

**CITY OF
NORTH PORT**



PERSONNEL POLICY MANUAL

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TABLE OF CONTENTS	
SECTION	PAGE
INTRODUCTION	5
1. GOVERNANCE	6
2. STANDARDS OF CONDUCT	7
2.1 Customer Bill of Rights	
2.2 Ethics	
2.3 Conflict of Interest	
2.4 Political Activity	
2.5 Solicitation	
2.6 Release of Information	
2.7 Dress and Appearance	
2.8 Use of City Property	
2.9 Use of City Technology	
2.10 Use of City Vehicles	
2.11 Safe Workplace Environment	
2.11.A Drug-Free Workplace	
2.11.B Tobacco-Free Workplace	
2.11.C Violence-Free Workplace	
2.11.D Non-Discrimination and Harassment-Free Workplace	
3. GENERAL EMPLOYMENT PROVISIONS	15
3.1 Equal Employment Opportunity	
3.2 Employment Qualifications	
3.2.A Citizenship	
3.2.B Criminal History	
3.2.C Veteran's Preference	
3.3 Employment Status	
3.4 Reasonable Accommodation	
3.5 New Employee Orientation	
3.6 Introductory Period	
3.7 Employment of Relatives	
3.8 Outside Employment or Business Activity/Interest	
4. WORK SCHEDULES	18
4.1 Hours of Work	
4.2 Overtime	
4.3 Compensatory Time	
4.4 On-Call	
4.5 Call-Back	
4.6 Shift Differential	
4.7 Furlough Days	



5. WORK ASSIGNMENTS 20

- 5.1 Promotion
- 5.2 Lateral Reassignment
- 5.3 Voluntary Demotion
- 5.4 Administrative Reassignment
- 5.5 Out-of-Class Assignment
- 5.6 Interim Management Assignment
- 5.7 Emergency Work Assignments

6. LEAVES OF ABSENCE 24

- 6.1 Holiday Leave
- 6.2 Annual Leave
- 6.3 Sick Leave
 - 6.3.A Sick Leave Incentive
 - 6.3.B Sick Leave Donation
- 6.4 Personal Leave
- 6.5 Family and Medical Leave
- 6.6 Domestic and Sexual Violence Leave
- 6.7 Military Leave
- 6.8 Administrative Leave
- 6.9 Authorized Leave With Pay
- 6.10 Authorized Leave Without Pay
- 6.11 Bereavement Leave
- 6.12 Court/Jury Duty Leave
- 6.13 Voting Leave
- 6.14 Blood Donation Leave

7. EMPLOYEE BENEFITS 32

- 7.1 Group Health Insurance
- 7.2 Pension Plans
- 7.3 Deferred Compensation Plans
- 7.4 Worker's Compensation
- 7.5 Voluntary Benefit Programs
- 7.6 Employee Assistance Program
- 7.7 Training & Development
 - 7.7.A Educational Assistance Program

8. CLASSIFICATION and COMPENSATION 34

- 8.1 Classification/Compensation Plan
- 8.2 Compensation
- 8.3 Classifications



9. EMPLOYEE PERFORMANCE 36

- 9.1 Performance Evaluation
- 9.2 Performance Improvement Plan
- 9.3 Corrective Actions
 - 9.3.A Appeal of Corrective Action

10. SEPARATIONS 39

- 10.1 Resignation
- 10.2 Dismissal and Appeal
 - 10.2.A Name Clearing Hearing
- 10.3 Severance in Lieu of Notice
- 10.4 Retirement
- 10.5 Disability
- 10.6 Reduction in Force
- 10.7 Exit Interview
- 10.8 Return of City Property
- 10.9 Leave Payouts
- 10.10 Outstanding Financial Obligations
- 10.11 Unemployment Compensation



INTRODUCTION

The policies in this manual do not supersede the provisions of any collective bargaining agreements and when in conflict, the specific terms and conditions of the collective bargaining agreement will prevail.

These personnel policies are to help establish and create a productive and harmonious work environment by setting the parameters under which all City employees are expected to work together as a team with the ultimate goal being "Quality Customer Service."

This personnel policy manual has been prepared as a reference for and covers all members of the City's workforce, excluding elected officials. It will be reviewed periodically, and may be adjusted from time to time at the discretion of the City. Employees will be given notice of all changes.

No policy can address all questions that might arise in the normal course of municipal government. Employees of the City are expected to seek appropriate guidance from supervisors, Department Directors, or the Human Resources Division when in doubt.

This manual does not create an employment contract between the City of North Port and any employee, and is not a promise of employment for any specific period of time. The City hopes that your employment will be long-term and mutually rewarding. Unless otherwise expressly specified in a collective bargaining agreement or in a written agreement signed by the City Manager, all employees of the City of North Port are considered at-will consistent with Florida law. This means that either you or the City may end the employment relationship at any time with or without cause or notice.

RECEIPT OF PERSONNEL POLICIES

I have received a copy of the City of North Port Personnel Policy Manual and have read and understand the Introduction above.

Employee Signature

Employee Printed name

Date

(Return one signed copy of this form to Human Resources)



1. GOVERNANCE

The City of North Port is governed by a Commission/Manager form of government. The City Commission is composed of five members elected by the voters of North Port for four-year terms. As elected officials, the Commission members are the representatives of North Port's citizens.

Members of the City Commission review and make final decisions on all public policy proposals for the development, growth, safety, health and welfare of the City, as outlined in the North Port City Charter. In many areas of City government, there are functions which require the assistance of citizen volunteers who help advise the City Commission through various boards and committees. According to City Charter, the City Commission appoints the following positions: City Manager, City Attorney, City Auditor, City Clerk and Deputy City Clerk.

The City Manager, as Chief Administrative Officer of the City, shall be accountable to the City Commission for the proper administration and management of day-to-day City operations which are under his or her authority. To that end, the City Manager is responsible for ensuring that proper administrative policies and procedures are in place to successfully implement the direction of the City Commission. All administrative policies and procedures shall be consistent with City Commission public policies and within budget appropriations, as well as federal, state and local law. The City Manager shall have the authority and be responsible for ensuring these personnel policies are communicated, complied with, maintained, reviewed and periodically updated to meet the needs of the City and to account for changes in law.



2. STANDARDS OF CONDUCT

The employees of the City are "Good Will Ambassadors." Such status involves a degree of duty and obligation regarding public and private conduct, which is not common to other classes of employment. The attitude and behavior of a City employee should at all times be such to promote good will and favorable attitude of the public toward the City, its programs and policies.

Employees are to comply with these personnel policies, federal, state and local laws, department policies and safety standards in the performance of their duties.

2.1 Customer Bill of Rights

The following 'Bill of Rights' was designed to ensure that all of our citizens and customers are treated "The North Port Way." THE CITY PLEDGES TO HONOR CUSTOMER RIGHTS:

TO A PARTNERSHIP: We will support a philosophy of building a partnership with citizens and customers. We will develop solutions focused on the overall benefits to the community, not just individuals. Although we may not always agree on a particular solution or issue, we will always listen to our customers.

TO QUALITY SERVICE: We will provide quality service consistent with established community values and standards. Customers will receive service from knowledgeable, competent and cooperative staff. Employees will be empowered to address all customer issues and requests.

TO A CITY ORGANIZATION DEDICATED TO COMMUNITY VALUES: Customers can expect qualified employees dedicated to the ideals and values of North Port.

TO PROMPT ATTENTION: We will provide prompt and reliable attention. If immediate attention is not possible, the customer's need will be acknowledged within 24 business hours and they will be told when their need will be met and by whom.

TO COURTESY: Customers will always be treated with courtesy, respect and in a professional manner. Likewise, we will also expect to be treated with respect.

TO ACCURATE INFORMATION: We will provide complete and accurate information in a timely manner.

TO PROVIDE AND RECEIVE FEEDBACK: Customers have a right to provide us with their feedback and to receive the results of such feedback. We respect our customers and appreciate their thoughts, concerns, suggestions and opinions.

TO ACCESSIBILITY: Any City employee can assist a customer. Information and resources will be easily accessible.

TO ACCOUNTABILITY: We will take responsibility for our actions. If we cannot completely fulfill a customer's request, we will explain why and provide any alternatives. If a mistake was made, we will acknowledge the error and take steps to correct it.



2.2 Ethics

The City of North Port is committed to conducting its business fairly, impartially, in an ethical and proper manner, in compliance with all laws and regulations, and with integrity underlying all relationships, including those with citizens, customers, suppliers and communities, and among employees. The highest standards of ethical business conduct are required of City employees in performance of their responsibilities. City employees will engage in conduct and/or activities that represent honesty, integrity and impartiality.

2.3 Conflict of Interest

Employees in positions to influence actions and decisions of the City shall refrain from relationships which may adversely affect the exercise of their independent judgment in dealing with suppliers of goods or services and other persons not employed by the City, and shall not use their position with the City to obtain or attempt to obtain any special preferences, favors, privileges or exemptions for him/herself or for any other person. When an employee has or anticipates creating a business relationship with another person, partnership, firm, corporation or other business entity which does or seeks to do business with the City, or any division thereof, the employee shall advise the Department Director in writing, by completing an Outside Employment or Business Activity/Interest form, as soon as the relationship is known. Failure to do so may result in dismissal.

During the course of performing his/her duties for the City, an employee shall not accept personal loans, advances, gifts, gratuities, cash, goods, services or favors from a supplier, bidder, customer or other persons doing business with the City. If an employee is in doubt about the application of this policy, the City Manager shall determine whether there is a conflict of interest or a potential conflict of interest and resolve the matter as he/she deems in the best interest of the City.

2.4 Political Activity

Employees may engage in political activities to the extent allowed by law during their non-duty time so long as their activities do not interfere with the operation of City business. At no time shall employees wear or display political badges, buttons, stickers or other political items nor campaign while on duty, riding in or on City equipment, in City uniform or representing oneself as a City employee. Employees may run for elective office or be appointed to non-elective office, so long as the position in no way interferes with their work as a City employee. Employees elected to City Commission must resign prior to starting their term of office.

2.5 Solicitation

Employees are prohibited from soliciting during work time, and from distributing literature during work time and in work areas. The use of City computers, telecommunications, copy machines, and other resources to solicit other employees or members of the public for commercial ventures or outside organizations is prohibited, subject to an exception for isolated charitable events that may be coordinated by the City in its sole discretion, such as an annual United Way campaign. Other than in conjunction with such isolated charitable events, non-employees are at all times prohibited from entering City premises for purposes of solicitation.



2.6 Release of Information

It is the intent of the City to ensure that all information released is true and accurate and is in compliance with Florida State Statute. No employee shall disclose confidential information gained by reason of his/her official position with the City except in and as part of normal duties as a City employee; nor shall such employee use confidential information not available to the public for personal gain or benefit.

2.7 Dress and Appearance

Determination of an employee's specific dress and appearance shall be the Department Director's responsibility. Attention should be taken to assure the City's image is favorably projected through the professionalism of the employee's dress and appearance, the nature of the employee's work and special requirements of the job.

Department Directors shall determine which job classifications require uniforms and the appropriate uniform components. The City desires to have uniforms that are well maintained to emphasize the professionalism of the workforce and to promote pride in the City. City uniforms shall not be used for non-City jobs or activities.

2.8 Use of City Property

Employees shall not use City property or equipment except in the performance of official duty, nor shall they permit its use by any unauthorized person. Facilities, equipment or other property of the City shall not be used by employees for second jobs or business activities outside City employment.

2.9 Use of City Technology

The City's electronic communication systems, including computers, telephones, cell phones, radios, and electronic-mail ("E-mail") systems, are for employees' use in performing their duties with the City. Employees will reimburse the City for any expenses associated with personal use; any such personal use is subject to approval by their Department Director. Employees have no right of privacy in any electronic communication, and employees have no right of privacy in any matter stored in, created, received, or sent over the City's electronic communication systems. No electronic communication system may be used to send or receive any copyrighted materials without authorization. The City's non-discrimination and anti-harassment policy applies fully to its electronic communication systems. No documents or messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, marital status, or any other status protected by law. Employees are reminded to be courteous to other users of the electronic communication systems and always to conduct themselves in a professional manner, and to be aware that messages sometimes are misdirected or forwarded, and may be viewed or heard by persons other than the intended recipient.

Those employees permitted to use the Internet are prohibited from downloading or deliberately accessing material of a criminal or sexually-oriented nature, or material that would violate the City's policy forbidding sexual or other unlawful harassment, and may not access or download games or other entertainment software.

The City may at any time and for any reason monitor, access, review, intercept, or retrieve any document or message sent, received or stored on the City's electronic communication systems for any reason and use of the systems by an employee constitutes consent to these acts by the City. Similarly,



the City may monitor Internet sites visited by employees and may review material downloaded or uploaded by users.

Any passwords used by employees must be revealed to the City, as computer or E-mail files may need to be accessed by the City in an employee's absence.

2.10 Use of City Vehicles

The City Manager shall approve the ongoing use of City vehicles for certain positions when on City business. The City prohibits the use of City vehicles for commuting purposes outside the City limits, except as authorized by the City Manager to allow employees who may be designated On-Call or in positions that require emergency response.

City vehicles shall be used for official business and shall be operated within the limits of traffic laws and safety regulations. Each employee who drives a City vehicle on official business for the City shall possess a valid, appropriate Florida driver's license. Each employee shall be personally responsible for any fines incurred as a result of a moving violation while driving a City vehicle. No employee shall operate a City vehicle when any physical or mental impairment causes the employee to be unable to drive safely. Employees using City vehicles shall be responsible for the timely reporting of any malfunctions or maintenance needs. Employees who are assigned a non-emergency City vehicle and operate the vehicle to commute to work shall be responsible for the tax liability for the value of this benefit.

With prior approval by the City Manager or designee, employees using a personal vehicle for City business will be paid a mileage allowance. The City requires any employee commuting in a City vehicle or using a personal vehicle for City business to maintain automobile insurance coverage in the amounts established by the City with said proof of insurance on file in Risk Management. The employee's liability insurance will be considered as primary coverage and the City's insurance coverage will be considered as excess or secondary in case of a claim or suit, when an employee is outside the course of his/her employment.

Employees shall not use City vehicles except in the performance of official duty, nor shall they permit its use by any unauthorized person. Non-City employees are prohibited from riding in City vehicles when employee is outside the course of his/her employment. In accordance with the City's Tobacco-Free Workplace policy, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or other tobacco products) is prohibited at all times in all City vehicles.

2.11 Safe Workplace Environment

Public and employee safety is of paramount importance to the City. The City shall develop, implement and administer a comprehensive workplace safety program. The program will include a written safety policy and safety rules, provisions for safety inspections, preventative maintenance, safety training, first-aid, accident investigation, and necessary recordkeeping. Employees at all levels of the work force shall make safety a matter of continuing concern, equal in importance with all other operational considerations. Components of the workplace safety program also include Drug-Free Workplace, Tobacco-Free Workplace, Violence-Free Workplace, and Non-Discrimination and Harassment-Free Workplace. All employees shall acknowledge receipt of the workplace safety program and a signed copy of the acknowledgement will be placed in their personnel file.



2.11.A Drug-Free Workplace

Drug and alcohol use is highly detrimental to the safety and productivity of employees. As a general statement of policy, no City employee may be under the influence of alcohol or any illegal drug while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by the City.

As part of its commitment to the safety and health of its employees and the quality of its services, the City has established this Drug-Free Workplace policy to ensure that employees do not pose a hazard to themselves and others in their vicinity, as well as to City property. The policy is intended to comply with the Florida Drug-Free Workplace Act, Sections 440.101-440.102, [Fla.Stat.](#)

- All employees required to have a commercial driver's license additionally are subject to controlled substance and alcohol testing rules established by the Federal Highway Administration, which rules allow for random testing.
- The use, transfer or possession of illegal drugs or drug paraphernalia by employees on City property or while performing City responsibilities is prohibited and will result in Corrective Action up to and including discharge.
- The abuse of legal prescription and non-prescription drugs in a quantity sufficient to impair an individual's actions, conduct, or job performance is also subject to the restrictions and Corrective Actions up to and including discharge.
- Employees who are convicted of charges of illegal drug activity are subject to Corrective Action, depending on the nature of the charges and other relative factors.
- Applicants must consent to drug screening and release of the results to the City. If an applicant currently is taking prescription or non-prescription medication which he or she believes will influence a test result, the applicant will be given the opportunity to confidentially report such usage, prior and subsequent to any testing, to a medical review officer contracted with the City. The medical review officer may be consulted at any time by both employees and applicants for technical information regarding prescription and non-prescription medications. Prior to any testing, the person to be tested shall receive a list of common medications, by brand and medical name, which may alter or affect a drug test.
- Reporting to work while under the influence of alcohol and/or illegal drugs is expressly prohibited. Refraining from reporting to work under such influence is a condition of employment with the City. Where there is reasonable suspicion to believe that any employee is impaired, the suspicion shall be detailed in writing and testing shall be conducted by an appropriately licensed facility. As with applicant testing, an employee will be allowed the opportunity, both before and after testing, to confidentially report to a medical review officer the usage of prescription and non-prescription medications which might influence a test result.
- All employees involved in, causing or contributing to a work-related accident in the course of their employment will be screened for drug and alcohol use and immediately put on Administrative Leave with pay until the test results are verified.
- Any employee who, during the course of employment with the City, is ordered to attend an Employee Assistance Program for drug-related problems or rehabilitation, will be tested without advance notice at least once a year for two years after his or her completion of the program.
- Results of all tests are confidential and are disclosed only on a "need to know" basis to those directly responsible for employment decisions.
- Tampering with a specimen is prohibited and will result in the employee's dismissal.

Substances to be tested for include, but are not limited to: Marijuana, cocaine, amphetamines ("speed"), phencyclidine (PCP or "angel dust"), opiates (including heroin), barbiturates, hallucinogens,



methaqualone ("crystal meth"), benzodiazepine, synthetic narcotics and "designer drugs," alcohol, and metabolites of any and all of the foregoing.

Positive test results: Any (a) employee or applicant testing confirmed positive for illegal drugs, or (b) any employee confirmed by test to be under the influence of alcohol in the workplace, during work time, or while operating a City vehicle, shall be terminated from employment or dropped from further consideration for employment, as applicable. In addition and as directed by state law, in all but exceptionally unusual cases any employee testing positive for alcohol and/or illegal drugs may forfeit worker's compensation medical and indemnity benefits. All positive results will be verified by the City's designated medical review officer. For both employees and applicants, any person testing positive may contest the result within five (5) working days of notification, by contacting the medical review officer, who will review the employee's or applicant's challenge and will evaluate any relevant data submitted by the employee or applicant (please note that any unsuccessful challenge will be reported back to the City, and the City will provide the employee or applicant with a written explanation of why the challenge was unsuccessful). Employees and applicants wishing to initiate a civil or administrative action against a laboratory, pursuant to the Drug-Free Workplace Act, are apprised that the laboratory must be notified in such a circumstance so that relevant records may be preserved. Employees may otherwise contest a positive result through law or rules adopted by the state Agency for Health Care Administration.

The City will not discharge, discipline or discriminate against an employee solely upon the employee voluntarily seeking treatment for a drug or alcohol related problem, if the employee has not previously tested positive for drug use, entered an Employee Assistance Program for drug or alcohol related problems, or entered a drug or alcohol rehabilitation program. The City's Employee Assistance Program can provide names, addresses and telephone numbers of local drug and alcohol rehabilitation programs that employees or applicants may contact at their own initiative.

Refusal to test: Employees who refuse to submit to a test may forfeit their eligibility for worker's compensation medical and indemnity benefits. All employees refusing to participate in a test will be terminated from employment.

2.11.B Tobacco-Free Workplace

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or other tobacco products) is prohibited at all times in the following:

- all interior space owned, rented, or leased by the City; and
- all City vehicles and equipment.

The purpose of this policy is to establish an initiative to eliminate tobacco use within City property and by City employees. To the extent this policy does not conflict with existing collective bargaining agreements, the policy is applicable to all City facilities, vehicles, employee work spaces, and applies to all City employees. It is recognized that tobacco users who wish to stop smoking may require assistance and support. The City may sponsor tobacco use cessation programs and related health promotion activities to help staff overcome their reliance on tobacco.

2.11.C Violence-Free Workplace

The City is committed to providing a safe workplace for all employees and will not tolerate violence of any type in the workplace. Types of prohibited behaviors include, but shall not be limited to, the following:



- Causing physical injury to another person;
- All threats or acts of violence, communicated or reasonably perceived, regardless of the relationship between the City and parties involved;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of firearms, explosives or other weapons (law enforcement officials excluded) while on City property or while on City business, other than a legally-owned weapon or firearm kept locked inside, or locked to, a personal vehicle in a City parking lot by an employee licensed under Florida law to carry a concealed weapon or firearm;
- Committing acts motivated by or related to harassment of any nature, or discrimination.

All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report to their supervisor any behavior they have witnessed that they regard a potentially threatening or violent situation that could endanger the health and/or safety of an employee.

Employees should be alert to the potential for workplace violence. Employees should escape immediate threat and report such threats to a supervisor immediately. An employee who believes that police assistance is needed in order to avert a potential incident of workplace violence should contact 911 immediately.

All alleged incidents of workplace violence will be investigated immediately. Employees shall cooperate in the investigation of any such incident and should keep careful records of all information related to the incident that may be helpful to the authorities in resolving any potential or actual incidents of workplace violence. Corrective Action(s) up to and including dismissal will be taken against any employee who participates in an incident of workplace violence.

2.11.D Non-Discrimination and Harassment-Free Workplace

The City is committed to a work environment in which all individuals are treated with respect and dignity. The City does not and will not tolerate discrimination and unlawful harassment. For purposes of this non-discrimination and anti-harassment policy, the term "discrimination" refers to unequal treatment of employees, with respect to hiring, promotion, compensation, discipline, termination, and all other terms and conditions of employment, based on the employees' race, sex, age, color, national origin, religion, disability, veteran or marital status, sexual orientation, or any other status protected by law. The term "harassment" includes, but is not limited to, the use of obscene language, name-calling, slurs, jokes, intimidation, or any other verbal, physical, or graphic conduct related to an employee's legally-protected status. "Harassment" also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic or physical conduct of a sexual nature.

VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO CORRECTIVE ACTION, UP TO AND INCLUDING DISCHARGE.

If an employee feels that he or she is being harassed or discriminated against by a coworker or supervisor or by an employee of a vendor, the employee should notify the Human Resources Division immediately. The Human Resources Division promptly will direct a full investigation and, where appropriate, Corrective Action will be taken. Confidentiality will be maintained throughout the



investigatory process to the extent consistent with adequate investigation and appropriate Corrective Action. Specifically with respect to sexual harassment, employees should be aware that no supervisor or other manager is authorized to make any employment decision based in any way on an employee's submission to or rejection of sexual conduct or advances. No supervisor or other manager has the authority to suggest to any employee that the employee's continued employment or future advancement will be affected in any way because the employee enters into or refuses to enter into any form of sexual or other personal relationship with the supervisor or manager. No supervisor or manager may coerce an employee into a sexual relationship and then reward the employee. No supervisor may take disciplinary action against an employee or deny a promotion, transfer, or other job benefit to an employee because he or she has rejected sexual advances.

If an employee believes that a violation of this policy has occurred and is not comfortable bringing a complaint to the Human Resources Division, the employee should immediately bring the complaint to the attention of the City Manager. Retaliation in any form toward employees who submit discrimination or harassment concerns in good faith, or who participate in good faith in the investigation of a complaint of harassment or discrimination, is strictly prohibited and also should be reported immediately. "Retaliation" is defined as any interference, coercion, restraint or reprisal against an employee in response to the employee's complaint, or in response to the employee's investigation participation. Retaliation will result in discipline of the retaliator, up to and including termination.



3. GENERAL EMPLOYMENT PROVISIONS

3.1 Equal Employment Opportunity

The City shall not discriminate in terms of employment opportunities on the basis of age, race, religion, color, national origin, sex, disability, military, veteran or marital status, sexual orientation, or any other category protected by federal, state or local law. This policy applies to employment decisions including, but not limited to, recruitment and employment, promotion, demotion, transfer, compensation, selection for training, discipline, layoff, separation and other privileges and conditions of employment as well as programs sponsored by the City to the extent the City is required to do so by applicable federal and/or state law.

3.2 Employment Qualifications

Applications for employment will be accepted by the City when an authorized vacancy exists and will be kept in an active status for six (6) months from the date of receipt. Employment with the City shall be based on experience, education, knowledge, skill, ability and physical fitness, and in accordance with job duties.

3.2.A Citizenship

Qualified job applicants shall be citizens of the United States or aliens authorized to work in the United States.

3.2.B Criminal History

The City will deny employment if a prior criminal conviction involves an offense that is directly related to the applicant's fitness to perform the position sought. For all other convictions, consideration of the applicant's application is to be handled on a case-by-case basis, and will depend upon the City's evaluation of the totality of the circumstances. As part of its review, the City will consider the facts of the crime(s), their number, the amount of time elapsed since the commission of the crime(s), whether probation (if any) was completed successfully, and whether any conviction(s) were expunged or otherwise officially deleted from the applicant's record.

3.2.C Veteran's Preference

The Veterans Employment Opportunities Act (VEOA) of 1998 provides that veterans who are disabled or who served on active duty during certain specified time periods in the Armed Forces or in military campaigns are entitled to preference over others in hiring when equally qualified for the same position. Eligible veterans and spouses of veterans who are Florida residents are given preference in appointment, retention, and promotion as required by Florida Statutes. More detailed information on Veteran's Preference is available from the Human Resources Division upon request.

3.3 Employment Status

The employment status of each position is determined as follows:

- **Regular** – Employees (full- or part-time) who are working in positions required to sustain day-to-day service demands and/or operating needs of the City and are authorized for the entire fiscal year.
- **Seasonal** – Employees working in specific job classifications providing services that are not utilized year-round (such as Camp Counselors and School Crossing Guards).



- **Temporary** – Positions that are needed for a limited duration, usually not to exceed six (6) months, for work associated with special projects, grants or other short-term assignments, including internships.

3.4 Reasonable Accommodation

The City of North Port shall provide equal employment opportunities to and reasonably accommodate qualified applicants and employees with disabilities. Applicants and employees are responsible for identifying the need for and requesting any reasonable accommodation. Applicants should note the request in the appropriate space on the City of North Port Employment Application form. Current employees should submit a completed Request for Reasonable Accommodation form to their immediate supervisor within three (3) working days of initiating the request verbally. The form must be completed by both the employee and the employee's treating physician, and forwarded to Human Resources for review. Under this policy, a reasonable accommodation may include a modification or change in non-essential job functions; making existing facilities readily accessible and usable; a change in scheduling; acquisition or modification of equipment or devices; or an adjustment of examinations, training materials, or policies. A proposed accommodation will be denied if it creates an undue hardship on the City, or directly threatens the health and/or safety of others.

3.5 New Employee Orientation

To the extent possible, all newly hired employees will begin "new employee orientation" on the first day of employment. The new employee orientation program is designed to acquaint new employees with the City organization, policies, procedures, benefits, services, facilities, history, and attempts to instill a feeling of pride in and dedication to effective government at each level of responsibility.

It is the responsibility of each employee to familiarize him/herself with the City's policies. Should any employee have a question about his or her job, working conditions or the manner in which a particular policy, rule or procedure has been applied or if any employee does not fully understand the reason behind any action, the City encourages the employee to discuss the concern with his/her immediate supervisor. It is the responsibility of the employee to advise the immediate supervisor of any problems which he/she may encounter.

3.6 Introductory Period

The Introductory Period is a time period provided to allow the City an opportunity to evaluate an employee's performance and to decide whether or not the employee is right for the organization. An Introductory Period of ninety (90) days shall be established for all new hires; existing employees voluntarily reassigned (see Section 5. Work Assignments) shall serve a forty-five (45) day Introductory Period. An employee may be released with or without cause at any time during the Introductory Period. A Department Director may extend the Introductory Period of an employee to provide additional training, address performance deficiencies or complete other job requirements such as certification.

3.7 Employment of Relatives

A relative of a City employee shall not be hired or employed by the City if:

- The City employee would have authority, be in a position or likely to be in a position to hire, supervise, control, appoint, promote, advance, transfer or discipline the relative;
- The City employee would be responsible for auditing or evaluating the relative's work or job performance or have the ability to access and implement changes to payroll/personnel transactions of the relative; or



- The hiring or employment of the relative would, in the sole discretion and judgment of the City, create an actual or perceived conflict of interest or favoritism, impair discipline by supervisors, disrupt harmony amongst coworkers, impede performance of duties, lead to or encourage illegal sexual harassment and/or have a detrimental impact on close working relationships requiring personal loyalty and confidence.

A relative for the purposes of this policy is defined as: father; mother; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; husband; wife; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; half sister; grandparent; unmarried domestic or cohabitating partners, regardless of gender; any of the above relationships created by adoption; and the spouse of any person included in any of the above relationships.

Employees have the responsibility to report to their supervisor any change in a “relative” relationship that comes into being while both parties are already employed by the City. The City may require one of the parties to transfer to a different position where the relatives are not in a reporting relationship to one another, or may take other actions that, in the City’s judgment, will maintain workplace efficiency and reduce the possibility of an actual or perceived conflict of interest. Exceptions to this policy may be requested by the Department Director and reviewed on a case-by-case basis by Human Resources and the City Manager.

3.8 Outside Employment or Business Activity/Interest

City employment shall be considered as the primary employment. City employees shall not engage in any other employment or business activity/interest which reasonably might cause a conflict of interest, interfere with the employee’s primary City duties and responsibilities, or disrupt regular operations of the department. Employees seeking secondary employment or involved in an outside business activity or interest must complete an Outside Employment or Business Activity/Interest form, have it approved by their Department Director and placed in their personnel file.



4. WORK SCHEDULES

The City shall establish a schedule of hours and shifts of work in accordance with services being provided to the public and the business needs of each Department. Full-time employees are those scheduled to work thirty (30) hours or more per week; Part-time employees are those scheduled to work less than thirty (30) hours per week.

4.1 Hours of Work

Employees shall report for duty at the scheduled time as established by the Department Director. If an employee is unable to work for any reason, the supervisor shall be notified within one (1) hour of the scheduled reporting time, unless emergency circumstances do not allow for such time. Repeated tardiness or absenteeism without approval is cause for Corrective Action up to and including dismissal. Break periods will be scheduled at the discretion of the Department Director. All employees are required to complete and submit an accurate time record for hours worked each pay period.

4.2 Overtime

Overtime must be authorized in advance. Employees will be required to work overtime when requested unless excused by Department Director or designee. Non-exempt employees will be compensated or paid for overtime at a rate of time and one-half (1-1/2) the regular rate for all hours worked over forty (40) hours in a workweek, unless otherwise provided in a collective bargaining agreement. For purposes of determining overtime payments, Annual Leave, Compensatory Time, Holidays and Sick Leave Incentive days will be counted as time worked. All other leaves shall not be counted as time worked for purposes of calculating overtime.

4.3 Compensatory Time

Non-exempt employees may request Compensatory Time in lieu of cash payment for overtime worked, subject to approval by the Department Director. All Compensatory Time earned shall be exhausted before use of any accrued Annual Leave. Employees requesting the use of accrued Compensatory Time will be permitted to use the time within a reasonable period of the request, provided that the use does not unduly disrupt the City's operations. Compensatory Time must be taken within the 30-day period in which it is earned. Accrued but unused Compensatory Time will be paid out quarterly.

4.4 On-Call

Department Directors have the discretion to assign/apply On-Call status for which non-exempt, non-union employees will be compensated one hour pay at straight time for each day designated On-Call (this shall not be considered as time worked for purposes of calculating overtime). Employees so compensated will not receive additional Call-Back pay, but will be compensated for actual hours worked in the event service needs arise during the On-Call period. Declared emergencies are excluded from On-Call pay.

4.5 Call-Back

Call-Back pay will be provided to those employees not on designated On-Call status at the rate of time and one half (1-1/2) for a minimum of two (2) hours if called back for work when not regularly scheduled.



4.6 Shift Differential

Employees assigned to work an established 2nd or 3rd shift will be paid a shift differential of 3% (2nd shift) and 5% (3rd shift) for actual hours worked.

4.7 Furlough Days

Unpaid furlough days may be implemented at certain times due to budgetary constraints. In the event it becomes necessary to mandate furlough days, the following guidelines shall be followed:

- Scheduled furloughs will be taken in increments of one (1) full workday.
- All furlough days will be reported in the time & attendance system under the appropriate code.
- Hours recorded as furlough shall not count as hours worked for any purpose.
- Accrued leave time may not be substituted for the unpaid furlough hours.
- Benefits eligibility shall not be impacted by furlough days; employees who would otherwise be eligible for benefits will remain eligible.
- Furlough days will not affect an employee's Florida Retirement System (FRS) creditable service; however, because annual pay will be reduced, FRS retirement contributions will also be reduced accordingly.
- Accruals for sick and annual leave will be computed the same during the furlough workweek as a non-furlough workweek.
- In workweeks where salaried employees are furloughed, the FLSA overtime exemption is lost; therefore, salaried employees will not be allowed to work over 32 hours during that week (Sunday through Saturday).
- No affected employee shall conduct any City business on the designated furlough day.
- In the event an emergency causes any employee to work on a scheduled furlough day, the employee will be required to take their furlough day at a later time.
- The City Manager may suspend furlough days at any time for emergency purposes.



5. WORK ASSIGNMENTS

Employee work assignments are established by each Department to meet service demands and operational needs and in accordance with specific job classifications.

The City recognizes the value of an experienced workforce and encourages its employees to seek opportunities that will enhance their knowledge and advance their careers with the City. Employees who have successfully completed an Introductory Period may apply for any vacant posted position for which they are qualified by submitting an updated Employment Application form to Human Resources. Preferred consideration shall be given to the most qualified candidate based upon job performance, skills and experience level.

5.1 Promotion

Promotion occurs when an employee requests consideration and is selected for a position in a different classification which has a higher pay grade. The employee's new salary shall be at least the minimum for the new pay grade or 5% over his/her present salary, whichever is greater. The employee will serve an Introductory Period of forty-five (45) days, which may be extended at the discretion of the Department Director. There shall be no additional salary adjustment at the completion of this Introductory Period. The employee's annual performance review date will be adjusted to the effective date of the Promotion.

5.2 Lateral Reassignment

Lateral Reassignment occurs when an employee requests consideration and is selected for a position in a classification which has the same pay grade. The employee will serve an Introductory Period of forty-five (45) days, which may be extended at the discretion of the Department Director. Employees rate of pay when accepting a Lateral Reassignment shall remain unchanged. The employee's annual performance review date will be adjusted to the effective date of the Lateral Reassignment.

5.3 Voluntary Demotion

A Voluntary Demotion occurs when an employee requests consideration and is selected for a position in a different classification with a lower pay grade. The employee will serve an Introductory Period of forty-five (45) days, which may be extended at the discretion of the Department Director. Voluntary Demotion will result in a reduction in pay. If the employee's rate of pay is currently within the lower classification's pay range the employee's rate of pay will be decreased by 5%. If the employee is currently being paid above the pay range of the lower classification, the employee's rate of pay will be decreased 5% or to the maximum for the lower pay range whichever is the greater reduction. If the Voluntary Demotion follows a Promotion the employee's rate of pay will be returned to that which was being paid in the lower classification with any increases the employee may have been entitled. The employee's annual performance review date will be adjusted to the effective date of the Voluntary Demotion. A Voluntary Demotion shall not be considered a Corrective Action as defined under Section 9.3 Involuntary Demotion.

5.4 Administrative Reassignment

An employee may be reassigned from one position to another for which he/she is qualified and/or from one department/division to another in order to sustain established service levels or to meet other business or operational needs. Administrative Reassignments require approval by the City Manager, after consultation with the employee, the affected Department Director(s), and review by Human Resources. Employees administratively reassigned shall have no change in annual review date and shall



not serve an Introductory Period. The employee's rate of pay shall remain the same unless the employee is currently being paid above the maximum or below the minimum of the position to which they are being reassigned. In that event, the employee's rate of pay will be adjusted accordingly.

5.5 Out-of-Class Assignment

If an employee is temporarily assigned to a position with a higher pay grade for a period greater than ten (10) consecutive workdays, the employee will be paid at the minimum of the higher pay grade or receive a 5% increase, whichever is greater, beginning on workday eleven (11) and through the end of the Out-of-Class Assignment period.

5.6 Interim Management Assignment

In the event of a Department Director/Division Manager vacancy, the City Manager may determine that an Interim Director/Manager be appointed to direct the operations of that Department or Division. The Interim Director/Manager shall assume all required authority to develop, implement and delegate all necessary work assignments and make all related decisions to accomplish the goals and objectives of the respective Department/Division. The City Manager shall establish a pay rate to sufficiently compensate the Interim Director/Manager for the additional duties and responsibilities to be assumed. The Interim Director/Manager shall remain in place for any period of time deemed necessary or until the position has been filled through the City's employment process.

5.7 Emergency Work Assignments

Upon a declaration of emergency by the City Commission and through the emergency end as declared by the City Manager, all employees are subject to work or return to duty as directed to ensure continuation and restoration of services, maintain safety and fulfill the City's responsibility to its citizens. The City Manager may assign employees to any duty to the extent that the City is not in violation of any state or federal law. This assignment may include employees of one department serving in an emergency capacity for any other department or function as assigned for which the employee can reasonably perform. The City shall make a reasonable effort to release employees from work prior to, during and after emergency conditions to take care of personal situations, such as family and property needs. Emergency work assignments shall be classified as: Essential 24/7, Essential Daily, and Non-Essential.

5.7.A. Essential 24/7 Operations

Work assignments classified as Essential 24/7 Operations include services provided by Police, Fire and Utilities that are required for the health and safety of our citizens.

1. Police – PBA Article 7, Section 6 – Call Back Time/Pay. *"If the City requires bargaining unit employees to return to work, for emergency purposes...on other than their regularly assigned shifts, such recall time begins when the employee reaches the City limits and such employees shall be credited with a minimum of two (2) hours work for such required duty and shall be paid accordingly in accordance with the provisions of Section 4, hereof."*

Section 4 – Overtime Pay. "(a) All time worked in excess of employee's regularly scheduled hours in a given work period shall be paid at time and ½ the employee's regular hourly rate of pay; (b) Overtime hours worked during a declared emergency shall be paid at double time."



Scheduled to work regular shift	Regular time for hours worked; overtime paid at time and ½ except during declared emergency when overtime will be paid at double time
Not scheduled to work, but called back for emergency	Time and ½ (minimum of two hours); overtime paid at double time during declared emergency

2. Fire – IAFF Article 4, Section 5 – Emergency Call Back. *“Mandatory 911 call back for emergencies shall be compensated at a rate of double times the individual regular rate of pay for a minimum of two hours.”*

Scheduled to work regular shift	Regular time for hours worked; overtime paid at time and ½
Not scheduled to work, but called back for emergency	Double time for all hours worked (minimum of two hours) during declared emergency; overtime paid at time and ½ outside of declared emergency time period

3. Utilities Water / Wastewater – Personnel Policy Article 4, Section 4.5 – Call-Back. *“Call Back pay will be provided to those employees not on designated On-Call status at the rate of time and ½ for a minimum of two (2) hours if called back for work when not regularly scheduled.”*

Non-exempt (non-union)

Scheduled to work regular shift	Regular time for hours worked; overtime paid at time and ½; double time for actual hours worked during declared emergency
Not scheduled to work, but called back for emergency	Time and ½ for all time worked (minimum of two hours) prior to and immediately after declared emergency; double time for actual hours worked during declared emergency

5.7.B. Essential Daily Operations

Employees working in positions classified as Essential Daily Operations include those providing management oversight, professional and technical services, administrative support, maintenance/skilled labor and solid waste services deemed essential to operations during an emergency.

1. Management, Professional/Technical, Administrative

Exempt

Scheduled and required to work	Regular pay; emergency compensation calculated at straight time for all hours worked in excess of forty (40) hours in the work week of the declared emergency
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Non-exempt (non-union)

Scheduled to work regular hours	Regular time for hours worked; overtime paid at time and ½; double time for actual hours worked during declared emergency
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2. Maintenance/Solid Waste – AFSCME Article 2, Section 3 – Management Rights. *“If, at the sole discretion of the City Manager, it is determined that civil emergency conditions exist, including but not limited to: riots, civil disorders, hurricane/tornado conditions, epidemics or other similar catastrophes, the provisions of this Agreement may be suspended by the City during the time of the declared emergency, excluding wage rates, overtime and other monetary benefits.”*



Article 26, Section 3 – Work Schedules. “Work schedules or any changes thereto showing the shifts, days and hours of all bargaining unit employees shall be prepared and posted at least fourteen (14) calendars in advance of their effective dates.” Note: A declared emergency suspends the notice provision.

Article 26, Section 7 – Call Back Pay. “An employee called for work when not regularly scheduled shall be paid a minimum of two hours or the amount of time worked at time and one-half whichever is greater.”

Article 26, Section 11 – Pay During Declared Emergencies. “During declared emergencies as determined by the City, bargaining unit employees shall be compensated in accordance with the guidelines established for non-bargaining unit employees, as may be approved, modified or rescinded by the City.”

Non-exempt (AFSCME)

Scheduled to work regular shift	Regular time for hours worked; overtime paid at time and ½; double time for actual hours worked during declared emergency
Emergency schedule change	Regular time for hours worked; overtime paid at time and ½; double time for actual hours worked during declared emergency
Not scheduled to work, but called back for emergency	Time and ½ for hours worked (minimum of two hours); double time for actual hours worked during declared emergency

5.7.C. Non-Essential Operations

Certain work assignments may be deemed non-essential during emergency operations and employees will be released from duty by the City Manager.

Exempt

Scheduled but released from duty by City Manager	1 st day – Regular pay for eight hours 2 nd and subsequent days as determined by City Manager – May use accrued leave or authorized leave without pay (cannot perform any work during this time)
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Non-exempt (non-union and AFSCME)

Scheduled but released from duty by City Manager	1 st day – Regular pay for any hours actually worked; authorized emergency leave with pay for remaining hours excused (not to be considered “time worked” for purposes of calculating overtime) 2 nd and subsequent days as determined by City Manager – May use accrued leave or authorized leave without pay
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The City Manager will make the determination when employees are to return to regular work schedules. Employees who, without proper authorization from their Department Director, do not return to work within three (3) consecutive workdays of the City Manager’s declared return to work date shall be considered as having resigned from City employment.



6. LEAVES OF ABSENCE

6.1 Holiday Leave

The following, and any other days which the City Commission may declare, are designated for approved Holiday Leave.

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

Regular employees must work (time worked) their scheduled shift immediately prior to and their scheduled shift immediately after a Holiday to be eligible for Holiday Leave pay, unless otherwise approved by the Department Director. Employees scheduled to work on Easter Sunday shall be paid at Holiday rate for actual hours worked. Employees working less than forty (40) hours per week will receive Holiday pay based on the average number of regular hours worked per week.

An employee who works on an "approved" Holiday, and the same is his or her normally assigned duty day, shall be credited with two and one-half (2 ½) times the employee's hourly rate of pay. An employee who is called in to work on an "approved" Holiday, but the same is not his or her normally assigned duty date, shall be paid at the rate of two and one-half (2 ½) times the employee's hourly rate of pay for the actual hours worked.

Seasonal and Temporary employees shall not be eligible for paid Holiday Leave but will be given the day off without pay, unless it is a regularly scheduled workday for which they will then be paid at their regular rate for their actual time worked.

6.2 Annual Leave

Regular employees will earn Annual Leave (vacation) with pay, to be accrued bi-weekly, on the following basis:

Years of Service	Annual Accrual (based on 40 hr. workweek)	Annual Leave
<1 – 4	80 hours	10 days
5 – 9	120 hours	15 days
10 – 14	160 hours	20 days
15 – 19	200 hours	25 days
20 and up	240 hours	30 days

Regular employees working less than forty (40) hours per week will accrue Annual Leave based on the average number of regular hours worked per week. Seasonal, Temporary and employees who are on



unpaid leave status shall not accrue Annual Leave credits. Holidays occurring during Annual Leave shall be charged against Holiday Leave and not to Annual Leave.

Use of accrued Annual Leave requires approval in advance from an employee's Department Director or designee. The employee should provide as much advance notice as is practicable. Annual Leave approvals will be based upon workload and the date of the request for time off.

Annual Leave accruals may be accumulated up to an amount not to exceed two (2) times the employee's annual accrual rate. Accruals will cease until the Annual Leave balance falls below the maximum limit.

An employee may request advance vacation pay by submitting the request in writing at least one (1) week prior to the last pay day before starting the Annual Leave, for a period of not less than one (1) week and at weekly increments thereafter. The weekly increments can consist of any accrued leave. Vacation paycheck(s) will be issued on the last regular pay day prior to starting Annual Leave.

6.3 Sick Leave

Full-time Regular employees working forty (40) hours per week will accrue an amount equal to eight (8) hours per month to be credited at the end of each pay period. Regular employees working less than forty (40) hours per week will accrue Sick Leave based on the average number of regular hours worked per fiscal year to be credited at the end of each pay period. An employee who becomes ill while on approved leave other than Sick Leave, shall be allowed to use accrued Sick Leave to cover the period of illness. Holidays occurring during Sick Leave shall be charged to Holiday Leave not Sick Leave. Employees who are on unpaid leave shall not accrue Sick Leave credits. Seasonal and Temporary employees shall not accrue Sick Leave but will be allowed to take sick time off without pay when needed.

Employees hired after January 21, 2004 may accrue Sick Leave up to a maximum of 1,040 hours. Employees hired prior to January 21, 2004 with Sick Leave in excess of 1,040 hours shall not be subject to the maximum accrual until such time as their accrual is at or below the maximum accrual. At the first payroll of December, employees hired prior to January 21, 2004 with Sick Leave accruals in excess of 1,040 hours may sell back to the City, or convert to Annual Leave, up to 800 hours of accrued Sick Leave hours. The buy back/conversion rate shall be the employee's regular rate, with the amount paid/converted equaling 25% of the time sold/converted.

Sick Leave may not be granted in advance of accruals. An employee shall notify his/her supervisor within one (1) hour of the scheduled reporting time, unless emergency circumstances do not allow for such time. Sick Leave may be granted for: personal illness (including maternity related health conditions when an employee is not eligible for FMLA); injury (not work related); appointments with a doctor, dentist or other recognized practitioner when it is not possible to arrange such appointments during off-duty hours; or illness or injury of an immediate family member as defined by FMLA (spouse, child or parent). A Department Director may request a physician's certificate upon the employee's return to work. Under extraordinary circumstances, the Department Director may grant a Regular status employee up to thirty (30) days additional Authorized Leave Without Pay, after all other leave types have been exhausted. Any additional Authorized Leave Without Pay must be approved by the City Manager (see **Section 6.10 Authorized Leave Without Pay**).

6.3.A Sick Leave Incentive



Employees will receive an incentive of up to four (4) days (maximum of 32 hours) Sick Leave accrual for every 250 hours remaining in their Sick Leave bank at the end of each year. Sick Leave Incentive days cannot be carried over from calendar year to calendar year.

6.3.B Sick Leave Donation

Employees may request a Sick Leave Donation when they have exhausted all accrued Sick Leave, Annual Leave, and Compensatory Time due to a catastrophic illness, injury, event or condition of the employee or immediate family member. Catastrophic will be interpreted to include an illness, injury, event or condition that is monumental, unusual, unexpected or immediate in nature, and which is expected to preclude the employee from returning to work for an extended period of time. Requests for Sick Leave Donation must be submitted by the employee in writing, by completing a Sick Leave Donation Request form and submitting it to Human Resources for verification and approval. An announcement will be transmitted from Human Resources to all employees identifying only the employee's name and the number of hours requested.

Employees may donate Sick Leave by completing a Sick Leave Donation Pledge form and submitting it to Human Resources. Donations are subject to the following conditions:

- The donating employee has Sick Leave accrual in excess of 160 hours;
- The donation is on an hour-for-hour basis and may not exceed the amount needed to cover the actual absence, up to a maximum of 40 hours per donation;
- The transfer must be gratuitous with no compensation to the employee donating time; and
- The hours donated are irrevocable and cannot be reinstated to the employee donating the time.

No employee shall coerce or otherwise pressure fellow employees to donate Sick Leave.

6.4 Personal Leave

Regular employees shall be permitted to use a maximum of two (2) accrued Sick Leave days per calendar year for purposes of Personal Leave unrelated to any sickness or medical treatment. Personal Leave shall not be approved if its use causes the employee's Sick Leave balance to fall below a minimum of twice the amount of the employee's regularly scheduled hours per week. Personal Leave shall not be counted as time worked for purposes of calculating overtime.

6.5 Family and Medical Leave

The following information generally summarizes the circumstances in which the City will authorize family and medical leave in accordance with the Family and Medical Leave Act ("FMLA"). Employees may consult the City's full policy document available from the Human Resources Division upon request. This document contains more detailed information on employee eligibility and qualifying reasons for FMLA leave, types of FMLA leave, and procedures for using FMLA leave and returning to work.

Eligibility: FMLA requires employers of fifty (50) or more employees to provide fixed amounts of unpaid, job-protected leave within a twelve-month period to eligible employees for certain family and medical reasons, and for certain reasons connected to the military service of a family member or next of kin. An employee is eligible for FMLA leave if he or she (a) has worked for the City for at least twelve months, and for at least 1,250 hours in the last twelve months; and (b) is employed at a worksite that has fifty or more employees within a seventy-five mile radius. The twelve-month period will be a "rolling" twelve-month period measured backward from the date an employee uses any FMLA leave.

Qualifying Reasons for Leave: An employee may take up to twelve (12) weeks of FMLA leave for any of the following reasons:



- the birth of a son or daughter, and in order to care for that child;
- the placement of a son or daughter with the employee for adoption or foster care;
- to care for a spouse, son, daughter or parent with a serious health condition;
- because of the employee's own serious health condition which renders the employee unable to perform the functions of his or her position; or
- at such time as the term is defined by the U.S. Secretary of Labor, because of any "qualifying exigency" (need or necessity) arising out of the fact that the employee's spouse, or son, daughter, or parent, is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

On a one-time-only basis, an employee may take up to twenty-six (26) weeks of FMLA leave for the following reason:

- if the employee is the pertinent service member's spouse, son, daughter, parent, or next of kin, to care for a covered service member.

Paid and Unpaid Leaves: An employee who is taking FMLA leave for any reason other than a worker's compensation injury must substitute all available accrued leave as part of his or her leave entitlement. The substitution of accrued leave time does not extend the leave periods granted by the FMLA.

Notice of Leave and Designation as FMLA leave: If an employee's need for FMLA leave for a reason other than a qualifying exigency is foreseeable, the employee must give the City at least thirty days prior notice of the need; if this is not possible, or if the need for FMLA leave is unforeseeable (for example, in a case of an unexpected medical emergency), the employee must give notice as soon as practicable, typically within one to two business days of learning of the need for leave. If an employee's need for FMLA leave is because of a qualifying exigency and is foreseeable, the employee must provide such notice as is reasonable and practicable. In all instances, the employee must complete fully a Request for Family/Medical Leave form, available from the Human Resources Division. Failure to provide notice may delay use of the FMLA leave.

When an employee is out due to illness or injury for three consecutive workdays/shifts, the employee's supervisor shall contact Human Resources to determine whether the employee is FMLA-eligible and whether the employee's absence may qualify for FMLA leave.

The City will notify the employee within two business days if the request for leave will be designated as FMLA leave. In instances where leave is sought by reason of a serious health condition, however, a designation will not be made until the City additionally has received and reviewed the information contained in the medical certification described below.

Medical Certification: If an employee is requesting FMLA leave because of his or her own serious health condition, the employee's health care provider also must supply adequate medical certification. A medical certification form, available from the Human Resources Division, must be completed fully and submitted when the employee gives notice to the City of his or her need for leave, or as soon as practicable. Failure to provide requested medical certification in a timely manner may result in denial of FMLA leave until certification is provided.

Medical and Other Benefits During Leave: If an employee receives paid health benefits, the City will maintain those benefits during approved FMLA leave as if the employee remained actively employed.



During any period of substituted accrued leave, an employee's benefit payments will continue to be deducted automatically from the employee's paycheck. Once the leave becomes unpaid, the employee must pay his or her portion of the premium(s). Employees do not accrue any seniority or employment benefits during the unpaid portion of a leave period.

Return to Work/Job Restoration: Other than for exceptions allowed by law and explained in the City's full policy document, an employee will be restored to the same or an equivalent job upon return from leave. If an employee's FMLA leave was for his or her own serious health condition, upon returning to work the employee will be required to present a certification from a health care provider that the employee is fit for duty. A failure to return to work at the end of the designated FMLA leave period may be treated as a resignation from employment unless an extension has been approved. All entitlements and rights under the FMLA cease at the time of resignation. The employee will no longer be entitled to any further job-restoration rights under the FMLA, and the City will no longer be required to maintain group health benefits pursuant to the FMLA. The employee may elect COBRA coverage at this time.

6.6 Domestic or Sexual Violence Leave

The City may grant unpaid Domestic or Sexual Violence Leave for a period not to exceed three (3) days in any twelve (12) month period to an employee who has been a victim of domestic or sexual violence or who has an immediate family or household member who has been a victim of domestic or sexual violence. The twelve-month period will be a "rolling" twelve-month period measured backward from the date an employee uses any Domestic or Sexual Violence Leave. Leave time will be granted to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- Obtain medical care and/or mental health counseling to address physical or psychological injuries resulting from the act of domestic or sexual violence (for either the employee or family/household member);
- Obtain services from a victim-services organization;
- Make the employee's home secure from the perpetrator of domestic or sexual violence or to seek new housing or to escape the domestic or sexual violence perpetrator; or
- Seek legal assistance for issues concerning the domestic or sexual violence situation or to attend and prepare for court-related proceedings arising from the act of domestic or sexual violence.

An eligible employee is one who has been on the City payroll for a period of three (3) months. Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of an immediate family/household member, an employee must give the City twenty four (24) hours advance notice of a request for leave, supported by sufficient documentation of the act of domestic or sexual violence including, but not limited to, a report by a law enforcement official, a domestic violence shelter, and/or a medical care or mental health professional.

Domestic or Sexual Violence Leave is leave without pay, but employees must use any accrued leave concurrently with their Domestic or Sexual Violence Leave. The City will keep the information confidential to the extent directed by statute.



6.7 Military Leave

In accordance with law, the City provides Military Leave to employees who are members of the U.S. Armed Services Active Reserve, the National Guard, or the Coast Guard, or who are officers of the U.S. Public Health Service and who have been detailed for duty with the U.S. Armed Services. In addition to Military Leave for active and reserve duty, employees also will be granted Military Leave for military training and other related obligations, such as an examination to determine fitness to perform military service.

An employee on Military Leave for more than thirty (30) days will be listed as “terminated,” unless the employee, after thirty days have elapsed, chooses to substitute available accrued leave as set forth in this policy, in which case the employee will be listed as “terminated” at the time when the accrued leave is exhausted or when the employee elects to discontinue substitution. This designation is administrative only and will not affect the employee’s rights to reemployment at the conclusion of the Military Leave.

Employees may consult the City’s full policy document available from the Human Resources Division upon request. This document contains more detailed information on procedures for using Military Leave, and for seeking reemployment at the conclusion of Military Leave.

Pay and Benefits While on Military Leave: An employee is entitled to receive full pay, and continuing Annual and Sick Leave accruals as if employed on his or her existing schedule, for the first thirty (30) days of Military Leave. Any Military Leave beyond thirty days shall be unpaid and shall not result in Annual and Sick Leave accruals, but an employee may, in his or her discretion, choose to substitute any available accrued leave. Once the leave becomes unpaid, Annual and Sick Leave accruals will cease.

During a Military Leave of thirty or fewer days, and for any subsequent period of accrued leave substitution, an employee is entitled to health benefits under the same conditions as if he or she had continued to work. For longer Military Leaves, an employee may elect to continue health coverage for up to twenty-four months (24) of uniformed service, but he or she may be required to pay the entire premium for the continuation coverage.

Any time spent by an employee on paid or unpaid Military Leave shall be counted as time spent in the City’s employ when calculating seniority, determining years of service for retirement purposes, and determining the rates at which Annual and Sick Leave accrue.

Return from Military Leave: If an employee’s cumulative period of military service during his or her employment with the City has not exceeded (with certain exceptions provided by law) five years, and if the employee was honorably or generally discharged, he or she is entitled to reemployment upon return from service unless the City’s circumstances make reemployment impossible or unreasonable, or an undue hardship. Upon return from military service, an employee must provide timely notice of reemployment, or timely submit an application for reemployment.

6.8 Administrative Leave

The City retains the right to place an employee on Administrative Leave with or without pay. Written notification from the Department Director is required when an employee is placed on Administrative Leave and a copy placed in the employee’s personnel file. Any Administrative Leave without pay must



be approved by the City Manager. The employee may be responsible for the cost of employee's share of group insurance premiums.

Administrative Leave may be used in conjunction with Corrective Actions or internal investigations for a prescribed period of time; to be used for an immediate response to a suspected, but not fully substantiated, offense; or when defusing of a situation warrants rapid intervention. This Administrative Leave shall be issued for a period in which an investigation can be thoroughly pursued and a finding of fact completed.

6.9 Authorized Leave With Pay

Exempt employees may be granted Authorized Leave With Pay upon approval by the Department Director.

6.10 Authorized Leave Without Pay

Before all accrued leave is anticipated to be exhausted, an employee may request Authorized Leave Without Pay, if it is necessary for personal reasons to be absent from work. The initial request shall not exceed thirty (30) calendar days and may be approved by the Department Director; however, additional leave may be granted at the City Manager's discretion. During any Authorized Leave Without Pay, the employee shall be responsible for ensuring that the City timely receives payment for the employee's share of the group health insurance premium.

The employee granted Authorized Leave Without Pay must keep the Department Director informed of his/her current activity and current address. Failure to comply with the leave stipulations will result in the employee being dropped from leave of absence status, in which case the employee will be required to return to work. Failure to return to work upon a change of status or at the end of the leave of absence period shall be considered as a voluntary resignation. An employee on Authorized Leave Without Pay will not be eligible for Annual or Sick Leave accrual, Holiday Leave, or any other accrued benefits. An Authorized Leave Without Pay shall not constitute a break in service, but the time is not eligible toward retirement. An employee on Authorized Leave Without Pay status for longer than three (3) months will not be guaranteed return to the position held prior to the leave of absence.

6.11 Bereavement Leave

Full-time Regular employees may be granted up to five (5) working days of Bereavement Leave in the event of death of an immediate family member. For Bereavement Leave purposes, immediate family member is defined as: father; mother; son; daughter; brother; sister; husband; wife; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; half sister; unmarried domestic or cohabitating partners, regardless of gender; grandparents; any of the above relationships created by adoption; and the spouse of any person included in any of the above relationships. Part-time Regular employees will receive a pro-rated amount of hours in accordance with the number of hours worked per week. Additional leave from the employee's Annual Leave, Sick Leave or Compensatory Time accounts or Authorized Leave Without Pay may be approved by the Department Director. Bereavement Leave will be paid only with respect to scheduled days worked and will not apply to scheduled days off, Holiday Leave, Sick Leave, Annual Leave or any other day on which the employee would not have worked. Seasonal and Temporary employees may be granted Bereavement Leave without pay.



6.12 Court/Jury Duty Leave

Employees attending court as a witness on behalf of the City shall be paid for the hours they attend court, whether those hours occur during regularly scheduled hours of work or during off-duty hours. Any witness fees received as a result of testifying in court shall be retained by the employee. Employees who become plaintiffs, defendants or witnesses in personal litigation are not eligible for Court Leave with pay. In such cases, Authorized Leave Without Pay may be granted or the employee may choose to use available Annual Leave or Compensatory Time. An employee who is subpoenaed to court as a witness in a case not related to personal circumstance and through no negligence on his/her part, will be allowed Court Leave with pay upon providing documentation and proper notice to the Department Director.

Employees who are called for jury duty during regularly scheduled hours of work shall be paid for the hours they attend court and any fees received as a result of jury duty shall be retained by the employee. Employees must notify their Department Director as soon as reasonably possible after receiving jury duty notice and provide documentation confirming such service before compensation is approved.

An employee who attends court for only a portion of a regularly scheduled work day is expected to report to his/her supervisor when excused or released by the court. Employees who are on scheduled Annual Leave but are required to attend court as stated above, will have time that is eligible for pay charged to Court/Jury Duty Leave.

6.13 Voting Leave

During a primary or general election, an employee who is registered to vote whose hours at work do not allow sufficient time for voting shall be allowed the necessary time off with pay for this purpose. When the polls are open two (2) hours before or two (2) hours after the regularly scheduled work period, it will be considered sufficient time for voting.

6.14 Blood Donation Leave

Employees are encouraged to participate in City-sponsored blood drives. Any employee requesting time off to participate will be paid for the actual time needed to donate blood.



7. EMPLOYEE BENEFITS

This portion of the personnel policy manual contains a very general description of the benefits to which City employees are entitled. This general explanation is not intended to, and does not, provide employees with all the details of these benefits. Employee rights can be determined only by referring to the full text of the official plan documents, which are available for examination in the Human Resources Division. This manual does not change or otherwise interpret the terms of the official plan documents, and to the extent that any of the information contained in this manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Unless otherwise required by law or any collective bargaining agreement, the City reserves the right, in its sole and absolute discretion, to add to, change or terminate any or all of the benefits offered by the City.

7.1 Group Health Insurance

The City shall provide comprehensive group health insurance, including medical, dental, vision, disability and life insurance, to employees assigned to authorized Regular full-time positions working thirty (30) or more hours per week. Group coverage may be extended to the employee's eligible dependents at the expense of the employee; the City may, at its option, subsidize a portion of the dependent coverage. Insurance coverage for new employees becomes effective thirty (30) consecutive days after the date of employment. Insurance for employees and dependents will terminate upon separation from the City. Under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), separated employees and covered dependent(s) may pay for continued coverage for a period of 18-36 months.

Retirees (as defined by State Statute and IRS Code) and their eligible dependents shall be offered, at their expense, the option of continuing to participate in the group medical and dental insurance plans for an amount equal to that of the City's total premium cost.

7.2 Pension Plans

The City will provide and fund the following pension plans for all qualified employees as described by State Statute and City Code:

- Florida Retirement System
- North Port Police Officers Pension – Local Option Plan
- North Port Firefighters Pension – Local Option Plan

7.3 Deferred Compensation Plans

The City will offer employees the opportunity to enroll in Deferred Compensation Plans which allow employees to defer a portion of their income to build a fund for supplemental retirement income.

7.4 Worker's Compensation

If an employee is injured on the job, the injury likely will be covered by worker's compensation, entitling the employee to certain medical and/or wage-loss benefits under the law. Any time an employee suffers an injury in the workplace, he or she must report the injury immediately to the employee's supervisor, who is responsible for contacting the Human Resources Division. The City will send the employee for medical attention if necessary. Failure to report an injury is a serious matter, as it may preclude an employee's coverage under worker's compensation.



Additionally, the City will conduct drug and alcohol screenings on any employee involved or injured in a workplace accident, as set forth in the Drug-Free Workplace policy. An employee testing positive for drugs or alcohol may lose the right to worker's compensation benefits and will be subject to termination.

7.5 Voluntary Benefit Programs

Voluntary benefit programs may be offered at the discretion of the City to employees at their cost. Such voluntary programs will be reviewed annually by Human Resources.

7.6 Employee Assistance Program

As an employer, the City believes strongly that employees who are not overburdened with personal concerns provide the best public service. For this purpose, the City shall provide an Employee Assistance Program (EAP) for employees and their immediate family members for assistance in resolving personal issues which may include psychological, financial, legal, family/marital, emotional, alcohol/drug abuse, and critical/incident stress debriefing.

7.7 Training & Development

The City promotes a skilled workforce by supporting various training, educational, and professional development initiatives. Employees will be paid at their regular rates of compensation when attending training, professional and technical seminars/conferences at the direction of the City. Employees may not be compensated if the training is: (i) voluntary, (ii) not during working hours, (iii) where no productive work is performed, and/or (iv) not directly related to the employee's current job, career progression or does not contribute to the effectiveness of the employee's service to the City.

7.7.A Educational Assistance Program

In support of continuing education, financial assistance shall be available to full-time Regular employees who have completed one (1) year of continuous City service. With prior approval of the Department Director, employees will be reimbursed for a portion of expenses for educational courses which relate to the employee's present job or will contribute to his/her career progression or are required as part of a formal college degree program. Reimbursement up to \$1,500 per fiscal year shall be subject to the availability of funds. Tuition reimbursement will be made upon successful completion of the course and based on the following grade scale: A=100%; B=75%; C=50%; below C=0%. Tuition for approved courses taken pass/fail will be reimbursed at 75% for a passing grade. Text books for approved courses will be reimbursed at 50% of the cost with a grade of C or above. Documentation of the paid registration, tuition/text costs, and grade reports are required for reimbursement to be processed. An employee will be required to reimburse the City for educational assistance if he/she leaves employment within one year of completion of the course.



8. CLASSIFICATION and COMPENSATION

8.1 Classification/Compensation Plan

The Classification/Compensation Plan is a systematic arrangement and inventory of the City's positions. The Classification/Compensation Plan groups the various positions into classes indicative of the range of duties, responsibilities, and level of work performed which can be compensated with the same pay grade. The Classification/Compensation Plan is used to:

- Determine qualifications and prepare job announcements;
- Establish lines of promotion and career ladders;
- Assist in developing employee training programs; and
- Provide uniform job terminology.

The Human Resources Division is charged with the administration and maintenance of the Classification/Compensation Plan so that it reflects the essential job functions performed by each classification and the pay grade to which it is allocated.

Human Resources will recommend revisions to the Classification/Compensation Plan as made necessary by labor market changes, changes in the duties and responsibilities of existing positions, the creation and authorization of new positions, or by a change or reorganization of an operating department. Changes to the Classification/Compensation Plan shall be approved by the City Manager.

The City Manager has the authority to allocate all authorized positions within budget parameters approved by the City Commission each fiscal year. Any requests for *additional* positions are subject to City Commission approval with adequate justification of need and availability of funds.

8.2 Compensation

The Classification/Compensation Plan also provides the basis of compensation for employees of the City. The Classification/Compensation Plan also provides the basis of compensation for employees of the City and is constructed to reflect the relative difficulty and responsibility existing between the classes of work and prevailing rates of pay for similar types of work in the labor market from which City employees are recruited. The Classification/Compensation Plan includes salary ranges and pay grades attached to each classification (job title).

The minimum salary established for a classification is considered the normal starting rate for a position. The rate reflects the "market" value of the position based upon the minimum qualifications needed to perform the work. Starting salaries above the minimum salary, up to the maximum of the pay grade, may be authorized by the City Manager if the applicant's training, experience or other qualifications are substantially above those required for the position. The Department Director must justify, in writing, all recommendations for appointment and submit with the Employment Recommendation form for review by Human Resources and approval of the City Manager.

Pay periods shall be bi-weekly starting on Sunday and ending two weeks later on Saturday. Pay checks for any given pay period will be distributed on the Friday after the completion of the pay period.



8.3 Classifications

All classifications in the Classification/Compensation Plan will have a written job description maintained by Human Resources. The job description will identify the essential job functions and minimum qualifications needed to perform the work of each classification.

- **New Classifications** – Operational and/or organizational changes may require a new classification be developed to meet service or program needs. Department Directors shall submit a Classification Review Request form to Human Resources with appropriate background and funding information. Upon a complete analysis of the job duties, labor market and internal alignment, a recommendation from Human Resources will be submitted to the City Manager for approval.
- **Reclassification (filled position)** – When there is a significant change in an employee's job duties and responsibilities, an analysis of the existing classification and current work being performed by the employee may be warranted. The Department Director shall submit a Classification Review Request form to Human Resources. Findings of the study may result in:
 - a reclassification of the job to a different pay grade;
 - a reclassification of the employee to a different or new classification;
 - no change in classification and/or a shift of certain duties and responsibilities to other staff.Final recommendation of appropriate classification will be submitted by Human Resources to the City Manager for approval. If the employee is reclassified to a position with a different pay grade, the employee's rate of pay shall remain the same unless the employee is currently being paid above the maximum or below the minimum of the new classification. In that event, the employee's rate of pay will be adjusted accordingly.
- **Reclassification (vacant position)** – Vacant positions may be reclassified when it is determined that operational and/or organizational needs require a change of duties and responsibilities from the current classification. The Department Director shall submit a Classification Review Request form request along with appropriate justification and funding source to Human Resources. Upon analysis of the job duties, labor market and internal alignment, a recommendation from Human Resources will be submitted to the City Manager for approval.



9. EMPLOYEE PERFORMANCE

9.1 Performance Evaluations

The City has established a program for evaluating the work performance of employees. Employees become eligible for consideration of a performance based pay increase on the employee's classification annual review date. Pay increases are to be earned and based upon job performance. Employees shall not exceed the maximum salary established for the assigned pay grade. If the employee's present salary is at the maximum rate of the pay range, the employee will receive a lump sum payment, not added to an employee's base rate of pay, until such time as the pay range for the classification is adjusted upward. An employee who disagrees with a supervisor's evaluation of his/her performance may provide a written response without fear of retaliation; however, the Department Director's decision regarding the employee's evaluation is final.

9.2 Performance Improvement Plan

A Performance Improvement Plan (PIP) may be implemented at any point during employment when there is an identified performance deficiency. The PIP is intended to:

- **Identify the Performance Deficiency** – Define the performance, skills or behavior to be improved by citing specific examples.
- **Explain Expectations** – Define the performance, skills or behavior required to be successful and expected job results.
- **Provide an Action Plan** – Define how the supervisor and employee will determine the best approach to solve the problem(s).
- **Provide Support or Training** – Define how the supervisor can assist the employee and/or what additional training can be provided.
- **Provide Ongoing Feedback** – Define periodic review dates and what will be reviewed at each meeting.
- **Evaluate Performance** – Specify the end date (up to forty-five (45) days) for the Performance Improvement Plan and the course of action if the performance, skill or behavior has not improved.

The supervisor will monitor and measure improvements to work processes and/or behaviors. PIP documentation will be signed by the supervisor, employee and Department Director and placed in the employee's personnel file.



9.3 Corrective Actions

When an employee's conduct or behavior is inappropriate or in violation of any established policy or law, efforts may be made to correct the behavior in a manner deemed appropriate by the Department Director upon consultation with Human Resources. The undesired behavior and the Corrective Action(s) shall be discussed with the employee and documented within thirty (30) days of knowledge of the event giving rise to the Corrective Action(s).

Forms of Corrective Actions include:

- **Counseling** – The employee is counseled by his/her supervisor regarding the inappropriate conduct or behavior and advised of the need for Corrective Action. A brief written record of the conversation should be prepared and signed by both the employee and supervisor, and will be placed in the employee's personnel file. If the employee refuses to sign the counseling record, supervisor will note such.
- **Written Reprimand** – This is a formal written record of Corrective Action, which may or may not follow previous Counseling efforts. This shall include the specific reason(s) for the reprimand and the expected action(s) to be taken. The record shall include a place for employee comment and should be signed by the employee, supervisor and Department Director, and will be placed in the employee's personnel file. If the employee refuses to sign the reprimand, supervisor will note such.
- **Suspension Without Pay** – This is an ordered absence from duty without pay for a prescribed period of time and may be used when evidence of violation of policy, rules, regulations, laws, and/or safety standards or inappropriate behavior or conduct is conclusive and substantiated. This Corrective Action, which may or may not follow previous Counseling or Written Reprimands, will be documented, signed by the employee, supervisor and Department Director, and will be placed in the employee's personnel file. If the employee refuses to sign the reprimand, supervisor will note such. The Department Director will have discretion over when the suspension will take place to ensure a sustained level of service.
- **Involuntary Demotion** – An Involuntary Demotion may result due to misconduct or unsatisfactory performance. An employee Involuntarily Demoted due to misconduct to a position with a lower pay grade will have his/her rate of pay reduced by at least 5% or to the maximum of the pay range for the lower classification, whichever is the greater reduction. If the Involuntary Demotion was due to unsatisfactory performance following a Promotion the employee's rate of pay will be returned to that which was being paid in the lower classification with any increases the employee may have been entitled. Employees demoted will serve an Introductory Period for forty-five (45) days and shall not be eligible for a salary increase at the completion of this period. The employee's annual review date will be adjusted to the effective date of the Involuntary Demotion. This Corrective Action, which may or may not follow previous Counseling, Written Reprimands, or Suspensions, will be documented, signed by the employee, supervisor and Department Director, and will be placed in the employee's personnel file. If the employee refuses to sign, supervisor will note such.

9.3.A Appeal of Corrective Action

Employees who disagree with a Department Director's decision of Suspension Without Pay or Involuntary Demotion may appeal to the City Manager for review. The appeal must be made in writing to the City Manager within five (5) working days of receiving the notice from the Department Director.



The City Manager will hear from the supervisor and/or Department Director and the employee to determine the facts and the circumstances surrounding the Corrective Action and will issue a written determination in the matter within ten (10) working days. The decision of the City Manager will be final. The existence of the appeal process is not to be construed as creating a property right to employment or a legal expectation of continued employment.



10. SEPARATIONS

10.1 Resignation

An employee wishing to leave the City's service in good standing shall submit a written notice of resignation to his/her Department Director or designee at least two (2) weeks prior to the date of separation. Leave of any type may not be substituted for any time to be worked during the final two (2) week period unless approved by the Department Director. Failure by the employee to comply with this provision may be cause for denying said employee re-employment with the City.

Department Directors may also at their discretion accept a resignation and, at any time during the notice period, designate the employee's last day of work. The City is not obligated to compensate the remainder of any employee's notice of resignation if the last day of employment is designated earlier than indicated by the employee.

10.2 Dismissal and Appeal

Regular employees who are discharged and disagree with the Department Director's decision for dismissal may appeal to the City Manager for review. The appeal must be made in writing to the City Manager within five (5) working days of receiving the decision of the Department Director. The City Manager will hear from the supervisor and/or Department Director and the employee to determine the facts and the circumstances surrounding the dismissal and will issue a written determination in the matter within ten (10) working days. The decision of the City Manager will be final. This appeal process does not apply to employees who are discharged while serving an Introductory Period. The existence of the appeal process is not to be construed as creating a property right to employment or a legal expectation of continued employment.

10.2.A Name Clearing Hearing

When an employee is discharged and believes that his or her personnel file may contain stigmatizing information connected with the discharge or that false and stigmatizing statements have been made by the City with respect to discharge, the employee may within five (5) working days of receiving notice of the termination, submit a request in writing for a hearing for the purpose of responding to the information considered to be stigmatizing and provide an opportunity to clear his or her name. Such a hearing shall not entitle the employee to relief from the discharge.

10.3 Severance In Lieu of Notice

At the discretion of the City Manager, a departing employee may be offered severance pay in lieu of notice or enhanced severance package benefits in exchange for a resignation and voluntary execution of a Waiver and Release Agreement.

10.4 Retirement

Employees are eligible for retirement conforming to the provisions of the respective retirement plan in which they have participated.

10.5 Disability

If an otherwise qualified employee suffers from a disability as defined by law, and cannot perform the essential functions of his or her job with or without a reasonable accommodation, the employee will be separated from employment.



10.6 Reduction In Force (RIF)

When it becomes necessary to reduce the number of employees because of lack of funds, shortage of work, the abolition of positions, or other causes which do not reflect discredit on the service of the employees, employees shall be laid off at the sole determination and discretion of the City Manager, with consideration given to an employee's performance, classification, longevity and the business needs of the City. An employee who is laid off shall be paid for accrued Annual Leave, Sick Leave and Compensatory Time pursuant to policy.

10.7 Exit Interview

The City strives to maintain a positive work environment and recognizes that separating employees can be a valuable source of information. Exit interviews with employees separating from City service shall be conducted by a Human Resources representative and a copy placed in the employee's personnel file.

10.8 Return of City Property

All City property in the employee's custody shall be returned to the employee's supervisor prior to separation. The employee's supervisor shall certify as to the return and condition of all such property.

10.9 Leave Payouts

Employees who separate from City service shall be paid for 100% of accrued but unused Annual Leave, up to an amount not to exceed one (1) time the employee's annual accrual rate.

In addition, excluding those who are involuntarily discharged or fail to provide appropriate notice, employees shall be paid for 25% of accrued but unused Sick Leave, up to a maximum of 260 hours.

Leave payout exceptions may be granted to employees who provide less than two (2) weeks notice at the discretion of the Department Director.

10.10 Outstanding Financial Obligations

Any outstanding debts incurred by an employee, such as shortages in leave accounts, deductions for the loss, abuse or non-return of City property, or any other financial obligations for which the City is due compensation, may be deducted from the employee's separation monies (in accordance with applicable laws) or collected through other appropriate action.

10.11 Unemployment Compensation

The City is registered with the State of Florida Agency for Workforce Innovations. Separated employees who file a claim and are determined to be eligible under the Florida Unemployment Compensation Law may receive unemployment compensation benefits.