3/06/13

Town of Fort Myers Beach

Personnel Manual

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Welcome

The Town believes that all of its employees are an integral part of the Town's team and that they will work to make the team successful. The Town hopes that each employee's experience working for the Town will be challenging, enjoyable and rewarding.

Introductory Statement

This handbook has been prepared to provide Town employees with a general understanding of Town personnel policies, benefits and work rules. All employees are responsible for becoming familiar with Town policies and procedures. Employees who have questions regarding the material in this manual should contact their supervisor or the Human Resources Director for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. The Town reserves the right to make changes to these policies at any time. When changes are necessary, employees will be provided with amended pages for their handbook.

Positions Covered

These rules and regulations cover all employees in the exempt and non-exempt classes. The Town Manager shall be entitled to the same benefits unless otherwise provided for in a separate agreement. These rules and regulations do not apply to volunteers providing services o the Town.

Administrative Provisions

No employee, except the Town Manager, is authorized to enter into any contract of employment with any employee, whether written, expressed or implied; and the Town Manager is not authorized to enter into oral contracts or any implied contracts for employment.

No applicant or employee, therefore, is entitled to rely on any oral promises of employment or continued employment, or employment for any definite duration.

Employment at Will

This handbook is not a contract of employment. Any individual may voluntarily leave the employment of the Town upon proper notice or may be terminated at any time and for any reason as long as there is not violation of federal, state or local law. The handbook is an overview of our policies and benefits. Its content is subject to change at any time at the discretion of the Town Council.

Equal Employment Opportunity

The Town adheres to all federal, state and local laws regarding equal employment opportunity. Equal opportunity is provided to all employees and applicants for employment without regard to sex, age, race, religion, national origin, physical or mental disability, or any service, past, present, or future in the uniformed services of the United States. It is the responsibility of everyone in management to ensure that equal consideration is given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoffs, recalls and terminations.

ADA Policy (Americans with Disabilities Act)

Reasonable accommodation will be offered to any job applicant or employee with a disability when the disability affects the performance of job functions. The Town makes employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.
Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, and position descriptions.
The Town makes all types of leaves of absence available to all employees on an equal basis. to The Town will not discriminate against any qualified employee or applicant because the person is related to or associated with a person with a disability. The Town follows all state and local law that gives more protection to a person with a disability than is provided by the ADA.
The Town is committed to taking all actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state and local laws.

Immigration Control and Enforcement Policy

It is Town policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security including utilization of the E-verify system. The Town will hire only American citizens and aliens who are authorized to work in the United States. Immigration laws require us to do five things: 1. All new employees must complete section 1 of the I-9 Form within three business days of hire; 2. Check documents establishing employees' identity and eligibility to work; 3. The person examining the documents must complete Section 2 of the I-9 Form and the Certification section; 4. Retain the form for at least three years (if the individual is employed for more than three years the form must be retained for one year after the person leaves employment); 5. Present the I-9 Form for inspection to the Department of Homeland Security or Department of Labor officer upon request. If an employee is hired for less than three days, Form I-9 must be completed before the end of the employee's first working day.

Employment Applications

The Town relies on the accuracy of the information that is included in the employment application. The Town expects all applicants and their references to provide accurate and true information during the hiring process and employment. If any information provided is misleading, false or was left out on purpose, an applicant may be rejected from further consideration. If the person has already been hired, it could result in termination of employment.

Reference Checks

To ensure the individuals who join the Town meet standard qualifications and have a strong potential to be productive and successful, employment references will be checked for all applicants.

The Town will respond in writing only to those reference check inquiries that are submitted in writing for former employees. Responses to such inquiries will be limited to factual information that can be substantiated by Town records.

Criminal Background Check and Driving History

Criminal background checks and driving history disclosures may be performed in conjunction with pre-employment screening. Subsequent checks may also be conducted to help maintain a secure workplace environment.

Appointments

The Town Council appoints the Town Manager. All other employees shall be appointed with the approval of or by the Town Manager.
Conditional offers of employment will not be made until all necessary or required pre-employment actions have been completed. No offers of employment will be made that imply or indicate any terms or conditions of employment other than those specifically indicated in the policies and procedures unless approved in writing by the Town Manager.
Prior to the appointment of any Town employee, the Town Manager or Department Director shall verify that the appointee meets the minimum qualifications for the position; has completed a criminal background search; is a United States citizen or is otherwise legally eligible to be employed by the Town; and has passed any required drug screening.

Student Appointments

With the approval of the Town Manager, students majoring in fields of value to the Town from accredited universities or high schools may be employed on an "internship" basis for a specified period of time. Such internship may be paid or unpaid.

Temporary Appointments

Temporary appointments may be made with the approval of the Town Manager when services are required for a special job or project. Temporary appointments may also be made to fill vacancies resulting from regular employees who are on authorized leave of absence. Duration of temporary appointments shall be for the period of absence in which the regular employee is on such leave of absence or upon completion of the special job or project.
Any employee who temporarily assumes the duties normally performed by an employee of a higher pay grade shall receive additional, temporary compensation when the performance of the duties extends beyond 28 consecutive calendar days. Pay shall be retroactive to the first day the employee was placed in the position of a higher pay grade. Temporary compensation shall be 5 percent increase or the minimum of the pay grade, whichever is greater. When the temporary assignment is completed, the employee's salary shall be returned to its previous level.

As-Needed Appointments

The Town Manager may appoint individuals "as needed" to fill a budgeted position designated as part-time temporary/as-needed. Such individuals shall be considered temporary with their names maintained on an as-needed roster being available for work on an as-needed temporary basis. Such rosters should contain more than one individual with as many names necessary for proper operations. Assignment of work shall be at the Town Manager's discretion. Individuals may be added or deleted from the roster at the Town Manager's discretion. Individuals appointed to an "as needed" position may be subject to drug testing where there has been a lapse of time since they last worked for the Town.

Contractual Appointments

The Town Manager may employ contract employees to perform specific tasks for the Town. Contract employees shall perform the duties specified in their contract and shall only be entitled to those benefits, if any, as specified in their contract.

Probationary Period

The first 180 days of employment are considered to be the probationary period. During this time employees are evaluated by their supervisor on job performance, personal traits and general fitness for the job. After completing the probationary period, continued employment will be determined by job performance and adherence to Town policies and code of conduct. An employee's initial probationary period may be extended, with the approval of the Town Manager, for up to an additional 180 days. Decisions on whether to extend an employee's probationary period shall be made by the Department Director. An employee who is demoted, promoted or transferred shall be required to serve a 180 day conditional probationary period. During the probationary period, an employee will accrue, but shall not be entitled to use any leave time unless approved by the Town Manager.

Performance Appraisal Program

The Town's policy is to review each employee's performance on an on-going basis to ensure that each employee is performing his or her job to the best of their ability as well as to suggest areas for improvement and development. The initial performance review is conducted prior to the end of the employee's 180 day introductory period.
Performance reviews will be based on such factors as quality and quantity of work, knowledge of the job, initiative, attendance, personal conduct and attitude toward the job and the other employees.

Job Description

The Town strives to have accurate job descriptions for all jobs. A job description includes the following sections: Job Information; Job Summary (gives general overview of the job's purpose); Essential Duties and Responsibilities; Supervisory Responsibilities; Qualifications (includes experience and/or education, language skills, mathematical skills, reasoning ability and any certifications required); Physical Demands; and Work Environment.
The Town uses job descriptions to identify the essential functions of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.
The Department Director and Human Resources Director will prepare a job description when a new job is created. Existing job descriptions are reviewed and updated when the essential functions of a job change. A job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional job responsibilities when necessary. If there are any questions or concerns about a job description, an employee should contact their immediate supervisor.

Job Posting

Available jobs will be posted internally for five (5) business days prior to being offered to the general public. Thereafter, if there are no internal applicants or there are no internal applicants who meet the minimum qualifications for the position, the job will be posted at Town Hall and on the Town's website. The posting will contain the required qualifications and experience as well as instructions on how to apply. Applicants and current employees who meet the job criteria are encouraged to apply.

Training and Development

The Town's policy is to ensure that all employees are knowledgeable about their job and its requirements. Management will use their best efforts to ensure that training is available to all employees periodically in various fashions, such as on-the-job training, video, training meetings, external seminars and/or workshops as well as personal consultation. Department Directors and supervisors should also check the online webcasts that are available for a variety of skills training.

Directors/supervisors will determine what training employees are required to have and what training courses they should attend. In the event that an employee has identified certain training that is available is related to their job, the employee should contact their supervisor to discuss the feasibility of the Town providing such training. Directors are authorized to send employees to special training programs provided the cost is within the budget and the Director's established spending authority. Otherwise, the Director must receive authorization from the Town Manager to incur the cost of employee training.

Department Directors should document any special training an employee receives and should ensure that this documentation is placed in the employee's personnel file.
Training will normally take place during work hours and the Town will be responsible for all expenses associated with the training. If an hourly employee is required to attend a training session, the employee will be compensated for the time involved in the training. An employee who incurs expenses associated with the training must complete an expense report and include the appropriate receipts and submit it to their Department Director for authorization. The Director will forward it through the proper channels for payment. Reimbursement such as vehicle mileage, meals, etc. should comply with the Town's standard policies.

Resignations

Employees who choose to terminate employment with the Town are asked to give at least two week's written notice. Employees who do not give this written notice may not be eligible for rehire. All terminating employees will be given an exit interview by the Human Resources Director or his or her designee. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or an erroneous situation. The interview will also cover the employee's final compensation and the termination date of employee benefits. Employees are expected to surrender all Town property that was assigned to them on the last day of their employment.

Terminations

Involuntary termination of employment may become necessary due to an employee's lack of ability, failure to fulfill the requirements of the job or due to lack of work. Involuntary terminations can be unpleasant and costly, and the decision to discharge is not made lightly. Advance notice may or may not be given depending on the circumstances surrounding the termination. All terminating employees will be offered an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation. The interview will also cover the employee's final compensation and the termination date of employee benefits. Employees are expected to surrender all Town property that was assigned to them at the time of termination.

Re-Employment Policy

Employees who left employment in good standing will be considered for open positions along with other applicants. Employees who left without giving proper notice or who were involuntarily terminated will not be eligible for re-hire.

Lay-Offs

A layoff is the temporary discontinuance of employment for any period of time when no work is available. If it is possible to determine the approximate time and conditions under which the employee will be called back to work, they will be so advised. Which employees will be called back will be determined based on qualifications, past performances and length of service.

Hiring of Relatives

The State Code of Ethics contains restrictions on the hiring of relatives. A Town official or employee may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the Town in which the official or employee is serving or over which the official or employee exercises jurisdiction or control any individual who is a relative of the public official or employee. "Relative," for purposes of this restriction means an individual who is related to the public official or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

Hours of Work

The Town maintains work hours for all employees in accordance with federal and state regulations. An employee shall not alter his or her work hours without the prior approval of their Department Director. The Town's workweek commences at 12:01 A.M. Sunday and ends at 12:01 A.M. of the following Sunday. The Fair Labor Standards Act requires employers to maintain an accurate record of hours worked and to pay one and one-half times the regular hourly rate of pay to every non-exempt employee who works in excess of forty-hours in any work week.

The Fair Labor Standards Act permits exemption of certain professional, administrative and executive positions from compliance with the act.
Training time, meetings and lectures that an employee is required to attend and certain travel time will be considered compensable time for non-exempt employees.
Every effort will be made to provide a work schedule two weeks in advance.

Overtime

In accordance with the Fair Labor Standards Act, the Town will compensate all non-exempt employees with overtime when applicable. The Town's policy is that work shall be completed, whenever possible, within one shift. When overtime work must be scheduled, equal opportunity for participation will be given among the employees in the affected Department who are qualified to perform the necessary work.
Definitions of terms:

1. Casual Overtime – overtime that is irregular in nature and is not expected to continue for more than a day or so. An example of Casual Overtime is overtime authorized to meet an emergency or unexpected absenteeism. Casual overtime includes daily or weekend work, provided the above conditions are met.

2. Regularly Scheduled Overtime – overtime that occurs at regular intervals and that is usually accurately predicted for any given period of time. An example of Regularly Scheduled Overtime is when a department head announces to their department that a certain number of people would be required to work ten hours overtime each week for the next six weeks.

3. On Call Overtime – overtime that occurs when an "on call" employee is called back to work due to an emergency. When an employee is called back to work due to an emergency, they shall be paid at the overtime rate for a minimum of two hours, provided that this required minimum shall not apply in instances when an employee is called back to work more than two (2) times in any twenty-four (24) hour period.

4. Call Out Overtime – overtime that is based on a set time allocation to perform specific duties. Call Out maximum hours shall be determined in advance by the Department Director based on the duties that are needed to be performed.
   Employees assigned overtime work must be judged by the Town as being capable of performing the work to be done. Opportunity for casual overtime on a particular job will normally be given to the employee who has been working on that job during the regular shift.
   As a condition of employment, a non-exempt employee is expected to work overtime and on any shift when assigned by their immediate supervisor. In the event an employee has a justifiable excuse and is unable to work overtime, they should notify their immediate supervisor so that an alternative may be selected.
   All overtime requests must be approved by the Department Director prior to the overtime being worked.

Meal Period

All full-time employees are provided with a one-hour meal period.

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the keeping of accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Employees should also record the beginning and ending time of any split shift or any time they leave work for personal reasons.
Overtime must always be approved by the Department Director before it is performed. Working overtime without prior approval from a supervisor, altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy by initialing the time record.

Pay Days

Hourly and salaried employees are paid bi-weekly on Thursday. Elected officials are paid monthly on the first work day of each month.

Direct Deposit

The Town provides direct deposit of pay to an employee's bank account(s). Employees can choose to have their check deposited in more than one account. For example, pay can be allocated between a checking and a savings account.
To initiate direct deposit a Direct Deposit Signup/Change form should be submitted along with a voided check or bank deposit slip showing the bank routing number. It may take one or two pay periods before the transaction can be completed. In the meantime, a manual check will be provided.

Before an employee changes the financial institution where direct deposits are being sent, payroll should be notified and a new Direct Deposit Signup/Change form must be submitted. It may take a week or two to retrieve money that has been sent via direct deposit to a wrong account.

Deductions

The Town is required by law to deduct Federal and State Withholding Tax (where applicable) from each employee's paycheck. The amount of tax is determined by an employee's earnings and the number of dependents claimed. At year end a W-2 form will be provided showing total earnings and the amount of taxes withheld. Deductions for Social Security at the rate established by law are also deducted from an employee's paycheck. The Town matches employee contributions to Social Security. Other deductions may include premiums for

insurance, savings plan, garnishments, etc. If an employee believes that there has been an error in their pay they should contact the Finance Coordinator.

Garnishment

A garnishment is a court-ordered legal claim against the wages of an employee by a creditor for non-payment of a debt that is served on the Town by the constituted legal authority. It must be recognized and executed by the Town when received. The employee will be advised when a writ of garnishment is received.

Final Paycheck

The Town follows state regulations regarding deadlines for employees to receive their final paycheck.

Personnel Records and Access

The Town maintains a general personnel file for each employee. The general file contains, but is not limited to, the following documents: resume, cover letters, applications, emergency contact information, salary history, benefit enrollment forms, I-9's, direct deposit forms, copies of performance appraisals, disciplinary action forms, training records, and other employment-related documents.

An employee's personal information that is confidential or exempt from disclosure under Florida's public records law is to be carefully guarded and disclosure to any unauthorized person will result in disciplinary action, up to and including discharge.

It is the employee's responsibility to provide the Town with any statutory exemptions regarding the release of their personal information.

At notification of a public records request, the employee will be notified of such a request and may elect to be present, but the Town cannot unreasonably delay the release of such records in the event the employee cannot be contacted.

Employees may have access to and copies of documents in their personnel file at any time.

Personal Data Changes

It is important that the Town maintain certain personal information about its employees. Employees are responsible for informing the Town whenever there is a change in mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, licenses, certifications, and other such personal information.

The Town also needs to have information about who to contact in case of an emergency. Any changes to personal information should be made by contacting the Finance Coordinator.

Travel Expenses

The Town reimburses its employees for reasonable business travel expenses provided the employee's Supervisor approves the travel in advance. A Travel Approval Request form should be submitted to the employee's supervisor for approval. The Town will reimburse approved travel expenses such as transportation, meals, lodging and other expenses as long as they were necessary to meet the objectives of the trip. A Travel and Expense Reimbursement form should be completed by the employee in order to receive reimbursement from the Town.

Use of Personal Vehicle

If an employee uses their vehicle on Town business, they will be reimbursed after submission of a completed Employee Reimbursement Request form.

Bringing Children to Work

At no time should an employee bring their child/children to work with them, unless it is in conjunction with a event that has been approved by the Town Manager. Employees are expected to make alternative childcare arrangements when the need arises. All children participating in Parks and Recreation programming must be registered according to established policy.

Employee Benefits

Eligible employees of the Town receive many benefits. Some benefits are required by law and cover all employees. The legally required benefits include social security, workers' compensation and unemployment insurance.

There are several factors used to decide if an employee is eligible for a benefit. One important factor is the employment classification. The Finance Coordinator should be consulted to determine which benefit programs apply.

The Town provides the following benefit programs to eligible employees:

Holidays
Medical Insurance
Dental Insurance
Vision Insurance
Life Insurance
Disability Insurance (short term and long term)
Retirement

Social Security
Unemployment Insurance
Workers' Compensation Benefits
Emergency Situations
Child Care Benefits
Annual Leave
Personal Leave
Birthday Leave
Medical Leave
Medical Leave Donation
Time off to Vote
Bereavement Leave
Jury Duty Leave (Witness Duty)
Military Leave
Pregnancy Leave
Personal Leave Without Pay
Public Office Leave of Absence
COBRA

Holidays

The Town observes the following holidays:

New Year's Day	January 1st
Martin Luther King	As designated in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve Day	December 24th
Christmas	December 25th
New Year's Eve Day	December 31st

All regular and probationary employees are entitled to Holiday Pay.

When a holiday falls on Saturday, the holiday will be observed on the preceding Friday. When a holiday falls on Sunday, the holiday will be observed on the following Monday.

All non-exempt employees will receive holiday pay at their regular hourly rate for those hours they would normally work on the holiday. Employees who regularly work less than 40 hours per week and who are entitled to holiday pay will receive compensation based upon a prorated

calculation of the average hours worked per day over the preceding 4 weeks. Exempt employees who are required to work on a holiday will not receive holiday pay, but will be permitted to take a different day off with pay.

Regular full time non-exempt employees who work on a Town recognized holiday shall be compensated at a rate of one and one-half the regular base rate for all hours worked on the holiday regardless of the total hours worked during the work week. Such compensation will be in addition to holiday pay.

Medical Insurance

The Town provides full-time employees and dependents with health insurance benefits. Only full time employees are eligible to participate in the health insurance plan. The Town pays 100% of the employee coverage and 50% of dependent and spouse coverage. Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. For employees hired from the 1st to the 15th day of the month, coverage begins the first day of the month following the date of hire. For employees hired from the 16th to the 31st day of the month, coverage begins on first day of the second month following the date of hire.

Dental Insurance

The Town provides full-time employees and dependents with dental care insurance benefits. Only full time employees are eligible to participate in the dental insurance plan. The Town pays 100% of the employee coverage and 50% of dependent and spouse coverage. Eligible employees may participate in the dental insurance plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. For employees hired from the 1st to the 15th day of the month coverage begins the first day of the month following the date of hire. For employees hired from the 16th to the 31st day of the month coverage begins on first day of the second month following the date of hire.

Vision Insurance

The Town provides full-time employees and dependents with vision care insurance benefits. Only full time employees are eligible to participate in the vision insurance plan. The Town pays 100% of the employee coverage and 50% of dependent and spouse coverage. Eligible employees may participate in the vision insurance plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. For employees hired from the 1st to the 15th day of the month coverage begins the first day of the month following the date of hire. For employees hired from the 16th to the 31st day of the month coverage begins on first day of the second month following the date of hire.

Life Insurance

The Town provides a basic life insurance plan for all full-time employees. The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in the event an accident causes a serious injury or death. Eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. Employee coverage begins the first day of the month following full time employment.

Short Term Disability

The Town has a short-term disability (STD) benefits program for all full-time employees. The Town pays 100% of the policy costs for each employee. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness. If the disability is due to pregnancy or a pregnancy related illness, it will be treated the same as any other illness that prevents an employee from working. Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. Employee coverage begins after 90 days of full time employment.

Long Term Disability

The Town provides long-term disability (LTD) benefits to all full-time employees. The Town pays 100% of the policy costs for each employee. The LTD plan is designed to ensure continuing income in the event an eligible employee becomes disabled due to qualifying disability conditions caused by illness or injury resulting in a long term absence from work. Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. Employee coverage begins after 90 days of full time employment.

The LTD benefits will be offset by any amounts received under Social Security Disability or Workers' Compensation for the same time period.

Retirement Plan

All regular full time employees are eligible to participate in the retirement plan. Participation in the plan begins on the first day of employment. The Town contributes 10% of gross pay for each pay period into the plan. The Town's Finance Coordinator will provide the necessary paperwork to each new employee and arrange for a private meeting with the Town's retirement plan provider.

Social Security

The payment of Social Security and Medicare benefits is made by the employee and the Town. The Town matches employee contribution to Social Security and Medicare and thereby pays

one half of the cost of such retirement and Medicare benefits under the Social Security Act. Social Security provides a variety of benefits, including retirement income, death benefits, disability benefits and monthly income for certain dependent survivors of covered employees. For additional information regarding Social Security eligibility and benefits, go to www.socialsecurity.gov.

Unemployment Insurance

The Town pays the entire cost of unemployment insurance. This insurance provides a weekly income for those who may be laid off or who may have lost their job through no fault of their own. Eligibility requirements and the amount of benefits an employee receives are specified by state law.

Workers' Compensation Benefits

Employees of the Town are provided Workers' Compensation coverage from the day they begin work. The Town pays the entire cost of this coverage. Employees are covered by Workers' Compensation if they are incapacitated by injury or illness arising out of their employment.

Employees must report all accidents to their supervisor immediately regardless of how minor. If a work related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made the same day by the employee's supervisor. To do this, a Report of Injury form needs to be completed.

Employees are not authorized to go to a physician for a workers compensation injury without first advising their supervisor or Department Director. Employees will not be eligible for regular compensation or vacation or holiday pay in addition to any workers' compensation received.

Severe Weather Conditions and Other Unusual Emergency Situations

It is well known that the Town is subject to severe weather conditions, especially in the form of tropical storms, hurricanes and floods. It is crucial to the safety and welfare of the citizens that there be sufficient Town services available during severe weather conditions, weather emergencies and in other emergency situations to provide guidance and protection of persons and property. It is, therefore, necessary to balance the normal concerns for the convenience and well-being of Town employees against the obligations of the employees and the Town to the public safety and welfare. In light of these considerations, employees shall follow the procedures outlined in the Emergency Operation Plan which will be in effect during severe weather conditions, including, but not limited to, tropical storms, hurricanes and floods. Employees will be given time to secure their family's safety and protect their property prior to reporting for work during such emergencies.

Child Care Benefits

Full-time employees can request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate their child care responsibilities.

Annual Leave

Paid annual leave is a benefit provided for all Regular full-time employees. Leave which is requested and approved prior to the day in which it is taken by the employee shall be considered to be "Scheduled Leave." Leave which is requested and approved on the day it is taken by the employee for reasons including, but not limited to, illness or injury, shall be considered to be "Unscheduled Leave." If an employee cannot report to work because of an illness or injury, they should notify their supervisor, by either telephone or text message, before the scheduled start of the workday, if possible. Their supervisor must also be contacted on each additional day of absence. If an employee has been on medical leave due to a serious injury or health condition, a doctor's statement that the employee can safely return to work and perform their normal job functions may be required. An employee's excessive use of unscheduled leave may be grounds for disciplinary action.

Regular full-time employees begin accruing paid annual leave from the day they begin work. Annual leave is accrued on the first day of each month that the employee works, at the following rates:

0 – 6 years of service	16 hours
7 – 13 years of service	18 hours
14 + years of service	21.33 hours

Department Directors accrue annual leave on the first day of each month that the employee works at the following rates:

0 – 6 years of service	19 hours
7 – 13 years of service	20 hours
14 + years of service	22.33 hours

The maximum annual leave accrual for any employee is 560 hours. On September 30 of each year, any employee who has accrued more than 560 hours of annual leave must use the additional hours prior to the following December 31, or such employee will lose those hours that are in excess of 560, provided, however, that if the employee has been unable to use the hours due to personnel shortage or other emergency, the Town Manager may permit a longer time for the employee to use those hours that are in excess of 560.

Time off for which the employee receives pay from the Town, excluding leaves of absence, will count as hours worked for purpose of annual leave accrual.

Scheduled leave should be scheduled as far in advance as possible. The Finance Coordinator will maintain the leave accrual schedule and record the annual leave time taken by each employee.

No employee shall be permitted to forgo their annual leave and receive pay in lieu of time off. Upon separation from the Town, an employee shall be paid for accrued annual leave up to a maximum of 560 hours.

For Annual Leave accrual purposes a rehired employee is considered a new employee.

Personal Leave

Full-time employees are entitled to 8 hours of personal leave at the beginning of each fiscal year (fiscal year begins October 1st and ends September 30th). Requests for personal leave must be submitted in writing to the employee's supervisor at least one week in advance. Personal leave must be used during the fiscal year and may not be carried forward. Personal leave may not be taken in increments less than one half (1/2) hour.

Birthday Leave

Full-time employees are entitled to 8 hours of birthday leave at the beginning of each fiscal year (fiscal year begins October 1st and ends September 30). Requests for birthday leave must be submitted in writing to the employee's supervisor at least one week in advance. Birthday leave must be used during the fiscal year and may not be carried forward. Birthday leave may not be taken in increments less than one half (1/2) hour.

Leave Donation

Leave donation allows a qualified employee to voluntarily donate annual leave to another qualified employee who has exhausted all forms of paid leave to which they are entitled and who is unable to work because of extended serious illness or injury. Donated leave must be approved by both the proposed recipient's Department Director and the Town Manager. The amount of hours donated will be determined based on the donor's hourly rate.

Time off to Vote

Employees are entitled to one hour time off with pay to vote on all designated federal, state and local election days. The time of day when such leave is taken must be approved in advance by the employee's supervisor.

Bereavement Leave

Time off for Bereavement Leave is available for full-time employees, up to a maximum of 4 days, in the event of the death of an employee's:

Father	Step-Father	Daughter-in-Law
Mother	Step-Mother	Brother-in-Law
Brother	Step-Child	Sister-in-Law
Sister	Father-in-Law	Grandchild
Spouse	Mother-in-Law	Grandparent
Child	Son-in-Law	

If more than 4 days are needed, the employee is permitted to take personal leave, annual leave, or leave without pay, with the prior approval of their immediate supervisor.

Part time and temporary employees are not eligible for paid bereavement leave.

Jury Duty

The Town acknowledges an employee's obligation to fulfill their civic responsibility by serving jury duty when required. If a jury duty summons is received, it shall be shown to the employee's immediate supervisor as soon as possible so that arrangements can be made to accommodate their absence from work. All employees will receive time off with pay for the period of time they are required to serve jury duty. The Town expects employees to report to work whenever they are no longer needed in court.

Witness Duty

Employees will be given time off with pay when they receive a subpoena to testify in court or are summoned to be a witness for the Town.

Employees who go to court to be a witness for someone other than the Town, may use any available paid leave benefits, such as annual leave, if they wish to receive pay for any time off they take.

Employees who are subpoenaed to be a witness should show the subpoena to their immediate supervisor as soon as possible so that arrangements can be made to accommodate their absence from work. the Town expects all employees to report to work whenever they are not needed in court.

Military Leave

The Town will grant a military leave of absence to employees who are absent from work because they are serving active duty in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Such employees must give their supervisor and Human Resources Department advance notice of upcoming

military service and a copy of the official orders received from the military, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Employees are not paid for military leave unless it is required by state or federal law. Employees may, however, use any available accrued leave, such as annual or medical leave, to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, provided, however, that the Town will continue the employee's health insurance coverage for a period of six (6) months.

An employee's benefits, such as annual leave, medical leave or holiday benefits, will not accrue during a military leave. When the employee returns from leave, the benefits will start accruing again. If an employee is on military leave for up to 30 days, they must return to work on the first regularly scheduled work period after their active duty service ends (allowing for reasonable travel time). If an employee is on military leave for more than 30 days, they must apply for reinstatement in accordance with USERRA and applicable state laws.

When an employee returns from military leave (depending on the length of military service in accordance with USERRA), they will be placed either in the position they would have attained if they had stayed continuously employed or in a comparable position. For the purpose of determining any benefits that are based on length of service, employees will be treated as if they had been continuously employed.

Employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence for reserve or guard training as provided in Chapter 115, Florida Statutes.

If there are any questions about military leave, the Human Resources Director should be contacted for more information.

Pregnancy Leave

If a full-time pregnant employee is temporarily unable to perform her job because of pregnancy, she will be treated the same as any other temporarily disabled employee.

Pregnant employees are permitted to work as long as they are able to perform the essential functions of their position. If an employee has been absent from work as a result of a pregnancy-related condition and recovers, she will be able to return to work.

The Town will hold the position open for a pregnancy-related absence the same length of time jobs are held open for employees who are on medical or disability leave that is not related to pregnancy.

Personal Leave Without Pay

The Town will consider a request from a full-time employee to take an unpaid personal leave of absence to fulfill personal obligations.

Eligible employees may request personal leave without pay only after they have completed one year of service. Employees are required to submit a leave of absence request in writing to their supervisor and to do so as far in advance as possible so that the request can be given adequate consideration. All leave of absence requests must be approved in writing by both the Department Director and Town Manager.

An eligible employee may not take more than 180 days of leave without pay, provided, however, that a written request for a single extension of no more than 10 days will be considered in exceptional circumstances. With supervisor approval, available accrued paid time off, such as annual leave, may be included as part of the leave without pay period.

Each request for leave without pay will be given individual consideration. The decision to approve leave without pay will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

During any period of leave without pay exceeding 15 working days, the Town shall not provide for any employee benefits. This includes, but is not limited to, annual leave accrual, medical leave accrual, holiday benefits, medical insurance, other insurance or retirement. The employee may, at their option, maintain medical or insurance benefits at the employee's sole expense.

When the leave without pay period ends, the Town will make every reasonable effort to return the employee to the same position, if it is available, or to an available similar position for which the employee is qualified. However, the Town cannot guarantee reinstatement in all cases.

If an employee does not report to work promptly at the end of a period of leave without pay or provide the Town with written notice as to why they are unable to return, the Town will assume that the employee has voluntarily resigned.

Benefit Continuation – COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to ensure that employees and their dependents can continue their health insurance once they are no longer eligible under the Town's health insurance plan.

There are strict rules about when employees are eligible for COBRA benefits. COBRA allows an eligible employee and/or dependents to choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation or death. Another qualifying

event is when a dependent child is no longer eligible for coverage under the employee's health insurance.

If a former employee decides to continue insurance under COBRA, they must pay the full cost of such insurance at the group rate plus an administrative fee. Employees who are eligible for the health insurance plan will receive a written notice describing COBRA rights upon termination of employment. This notice contains important information about employee rights and what to do if COBRA is needed, so it is important that employees read the notice carefully and maintain it with their insurance documents.

It is the employee's responsibility to request the extension of coverage within 30 days of termination. If there are any questions regarding COBRA, the Town's Finance Coordinator should be contacted.

Ethics Policy

The Town of Fort Myers Beach conducts its business fairly, impartially, in an ethical and proper manner and in compliance with all laws and regulations. The Town is committed to conducting business with integrity underlying all relationships, including those with residents, visitors, customers, suppliers, and employees. The highest standards of ethical business conduct are required by our employees in performance of their responsibilities.

Employees shall not engage in any conduct or activity that may raise questions as to the Town's honesty, impartiality or reputation, or otherwise cause embarrassment to the Town. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of: 1. Using their position for private gain; 2. Giving preferential treatment to any person or entity; 3. Adversely affecting the confidence of the public in the integrity of the Town.

Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.

Conflict of Interest

All Town employees are subject to state laws relating to conflicts of interest. It is every employee's duty to comply with these laws. A conflict of interest arises when an employee is in the position to influence a decision or have business dealings on behalf of the Town that might result in a personal gain for the employee or one of their relatives.

Public employees in Florida are prohibited from actions that result in a special private gain to the employee such as bribes, gifts, product bonuses, special fringe benefits, unusual price breaks and other tangible benefits.

The Town does not automatically assume there is a conflict of interest if an employee has a relationship with another person, business or entity. For their own protection, however, all Town employees should make the Town aware of any relationships they have with entities that interact with the Town so that any actual or perceived conflicts of interest can be avoided.

Standards of Conduct

Every employee of the Town is expected to operate in a highly self-disciplined and respectful manner and is responsible to regulate their conduct in a positive, productive and mature way. Failure to do so will result in disciplinary action ranging from counseling to termination.

The following is a list of the standards of conduct for employees of the Town.

Employees Shall:

1. Follow policies and written directives of the Town.
2. Use their training and capabilities to protect and serve the public at all times.
3. Work competently in their positions so that all Town programs operate effectively.
4. Always conduct themselves in a manner that does not bring criticism or discredit to the department and the Town.
5. Supervisors will manage in an effective and considerate manner; subordinates will follow instructions in a positive and cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the department.
7. Keep themselves informed to do their jobs effectively and safely.
8. Be concerned and protective of each other's welfare.
9. Operate safely and use good judgment.
10. Observe the work hours of their position.
11. Obey the law.
12. Be respectful of all Town equipment and property.
13. Return all tools, equipment and property used in the normal course of daily work in a clean and orderly manner to its proper location.
14. Use proper operating procedures when using or operating Town equipment.
15. Keep all Town vehicles clean and remove all personal belongings from Town vehicle after each use.

Employees Shall Not:

1. Engage in any activity that is detrimental to the department or to the Town.
2. Engage in any activity that constitutes a conflict of interest or use their position with the Town for personal gain or influence.
3. Fight, threaten or bully.
4. Abuse sick leave.
5. Steal.

6. Use alcohol beverages, debilitating drugs or any controlled substance which could impair their physical or mental capacities while on duty.
7. Engage in any indecent or immoral behavior while on duty.
8. Contribute to unsanitary conditions.
9. Punch or record time on another employee's time card or permit another employee to record time on your card.
10. Falsify an application or Town record.
11. Sleep while on duty.
12. Disclose confidential information without authorization.
13. Violate the Town's harassment policy.
14. Deliberately or negligently damage Town property, property of a co-worker or property of a vendor.
15. Fail to wear safety equipment where required.
16. Use Town time, tools, materials, etc. for personal use or gain.
17. Alter Town machinery or equipment without authorization.
18. Violate safety rules which could result in serious injury to self or others.
19. Possess explosives on Town property.
20. Refuse to cooperate with the investigation of a work related matter.
21. Fail to provide acceptable quality of work.
22. Be repeatedly tardy or absent or fail to report to work without a satisfactory reason.
23. Smoke in restricted areas.
24. Smoke in any Town-owned vehicles.
25. Post material or solicitations on bulletin board without proper authorization.
26. Use Town phones or computers in an unauthorized way.
27. Remove any Town property from its designated location without prior authorization from the Department Director.
28. Operate Town vehicles without the proper license or certification.

Attendance & Punctuality Policy

The Town expects employees to be reliable and punctual. All employees should report for work on time and as scheduled. If an employee cannot come to work or will be late for any reason, they must telephone or send a text message to their immediate supervisor as soon as possible. Unplanned absences disrupt work, inconvenience other employees and affect productivity. If an employee has a poor attendance record or excessive lateness, they may be subject to disciplinary action, up to and including discharge.

Anti-Harassment Policy

All employees, citizens, customers and vendors shall be treated with fairness, respect and dignity. Accordingly, any form of harassment based on an individual's race, color, sex, religion, national origin, age or disability is a violation of this policy and will be treated as a disciplinary matter.

The term harassment includes slurs and any other form of offensive remarks, jokes, graphic material, or other offensive verbal, written or physical conduct. Unwelcome sexual advances, requests for sexual favors and any other unwelcome, unbecoming verbal or physical conduct will not be tolerated. Neither the submission to such conduct nor rejection of such conduct will be used as a basis for employment decisions.

Employees may not refuse to work with, cooperate with, withhold services from or otherwise harass, intimidate, degrade or isolate a co-worker because of a known or suspected disability or disease, or because of a co-worker's association with a person with a disability or disease. Any employee who believes that they have been subjected to harassment shall immediately report the conduct to their Department Director who, in turn, shall report the conduct to the Human Resources Director. If the conduct complained of involves the employee's Department Director, then the conduct should be reported to either the Human Resources Director, the Town Manager or the Town Attorney.

All complaints will be promptly investigated and the Town will endeavor to handle these matters expeditiously, confidentially and in a professional manner so as to protect the offended individual and other individuals providing relevant information. Upon completion of thorough investigation by management, prompt and appropriate action will be taken. There will be no retaliation against anyone who reports any type of harassment or who participates in any harassment investigation. All employees are required to cooperate with any investigation into a harassment complaint. Patently false accusations of harassment cause harm to innocent people and such conduct will not be tolerated.

The Town will take all steps necessary to prevent any form of harassment from occurring. All supervisors and Department Directors are informed of this policy and have been instructed as to what constitutes proper and improper behavior. The Town will promptly take all steps necessary to enforce this policy. Violations of this harassment policy will result in disciplinary action, up to and including discharge.

Safety

The Occupational Safety and Health Act (OSHA) requires all employers to provide a safe and healthful workplace for their employees. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees and facilities. The Town will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of safety rules and regulations will result in disciplinary action.

The Town believes that the safety of employees and physical property can best be ensured by a meaningful program:

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

Supervisors – Supervisors are responsible for the working conditions within their department. A supervisor should remain alert at all times to dangerous and unsafe conditions, so that they may recommend corrective action, discipline employees who habitually create or indulge in unsafe practices, assess new or changed situations for inherent dangers and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to continue.

Safety Program

In accordance with the Town's commitment to safety, a safety program has been established for following purposes:

1. To maintain and enhance employee interest in safety issues.
2. To ensure that Department Directors, supervisors and employees are aware, through training activities, that they are responsible for the prevention of workplace accidents.
3. To help make safety activities an integral part of the Town's operating procedures, culture and programs.
4. To provide opportunity for discussion of safety problems and possible solutions.
5. To inform and educate employees and supervisors about safety issues and research findings, etc.
6. To help reduce the risk of workplace injuries and illnesses.
7. To help ensure compliance with federal and state health and safety standards.

The Town has established a Safety Committee that is comprised of a cross-section of Town employees. Employees interested in participating on the Committee should contact the Human Resources Director.

Reporting a Workplace Injury

The Town pays 100% of the premium of insurance provided by our Workers' Compensation under the State Workers Compensation laws. These laws are designed to provide employees with benefits for any injury which they receive arising out of their employment with the Town. Under the provisions of the law, an employee who is injured while working for the Town must immediately report the injury to their supervisor, no matter how slight the injury might seem. Failure to do so could result in the employee's claim for Workers' Compensation benefits being denied by the Town's workers compensation insurer. A written report detailing the injury

should be completed the day the injury occurs and must be completed no later than by noon of the day following the injury.

Drug Free Workplace

The Town is committed to being a drug-free and safe workplace. Town employees must be physically and mentally fit to perform their duties in a safe and efficient manner. Therefore, no employee shall work or report to work while under the influence of alcohol, illegal drugs or any substance that would affect their ability to perform the job in a safe and efficient manner.

The use, possession, manufacture, transportation, or sale of unauthorized controlled substances or the use of alcohol by any Town employee during working hours or while on Town property is prohibited. Employees are further prohibited from being at work while under the influence of alcohol or unauthorized controlled substances. To do so could jeopardize the safety of other employees, Town equipment and the Town's relations with the public and is cause for disciplinary action, up to and including discharge. this prohibition shall not be applicable to the consumption of alcohol by Town employees who are off-duty and who are attending an authorized function or event at a Town facility.

When employees are required to take any kind of prescription or nonprescription medication that may potentially affect their job performance, they are required to report this to their Human Resources Director, who will determine if it is necessary to temporarily place them on another assignment or take other appropriate action.

To protect the best interest of employees and the public, the Town will take whatever measures are necessary to determine if alcohol or illegal drugs are located on or are being used on Town property. Measures that may be used will include but not limited to searches of people and of personal property located on Town premises, which may be conducted by law enforcement authorities or management, as well as drug and/or alcohol tests to be conducted when there is reasonable suspicion of a violation of the Town's Drug Free Workplace policy.

When urinalysis and/or blood tests are requested or necessary, samples will be taken under the supervision of an appropriate health-care professional. Refusal to submit to a search or drug or alcohol test when there is reasonable suspicion will result in immediate removal from service and may result in termination of employment.

The Town encourages employees who are experiencing problems with alcohol or other drugs to voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action. Employees who voluntarily seek treatment and who are following a course of treatment will not be subject to discipline. If there are questions regarding this policy or issues related to drug or alcohol use at work, they should be discussed with the employee's immediate supervisor or the Human Resources Director without fear of reprisal.

Under the Drug Free Workplace Act, if an employee performs work for a government contract or grant, they must notify the Town if they have a criminal conviction for drug-related activity that happened at work. The report must be made within 5 days of the conviction.

Violence in the Workplace

The Town will not tolerate workplace violence. Any employee who commits an act of violence at work against a person or property will face disciplinary action up to and including discharge, provided, however, that this prohibition shall not apply to an employee who is defending him or herself from aggression by another employee. If circumstances warrant, the matter will be referred to legal authorities for prosecution.

Workplace violence is violence against employees and is committed by persons who either have an employment-related connection with the organization or are outsiders, and involves:

1. Physical acts against persons or employer property;
2. Verbal threats or vicious statements that are meant to harm or cause a hostile environment;
3. Written threats, vicious cartoons or notes and other written material that is meant to threaten or create a hostile environment; and
4. Visual acts that are threatening or intended to convey injury or hostility.

All employees are expected to report any acts of workplace violence. Employees should immediately bring their workplace violence concerns to the attention of their immediate supervisor and the supervisor shall make the Department Director aware of the situation. All such reports shall be fully investigated by the Department Director. Any employee who takes any adverse action against a person who reports any act of workplace violence or a suspicion of workplace violence shall be subject to discipline, up to and including discharge.

Criminal Convictions

As part of the Town's effort to maintain a safe work environment, all employees are required to disclose any felony or misdemeanor convictions or pleas of nolo contendere (no contest) to criminal charges directly related to the employee's job duties to the Director of the department in which they work within 5 working days of the date of conviction or plea of nolo contendere. Failure to comply with this requirement will constitute grounds for disciplinary action.

Driver's License

Many positions require the possession of a valid Florida Driver's License. The primary reason for this is that the employee may be required to operate a Town vehicle as part of their job. It is the employee's responsibility to keep their driver's license current. If the employee's driver's license is revoked or suspended for any reason, they must notify their supervisor immediately. Employees cannot operate any vehicle without a valid license which is properly endorsed for the type of equipment they are operating.

A Commercial Drivers License (CDL) is required to operate certain Town-owned vehicles and equipment. The Town will pay the cost for obtaining this license and the renewal for the same, including any additional training and certification required to keep the license current. The Town will adhere to and follow all State and Federal rules associated with the requirements for a CDL, including, but not limited to, random drug testing.

Workplace Etiquette

The Town is a more pleasant place to work when all employees show respect and courtesy to each other. Sometimes employees may not realize that their actions are bothering or annoying other people. Employees who are bothered or annoyed by another employee's behavior should first try to resolve the problem by politely telling the employee what the behavior is that is annoying or bothersome. If the offending employee persists, then the complaining employee should notify their supervisor.

Job Abandonment

Employees who fail to report to work without contacting their supervisors to provide an explanation of their absence may be considered to have voluntarily abandoned their position unless the employee was incapacitated and not able to call in. Employees who fail to contact their supervisor to explain their absence will be provided with written notice, certified mail, return receipt to the last known address on file with the Town, ordering the employee to report to work by a certain date or provide an explanation of why they are unable to report by that date. If the employee fails to report to work or provide notice of the reason they are unable to report by the date stated in the written notice that was sent to them, they will be considered to have voluntarily abandoned their position and will be processed accordingly.

Outside Employment

The Town understands that there may be instances where it is necessary for an employee to have a part-time job in addition to their regular full-time position. Employees should understand that other employment must not interfere with their current position. The Town strongly discourages full-time Town employees from taking another full-time position. Performance issues will be addressed if it becomes apparent that the other employment is interfering with the employee's current position. Employees are not allowed to accept positions with any organization that may represent conflict of interest under state law.

An employee's supervisor should be notified if it becomes necessary for an employee take outside employment. An Outside Employment Request form needs to be completed by the employee prior to beginning any secondary employment and approved by both the

Department Director and Town Manager. Approval for outside employment may contain conditions under which such outside employment may be undertaken.

Progressive Discipline

The Town believes that it is important that all employees are treated fairly and that disciplinary actions are prompt, consistent and impartial. The purpose of disciplinary action is to correct the problem, prevent it from happening again and prepare the employee for satisfactory performance in the future.

Progressive discipline means that the Town will normally take these steps in the following order:

1. A first offense may call for a verbal warning;
2. The next offense may be followed by a written warning;
3. Another offense may lead to a suspension; and
4. Repeated offenses may lead to termination of employment.

If more than 3 months have passed since the last disciplinary action, the process will normally start over.

Certain offenses may justify either a suspension or in extreme situations termination of employment without following the usual progressive discipline steps.

The Standards of Conduct policy in this manual lists examples of unacceptable conduct that may result in the progressive discipline process or may lead to suspension or termination of employment.

By using progressive discipline, most problems can be corrected at an early stage benefitting both the employee and the Town.

Solicitation and Distribution

Employee contributions to social, fraternal, or charitable organizations or causes are purely voluntary. No coercion of an employee to make contributions shall be permitted.

Town employees are prohibited from soliciting any other employee of the Town on behalf of any organization, including any charitable organization, labor union, labor organization or employee organization, during their working hours or the working hours of the employee sought to be solicited.

Town employees are prohibited from distributing literature, which promotes any organization, including any labor union, labor organization or employee organization, during the working hours in any area where Town work is performed. This prohibition shall not be construed to

prohibit the distribution of literature during the employee's lunch hour or in such areas not specifically devoted to the performance of the employee's official duties

Use of Town Property

Property owned by the Town, including vehicles, equipment, computers, telephones, cell phones, FAX machines, copy machines, etc., are to be used for official Town business only, provided, however, that personal cell phone use is permitted if the employee reimburses the Town for such use. Employees are trusted to use Town property properly and safely. Abuse or misuse of Town property can result in disciplinary action. Any Town property under the control of an employee must be made available for inspection by the Town upon request.

Use of Town Vehicle

The Town maintains a fleet of vehicles for official use only. These vehicles should never be used for personal errands or transportation. If Town vehicles are misused, the employee responsible for such misuse will be subject to disciplinary action. If use of a Town vehicle is required for a particular job, the employee's supervisor will instruct the employee on the proper procedure to obtain the vehicle, where to get it serviced, what to do and who to notify if there is an accident or mechanical problem.

Except in the case of emergency, or with prior Department Director approval, only pre-approved volunteers, pre-registered program participants, Town Council, Town Attorney and Town staff members are to be transported in Town vehicles.

Computer Policy, Including Internet Usage and E-mail

Internet access is provided to individuals based upon business needs to benefit the organization through connection to worldwide information resources. Employees have a responsibility to maintain and enhance the Town's public image while accessing the Internet by following these guidelines:

Employees using Internet access via our hardware and software are representing the Town. As such, their conduct should be ethical and lawful at all times. Internet sites may be accessed for official Town business to gain technical or analytical information and to establish business contacts.

Internet access should not be used for personal gain or advancement of personal views, for solicitation of non-company business, for activity that results in the disruption of our organizational network operation or for activity that interferes with personal productivity at work.

Employees are responsible for the content of all text, audio or images they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages on the

Internet should be identified with the employee's name. Employees may not obscure the origin of messages and the information published should not violate or infringe upon the rights of others. Abusive, profane or offensive language transmitted through the system is strictly prohibited.

Employees may not download software without the express acknowledgement and support of the Network Administrator to ensure that proper licenses are obtained and viruses are not transmitted.

Employees may not send or upload any copyrighted materials, trade secrets, proprietary information or similar materials to third parties. Employees may not violate the copyright laws in regard to receipt/download of materials available on the Internet by copying and disseminating information, except for purposes falling under the category of "fair use".

All messages created, sent, or received over the Internet are the property of the Town and should be considered public information and there is no expectation of privacy when utilizing Town computers. Activity on Town computers, including internet access, may be intercepted, monitored, recorded, copied, audited, inspected and disclosed to authorized officials of the Town. All communications can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver.

Harassment of any kind is strictly prohibited. Messages with derogatory or inflammatory remarks regarding race, religion, national origin, sexual orientation or other protected attributes may not be transmitted.

Violations of the Internet Code of Conduct may result in disciplinary action up to and including termination. Illegal activities may result in prosecution by legal authorities and possible civil and criminal penalties.

Social Networking Policy

The Town recognizes that social media is an integral part of doing business today. The proper role of social networking is to convey information about the Town, its products and services, search for possible new markets and discuss Town activities and events.

Only persons authorized to do so may prepare or modify content for the Town.

Personal Mail

Employees should not use the Town addresses for the receipt of personal mail. Receipt of personal mail at Town work locations creates a cost to the Town for processing and may subject such mail to the Public Records law.

Cell Phone Use

3/06/13

The Town provides cell phones to certain employees for business use. Employees with Town cell phones are allowed to use them for personal calls of limited duration, but are required to reimburse the Town for such calls on a monthly basis. Cell phone bills shall be distributed to each employee in possession of a Town cell phone on a monthly basis along with a Personal Cell Use Worksheet to calculate the reimbursement due to the Town for personal calls. Such reimbursement to the Town must be made within thirty (30) days of the date of the cell phone bill.

3/06/13

Acknowledgement of Receipt of the Personnel Manual

This manual has been prepared to provide you with a general understanding of our personnel policies, work rules and benefits.

All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the manual, please contact your immediate supervisor or any other member of management for clarification.

The manual should not be construed as an employment contract or agreement for employment for any specified period of time.

The Town reserves the right to make changes to these policies at any time. When changes are necessary, all employees will be provided with amended pages for their manual.

I acknowledge receipt of the Town Personnel Manual:

Employee Name (Please Print)_____

Employee Signature_____ Date_____