated or minimally related to the person's job performance or description.
  - Public reprimands.
  - Repeatedly accusing someone of errors that cannot be documented.
  - Deliberately interfering with mail and other communications.
  - Spreading rumors and gossip regarding individuals.
  - Encouraging others to disregard a supervisor's instructions.
  - Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
  - Assigning menial tasks not in keeping with the normal responsibilities of the job.
  - Taking credit for another person's ideas.
  - Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
  - Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
  - Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Such behavior violates The Town of Golden Beach Code of Conduct, which clearly states that all employees will be treated with dignity and respect.

### **Filing Other Harassment, Bullying, And/Or Discrimination Complaints**

1. Any employee or applicant for Town employment, who believes he/she has been discriminated against when applying for a job, on the job, or in the terms and conditions of employment because of race, color, national origin, gender, sex, religion, disability, age, marital status, familial status, citizenship or sexual orientation may file a complaint through the Human Resources Department.
2. The Human Resources Department will seek a solution to the complaint either through an informal or formal fact-finding investigation. The completion of the fact-finding inquiry should be handled in a confidential and timely manner. The Department Director will be officially advised as to the nature of the complaint and the fact-finding process.
3. Upon completion of the initial investigation, the Human Resources Department will make a determination if there is “reasonable cause” or “no cause” to believe discrimination has occurred.

If a determination is made that “reasonable cause” exists, then the Human Resources Department will reach conciliated disposition of the complaint. This may include employee counseling, supervisory sensitivity training, or a disciplinary action recommendation. If a determination of “no cause” is made, the Human Resources Department may still recommend employee counseling or supervisory sensitivity training to improve the work environment.

### **Drug-Free Awareness Program**

It is the desire of the Town to provide an alcohol and drug-free, healthful, and safe environment for employees, residents and guests. It is also concerned with protecting Town property; and prohibiting influences in the workplace that have a detrimental effect on safety and job performance. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory and safe manner.

The following is a summary of the provisions of the Town’s Drug-Free Awareness Program. This is being provided so that employees fully understand the program and the consequences of noncompliance.

1. Employee involvement in the sale, purchase, transfer, manufacture, use or possession of illegal drugs, narcotics or other unlawful substances and materials on the premises, while driving a Town-owned or leased vehicle, or while operating or using Town-owned or leased property or equipment, or while conducting business for the Town is prohibited by law as well as by the rules of employee conduct relating to substance abuse.
2. The Town of Golden Beach complies with the Drug-Free Workplace Act of 1988. As a requirement of that act, any employee who performs services for the Town must, as a condition of employment, report to the Town’s Human Resources Department any criminal conviction for drug-related activity in the workplace or

while on Town business. Such notification must take place within 5 days of conviction.

3. The Town's premises shall mean all land, property, buildings, structures, installations, boats, aircraft and vehicles owned by or leased to the Town or otherwise being utilized to conduct its business.
4. All employees will be subject to drug testing guidelines established by the Town, based on the following:
  - a. Newly hired employees will be drug tested as a condition of employment.
  - b. When there is a reasonable suspicion that an employee is using substances, an employee will be tested.
  - c. When an employee has been in a rehabilitation program for drugs or alcohol abuse, the employee will be subject to random sampling drug tests for a period of two years after the completion of the rehabilitation program.
  - d. Employees who test positive for drugs will be terminated.
  - e. Employees will also be subject to random drug testing at the Town Manager's discretion.
5. The Town recognizes that alcoholism and drug abuse are illnesses which can be successfully treated under the proper circumstances. Effective treatment requires a realization of the seriousness of these diseases and a commitment by both the employee and the Town to a plan of rehabilitation.
6. Employees who seek professional help with alcoholism and/or drug abuse will receive the full allowable benefits of the Town Health Insurance program.
7. The Town will cooperate with an employee who recognizes that he/she has an alcohol or drug-related problem and requests assistance. This includes but is not limited to a medical leave of absence for professional treatment when the need for such a leave is verified by competent medical authority. An employee may only exercise this provision of the policy once.
8. Where an employee's job performance is below standard as a result of these illnesses, treatment is mandatory and will be considered a condition of continued employment. Poor performance will not go unexcused when the employee refuses appropriate treatment. If the employee refuses to seek competent treatment, appropriate action will be implemented, as outlined in the Code of Conduct policy.
9. If an employee violates the DRUG-FREE AWARENESS PROGRAM, he/she will be subject to appropriate disciplinary action, including discharge from Town employment and possible referral to law enforcement agencies.
10. The legal use of prescribed and over-the-counter drugs is permitted while on Town premises, while on duty, while conducting Town-related business or other activities off premises, while driving a Town-owned or leased vehicle, or while operating or using other Town-owned or leased property or equipment only if it does not impair an employee's ability to perform the essential functions of the job (or operate the vehicle, property or other equipment) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, slowed reaction time, or feeling shaky.
11. An employee who is taking legally prescribed drugs or over-the-counter medications that may result in impairment of the employee's ability to perform the



essential functions of his or her job (or operate a vehicle, property or other equipment, if applicable) must notify his/her Department Head immediately. The supervisor will assure that the employee is assigned work that will not result in potentially endangering the employee, citizens or other individuals in the workplace.

12. **Police Department Employees.** Certain Town Police Department employees may be required to be in possession of alcohol and/or drugs in carrying out their job duties. Such employees will be exempted from certain portions of this policy under certain limited conditions. Additional guidelines may be established by Police Department operating procedures.
13. Alcoholic beverages will not be served to or used by The Town of Golden Beach management or employees at any time while on Town premises. Alcoholic beverages may be served at Town functions off the Town's premises. Employees will use alcoholic beverages with moderation to assure the safety of themselves, other employees, and the public.
14. **Mandatory Reporting of Arrests and Convictions.** Employees must notify their immediate supervisor and the Department Director, in writing, of any alcohol or drug-related arrest and/or convictions (including a plea of nolo contendere) or deferred adjudication, for a violation occurring off duty and/or in the workplace no later than twenty-four (24) hours after the arrest and/or conviction.
15. The Town may take disciplinary action, up to and including termination of employment, if an employee's off-duty use of or involvement with drugs or alcohol is damaging to the Town's reputation or business, is inconsistent with the employee's job duties, or when such off-duty use or involvement impairs the employee's functions during working hours or otherwise adversely affects the employee's job performance

Violations of this policy will generally lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. The Police may have stricter disciplinary rules regarding violation of this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Director of Human Resources to receive assistance or referrals to appropriate resources in the community.

All applicants to whom a conditional offer of employment has been made will be required to submit to testing for alcohol and illegal and unauthorized drugs. A positive test result, refusal to test, or attempts to alter or tamper with a sample or any other part of the test, will render the applicant ineligible for consideration of employment or future employment with the Town.

1. Employees may be tested for alcohol and/or illegal and unauthorized drugs after a workplace injury or accident or "near miss," when reasonable suspicion exists, or in connection with any required treatment or rehabilitation.
2. For purposes of this policy, reasonable suspicion is a belief based on articulable observations (e.g., observation of alcohol or drug use, apparent physical state of

impairment, incoherent mental state, changes in personal behavior that are otherwise unexplainable, deteriorating work performance that is not attributable to other factors, a work-related accident or injury, evidence of possession of substances or objects which appear to be illegal or unauthorized drugs or drug paraphernalia) sufficient to lead a supervisor to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Supervisors who refer an employee for reasonable suspicion testing must document the specific factors that support reasonable suspicion testing (e.g., the who, what, when, where of the employee's behavior and other symptoms, statements from other employees or third parties, and other evidence supporting the reasonable suspicion testing).

3. Tests will be paid for by the Town. To the extent possible, testing will normally be done during the employee's normal work time.
4. Any employee who refuses to be tested, or who attempts to alter or tamper with a sample or any other part of the testing process, will be subject to disciplinary action up to and including termination.
5. A positive test result is a violation of the Town's Drug and Alcohol Use Policy and may result in disciplinary action up to and including termination of employment. Any employee who is terminated for violation of the Town's Drug and Alcohol Use Policy is ineligible for future employment with the Town.
6. The Town has additional obligations when testing for controlled substances and alcohol for those employees regulated by the U.S. Department of Transportation. Please see the Town's Drug and Alcohol Policy for DOT Employees for additional information.

All testing must normally be authorized in advance by both the employee's Department Director and the Director of Human Resources. If the Department Director is unavailable within a reasonable period of time, the Director of Human Resources may, with sole discretion, authorize the testing of an employee. If the Director of Human Resources is unavailable within a reasonable period of time, the Department Director may, with sole discretion, authorize the testing of an employee. For reasonable suspicion testing, testing may not be authorized without the supervisor's documentation of the articulable factors which led the supervisor to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Testing should be arranged as soon as possible after the supervisor's articulable observations.

If an employee's conduct resulted in a work place accident, injury or "near miss," or reasonable suspicion exists to believe that the employee has violated the Town's Drug and Alcohol Use Policy, the employee will be provided with transportation to the testing facility. A supervisor or other designated Town representative may be required to stay with the employee during the testing process. The Town may, in its discretion, reassign the employee or put the employee on administrative leave until the test results are received. The Town will make arrangements to have the employee transported home after the testing.



All substance abuse testing will be performed by an approved laboratory or healthcare provider chosen by the Town. All positive test results will be subject to confirmation testing.

Test results will be maintained in a confidential file separate and apart from the employee's personnel file. Any medical-related information will be confidential and accessible only by the Director of Human Resources; supervisors and managers on a need to know basis, including those who have a need to know about necessary restrictions on the work or duties of an employee and any necessary accommodation; first aid and safety personnel when appropriate; government officials; insurance companies as may be necessary to provide health or life insurance to employees; by court order or as otherwise legally mandated; and as necessary to protect the interests of the Town.

It is not the Town's intent to unnecessarily intrude upon the privacy of individuals. The intent is merely to ensure compliance with the law and to discourage potentially dangerous and/or unsafe situations from occurring which could adversely affect job performance and safety or jeopardize the safety of other employees, the residents or Town property. We also recognize that drug or alcohol misuse may be a serious medical problem, and support sound treatment efforts in some cases.

If you have any questions regarding any portion of the Program, please contact your Department Head or the Human Resources Department.

### **Smoke-Free Workplace**

In keeping with the Florida Clean Indoor Air Act, Florida Statute 386.201-211, and the Town of Golden Beach's Code of Ordinances Article V. Clean Air, Section 14-116, the Town is committed to the promotion of a healthy environment. This includes the prevention of disease. Smoking is a major cause of preventable diseases and deaths in this country.



### **POLICY**

For the above reason and for the health and comfort of Town employees, residents and guests, Town of Golden Beach facilities will be smoke-free. Smoking or possession of a lighted cigarette, cigar, pipe, or any other lighted tobacco product is prohibited in all Municipal buildings and grounds including public parks, indoor facilities or vehicles or during any public meeting related to Town business.

### **DEFINITIONS**

1. "Town building" means any building or any portion of any building owned by or leased to the Town and used for governmental purposes.
2. "Town vehicle" means any motor vehicle owned by or leased to the Town and used for governmental purposes.
3. "Public meeting" means all meetings open to the public in Town buildings.

## PROCEDURE

1. Smoking is prohibited in all Town buildings including private offices, lounges, rest rooms, elevators, stairwells, lobbies, reception areas, customer service areas, Town vehicles, in garages or around the entrances to buildings.
2. Public Works will post signs designating all Town facilities as smoke-free areas.
3. Each Department Head is responsible for monitoring the compliance of this policy. Every supervisor is responsible for enforcing this policy among his/her employees.
4. All employees are responsible for politely reminding visitors that their facility is "smoke-free."
5. Employees may report violations of this smoking policy by filing a complaint with their Department Head or the Human Resources Department. All complaints, regardless of where filed, will be forwarded to the respective violator's Department Head for appropriate handling.
6. Compliance with this policy is expected and will be sought with thoughtfulness, tact, and the exercise of appropriate judgment. Violations will result in disciplinary action up to and including termination.

## Town Vehicles and Equipment

### POLICY

To provide general information for the operation and use of Town owned vehicles (non-Police) and equipment.



### GENERAL

The Town of Golden Beach employee is the Town's most visible representative. Directly associated with the employees visibility is her/or vehicle and/or equipment. The vehicle/equipment appearance and condition should therefore represent a favorable impression of the Department, the profession and the Town.

### PROCEDURES

1. **RESTRICTION:** The use of Town owned vehicles for personal use is prohibited. (Unauthorized passengers are prohibited from riding or operating a Town vehicle or equipment. The operator is held responsible for enforcement of this rule. Employees who have been authorized to use Town vehicles may not use the vehicles for personal use. When using the vehicles for business purposes that involve leaving Town property, the employees must notify their supervisors of their destination and expected time of return.)
2. **LICENSES:** All operators of Town vehicles must have in their immediate possession a valid Driver's License, issued by the State of Florida, and appropriate for the type of vehicle being driven or operated.
3. **COMMERCIAL DRIVER LICENSES:** The operator of any Town owned or controlled vehicle which is classified as a commercial Motor Vehicle must have in their immediate possession, a valid Commercial Driver's License (CDL) of the type and Class with all Endorsements that are required by law for the operation of that specific vehicle. The validity of the CDL will be checked by the Department Head on an annual basis.

4. **LICENSE SUSPENSION:** Operators of Town vehicle/equipment including those who hold a Driver's License, or a Commercial Driver's License (CDL), must notify their immediate supervisor and Human Resources in writing the next business day following a suspension, revocation, cancellation, or other disqualification from driving any motor vehicle.

If driving is considered a minimum requirement of the job, and the license is suspended, cancelled, revoked or otherwise restricted to affect job performance the employee must immediately notify, in writing their Department Head and the Human Resources Department.

- a. The employee may not continue to work in that classification if driving is considered a minimum requirement.
  - b. At the Department Head's request, depending upon the immediate needs of the Department, the employee may be granted up to a 90-day suspension or until the scheduled court disposition for restoration of the license. If the employee fails to acquire his/her license within this time frame, then they shall report to Human Resources for possible placement in a classification that does not require driving. This will be dependent upon the employee's qualification, Town vacancies, availability, interview results and desires and needs of the receiving department.
  - c. If the employee cannot be placed in another Department, or given up to 90 days suspension, then the employee may be terminated for failure to meet the minimum requirements of the classification.
  - d. Disciplinary action: May occur depending upon the reason for the suspension.
  - e. If the employee's license is suspended or revoked due to a DUI (driving under the influence) charge, then all above procedures will also occur. However, if the employee is found guilty then:
    - i. The employee will not be allowed to apply for or continue in any position that requires driving for a one year period effective from the date they were found guilty.
    - ii. After a year if the employee returns to a job that requires driving and has another DUI conviction, they will be subject to disciplinary action, up to and including termination, and will not be eligible for a job that requires driving for a 5 year period from the date of conviction.
5. **OPERATORS OF TOWN VEHICLES/EQUIPMENT:** including employees who hold a CDL must notify their immediate supervisor in writing the next business day following any conviction of any traffic violation (except parking). This includes any and all violations regardless of the owner of the vehicle or the location in which the violation occurred.
6. **DRUG AND ALCOHOL SCREENING:** Operators of any Town-owned or controlled vehicles are subject to drug testing in accordance with the Town of Golden Beach Policy, and bargaining unit contracts. Random screenings, which are mandated by the Florida Department of Transportation (FDOT) under Section 382.305, will also be conducted.
7. **DRUG TESTING** procedures are administered by the Human Resources Department.

8. **DRIVER LICENSE/INSPECTION:** Driving records will be checked prior to employment and periodically throughout the course of employment. The immediate supervisor may request an employee provide proof of a valid Driver's License or (CDL) from any employee prior to the operation of any Town vehicle.
  - 8.1. The immediate supervisor verifies the expiration date of the license, the Class of the license, and insure that the license contains any endorsements which may be required for the operation of a specific Town vehicle.
9. **OBTAINING AND MAINTAINING, UPGRADING LICENSES:** For those employees required by the Town to secure and maintain a valid Commercial Driver's License, as a condition of employment, the Department Head may allow the use of Town equipment/vehicles on Town time as required for a Commercial Driver's License examination when the employee's duties include driving a Town vehicle.
10. **AGE LIMIT:** No person, employee or otherwise, who is under 18 years of age, is permitted to operate a Town vehicle or Town equipment.
11. **USE APPROVAL:** The Town limits vehicle use to the following:
  - 11.1. Only authorized personnel will be allowed to operate Town vehicles.
  - 11.2. Employee on official Town business use only; and during an
  - 11.3. Employee's tour of duty; and
  - 11.4. Passengers in Town vehicles will be confined to Town employees and persons on official business with an authorized employee.
  - 11.5. Employees may be authorized by their Department Head or the Town Manager to use Town vehicles for personal use. (In these situations the employee may not use the vehicle for towing without specific permission).
12. **EXCEPTIONS:** The Town Manager and Department Heads **only** can approve exceptions, and Department Heads are authorized to approve use of Town vehicles.
13. **SMOKING AND EATING IS PROHIBITED:** No smoking or eating is permitted in any Town of Golden Beach vehicle. Refer to the employee handbook for additional detailed information.
14. **GUIDELINES FOR MAXIMUM EFFICIENCY:**
  - 14.1. When a defect is noted in a Town vehicle, bring it to the attention of your supervisor immediately.
  - 14.2. Return the vehicle promptly to point of issue when not in use. Do not hold a vehicle obtained from the point of issue longer than required by the work for which it was obtained.
  - 14.3. Drive safely at all times and observe all traffic laws and regulations.
  - 14.4. Seat belt use is mandatory.
  - 14.5. Plan trips to conserve fuel.
15. **ACCIDENTS:** All accidents, no matter how small, must be reported and investigated by the Town of Golden Beach Police Department. In addition, a Town accident report must be completed and as quickly as possible submitted to the Human Resources Department, and your immediate supervisor. All accidents will be reviewed by the **Town of Golden Police Department**. The findings of the investigation will be submitted to the employees Department Head and Human Resources. Negligent or willful damage, and waste or theft of Town property, may be grounds for disciplinary

action according to Town policy. Following an accident, the employee who was driving that vehicle will be subject to a drug-free workplace screening, regardless of fault.

15.1 The Finance Department distributes insurance cards and registrations when the vehicle is placed in service. These documents are to be kept with the vehicle at all times, as required by Florida Law. In the event these documents are missing, it must be reported immediately to the Finance Department.

## **16. VEHICLE OPERATION:**

16.1. Any employee operating a Town vehicle/equipment is responsible for the care and maintenance of such equipment. Employees shall check fluid levels, lighting, tires (conditions and pressure) on a daily basis to keep the vehicle operating safely.

16.2. While on duty, operators of Town vehicles and equipment shall obey all traffic laws, driving in a defensive manner, and setting an example for others. This policy prohibits employees from driving under the influence of drugs or alcohol including prescription drugs. If any employee is taking prescription drugs on a doctor's order, he/she should immediately notify his/her supervisor if the drug(s) effect their driving ability.

16.3. SEAT BELTS WILL BE WORN. It is mandatory that seat belts be used by all employees/occupants of a Town of Golden Beach vehicle, at all times, without exception. It is the driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be reported to Fleet Management and brought to Fleet Management for repair or replaced immediately. The Town reserves the right to revoke the driving privilege of any driver not complying with this policy.

16.4. Except when on calls for service, Town vehicles shall not be parked illegally or in such a manner as to interfere with the free movement of traffic. At all times when a Town vehicle is left unattended, it shall be properly secured by removing the keys and locking all doors and windows. The use of all required safety devices such as cones, flares or warning triangles shall be used when a vehicle is unattended and blocking traffic.

16.5. When turning a vehicle in at the end of the tour of duty, the operator shall make sure that the vehicle/equipment is clean, fueled and ready for use by another employee.

## **17. DAMAGED OR STOLEN VEHICLE/EQUIPMENT:**

17.1. If your Town vehicle/equipment is damaged or stolen, report the theft or damage immediately to the Town of Golden Beach Police Department and your supervisor. Obtain a copy of the police report filed. Maintain a copy for your files and submit copies to Human Resources and your supervisor within 48 hours.

17.2. In cases of damage to a Town vehicle, regardless of severity, the employee shall notify his/her supervisor immediately.

## **18. FAILURE TO COMPLY AND DISCIPLINARY ACTIONS**

- 18.1. The use of a Town vehicle is a privilege and a benefit not an automatic right. Failure to comply with any portion of the Town of Golden Beach vehicle/equipment use policy may result in disciplinary action.
- 18.2. Disciplinary actions imposed may start with a written warning for minor first offenses. Additional violations may result in suspension and/or permanent removal up to and including termination from use of a Town vehicle. In addition disciplinary action up to and including termination may be taken against an employee as indicated in the employee personnel rules.
- 18.3. The methodology used to identify the responsible party for found damage will be based on the last employee who accessed the vehicle or equipment, especially in the absence of missing documentation.
- 18.4. If an employee requires transportation and is no longer authorized to use a Town vehicle, he or she may exercise their option to use their personal vehicle in order to continue meeting the requirements of their employment. Mileage reimbursement can be requested as identified in 18.5.
- 18.5. Employees who elect the option identified in 18.4 will retain appropriate insurance coverage as required by Florida Statutes and will be compensated based on a mileage reimbursement rate established by the Town.

Under certain circumstances, the administration reserves the right to impose harsher penalties to replace those imposed in this policy.

Termination, new hires and driver/operator changes shall be reported within 48 hours to your Department Head in order to keep driver information current and accurate.

Employees may be authorized by their Department Head or the Town Manager to use Town vehicles for personal use. In these situations the employee may not use the vehicle for towing without specific permission.

Employees using Town vehicles must follow all traffic laws and regulations. Employees operating Town vehicles must have a valid Florida driver's license. Employees operating Town vehicles without a valid Florida driver's license will be subject to disciplinary action up to and including termination. Employees receiving traffic violations/tickets will be responsible for any fines or other payments resulting from the violation.

An employee must not operate a vehicle under the influence of alcohol, narcotics, or other stimulants or drugs. Employees operating Town vehicles under the influence of alcohol, narcotics, or other stimulants or drugs will be subject to disciplinary action up to and including termination.

An employee may be held personally responsible for damage to a Town vehicle resulting from acts of gross negligence, including the operation of the vehicle under the influence of drugs or alcohol.

An employee is not permitted to pick up hitchhikers and must ensure that the vehicle is securely locked when left unattended.



## **Problem Solving Procedures**



In any work environment, there are always questions and concerns that arise. We all recognize that if these issues are not addressed, dissatisfaction can destroy otherwise pleasant working relationships. Therefore, it is our intention to resolve such questions or concerns as fairly and quickly as possible.

Most problems can be solved on the spot by talking it over and reaching an agreeable solution. While this is the best way, sometimes it just is not possible. When this is the case, the following steps should be taken:

1. Discuss the problem with your supervisor or manager. Your supervisor/manager knows you and your work and is in the best position to provide you with an immediate answer.
2. If you are not satisfied with the resolution of the problem, you may request a review by the Town Manager. The Town Manager will attempt to schedule a meeting with you within three days of the request.

## **Performance Reviews**

The Town uses a thorough performance evaluation system for assisting supervisors in communicating job expectations, measuring the employee's level of past performance, recognizing employee achievements and exemplary performance, and strengthening the supervisor-employee relationship. The performance evaluation system provides necessary information for management decisions including career development and training, assignments, advancements, transfers, disciplinary actions, retention, compensation, etc. The purpose of the performance evaluation system as outlined herein is to achieve optimum employee performance resulting in outstanding citizen service.



**Schedule.** Regular full and part-time employees hired are eligible for:

- A performance review after six (6) months of their initial orientation period; and
- Annual performance evaluation on October 1<sup>st</sup> of each fiscal year.

Department Directors are not governed by the above schedule; the Town Manager's office establishes a performance evaluation system for Director-level positions.

**Supervisory Responsibilities.** All performance evaluation information must be written where required and forwarded to the Director of Human Resources for retention in the employee's official personnel file. An evaluation is considered complete at the time the employee signs and dates the evaluation document or the supervisor and/or Department Director has a witness acknowledge the employee's refusal to sign the evaluation document.



Supervisors will strive to clearly communicate all elements of job performance, key result areas, performance standards, measures, goals, strengths and areas of development needed by completing the Employee Development Area. Each employee will sign and date a copy of the Performance Evaluation when it is reviewed, and the supervisor will forward a copy to the Director of Human Resources for filing in the employee's official personnel file and provide the employee a copy.

Supervisors are encouraged to provide constant informal feedback to their employees and dedicate time to developing their subordinates. Supervisors are encouraged to keep notes of all discussions with employees in order to have detailed performance evaluations reflecting progress throughout the year.

**Department Directors** are expected to ensure compliance with this policy and ensure that evaluating supervisors and managers under their direction are adequately trained in the performance evaluation process. Department Directors and/or mid-level managers are encouraged to review all Performance Evaluation documents for validity prior to the department supervisor conducting the performance evaluation with the affected employee, in order to correct any obvious errors or rating bias.

**Director of Human Resources Responsibilities.** The Director of Human Resources will review all evaluation documents for obvious errors and return them to the Department Directors for any clarifications or procedural corrections. The Director of Human Resources is responsible for maintaining original evaluation documents in official personnel files, and for timely processing of evaluations for any compensation due.

**Employee Responsibilities.** Employees are expected to be knowledgeable of their essential job functions and key result areas and maintain established performance standards and requirements as outlined. Employees are encouraged to address issues and concerns regarding their annual performance evaluation with their evaluating supervisor. If the employee is unable to resolve issues and concerns with the evaluating supervisor, the employee may address them with the Department Director; if the Department Director is the evaluating supervisor, the employee may go to the Town Manager to address concerns.

## **SUGGESTIONS**

We encourage employees to make suggestions for improvements in effectiveness, new ideas, innovations, reductions in costs, potential projects, etc. If you have an idea, please discuss it with your department head or the Town Manager, or deposit in the Town's suggestion box located by the time clock.



### **Workplace Safety Program**

The Town is interested in all employees' safety and well-being. Accordingly, the Town has developed safety rules and regulations. Each and every employee is required to comply with all safety rules and to exercise caution in all work activities. Each and every

employee is required to comply with all safety rules and to exercise caution in all work activities. From time to time employees will be updated and reviewed on safety procedures in an effort to increase awareness of the importance of safety on the job. Employees can prevent accidents and injuries by following the safety rules of your job, by remaining alert, and by THINKING SAFETY at all times. If an employee sees something that the employee believes is an unsafe act or an unsafe condition, the employee should immediately report it to a supervisor or to management at once.

The following safety rules apply at all times, and some specific job descriptions may contain additional operational safety guidelines. Each employee must be familiar with such rules, and apply them at all times.

- Use prescribed protective equipment such as eye protection, hearing protection, hard hats, safety shoes, gloves, shields, etc. when those items are appropriate to the task being performed.
- Walk, do not run. Wipe spills and pick up fallen objects and debris. Keep floor surfaces clear of hazards and other obstacles, electric cords, etc. For your comfort and safety, wear shoes with non-slip soles, in good condition and with enclosed toes. Do not wear sandals, sneakers, moccasins or tennis shoes on any job site where feet could be injured.
- To avoid back injuries, use correct lifting methods. Get additional help with heavy (or difficult to handle) objects.
- Be aware of sharp tools. Use safety devices where provided, and do not alter or remove them in any way. Report hazards to management immediately.
- Fire - Be alert for causes and report smoke, heat or unusual odors immediately. Alert other people in the area to the possibility of danger in order to evacuate, if necessary. Try to verify the location and call the Fire Department or 911. Use proper portable extinguishers for small fires.
- Do not put fingers, hands, feet or clothing in moving machinery.
- Do not carry items in a manner that obscures vision.
- Do not block access to fire extinguishers.
- Do not touch open or loose electrical circuits.
- Report unusual vibrations, smells, or noises coming from equipment.
- Do not wear rings or jewelry while operating machinery.
- Do not perform maintenance or repairs on running equipment.
- Do not remove or alter warning tags or safety devices.
- Never leave nails or spikes protruding from planks or boards.
- Perform routine maintenance at all scheduled intervals.
- Do not use compressed air for cleaning clothing or floors.

## ACCIDENT REPORTING

All accidents and injuries, however slight or seemingly inconsequential, **must immediately be reported** to the appropriate supervisor or the Human Resources Director. Failure to report any accident or injury within 24 hours of its occurrence may lead to disciplinary action, up to and including termination of employment. Such reports

are necessary so that the Town can remain in compliance with applicable laws and begin workers' compensation benefit procedures where appropriate.

Employees who violate safety standards, who cause or exacerbate hazardous or dangerous situations, or who fail to report or, where appropriate, correct such situations, will likely be subject to immediate disciplinary action, up to and including termination of employment.

## ACCIDENTS INVOLVING CITY EQUIPMENT OR VEHICLES

Any employee involved in an accident while operating Town equipment or vehicles shall report the accident immediately to the supervisor and to the proper law enforcement agency. The employee must immediately complete an accident report, no matter how minor the damage is to the vehicle, and submit to the supervisor and to the Human Resources Director.

Drivers must obey all traffic rules and regulations prescribed by law and use every reasonable safety measure to prevent accidents. No one under the age of 18 may operate a Town vehicle. Wearing of seat belts is mandatory.

Any traffic fines imposed upon a Town employee while operating a Town vehicle will be the personal responsibility of the employee and not the Town. Any employee involved in any type of accident involving Town equipment may be disciplined if, upon investigation, it is determined that the employee was negligent or through carelessness or recklessness contributed to the cause of the accident.

Town of Golden Beach employees are the most critical element in creating and maintaining a healthy and safe work environment.

## POLICY

The Town encourages and insists upon safe working conditions. All employees are required to abide by all established safety rules and procedures. Failure to obey Safety rules and procedures will result in disciplinary action up to and including termination.

Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations, suggestions, and criticisms of unsafe conditions to their immediate supervisor so that they may be corrected.

## SAFETY COMMITTEE

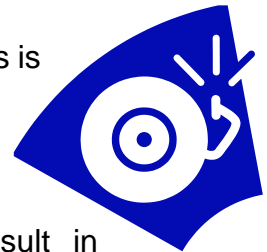
The Safety Committee is responsible for making recommendations to top management relative to the establishment and enforcement of safety practices and procedures. The specific duties of the committee are as follows:

1. Administer the organization's safety programs.

2. Create a written practice statement delineating the goals of the committee.
3. Ensure safety program compliance from subcontractors and contract laborers.
4. Meet once each month.
5. Create and review safety inspections.
6. Create incident investigation plans and review incidents.
7. Conduct quarterly safety training for all employees.
8. Create and follow meeting agendas.
9. Compile and publish reports summarizing the subject matter of committee meetings.
10. Set annual safety goals.
11. Develop safety-related activities to reduce injuries and promote safety, both on and off the job.

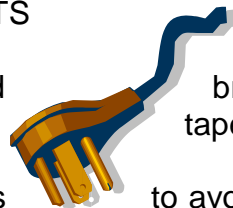
## SAFETY GENERAL RULES

1. Working under the influence of alcohol or non-prescription drugs is strictly prohibited and will result in termination.
2. An employee must report all accidents, injuries, fires, hazardous conditions, chemical spills, or other unsafe situations to his/her supervisor.
3. Fighting and horseplay are strictly prohibited and will result in disciplinary action up to and including termination.
4. Smoking is prohibited except in designated areas.
5. Protective footwear and other protective equipment must be worn for specific job requirements.
6. Listening to radios, tape players, CD players or other personal entertainment devices through earphones or ear plugs is prohibited because of the restricted ability to hear warning sounds.



## ELECTRICAL CORDS AND OUTLETS

1. Frayed electrical cords and immediately. Attempts to broken plugs must be replaced tape or otherwise jerry rig electrical equipment are forbidden.
2. Place equipment near outlets to avoid cords posing a walking hazard. If equipment cannot be placed near the outlet, secure the cord by means of duct tape or other safety method.
3. All office machines must have ground wire connections and connected to compatible outlets. Attempts to alter plugs to eliminate ground prong are forbidden.
4. Defective outlets should be repaired immediately. Prior to repair, they should be taped or otherwise covered to prevent their usage.
5. Unused floor outlets which are flushed with the floor must have protective covers in place at all times.
6. Raised floor outlets, whether used or unused, should have furniture or equipment located over or beside them.



7. Ensure that circuit voltage and equipment requirements are compatible.
8. Portable electrical equipment shall be equipped with three-conductor cords.

## FILING EQUIPMENT AND FILE ROOMS

1. Push, do not pull, carts and other rolling equipment. Ensure that pathways are clear and use extra caution when entering or leaving offices into the hallway.
2. All carts must be inspected periodically to assure that rollers and wheels are in good condition and working order, and have no sharp or jagged edges. Carts with unsafe conditions must be removed from use until they are repaired.
3. Riding on a cart or other rolling equipment is prohibited.
4. Carts are not to be pushed with feet or bumped with the body. Carts must be under control at all times.
5. Ensure the proper storage space for all boxes. Do not leave boxes in aisles or other pathways. Empty boxes must be removed and stored immediately after use.
6. Boxes must not be stacked too high or in an unsafe manner.
7. Sections of shelving should be bolted together.
8. Do not use chairs, tables, or other items in lieu of a ladder.
9. Use only System- approved ladders. Ladders should be inspected periodically to ensure that they are in safe condition. Each ladder should have and be stored in a designated space.
10. Each storage room should have a light switch at the entrance. The light must be on when entering or working in a storage area.
11. Keep filing drawers closed when not in use.
12. Close cabinet drawers by using the handle only.
13. Keep fingers away from drawers or drawer openings.
14. Do not shove drawers, close them and verify that they are closed.
15. Do not open more than one drawer at a time. Cabinets may fall over if multiple drawers are open.
16. Use all drawers in a storage cabinet. Cabinets may become unstable if only top drawers are used.
17. Do not use the tops of cabinets for storage.
18. Use caution opening boxes, especially when using a cutting blade.
19. Cutting blades must be retracted when not in use and when they are being transferred from one person or place to another.



## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### Eye Protection

Employees may obtain eye protection (face shields, goggles, etc.) in the area for which it is required, or in the Public Works Department. If the eye protection is lost or destroyed

due to the employee's negligence, the employee will be responsible for the cost of the replacement.

Employees working in potential eye-hazard areas who need prescription glasses must wear face shields or goggles over their glasses.



#### Ear Protection

Employees working in areas where the noise level is 80 decibels or more may obtain ear protection through their Supervisor or from the Public Works Director.

#### Foot Protection

All employees should wear footwear for the department that they are in. If you work in a department where your toes and feet need to be protected from outside factors, protective footwear is required. The safety shoes must meet federal standards and can be purchased through several local suppliers.

#### Hair/Head Protection

Employees with long hair (down to the shoulders) should tie their hair back or wear hair nets or caps when working on moving machinery. Depending on what area you are working in, protective head gear may be required. Your department head will consult with you if you are in a department that requires protective personal equipment for your head.



#### General

Loose clothing must not be worn near moving machinery. Neckties must be securely clipped to the shirt. Employees working in areas where chemicals, solvents, other irritants, or caustic acids are used will wear rubber face shields, boots, aprons, etc. Rings and jewelry must not be worn when working on machinery. Work gloves (leather palmed) must be worn by anyone working in areas designated by management.

Visitors must wear any and all protective equipment when visiting areas requiring it. Signs will be posted in the areas requiring protective equipment.

## **IF YOU LEAVE US...**

### **Termination of Employment Definitions**

The Town designates all employee separations as one of the following types:

**Resignation.** An employee who intends to resign is requested to notify the supervisor and/or the Director of Human Resources in writing at least two weeks prior to the last day of work. Employees who fail to give a two-week notice are typically not eligible for rehire. The supervisor is responsible for immediately notifying the Director of Human Resources.

**Retirement.** An employee who intends to retire is requested to notify the Department Director, supervisor and the Director of Human Resources, in writing at least one month prior to the date of retirement. The pension application for retirement must be in the



pension administrator's office the day of intended retirement date to lock in the in-service-date.

**Retiree Health Coverage.** An employee who retires from Town employment and who is entitled to receive retirement benefits from the Town, is entitled to purchase continued health benefits coverage for the retiree and eligible dependents unless the person is eligible for group health benefits coverage through another employer. To receive continued coverage under the plan, the employee must so inform the Director of Human Resources on or before the date of retirement. If the employee elects to continue coverage for the retiree and/or any eligible dependents and later elects to discontinue such coverage, the retiree and/or dependent is no longer eligible for coverage. An employee can elect retiree coverage only if covered under the plan at the time of retirement. Similarly, a retiree may elect to cover only those eligible dependents who were covered under the plan at the time the employee retired. A person who was not covered under the plan at the time of the employee's retirement is not eligible for retiree coverage. A person who is entitled to retiree group health coverage is responsible for the full cost of the insurance, and must make payments for the coverage as stipulated by the Town. Failure to submit insurance premium payments in a timely manner may result in termination of coverage.

**Dismissal/Termination.** The Town may terminate an employee's employment as a result of unsatisfactory performance or conduct and/or violation of Town policies or procedures, including a new hire who fails the orientation period. Town employees who are terminated, or who resign in lieu of termination, due to unsatisfactory performance, pending results of an investigation, or conduct and /or violation of Town policies or procedures, are not eligible for rehire.

Dismissal may also occur for the following:

**Job Abandonment.** If an employee fails to properly notify the Town of an absence from work or if an employee is absent without authorization and/or notification for three or more consecutive days, the Town will normally consider the employee to have abandoned employment, and the employee will be terminated.

**Incapacity.** An employee may be terminated for incapacity when the employee no longer meets the physical or mental requirement of the job with or without accommodations. A termination for incapacity is not considered a disciplinary action. The employee may receive accrued vacation and sick leave benefits if provided by policy, if any, payable upon termination.

**Reductions-in-Force/Reorganization.** An employee may be separated from Town service when it is deemed necessary by reason of shortage of funds or work, the abolition of the position, or other material change in the duties of the organization, or for other reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.



**Death.** If a Town employee dies, the designated beneficiary or estate will be paid all earned pay and payable benefits.

### **Exit Interviews**

The Town usually provides separating employees with an exit interview prior to their last day of work. The purpose of the exit interview is to finalize all compensation due, return Town equipment, provide explanation of any continuing benefits, review employment history, discuss the reason(s) for the separation, and solicit constructive feedback to improve the Town. The Director of Human Resources shall complete an Exit Interview Form, and the supervisor also completes a form. Exit interviews are conducted confidentially by the Director of Human Resources. Information discussed during the exit interview may be shared with the Town Manager's office and acted upon as deemed appropriate by the Town. The Department Director (or designee) is responsible for promptly notifying the Director of Human Resources of all separations, arranging for the exit interview and providing documentation of receipt of all departmental and/or Town property from the exiting employee.

Final payment of compensation may be withheld pending return of Town property, completion of necessary paperwork, and other requirements of separation.

*HUMAN RESOURCES COPY - SIGN AND RETURN*

**ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

My signature below acknowledges that I have received a copy of the Town of Golden Beach Employee Handbook and that it is incumbent upon me to read this Handbook to familiarize myself with its contents. I understand that I may contact the Human Resources Department with any questions I may have regarding these rules and regulations, now or in the future.

I have read the policy regarding harassment and discrimination and understand I had the opportunity to ask questions regarding the policy.

I am aware that conduct which constitutes sexual harassment, unlawful harassment or discrimination can result in termination of employment or severe discipline, even for a first offense, without regard to any disciplinary history.

I understand that I am expected to abide by all the rules and regulations. I further understand that any violation of a rule or regulation may result in disciplinary action being taken against me, including termination of my employment.

This Handbook describes important information about this organization. Since the information, policies and benefits described herein are necessarily subject to change, I acknowledge that revisions to this handbook may occur.

I further acknowledge that the Handbook is neither a legal document nor an employment contract.

I understand that I am an at-will employee of the Town of Golden Beach unless expressly stated to the contrary in a collective bargaining agreement applicable to my current position. I am aware that an Employee may be dismissed or demoted with or without just cause or advance notice during the probationary period.

I certify that I have received a copy of the Town of Golden Beach Employee Handbook and will abide by the guidelines contained therein.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_