



Town of Inglis  
**EMPLOYEE HANDBOOK**

Updated 03.08.22

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# Chapter 1- Introduction

## Section 1.01 – Town of Inglis Government

Incorporated in 1955, the Town of Inglis, Florida (the “Town”) is dedicated to its residents and strives to provide strong and fair leadership. The Town is located approximately 5 miles east of the Gulf of Mexico in Levy County, Florida. The governing body is the Town Commission, which consists of five voting members. The Town’s Mayor also attends Town Commission meetings, although the Mayor is not a voting member of the Town Commission.

<R. No.>

## Section 1.02 – Purpose of Handbook

This handbook should be used to get to know the Town and to help you get the most out of your relationship with us. The purpose of this handbook is to provide an overview of policies, procedures, and benefits that guide the Town's relationship with its employees. This handbook cannot anticipate every situation nor answer every question about policy or employment. It is designed solely as a guide to help employees better understand their role at the Town. It is for general information only and may be amended or revised from time to time without notice.

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### Section 1.03 – Employment At Will

(a) No contract for employment. This handbook is neither an expressed nor implied contract of employment. It is not to be considered a guarantee of continued employment. This handbook does not make any promise of employment for any specified period of time, nor does any representative of the Town have authority to enter into an agreement for employment for any specified period of time.

(b) At will employment. The Town and the employee have an at-will employment relationship and every employee serves at the pleasure of the Town. The employee has the right to terminate his/her employment at any time and the Town has a similar right.

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## Section 1.04 – Organization of Handbook

In addition to this introduction, this Handbook is organized into eight general categories to help you understand the policies and procedures of the Town. These categories are as follows:

(a) General Policies and Provisions. These policies include the Town’s compliance with governing law, as well as aspirational policies which are intended to improve the operation of the Town. These policies include the Town’s Equal Opportunity policy, ADA compliance policy, Public Records policy, and other policies.

(b) Standards of Conduct. These policies describe the expectations the Town has of you as you serve as an employee or representative of the Town. These policies address solicitation of gifts, sexual harassment, use of drugs or alcohol, work conduct, and other matters. Failure of an employee or representative of the Town to comply with these standards may lead to discipline up to and including termination of employment.

(c) Job Classifications, Evaluations, and Changes to Status. These policies describe how someone can apply for a position with the Town, and also describe promotion, demotion, transfers, and discipline while you work with the Town.

(d) Compensation. These policies describe the manner that you, as an employee of the Town, are to receive compensation for your work. These policies include payment for overtime and other matters.

(e) Attendance and Leave. These policies describe the different leave policies which may allow you to miss work, with or without pay.

(f) Benefits. These policies describe the additional benefits you may receive as an employee of the Town. These benefits include health insurance, worker’s compensation, and other benefits.

(f) Employee Resources. These policies describe the resources which the Town makes available to you as part of your employment with the Town. These policies include training, transportation, and other resources.

(g) Town Accessibility. These policies describe how the Town is made available to you and the public. The policies include hours of operation, bulletin boards, and other matters.

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## Section 1.05 – Definitions

For this Handbook, the following terms will have the following meanings:

(a) “Assigned Commissioner Liaison” means the Commissioner assigned to direct operations of a particular Town Department.

(b) “Department Head” means any employee who has supervision over all employees in a Town Department, and who are appointed by and report directly to the Town Commission. A Department Head includes any employee serving full-time in the Town Clerk, Director of Public Works, Fire Chief, and Director of Animal Control positions. When context allows, a Department Head may also include an Assigned Commissioner Liaison that is required to assume some of these duties of a Department Head when that specific position is vacant.

(c) “Full Status Employee” means an employee who is not on probation under Section 4.03, and is otherwise a full-time employee entitled to work leave and other benefits.

(d) “Probationary Status Employee” means an employee who remains on probation as described in Section 4.03, and is not entitled to various leave provisions and benefits including (without limitation) those described in Sections 6.02, 6.03, 6.05 through 6.08, and Chapter 7 of this Handbook.

(e) “Town” means the Town of Inglis.

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## Section 1.06 – Amendments to Handbook

The Town Commission may, from time to time, modify this Handbook by altering or eliminating existing policies, or by creating new ones. Whenever this Handbook is updated, every Town employee will receive a hard copy of the updated title page, an updated table of contents, a memorandum explaining the new update to the Handbook, and a copy of the new or updated policy. Each employee will then be required to sign that they have received the new update to be kept as part of that employee's personnel file.

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## Section 1.07 – Access to Handbook

(a) Public record. As a public record, each employee and member of the public is entitled to access the Town Handbook in its most recent form. Upon being hired by the Town, or whenever the Town updates its Handbook in full, the Town will provide a complete copy of the Handbook to the Town employee without charge. In addition, whenever the Handbook is amended pursuant to Section 1.06 of this Handbook, and each Town employee will receive a hardcopy of these modifications without charge. For any additional copies, the Town employee may be subject to costs for printing pursuant to policy Section 2.06.

(b) Website. In addition, the Town will continually maintain the most current version of its Handbook on its website, and the Town Clerk will maintain the most recent version of the Town Handbook.

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# Chapter 2 – General Policies and Provisions

## Section 2.01 - Equal Opportunity Employment

The Town is committed to equal employment opportunity and does not discriminate in any employment-related decisions on the basis of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status. In carrying out this responsibility, the Town will:

(a) Recruit, hire, train, and promote for all job classifications without regard to race, color, creed, religion, gender, age, national origin, political affiliation, ancestry, sexual orientation, parental status, disability or marital status.

(b) Make employment and promotion decisions based solely on an individual's qualifications for the position available, thereby furthering the principle of equal employment opportunity.

(c) Ensure that all other personnel actions and programs, including but not limited to compensation, benefits, promotion, demotion, transfers, layoffs, termination, training, education, social and recreational programs will be administered without regard to race, color, creed, religion, gender, age, national origin, political affiliation, ancestry, sexual orientation, parental status, disability or marital status.

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## Section 2.02 - ADA Policy

(a) Town commitment. The Town is committed to fully complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The Town will work with employees to explore reasonable work accommodations that will enable the employee to successfully perform his/her job and enjoy equal benefits and privileges of employment, all without imposing an undue business hardship. The goal of such accommodation is to enable employees to successfully perform their jobs.

(b) Reasonable accommodation. If a Town employee believes he or she needs a reasonable accommodation, the employee should contact his or her Department Head. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

(c) Non-discrimination. The Town does not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability. The Town will follow any applicable state or local law that provides individuals with disabilities greater protection than the ADA.

(d) Light duty status. Slight injuries and illnesses may prohibit performance of regularly assigned duties. However, there may be duties that an employee can perform without aggravating such injuries or illnesses, so long as a physician determines that “light duty” work is acceptable, and gives specific guidance as to the employee’s abilities and restrictions. The employee may, at the Department Head’s discretion, report to his or her immediate supervisor for assignment consistent with the physician’s recommendation. If an employee requests light duty, the Department Head should determine whether light duty is appropriate. If available and appropriate, the Department Head may assign such duties as the health and condition of the employee permit. “Light duty” status should generally not exceed six weeks in a rolling prior 12 month period, although circumstances will be considered on a case-by-case basis as required by law.

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## Section 2.03 - Veteran's Preference Policy

(a) Veteran's Preference in hiring. The Town provides preference to veterans in accordance with Section 295.07, Florida Statutes. The relevant Department Head will interview all persons entitled to preference who are minimally qualified. When there are two or more equally qualified candidates being considered for a job after the interview process, and one or more of them is a person entitled to preference, the person entitled to preference will be hired over the person or persons not entitled to preference.

(b) Veteran's Preference in promotions. Veteran's Preference is also available for employees seeking promotions. When there are two or more equally qualified candidates being considered for the job after the interview process, and one or more of them is a person entitled to preference, he or she will be hired over the person or persons not entitled to preference. However, the only time Veteran's Preference rights need to be considered in making a promotional decision is when a person applies for a promotion after becoming reemployed or reinstated following requisite military service.

(c) Eligibility for Veteran's Preference. The following groups are eligible to receive Veteran's Preference:

i. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense.

ii. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.

iii. A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was terminated under honorable conditions from the Armed Forces of the United States of America. A veteran who served honorably but who has not met the criteria for the award of a campaign or expeditionary medal for service in Operation Enduring Freedom or Operation Iraqi Freedom, qualifies for preference in appointment, effective July 1, 2007. The service dates for Operation Enduring Freedom are October 7, 2001 to a date to be determined. The service dates for Operation Iraqi Freedom are March 19, 2003 to a date to be determined.

iv. The unremarried widow or widower of a veteran who died of a service-connected disability.

v. Any Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal.

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## Section 2.04 - Immigration and Naturalization

The U.S. Citizenship and Immigration Service requires that candidates for employment and the Town provide specific information within three (3) business days of commencing employment. Candidates for employment must complete Section 1 of Form I-9 and provide the specific documents to establish their identity and employment eligibility.

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## Section 2.05 – Open Door Policy

Your supervisor and your Department Head are always available to listen to any questions, concerns, ideas or suggestions that you or any other employee may have. Employees should feel free to contact their supervisor and Department Head if they need to discuss any issue related to their employment. Employees are encouraged to contact their Department Head or the Town Clerk if they believe that a particular issue cannot be resolved or if their concerns relate to a supervisor's conduct. Our doors are open to you at all times.

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## Section 2.06 – Public Records Policy

(a) Citizens' right to public records. The State of Florida has determined that providing access to public records is a constitutional right of each person and it is the duty of the Town to comply with all State laws relating to public records. The provision of public records may not be implemented as a profit-making or revenue-generating operation. The supervision and safekeeping of records is one of the prime duties records custodians assume when they take office and the law fixes no compensation for such duties. Every person who has custody of a public record has an obligation to permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or their designee, except for those exemptions provided by law. Requestors may obtain records for whatever purpose(s) the requestor may have. A requestor need not identify herself or himself or state the reason for the request.

(b) Designation of Town Clerk. The Town Clerk is the Records Management Liaison Officer, and as such has been designated as the point of contact for all public records requests. In addition to the Town Clerk, however all employees of the Town are expected to respond to public records requests in a coordinated manner under the direction of the Town Clerk. The Town Clerk will work closely with the appropriate department representatives for confidential and exempt records, such as personnel files and medical records.

(c) Minor records request. If the amount of records requested is a small amount and only applies to one department, that department may provide requested records directly to the requestor, as long as a copy of the completed "Public Records Request" is provided to the Town Clerk along with the response. Records such as surveys, building plans, permits, contracts and the like may be provided without the Clerk processing those types of requested records.

(d) Computer and digital Records. Computerized public records are governed by the same rules as written documents and other public records. Information stored on a computer is as much a public record as a written page in a book or a tabulation in a file stored in a filing cabinet. When possible, and if the requestor voluntarily releases his or her e-mail address, staff may e-mail computerized records to requestors and copy the Town Clerk. There is no fee associated with e-mailing records, unless the labor necessary to respond to the request is considered extensive under Chapter 119, Florida Statutes.

(e) Limitation of duty to provide records. Custodians are not required to provide information from the records of their office. The statutory obligation of the custodian is to provide access to and copies of the public records being requested and not to promulgate reports, engage in correspondence, or become involved in dialogue.

(f) Exempt and confidential records. Employees who provide documents in response to public records requests must be knowledgeable of the records that are exempt or confidential or that contain exempt or confidential information. If a question arises as to whether or not a record or portion thereof is exempt or confidential, it should be addressed to the Town Clerk, and the Town Attorney may be consulted. If a public records request is received for the inspection or copying of an exempt or confidential record, the requestor shall be advised by the custodian that the record is exempt or confidential. If only a portion of the record requested is exempt or confidential, the custodian shall delete (redact) the exempt or confidential information and provide the requestor with the remainder of the record and shall verbally, or in writing, if requested, provide the following information to the person seeking inspection or duplication of the record the basis of the exemption or confidentiality which the custodian contends is applicable to the record; and the statutory citation to the exemption or confidentiality created. Public record requests relating to human resources, code enforcement, or fire and rescue records will be reviewed by the Town Clerk. It will be the Clerk's responsibility to ensure that confidential or exempt material is redacted in accordance with Chapter 119, Florida Statutes.

(g) Fees for duplication of public records. The uniform fee for providing public records, to be charged by all departments are:

- i. 14" x 8 1/2" page or less -one sided, \$0.15.
- ii. 14" x 8 1/2" page or less -two sided, \$0.20.
- iii. 11" x 17" page, \$0.25
- iv. 36" x 48" (or similar sized large plans) page, \$2.00
- v. For certified copies, \$1.00 (plus duplication costs).
- vi. CDs & DVDs, \$1.25.
- vii. Labor at an hourly rate if more than 15 minutes of preparation time is required.
- viii. Fees for postage

(h) Extensive public records response. A custodian must produce all records requested regardless of the number of documents involved or the onerous nature of the request. If the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by Town personnel, in addition to the actual cost of duplication, the costs of the Town may be charged. The charges shall be reasonable and based upon the labor costs actually incurred or attributable to the Town staff for the clerical and supervisory assistance required of such personnel providing the service. The amount charged must reflect the actual hourly rate of the individual providing the service. Costs will be calculated in 15 minute increments. There will be no charge for requests that take

less than 15 minutes. The word "extensive" is defined to mean "longer than 15 minutes"; therefore any request taking longer than 15 minutes must be billed to the requestor. Based upon the length of time estimated to provide the service, a deposit in half that amount should be collected prior to the cost actually being incurred. Monies collected exceeding the actual cost of assistance and duplication must be returned to the requestor. Additional sums will be charged to the requestor if the estimated amount is exceeded prior to the release of the responsive records.

(i) Public Records Form. The Town's Public Records Request Form is available by emailing the Town Clerk's office. The employee handling the public records request must complete the form when initiating the request for processing.

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## Section 2.07 – Communications and Computer Policy

(a) No expectation of privacy. The Town's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Town policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Town's systems.

(b) Town access to systems. The Town may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Town deems it appropriate to do so. The reasons for which the Town may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Town operations continue appropriately during the employee's absence. Further, the Town may review Internet usage to ensure that such use with Town property, or communications sent via the Internet with Town property, are appropriate. The reasons for which the Town may review employees' use of the Internet with Town property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Town operations continue appropriately during the employee's absence. The Town may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted. Further, since the Town's communications and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

(c) Town harassment policies. The Town's policies prohibiting harassment, in their entirety, apply to the use of the Town's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state, or local law.

(d) Illegal use of or access to computer systems. No employee may access, or attempt to obtain access to, another employee's computer system without appropriate authorization. No employee may use the Town's computer system as part of other illegal conduct including, but not limited to, unauthorized duplication of copyrighted computer software and data in violation of law.

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## Section 2.08 – Social Media Policy

(a) Scope. It is the policy of the Town to provide guidance for employee use of social media, which should be broadly understood for this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that allow users to share information with others in a contemporaneous manner. This policy applies to all Town employees, including contract employees and volunteers of the Town when working with social media tools on behalf of the Town and applies to the extent specified herein with regard to personal social media sites and activities. This does not apply to social media sites of the Town's elected officials used solely for campaign or personal purposes.

(b) Purpose. The Town may use social media tools, including but not limited to Facebook, Twitter, Pinterest, and YouTube to reach a broader audience. While the Town's website, [townofinglis.org](http://townofinglis.org), is the Town's primary internet presence, the Town recognizes that social media, when used appropriately, is useful in furthering the goals of the Town and the missions of its departments. All official Town presences on social media sites or services are considered extensions of the Town's information networks and are governed by the responsibilities and rules set forth in this and related policies and procedures and in the Town's standards of employee conduct found in this Handbook. Violations of this policy will be considered misconduct and may result in discipline up to and including termination. Additionally, the Town recognizes that many employees use social media tools in their personal lives; therefore, this policy provides guidelines for Town employees when they communicate on social media sites as private citizens.

(c) Town social media accounts. The following rules govern to the creation and maintenance of a Town social media account:

i. Before establishing a Town social media account, the creator contact the Town Clerk, applicable Department Head, and the Assigned Commissioner Liaison to discuss objectives and desired outcomes for utilizing social media to help determine its effectiveness in reaching the communication objectives.

ii. Every Town social media account must include an introductory statement that clearly specifies the purpose and topical scope of the social media presence. When possible, the account will link back to the Town's website at [townofinglis.org](http://townofinglis.org).

iii. The Town social media account must conspicuously disclose that any post is subject to public records disclosure.

iv. The Town social media account must make available to the Town Clerk all content such as text, images, and video placed on the Town social media accounts for possible placement on [townofinglis.org](http://townofinglis.org).

v. The Town social media account must enable any features which allow for public comments, and must otherwise comply with the terms of use of the social media platform.

vi. The Town must maintain compliance with all applicable federal, state, and Town requirements, policies, and procedures relating to records retention and public records requests.

vii. The Town must not edit any posts submitted by outside parties. If a post violates the applicable terms of use, the Town will delete the comment from public view and thereafter notify the comment maker of the violation.

viii. The Town must ensure social media content applies with applicable mandates including but not limited to Section 508 of the Rehabilitation Act of 1973, Chapter 119, Florida Statutes, records retention and public records requests, and any other applicable Town, state, or federal requirements.

ix. The Town must ensure that no social media site or platform is used to defame, threaten, harass, threaten, misrepresent, or otherwise violate the legal rights of others, including a person's privacy. The Town must prohibit any misleading, defamatory, obscene, false, or unlawful material on its site or platform. The Town must prohibit any selling, advertising, or exchanging of goods and services, and must restrict posting of copyrighted material and spamming.

(d) On and off-duty activities. The following rules govern an employees' use of social media while representing the Town, and as a private citizen:

i. No employee may share or divulge any Personal Health Information (PHI) whether clearly stated or implied.

ii. No employee may post photos, videos, or images of any kind that potentially identify patients, addresses, vehicle license plate numbers, or any other PHI.

iii. No employee may use disruptive or abusive language, or engage in personal attacks with someone served by the Town.

iv. No employee may endorse any commercial product, service, or entity in any way that depicts the individual as an employee of the Town without the expressed written permission of the Town Commission.

v. No employee may post images, files, or texts depicting Town property, equipment, or personnel in any manner that would adversely affect the reputation and operations of the Town.

vi. Every employee must be truthful, courteous, and respectful toward supervisors, co-workers, citizens, customers, and other persons associated with the Town. Employee comments may be evaluated and weighed as to its public purpose,

and any inappropriate comments that are determined to not be considered “protected speech” will be subject to discipline up to and including termination.

vii. All employees must understand the perception of their association with the Town as it relates to online social media. If an employee identifies himself or herself as a Town employee or has a public-facing position for which he or she is associated with the Town, the employee must ensure his or her profile and related content is consistent with how he or she wishes to present himself or herself as a Town professional. The employee should have no expectation of privacy once he or she has introduced himself or herself publicly.

viii. All employees must remain focused on the Town’s missions, values, and customer service, and not allow social media to interfere with primary job responsibilities unless such use is a primary duty or an essential job function.

ix. All employees must respect copyright, fair use, and financial disclosure laws. Employees must protect sensitive and personally identifiable information and not publish or report on conversations that are intended to be pre-decisional or internal to the Town.

x. Employees are not permitted to use Town or Department logos, seals, insignias, badges, or other graphics on their personal social media pages in any manner that would have the potential of appearing to be an official Town outlet.

xi. When a connection with the Town is apparent, but an employee is speaking on behalf of him or herself, employees must make clear that they are speaking on his or her own behalf and is not speaking on behalf of the Town in anyway.

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# Chapter 3 – Standards of Conduct

### Section 3.01 – Solicitation of gifts and other improper influence

(a) Gifts from outside sources. No employee may accept gifts, gratuities, or loans from organizations, businesses, or individuals with whom that employee interacts with on Town business, or which are given to influence the employee's conduct with the Town. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, to prohibit employees from accepting social courtesies which may promote good public relations, or to prohibit obtaining loans from regular lending institutions.

(b) Gifts from other employees. No employees shall solicit contributions from another employee for a gift to an employee in a higher position, nor shall any employee in a higher position accept a gift from employees in a lower position. The foregoing does not, however, prohibit voluntary gifts of nominal value when made on a special occasion.

(c) Payment for appointment or promotion. No person seeking appointment to or promotion in Town government shall either directly or indirectly give, render, or pay any money, service, or other thing of value to any other person with the purpose of influencing appointment or promotion with the Town. This prohibition is not intended, however, to prohibit a person from providing payment to an employment placement agency which is used to locate an open position with the Town.

(d) Solicitation of sales and contributions. Employees may not sell or solicit sales or contributions while on duty, except for those organizations or causes specifically approved by the Department Head.

(e) Political coercion. Coercion of any other Town employee for political purposes, or use of a Town position for an improper political purpose is prohibited. Such inappropriate conduct may include, but is not limited to directly or indirectly coercing an employee to pay or contribute to any party, committee, organization, agency or person for a political purpose, or using official authority or influence for the purpose of interfering with the results of an election or nomination to office.

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### Section 3.02 – Use of Town property for personal reasons

It is strictly prohibited for any employee to use any Town resource, including without limitation, any vehicles, computers, copying machines, credit cards, or other Town resources for personal use.

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### Section 3.03 – Outside employment

(a) Written request for outside employment. Outside employment is any paid employment performed by an employee in addition to his or her employment with the Town. For any Full Status Employee to obtain outside employment, that employee must submit a written request to the Department Head, and such request must describe the duties to be performed, and the required work hours for the outside employments.

(b) Limitation of outside employment. Outside employment is prohibited unless such employment conforms with the following requirements:

i. Outside employment must not cause the employee to be tardy or absent from work, or be unavailable for work beyond the normal business hours required for the employee's position.

ii. Outside employment must not create a conflict of interest between the outside employment and the Full Status Employee's employment with the Town.

iii. Outside employment must not reflect negatively on the reflect on the Town.

(c) Outside employment conflict. If a Department Head determines that a Full Status Employee's outside employment fails to comport with the requirements above, the Town may request the Full Status Employee terminate its outside employment or otherwise be subject to discipline as provided in Section 4.10.

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### Section 3.04 – Nepotism.

Every Town Official and employee is prohibited from hiring, or being in a position of supervision or authority over, any relative, as that is defined by Section 112.3135, Florida Statutes (2021). To the extent that two or more relatives are both associated with the Town, the Town must ensure that no family member has the opportunity or ability to promote, supervise, or advocate for the compensation or advancement of another family member.

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### Section 3.05 – Work Conduct

(a) Good work conduct. Employees are expected to observe appropriate standards of job performance, good conduct, and moral character. When performance or conduct does not meet the Town’s standards, the Town will endeavor when appropriate to provide the employee a reasonable opportunity to correct a deficiency. If an employee fails to timely correct the deficiency, however, the employee may be subject to discipline, including termination.

(b) Examples of employee deficiency. It is impossible to list and describe all conduct and behaviors which may fall short of acceptable job performance or negatively reflect on the town. Some potential deficiencies may include, but are not limited to, the following:

- i. Stealing, misappropriation, or destruction of private, Town, or customer property.
- ii. Insubordination, or refusal to carry out instructions.
- iii. Falsifying or misrepresenting facts or statements on Town documents, including, without limitation, employment applications, medical records, sick leave requests, time records, absence records, and payroll records.
- iv. Possessing or consuming intoxicants, liquor, illegal drugs, or other controlled substances.
- v. Conviction of a felony or other crime.
- vi. Incompetency in the performance of job duties.
- vii. Violent or threatening behavior.
- viii. Unprofessional, disruptive, or inappropriate conduct while at work.
- ix. Failure to timely report accident or personal injuries.
- x. Violation of rules and regulations relating to the employee’s specific job duties.
- xi. Careless work performance resulting in loss, substandard or damaged good, and damage to equipment, property or vehicles.
- xii. Littering or contributing to unsanitary or poor housekeeping conditions.
- xiii. Engaging in any acts of discrimination or harassment in violation of Town policies.
- xiv. Disregarding driving rules or otherwise driving in an unsafe manner.
- xv. Excessive absenteeism or tardiness.

- xvi. Use of abusive, threatening, or rude language to Town staff or citizens.
- xvii. Endangering the safety of self or fellow worker.
- xviii. Sleeping while on duty or on citizen premises while on duty.
- xix. Bringing firearms or other weapons on Town or citizen premises without proper licensing.
- xx. Failure to report safe conditions.
- xxi. Gambling on Town property, or citizen premises while on duty.
- xxii. Refusing to work overtime.
- xxiii. Having visitors during work hours in unauthorized areas, including without limitation Town vehicles.
- xxiv. Being in a restricted area without permission.
- xxv. Leaving work assignments or work area without permission.
- xxvi. Misuse, removal, or destruction of Town public records.
- xxvii. Failure to use required safety equipment or violation of health rules.
- xxviii. Failure to report for duty as necessary during an emergency event to recovery event.
- xxix. Handling personal business or pursuits while on duty.
- xxx. Feigning illness or disability to receive sick leave.

<R. No.>

### Section 3.06 – Sexual Harassment

This Handbook hereby specifically recognizes and incorporates by reference the Town's Sexual Harassment Policy, as currently codified in Section 2-171 through Section 2-175 of the Town.

<R. No.>

### Section 3.07 – Drug and Alcohol Use

This Handbook hereby specifically recognizes and incorporates by reference the Town's Drug-Free Workplace Policy, as currently codified in Section 2-141 through Section 2-148 of the Town.

<R. No.>

# Chapter 4 – Job Classifications, Evaluations, and Changes to Status

## Section 4.01 – Notice of Open Position

(a) Publication of notice. When the Town has an open employment position, the related Department Head or Assigned Commissioner Liaison will notify the Clerk’s office. Unless emergency employment is necessary pursuant to Section 4.05, the Clerk’s office will publish notice for the position for at least thirty (30) consecutive days, and will receive written applications during this time. Notice shall be posted at Town Hall during the full time that written applications are accepted. In addition, the Clerk must provide notice by at least one of the following methods:

- i. By advertisement in a newspaper of general circulation in the Town.
- ii. By listing on a job search website.
- iii. By listing through a professional trade association related to the position.

(b) Content of notice. Notice for the position will communicate essential information to the prospective applicant, including title, minimum qualifications, salary range, method of submitting application, and closing date for the application. The notice will also include a statement that: “the Town is an equal opportunity employer” and will include a notice of drug testing.

<R. No.>

## Section 4.02 – Selection Process for Open Position

(a) Hiring for Non-Department Heads. For hiring positions other than Department Heads, during the time that applications are received, the supervising Department Head will review the written applications submitted to determine which applicants meet the minimum requirements for the open position. Thereafter, the Department Head will schedule an oral interview with each applicant that meets the minimum requirements. During the interview, the Department Head will score each applicant on a numeric system. Thereafter, the department head will contact references, and apply additional scores to the applicant, as appropriate.

(b) Hiring for Department Heads. For Department Head positions, either the Town Clerk, the Mayor, or the Town Commissioner will review written applications submitted to determine which applicants meet the minimum requirements. For each applicant that meets the minimum requirements, the Town Clerk will schedule an interview before the Town Commission. During the interview, the Department Head will score each applicant on a numeric system.

(c) Veteran's Preference. For all open positions, the interviewer for the vacancy will provide a preference for veterans in conformance with Section 2.03.

<R. No.>

#### Section 4.03 – Probationary Term

All new employees shall undergo a period of probation of three (3) months prior to regular employment status. The Department Head shall notify, in writing, the Town Clerk's office, prior to the expiration period, whether the employee's services have been satisfactory or unsatisfactory. The Department Head may extend the probationary period from (1) one month to six (6) months more. The Department Head must give the employee a specific period of time for the extension.

<R. No.>

#### Section 4.04 – Promotions

(a) Promotion of Town employees. The Town is committed to employing and promoting the most qualified individuals available for any given position. To honor this commitment, the Town recognizes that it is desirable to attempt to fill vacant positions with individuals who have work experience with the Town, and who are otherwise knowledgeable about operations of the area. Accordingly, the Town will attempt to promote a current employee to fill a vacant position whenever practical. To determine whether promotion is appropriate, the hiring agent will consider the qualifications of the current Town employee, and the employee's service record with the Town.

(b) Reassignment of promoted employee. If an employee is promoted to another position, and the employee is unable to satisfy the requirements of the new position, the Town will attempt to reassign that employee to his or her previous position prior to terminating that employee's employment.

<R. No.>

## Section 4.05 – Emergency Employment

In instances where the demands the Town fill a vacant position faster than the procedures provided for in Sections 4.01 and 4.02, the Town may fill the position as an emergency hire. If the Department Head determines that an emergency hire is necessary, he or she will contact the Town Clerk's office, who will notify the Town Commission of the hire. On or before ninety (90) days after the emergency hire, the Department Head must comply with Sections 4.01 and 4.02 before the emergency hire is able to become a Full Status Employee.

<R. No.>

## Section 4.06 – Performance Report

(a) Purpose. The purpose of periodic evaluation of employee performance is to measure as objectively as possible both the quality and quantity of an employee's work and other such factors as deemed necessary to determine the manner in which this service is rendered, and to serve as feedback to the employee concerning his/her performance, strengths, and weaknesses.

(b) Frequency. Performance reports will normally be completed annually for each employee during August of each year. Special performance reports may be required as called for in other sections of the Town Handbook. Department Heads, the Assigned Commissioner Liaison, and the Town Commission will be responsible for completing the performance evaluations on a timely basis. Performance reports will be completed as follows:

- i. For Full Status Employees with satisfactory ratings – annually.
- ii. For Full Status Employees with unsatisfactory ratings – every 60 to 90 days.
- iii. For Full Status Employees with disciplinary action pending - every 60 to 90 days.
- iv. For Probationary Status Employees - at the end of the probationary period.

(c) Evaluator. Each employee other than a Department Head will be evaluated by the supervising Department Head. Every Department Head other than the Town Clerk will be evaluated by the related Assigned Commissioner Liaison. The Town Clerk will be evaluated individually by each Town Commissioner, and each Town Commissioner will discuss the related performance report with the Town Clerk without any other Town Commissioner present.

(d) Review of performance report. The relevant evaluator will discuss the conclusions of the performance report with the employee after every performance report is completed. Thereafter, the employee must sign the report indicating that the employee has reviewed it. The employee executing the report does not necessarily indicate that the employee agrees with the conclusions of the performance report. The employee may record any comments he or she has, including statements of disagreement with the evaluation. Thereafter, the performance report will be filed in the employee's personnel file.

(e) Impact of performance report. At the end of an employee's probationary period, the performance report will be a significant determining factor in that employee being retained as a permanent employee. Any employee who receives an unsatisfactory

performance report will have a special performance report completed at the end of ninety (90) days after the date of the unsatisfactory report. At any time when an employee's performance has changed radically from that of the previous report, the evaluator may require a special performance report.

<R. No.>

## Section 4.07 – Transfers

(a) Placement. It is the Town’s policy to place employees in a position in which their interest and those of the Town are best served. Every reasonable effort will be made to place employees in a job of their preference if there is an opening and the employee has the necessary qualifications.

(b) Reassignment. When operations of the Town require employees to be transferred from one job to another, such transfers will be made. The salary of an employee transferred will be commensurate with the job to which the employee is assigned. When the employee’s preference for assignment can be fulfilled, the Town will attempt to assign the employee to the role employee prefers. When an employee’s performance has been satisfactory, the Town will avoid permanently transferring the employee unless such placement is the only reasonable alternative to termination.

<R. No.>

## Section 4.08 – Non-disciplinary demotion

Demotion occurs when an employee moves to or is transferred to a lower paying position. The type of demotion should be indicated on the employee's personnel record. Non-disciplinary demotion, and thereby demotion without prejudice, may occur as follows:

(a) Termination of position. When a position has been abolished or relocated to a lower paying salary range, and the employee cannot be transferred to a position of equal pay.

(b) Upon request. When an employee requests being transferred to a position with a lower paying salary.

(c) Probationary promotion. When an employee is promoted on a probationary basis, does not perform well in the new position and is transferred back to the employee's former position or to a position in the salary range of the employee's former position.

<R. No.>

## Section 4.09 – Non-disciplinary termination

(a) Notice. Non-probationary employees may be discharged, without cause, with two-week's notice to the employee; probationary, temporary and part-time employees may be dismissed without notice.

(b) Resignation with prejudice. A resignation with prejudice occurs when an employee voluntarily terminates his or her employment without two-week's notice, or otherwise resigns when the employee's conduct would otherwise support termination or discipline for cause.

(c) Resignation in good standing. Any employee that is not a Department Head may resign in good standing if the employee gives at least two-weeks advance written notice to his or her supervising Department Head. A Department Head may also resign in good standing if the Department Head gives four-weeks advance written notice to the Town Commission. This requirement of written notice may, however, be waived by the supervising Department Head or Town Commission upon exceptional circumstances.

<R. No.>

## Section 4.10 – Discipline of Employees

(a) Purpose. It is the intent of the Town that effective supervision and employee relations will avoid most difficulties which otherwise might necessitate discipline of employees. However, when disciplinary action becomes necessary, the Town recognizes that each situation is unique and requires careful review of all relevant facts. Thus, the Town retains the right to treat each incident leading to discipline on an individual basis without creating a precedence for other cases which may arise in the future.

(b) Responsibility. It is the duty of each employee to maintain high standards of conduct, cooperation, efficiency, and economy in their work for the Town, and to comply with all Town policies, including without limitation the Standards of Conduct specifically described in Chapter 3 of this Handbook. Whenever work habits, attitude, production, or personal conduct of any employee falls below a desirable standard, supervisors should point out the deficiencies at the time observed. Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit cooperation and goodwill of the employee. A supervisor should assist employee in gaining capability through on-the-job training as necessary. It is also the duty of every employee to comply with and assist in carrying out the policies of the Town and to attempt to correct any faults in performance when brought the employee's attention.

(c) Types of Disciplinary Action. Discipline will be administered whenever circumstances require it and will be imposed as appropriate commensurate with the offense. While, in general, the Town believes that progressive discipline is appropriate, the nature of the incident and other pertinent facts relative to the employee in question will be considered in determining the level of discipline imposed and/or what progression is warranted. The types of discipline:

- i. Written reprimand.
- ii. Suspension.
- iii. Demotion.
- iv. Termination.

(d) Written reprimand. Under most circumstances, a written reprimand is an appropriate level of discipline for a first offense. In issuing a written reprimand, the supervisor or Department Head must identify the conduct for which the discipline is being imposed, state the necessary corrective action required, and advise the employee that repeated offenses may lead to more severe discipline. Thereafter, the written reprimand must be presented to the employee who must then sign the reprimand acknowledging receipt. Thereafter, the written reprimand must be placed in the employee's personnel file.

(e) Suspension. In some instances, the interests of the Town can be best served with the immediate removal of an employee from a position pending final determination

of discipline. Such instances may include during Town investigations of significant misconduct, or significant outside regulatory or criminal investigations. Based on the circumstances, suspension may be with or without pay, and may not exceed thirty (30) days without further action by the Town Commission. The Town may also suspend an employee for disciplinary reasons as the relevant Department Head or Town Commission may deem appropriate. To inform an employee of suspension, the employee must receive a written statement explaining the reason for the suspension, the time of the suspension, and whether the suspension is with or without pay.

(f) Demotion. Demotion occurs when an employee's job classification is changed to one with a lower pay scale than the employee's current position, and the employee is reassigned to that position. To inform an employee of demotion, the employee must receive a written statement explaining the reason for the demotion, the new position which the employee is assigned to, and the employee's new rate of pay.

(g) Termination. Immediate termination of employment with cause is reserved for instances where the conduct is so egregious that no other form of discipline is appropriate, or repeated prior efforts to address the employee's deficiencies have been unsuccessful. To inform an employee of demotion, the employee must receive a written statement explaining the reason for the termination and states the date of termination.

<R. No.>

## Section 4.11 - Disciplinary Proceedings for Non-Department Heads

(a) Initiation. The Department Head supervising the subject employee may initiate the disciplinary process upon a finding that evidence suggests formal discipline beyond a written reprimand or short-term suspension may be necessary. A Department Head may initiate disciplinary proceedings against a subordinate even if the Department Head does not have personal knowledge of the alleged offense.

(b) Notice. Thereafter, the Department Head must provide written notice to the subject employee that he or she is the subject of an investigation which may lead to discipline beyond a written reprimand or short-term suspension. This notice need not contain specifics and particulars of the related complaint or issue.

(c) Initial investigation. After notice, the Department Head will conduct an investigation as circumstances require, which may include interviewing witnesses and other Town personnel.

(d) Employee interview. Once the initial investigation is complete, the Department Head will give written notice to the subject employee of the specific accusations and charges alleged against the Subject employee. The Department Head will then schedule an interview with the employee, giving the employee sufficient time to respond to the accusations and provide such information as the employee may deem relevant. While the Department Head may have another witness present, only the Initiating Official may conduct the interview.

(e) Further investigation. The Department Head may conduct additional investigation after the employee interview if, in the Department Head's opinion, additional investigation is warranted.

(f) Findings report and consultation. Once the Department Head is satisfied that all relevant information has been obtained, the Department Head will prepare a written report which identifies his or her conclusions regarding any misconduct by the employee. Thereafter, the Department Head will consult with the Assigned Commissioner Liaison about the Department Head's findings and proposed discipline. The Department Head will then present his or her findings to the Town Commission, through the Town Clerk, which identifies the recommended discipline.

(g) Town Commission Review. The Department Head's recommendation will be sustained if, within five days after submission to the Town Commission, no Commissioner requests a special meeting to review the Department Head's recommendation. If a Commissioner requests a special meeting, a meeting will be scheduled in accordance with Florida law. The sole issue for review by the Town Commission will be the propriety of the recommended discipline, and whether greater or lesser discipline is appropriate. The Town Commission must adopt a departure from recommended discipline by motion, and such action must be reduced to writing.

(h) Employment at will. Nothing related to these provisions will alter the relationship between the Town and the employee, which will remain at will. The employee's employment with the Town is intended to remain at will, and can be terminated or altered without cause at the pleasure of the Town.

<R. No.>

## Section 4.12 - Disciplinary Proceedings for Department Heads

(a) Initiation. Either the Mayor or the Assigned Commissioner Liaison supervising the subject Department Head may initiate the disciplinary process against a Department Head upon a finding that evidence suggests formal discipline beyond a written reprimand or short-term suspension may be necessary (hereinafter, the “Initiating Official”). The Initiating Official may not, thereafter, discuss the disciplinary proceeding with any other Commissioner or, in the case of an Assigned Commissioner Liaison, the Mayor, until presented to the Town Commission. The Initiating Official may initiate disciplinary proceedings against the Department Head even if the Initiating Official does not have personal knowledge of the alleged offense.

(b) Notice. Thereafter, the Initiating Official must provide written notice to the subject Department Head that he or she is the subject of an investigation which may lead to discipline beyond a written reprimand or short-term suspension. This notice need not contain specifics and particulars of the related complaint or issue.

(c) Initial investigation. After notice, the Initiating Official will conduct an investigation as circumstances require, which may include interviewing witnesses and other Town personnel. Again, Initiating Official must not communicate with any other Commissioner or, in the case of an Assigned Commissioner Liaison, the Mayor, regarding this investigation.

(d) Department Head interview. Once the initial investigation is complete, the Initiating Official will give written notice to the subject Department Head of the specific accusations and charges alleged against the Department Head. The Initiating Official will then schedule an interview with the Department Head, giving the Department Head sufficient time to respond to the accusations and provide such information as the employee may deem relevant. While the Initiating Official may have another witness present (not including another Commissioner or, in the case of an Assigned Commissioner Liaison, the Mayor), only the Initiating Official may conduct the interview.

(e) Further investigation. The Initiating Official may conduct additional investigation after the employee interview if, in the Department Head’s opinion, additional investigation is warranted. Again, Initiating Official must not communicate with any other Commissioner or, in the case of an Assigned Commissioner Liaison, the Mayor, regarding this investigation.

(f) Findings report and consultation. Once the Initiating Official is satisfied that all relevant information has been obtained, the Initiating Official will prepare a written report which identifies his or her conclusions regarding any misconduct by the Department Head. The Initiating Officer will then present his or her findings to the Town Commission, through the Town Clerk, which identifies the recommended discipline.

(g) Town Commission Hearing. Thereafter, the Mayor will call a special meeting to review the Initiating Official’s report, which will be scheduled in accordance with Florida

law. The Commission will evaluate the substance of the charges and determine with the charges should be sustained, and determine any discipline to be imposed. Thereafter, the Commission's findings will be reduced to writing.

(h) Employment at will. Nothing related to these provisions will alter the relationship between the Town and the Department Head, which will remain at will. The employee's employment with the Town is intended to remain at will, and can be terminated or altered without cause at the pleasure of the Town.

<R. No.>

## Section 4.13 – Grievance Policy

(a) Purpose. The purpose of the Town’s grievance procedure is to ensure that every employee is treated fairly and consistently in all matters related to employment. In those instances where an employee believes he or she has been treated in a manner inconsistent with the policies of the Town, he or she may present a grievance in compliance with this section. Every Town employee has the right to present a grievance free from interference, restraint, coercion, discrimination, or retaliation. An employee pursuing a grievance will be entitled to leave from his or her normal duties as may be necessary and reasonable for the presentation and processing of a grievance without loss of pay, vacation, or other credits.

(b) Initiation. For a Non-Department Head employee to initiate the grievance process, that employee must present a written grievance to the Town Clerk within fifteen (15) days of the event giving rise to the grievance. The written grievance must state all facts relevant to the grievance with such specificity as the circumstances allow. The Town Clerk will then contact the relevant Department Head to notify him or her of the employee’s grievance.

(c) Initial Meeting. Within a reasonable time thereafter, the grieving employee and his or her Department Head will confer to discuss the grievance and determine whether it can be resolved without further proceeding. If the grieving employee and the Department Head are able to resolve the grievance, they will execute an agreement in writing which, which will be sent to the Town Clerk and placed in the grieving employee’s employment file. If the grieving employee and the Department Head are unable to resolve the grievance, the grieving employee will notify the Town Clerk for further action.

(d) Grievance Committee Formation. Upon receipt of notice, the Town Clerk will be responsible forming a Grievance Committee to evaluate the employee’s grievance. Unless the Mayor or the Town Clerk are witness to or subjects of the grievance, the Committee will consist of the following:

- i. The Mayor.
- ii. The Town Clerk.
- iii. A disinterested Town Commissioner.

(e) Substitution of disinterested committee members. If either the Mayor or the Town Clerk are a witness to or subject of the employee’s grievance, each will be replaced by a disinterested Department Head. For purposes of this section, “disinterested” shall mean any Department Head or Commissioner that is not a supervisor to the employee, is without knowledge as to the underlying facts related to the grievance, and does not have any connection to the subject of the grievance that would impede the disinterested party’s ability to fairly evaluate the grievance.

(f) Setting the Grievance Hearing. Once the Grievance Committee is formed, the Town Clerk will promptly schedule same for a public hearing. All requirements of fair notice to the public will be observed, and the hearing will be set subject to any reasonable due process requirements to any interested parties.

(g) Conduct of Hearing. The grieving employee, on his or her own behalf or through legal counsel, may present the facts related to the grievance, and may have any relevant witnesses testify as appropriate. Once the grieving employee has been able to present his or her grievance, any Department Head or other Town representative related to the grievance will be able to present any additional facts related to the grievance, and may also be able to present witnesses to testify. Every witness that provides testimony to the Committee will be allowed to be cross-examined as appropriate.

(h) Decision. After the Grievance Committee has reviewed the evidence presented, it will determine what action, if any, is necessary to fairly resolve the employee's grievance. Such determination will be reduced to writing and provided to the Town Clerk to be included in the grieving employee's personnel file. If the Grievance Committee's decision requires the Department Head or other Town representative to comply with demands of the grieving employee, the related Department Head or other Town representative must comply as decided. Failure of the Department Head or other Town representative to comply as ordered may lead to termination, dismissal, or other negative action taken by the Town.

(i) Department Head Grievance. For a Department Head employee to initiate the grievance process, that employee must present a written grievance to the Town Clerk within fifteen (15) days of the event giving rise to the grievance. The written grievance must state all facts relevant to the grievance with such specificity as the circumstances allow. The Town Clerk will then promptly schedule a public hearing before the Town Commission to address the Department Head's grievance. The grieving Department Head, on his or her own behalf or through legal counsel, may present the facts related to the grievance, and may have any relevant witnesses testify as appropriate. Once the grieving Department Head has been able to present his or her grievance, any Department Head or other Town representative related to the grievance will be able to present any additional facts related to the grievance, and may also be able to present witnesses to testify. Every witness that provides testimony to the Committee will be allowed to be cross-examined as appropriate. After the Town Commission has reviewed the evidence presented, it will determine what action, if any, is necessary to fairly resolve the employee's grievance. Such determination will be reduced to writing and provided to the Town Clerk to be included in the grieving Department Head's personnel file. If the Town Commission's decision requires another Department Head or other Town representative to comply with demands of the grieving employee, the related Department Head or other Town representative must comply as decided. Failure of the Department Head or other Town representative to comply as ordered may lead to termination, dismissal, or other negative action taken by the Town.

<R. No.>

# Chapter 5 – Compensation

## Section 5.01 – Town Pay Rate Schedule

(a) Initial Evaluation. During the Town’s budgeting process, the Town will set and approve the pay rate for every employee of the Town. Before the Town’s budgeting process the Budget and Finance Assigned Commissioner Liaison and the Town Clerk will evaluate the pay rate for each employee and determine whether a pay rate modification is appropriate. To determine whether a modification is appropriate, the officials will consider the cost of living, availability of funds, available salary surveys, and ability to recruit employees with essential skills. Changes, if appropriate, will be recommended to the Town Commission.

(b) Department Head review. For employees in each Department, the Department Head will review the relevant positions and job descriptions, and recommend any changes that are appropriate. The pay rate change is approved by the Town Commission, the change will be effective the first pay period of the new budget year.

<R. No.>

## Section 5.02 – Overtime

(a) Overtime defined. Hours worked over forty (40) hours in one week will be considered overtime. Such overtime will be compensated at one and one-half (1.5) times the hourly rate for that position.

(b) Authorization of overtime. Planned overtime must be authorized in advance and in writing by the Department Head. The Department Head will endorse the timecard with overtime stated or provide written reason for the overtime. Emergency overtime will require oral approval by the Department Head, to be followed by written approval within 24 hours.

(c) Computation of overtime. Overtime will be computed to the nearest half hour. Any used leave, including (without limitation) Legal Holidays, Personal Leave, and Vacation Leave will not be counted as time worked for purposes of computation of overtime.

<R. No.>

## Section 5.03 – On call duty status

(a) Purpose. Certain positions may require an employee to be available for call out work after normal business hours, on holidays, and during weekends. Scheduling of On Call duty shall be determined by the Public Works Supervisor.

(b) On call requirements. Any employee scheduled for On Call duty shall be required to:

i. Provide the Public Works Supervisor with necessary contact information during the period said employee is On Call.

ii. Organize his/her affairs during the On Call period so that he/she can be reached by the Public Works Supervisor, and can respond to being called in by the Public Works Supervisor within a reasonable length of time.

(c) Compensation for “On Call” Service. Employees scheduled to be on call will be compensated as follows:

i. \$50.00 per week. Such compensation is separate and independent of any compensation earned when the employee is actually called in to work.

ii. An employee shall be compensated for any time when he or she is called in to work at a rate of one and one-half times their regular hourly rate of pay, regardless of whether overtime compensation would otherwise apply. Calculation of the time that an employee is called in to work will begin from the time the Public Works Supervisor requests the employee report for work, and will conclude when the employee is relieved by the Public Works Supervisor.

iii. Any public works employee who is called in to work pursuant to this policy will receive a minimum of one full hour compensation at one and one-half times his or her regular hourly rate of pay, even if the time worked is less than a full hour. If the employee is required to work greater than one hour, that employee will be paid for all time worked at one and one-half times their regular hourly rate of pay.

<R. No.>

# Chapter 6 – Attendance and Leave

Section 6.01 - Legal Holidays

(a) Town holidays. The Town recognizes the following dates as legal holidays:

- i. New Year's Day.
- ii. Martin Luther King Day.
- iii. Good Friday.
- iv. Memorial Day.
- v. Independence Day.
- vi. Labor Day.
- vii. Veterans' Day.
- viii. Thanksgiving Day, and the Friday following Thanksgiving.
- ix. Christmas Days.

(b) Paid holidays. For every legal holiday which falls on Monday through Friday, the Town will pay to every permanent full-time employee for the full working day (8 hours) at that employee's rate of pay.

(c) Holidays falling on Saturday and Sunday. If New Year's Day, Independence Day, or Christmas falls on a Saturday, the Town will observe the preceding Friday as a legal holiday, and the employee will be paid at that employee's rate of pay. If New Year's Day, Independence Day, or Christmas falls on a Sunday, the Town will observe the following Monday as a legal holiday, and the employee will be paid at that employee's rate of pay.

<R. No.>

## Section 6.02 – Personal Leave

On every October 1, January 1, April 1, and July 1, every Full Status Employee will receive one working day (8 hours) as a paid personal day. An employee may not receive credit for more than four working days (32 hours) of personal leave. An employee may not simultaneously use personal leave and vacation leave.

<R. No.>

## Section 6.03 – Vacation Leave

(a) Every Full Status Employee will be entitled to take vacation leave with pay. Subject to subsection (b), each employee will accrue vacation leave as follows:

i. From the date an employee is hired, to the employee's sixth month anniversary date, the employee will pro-ratably earn five working days (40 hours) of vacation leave. The employee may not, however, use any vacation leave accrued until after that employee's sixth month anniversary.

ii. From the employee's sixth month anniversary date to the employee's first year anniversary, the employee will pro-ratably obtain five working days (40 hours) of vacation leave. After the employee's sixth month anniversary date, the employee may use any vacation leave that has accrued.

iii. From the employee's first year anniversary to the employee's second anniversary date, the employee will pro-ratably obtain ten working days (80 hours) of vacation leave. For each successive year prior to the employee's fifth anniversary date, the employee will continue to accrue vacation leave at a rate of ten working days (80 hours) of vacation time per year.

iv. From the employee's fifth year anniversary to the employee's sixth anniversary date, the employee will pro-ratably obtain fifteen working days (120 hours) of vacation leave. For each successive year prior to the employee's tenth year anniversary date, the employee will continue to accrue vacation leave at a rate of fifteen working days (120 hours) of vacation time per year.

v. From the employee's tenth year anniversary to the employee's eleventh anniversary date, the employee will pro-ratably obtain twenty working days (160 hours) of vacation leave. For each successive year prior to the employee's twentieth year anniversary date, the employee will continue to accrue vacation leave at a rate of twenty working days (160 hours) of vacation time per year.

vi. From the employee's twentieth year anniversary to the employee's twenty-first anniversary date, the employee will pro-ratably obtain twenty-five working days (200 hours) of vacation leave. For each successive year, the employee will continue to accrue vacation leave at a rate of twenty working days (200 hours) of vacation time per year.

(b) Notwithstanding subsection (a), an employee may not accumulate more than thirty working days (250 hours) of vacation leave. If an employee has accrued thirty working days (250 hours) of vacation leave, the employee will not accrue any more vacation leave until the employee uses vacation leave. Thereafter, the employee will continue to accrue vacation leave at the rate described in subsection (a) until the employee reaches 250 hours of vacation leave.

(c) To take vacation leave, an employee must submit a written request at least four weeks in advance. The Department Head will approve the vacation leave requested if the employee has accrued sufficient time, if the employee is otherwise eligible to take vacation leave, and if the Department Head determines that the employee's vacation leave will not significantly impede the Town's ongoing operations. To the extent that multiple employees request vacation leave for the same time period, and the absence of multiple employees will adversely impact ongoing operations, the Department Head will give preference to employees with the longest service to the Town.

<R. No.>

## Section 6.04 – FMLA Leave

(a) Employee eligibility. To be eligible for leave under the FMLA, an employee must have been employed by the Town for twelve (12) months and have worked a minimum 1,250 hours in the twelve (12) month period preceding the commencement date of the leave and who meet other criteria as set forth in the FMLA. An employee may check with the Town Clerk to determine if they are currently eligible for such leave.

(b) Qualified FMLA Leave. Employees who meet the applicable time of service requirements may be granted a FMLA Leave of Absence for a period not to exceed 12 weeks during a “rolling” 12 month period. The rolling twelve (12) month period is measured backwards from the date upon which Family and Medical Leave is taken. Employees who meet the applicable time of service requirements may be granted Family or Medical Leave for any of the following reasons:

- i. The birth of a child or to care for the employee’s child after birth.
- ii. The adoption or placement with the employee of a child for foster care.
- iii. To care for the employee’s spouse, child, parent or grandparent with a serious health condition (in the case of a grandparent, the employee must have assumed financial responsibility for the grandparent).
- iv. Because of the employee’s own serious health condition that renders the employee unable to perform the functions of his or her job.
- v. For active-duty deployment or caretaking as defined by FMLA.

(c) Preservation and Restoration of position. An employee who timely returns from Family and Medical Leave will be restored to his/her former position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. An employee on an approved, non-FMLA extended leave is not guaranteed reinstatement. The Town will maintain health care coverage for an employee and/or covered dependents on Family and Medical Leave provided the employee continues to pay his/her share of monthly premium contributions. An employee who timely returns from Family and Medical Leave will be restored to his/her former position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

(d) Use of accrued leave. FMLA is a non-paid status; sick leave and other accruals will be used simultaneously to remain in pay status. Family and Medical Leave shall consist of the appropriate accrued paid leave and unpaid leave. Use of accrued leave is required for any Family and Medical Leave. For example, if leave is requested for a serious health condition, the employee must use all his or her accrued sick leave and annual leave, concurrently with Family and Medical Leave. Once those benefits are exhausted, the balance of the Family and Medical Leave period will be without pay.

(e) Application and notice of FMLA Leave. In all cases, employees requesting FMLA must complete and submit an “Application for Family and Medical Leave”

available from the Town Clerk. The completed Family and Medical Leave application must provide an explanation of the need for leave and the duration of the leave. The completed Family and Medical Leave application must be given to the Town Clerk. At least thirty (30) days advance notice of the employee's intent to take Family and Medical Leave is required where the need for leave is foreseeable (e.g., pregnancy, planned surgery, etc.). When the need for leave is not foreseeable, the employee should submit the completed Family and Medical Leave Application within two (2) business days (or as soon as possible) of when the need for leave becomes known.

(f) Medical certification and fitness for duty. Employees requiring leave for treatment of their own serious health condition, or to care for a spouse, child, parent or grandparent with a serious health condition, are required to obtain medical certification of the condition. Employees on Family and Medical Leave due to a serious health condition may be required to submit to a physical examination by a physician to verify the existence of a serious health condition. Failure to provide the requested certification of the existence of a serious health condition in a timely manner may result in delaying the start of the employee's Family and Medical Leave. Additionally, employees returning from leave due to a serious health condition may be required to produce a fitness for duty report before returning to work. Any such medical certifications shall be submitted to Human Resources for confidential recordkeeping compliance.

(g) Merit increases impacted by FMLA Leave. Merit increase eligibility may be considered after an employee has returned to full duty without restrictions for 30 calendar days in their previous or equivalent capacity.

(h) Unauthorized leave. Any leave without pay not authorized in accordance with these provisions may be considered as unexcused absences and may result in disciplinary action up to and including termination. Other policies may prevail in response to unexcused absences.

(i) Duty to communicate. Employees on a medical leave of absence have a responsibility to communicate with their supervisors during the leave of absence relative to their intent to return to work. An employee may be considered as having resigned without notice if no such contact is made prior to the end of the leave of absence and the employee fails to return to work on the first workday beyond the expiration of the leave of absence.

(j) Outside employment during FMLA Leave. Employees on approved FMLA leave shall not work for or acquire employment with any other employer or business other than the Town. Such actions may subject the employee to immediate termination.

<R. No.>

## Section 6.05 – Paid Sick/Medical Leave

(a) Sick leave privilege. Paid sick leave shall not be considered a right, but instead is a privilege granted to the employee. Any abuse of this privilege may result in disciplinary action or denial of sick leave usage.

(b) Grant of paid sick leave. Sick leave may be granted upon approval of the Department Head or Assigned Commissioner Liaison for the following reasons:

- i. Personal illness or accidental injury.
- ii. Disability (including pregnancy related disability).
- iii. Legal quarantine due to exposure to a contagious disease.
- iv. Personal medical, dental or optical appointments.

v. Illness of an immediate family member, not to exceed five working days (40 hours) per calendar year unless approved by the Department Head or Assigned Commissioner Liaison. The Department Head or Assigned Commissioner Liaison may request medical certification of such illness. After five (5) days, the balance will be charged to Personal Leave under Section 6.02, then to Leave Without Pay under Section 6.09. Immediate family is defined as current legal spouse, son, daughter, stepchildren, mother, father, stepmother, stepfather, brother, sister, grandparents, grandchildren, or parents of current legal spouse. FMLA certification may be required for absences exceeding five (5) consecutive days work.

(c) Eligibility. Only Full Status Employees are eligible to accrue paid sick leave. Sick leave accrues from the date of regular full-time employment. Temporary and part-time employees shall neither accrue nor earn sick leave privileges.

(d) Accrual of Sick Leave. Full Status Employees shall accrue sick leave at the pro rata rate of ten days per one year of continuous service. Employees using Leave Without Pay during a pay period shall not earn sick leave accruals for that pay period. Only pay periods with 80 hours of work and/or combination of paid leaves shall earn sick leave accruals for that pay period. A Full Status Employee may only accrue a maximum of one hundred twenty (120) days of unused sick leave, after which the employee will not be able to accrue additional sick leave until sick leave is used.

(e) Use of paid sick leave. For an employee to properly use paid sick leave, the employee must:

- i. Notify the immediate supervisor, Department Head, or Assigned Commissioner Liaison no later than 30 minutes after the employee's assigned starting time. Failure to give proper notice may result in an unexcused, unpaid absence. This provision may be waived if the employee submits acceptable

evidence that it was impossible to give such notification. When requesting sick leave for medical appointments, the employee must request leave and the leave must be approved by the immediate supervisor in advance of the medical appointment.

ii. Complete a “Request for Leave” form. This form must be forwarded to the immediate supervisor, Department Head, or Assigned Commissioner Liaison for approval.

iii. Provide a medical certification upon request by the Department Head or Assigned Commissioner Liaison. After three (3) consecutive work days of absence, the Department Head or Assigned Commissioner Liaison will have the authorization to require a statement by a physician documenting the employee’s illness. All required medical certifications must be submitted to the Town Clerk for confidential record keeping compliance.

(f) Non-compliance with paid sick leave. An employee who refuses to comply shall not be eligible to use accrued sick leave credits and any absence from work shall be considered an unexcused, unpaid absence and may result in disciplinary action up to and including termination.

(g) Sick leave during holidays. When a regular paid holiday occurs during an employee’s illness, the day shall be compensated as a holiday, if holiday eligibility requirements are met, and shall not be charged against accrued sick leave.

(h) Payment of unused sick leave. When an employee leaves the Town in good standing, accrued sick leave will be paid to that employee at one-fourth (1/4) of that employee’s regular rate of pay. Accrued hours over the maximum of 120 hours will not be paid.

<R. No.>

## Section 6.06 – Court Leave

(a) Jury Duty. Upon timely notification to the employee's Department Head, all Full Status Employees selected for jury duty will be paid at the employee's regular rate of pay, less any remuneration received from the Court authority, for any absence necessary due to such civil service. Timely notification is as prompt notification to that employee's Department Head as the circumstances allow.

(b) Town related court attendance. If a Full Status Employee is subpoenaed or ordered to attend any court proceeding on behalf of the Town (including a hearing, deposition, etc.), the employee will be entitled to paid leave for all time reasonably necessary to comply with the court proceeding.

<R. No.>

## Section 6.07 – Bereavement Leave

If a Full Status Employee suffers the death of an immediate family member, the employee may request paid bereavement leave from his or her Department Head, which may be applied for future absence from work or may be applied retroactively for previous absence. At the discretion of the Department Head, the Town may grant up to five days (40 hours) paid bereavement leave for the death of an immediate family member.

<R. No.>

## Section 6.08 – Military Leave

If a Full Status Employee is called into active military service or enlists in the uniformed services, he or she will be eligible to receive a military leave of absence. Military leave will be administered in accordance with USERRA, Florida Statute Chapter 115 and Florida Administrative Code. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave. If a Full Status Employee is required to attend yearly Reserves of National Guard duty, they can apply for a temporary military leave of absence not to exceed the number of days allowed by law (including travel). He or she should give management as much advance notice of the need for military leave as possible so that the Town can maintain proper coverage while the employee is away.

<R. No.>

## Section 6.09 – Leave Without Pay

(a) Request for leave without pay. Upon request, a Full Status Employee may be granted a leave of absence without pay for a period not to exceed twelve (12) weeks, when reason for granting such request is considered to be in the best interest of the Town. Such leave requires prior approval of the Department Head and, as appropriate, the Town Commission. Leave without pay is applicable when the employee does not have sufficient annual leave credits to cover the anticipated period of absence. Sick leave cannot be used for this purpose unless the need for leave without pay is medically related. An employee whose request for leave has been approved will be paid accrued annual leave on a pay period basis and then be placed on a leave without pay status until expiration of the requested period of leave.

(b) In any event, an employee on an approved medical, or other leave of absence, who becomes gainfully employed will automatically terminate his/her leave without pay status and be subject to immediate termination of employment. An extension of any other leave may be granted up to 12 weeks for extenuating circumstances on a case-by-case basis.

<R. No.>

# Chapter 7 - Benefits

## Section 7.01 – Medical Insurance

The Town of Inglis provides Health Insurance for each Full Status Employee. This coverage includes medical expenses, emergency care, surgery and hospitalization. Details are available in the Town Clerk's office.

<R. No.>

## Section 7.02 – Social Security

The Town will participate in the Social Security System. All eligible employees will be covered. The employee's share of the Social Security taxes will be withheld from the employee's salary on a weekly basis.

<R. No.>

## Section 7.03 – Worker’s Compensation

On-the-job injuries are covered by the Town’s workers’ compensation insurance policy in accordance with Chapter 440, Florida Statutes. If employees are injured on the job, no matter how slightly, he or she should report the incident immediately to their supervisor or Department Head. Failure to follow the Town procedures may affect the ability of employees to receive workers compensation benefits. Failure by any employee to follow program reporting protocol, treatment policies, light-duty requirements, or any other law, policy, or procedure related to the program in a timely and complete manner will result in employee disciplinary action up to and including termination.

<R. No.>

## Section 7.04 – Retirement Plan

Each Full Status Employee of the Town is eligible to participate in the Florida Retirement System (FRS). The employee contribution rate is 3% of the gross wages earned and is reported to the monthly Florida Retirement Division.

<R. No.>

# Chapter 8 – Employee Resources

## Section 8.01 – Training

(a) Purpose. It is the policy of the Town to foster and promote training programs for the Town and for aiding employees to continue to develop skills for their position. Full Status Employees in good standing will be eligible to attend job related training programs through approval by the Town Commission. Leaves of absence related to training, and compensation during these absences, will be approved in accordance with Chapter 6 of this Handbook.

(b) Employment training agreement. All employees who attend training programs that are paid for by the Town (either by advance payment paid by the Town or by financial reimbursement to the employee), must complete and sign an employment training commitment agreement. Each employment training commitment agreement will provide that the employee will continue to work as an employee for the Town for a period commensurate with the Town's investment in the employee's training or, if the employee's employment is terminated prior to the conclusion of that period, the employee will reimburse the Town an amount commensurate with the Town's investment relative to the time the employee worked by the employee.

(c) Application for training program. For an employee to apply for the Town to provide payment for a training program, the employee must Submit an application to the Department Head or, if the Town's department head is applying for training, to the Town Commission. The applicant must explain how the course or program is related to the applicant's current position, or a position with the Town to which the employee would like to advance, and must confirm the applicant is not otherwise the recipient of other financial aid. The Department Head, or the Town Commission, will review the application and approve each application which the Department or the Town Commission believes, in their discretion, will make the applicant a more capable employee for the Town and will thereby advance the Town's interests.

(d) Limitation of training program. The Town's employment training program is limited to:

- i. Payment for tuition and required course expenses (not including costs related to other expenses including, without limitation, textbooks, application or graduation fees, parking stickers, travel costs, copying costs, etc.)
- ii. Payment for current and future courses (not including payment for courses taken before becoming employed with the Town).
- iii. Current, full-time employees (not including employees on probation or who terminate their employment with the Town).
- iv. Employees not receiving any other financial aid or other compensation from a third-party.

v. Employees who are able to maintain satisfactory work and educational performance.

<R. No.>

## Section 8.02 – Transportation

When employees of the Town are required to travel on official business, the Town will pay, or reimburse the employee for, reasonable costs related to such travel. All travel must be authorized in advance, and all expenses must be reported, within forty-eight hours after completion of travel, to the Town by an expense report with receipts attached. The Town may pay or reimburse employees by:

(a) Purchasing tickets in advance for traveling by a common carrier (to be limited to general class.

(b) Reimbursing an employee for that employee's use of personal vehicle, at a rate of \$0.25 per mile.

(c) Reimbursing an employee for costs for ferry, road, and parking tolls, and other taxi expenses.

(d) Reimburse an employee for reasonable meal expenses while traveling.

(e) Reimbursing an employee for reasonable lodging if overnight stay is required. For purpose of this subsection, reasonable expenses means a standard or lower priced hotel or motel whenever possible, at the lowest single room rate available. Notwithstanding this subsection, however, if travel is necessary to attend a meeting or convention located in a hotel or motel, the employee may stay at the location of the meeting or convention.

(f) Advance payment for anticipated travel expenses by completion of purchase order.

<R. No.>

# Chapter 9 – Town Accessibility

## Section 9.01 – Hours of Operation

Inglis Town Hall and the Town's Maintenance and Water Departments will be open for regular business from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for legal holidays. Inglis Town Hall will also remain open to the public for any public meetings and hearings.

<R. No.>

## Section 9.02 – Town Bulletin Board

A bulletin board is located in Town Hall to communicate important notices to the public in a timely fashion. Employees are urged to check the notices regularly, and communicate same to citizens. Bulletin boards may not be used for any purpose other than official Town notices and Town business.

<R. No.>

### Section 9.03 – Town Website

The Town maintains and regularly updates its website at [townofinglis.org](http://townofinglis.org). Employees are encouraged to contact the Town Clerk to post important notices and updates, and employees are also encouraged to use the website as an additional resource for information about the Town.

<R. No.>