



**Board of Sumter County
Commissioners**

Employee Manual

Effective January 1, 2004

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Table of Contents

INTRODUCTION.....	5
SECTION 1 - GENERAL	6
1.010 GENERAL PURPOSE/SCOPE	6
1.020 EQUAL EMPLOYMENT OPPORTUNITY	6
1.025 ACCOMMODATIONS POLICY	6
1.030 WORKPLACE VIOLENCE	7
1.035 WEAPONS IN THE WORKPLACE POLICY	9
1.040 ANTI-HARASSMENT	10
1.050 EMPLOYEE PERSONNEL RECORDS	11
1.060 PERSONNEL REVIEW TEAM.....	11
1.070 EMPLOYMENT INQUIRIES.....	11
SECTION 2 - FIRE RESCUE SHIFT PERSONNEL	13
2.010 GENERAL PURPOSE/SCOPE	13
2.020 POLICY	13
2.030 HOURS OF WORK AND OVERTIME.....	13
2.040 HOLIDAY PAY	<u>1514</u>
2.050 INTRODUCTORY PERIOD.....	<u>1615</u>
SECTION 3 - HOURS AND ATTENDANCE	<u>1816</u>
3.010 WORKING HOURS.....	<u>1816</u>
3.015 ALTERNATE WORK SCHEDULE	<u>1816</u>
3.020 HOURS OF WORK AND OVERTIME	<u>1917</u>
3.025 SAFE HARBOR COMPLIANCE	<u>2018</u>
3.030 ATTENDANCE	<u>2018</u>
3.040 BREAKS AND MEAL PERIODS	<u>2119</u>
3.045 BREASTFEEDING ACCOMMODATION	<u>2119</u>
3.050 CALL BACK	<u>2119</u>
3.060 PAYROLL RECORDS.....	<u>2119</u>
3.070 DEPARTMENT RULES AND REGULATIONS	<u>212019</u>
SECTION 4 - RECRUITING AND HIRING	<u>232120</u>
4.010 RECRUITING	<u>232120</u>
4.020 HIRING.....	<u>232120</u>
4.030 TEMPORARY EMPLOYEES	<u>252322</u>
4.040 INTRODUCTORY PERIOD.....	<u>262322</u>
4.050 EMPLOYMENT OF RELATIVES (NEPOTISM)	<u>262423</u>
4.060 PROMOTIONS AND TRANSFERS	<u>272423</u>
SECTION 5 - COMPENSATION	<u>282624</u>
5.010 PAY PLAN.....	<u>282624</u>

5.020	EMPLOYEE PAY RATES	<u>282624</u>
5.025	EMERGENCY RESPONSE WORK DAYS	<u>282624</u>
5.030	PAYDAYS	<u>292725</u>
5.040	DEDUCTIONS	<u>292725</u>
5.050	TRAVEL AND EXPENSE REIMBURSEMENT	<u>292725</u>
5.060	PAYMENTS UPON SEPARATION	<u>292725</u>

SECTION 6 - PERFORMANCE EVALUATIONS AND TRAINING322827

6.010	PERFORMANCE EVALUATIONS	<u>322827</u>
6.020	TRAINING POLICY	<u>322927</u>

SECTION 7 - BENEFITS 333028

7.010	RETIREMENT BENEFITS	<u>333028</u>
7.020	DISABILITY BENEFITS	<u>333028</u>
7.030	INSURANCE BENEFITS.....	<u>343129</u>
7.035	EDUCATION ASSISTANCE REIMBURSEMENT PROGRAM	<u>353230</u>
7.040	UNEMPLOYMENT COMPENSATION	<u>383533</u>
7.050	LEAVE.....	<u>383533</u>
7.060	VACATIONPAID TIME OFF (PTO)	<u>383533</u>
7.070	SICK LEAVE RESERVE	<u>443934</u>
7.080	LEAVE WITHOUT PAY	<u>464035</u>
7.090	JURY AND WITNESS LEAVE	<u>484136</u>
7.100	ADMINISTRATIVE LEAVE	<u>484136</u>
7.110	MILITARY LEAVE	<u>494237</u>
7.120	TRAINING LEAVE	<u>504337</u>
7.130	BEREAVEMENT LEAVE	<u>504338</u>
7.135	DOMESTIC VIOLENCE LEAVE.....	<u>504338</u>
7.140	FAMILY AND MEDICAL LEAVE POLICY	<u>524438</u>
7.150	TRANSFER OF LEAVE	<u>655145</u>
❖	SICK LEAVE:.....	<u>665145</u>
❖	ANNUAL LEAVE:	<u>665145</u>
7.160	HOLIDAYS	<u>665145</u>
7.170	RELIGIOUS HOLIDAYS.....	<u>675246</u>

SECTION 8 - EMPLOYEE RESPONSIBILITIES AND CONDUCT685347

8.010	GENERAL POLICY	<u>685347</u>
8.015	DRESS CODE AND UNIFORM POLICY	<u>5347</u>
8.020	CODE OF ETHICS.....	<u>695448</u>
8.030	OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST..	<u>705549</u>
8.040	GAMBLING	<u>705549</u>
8.050	POLITICAL ACTIVITIES	<u>715650</u>
8.060	SMOKING POLICY	<u>715650</u>
8.070	USE OF BOARD EQUIPMENT	<u>715650</u>
8.080	CONTACT WITH NEWS MEDIA	<u>715650</u>
8.090	COMMUNITY RELATIONS.....	<u>725751</u>

8.100	SEAT BELT POLICY.....	<u>725751</u>
8.110	DRIVER'S LICENSE REQUIREMENTS	<u>725751</u>
8.120	SAFETY	<u>725751</u>
8.130	DRUG-FREE WORKPLACE.....	<u>725751</u>
8.140	COMPLAINT PROCEDURES	<u>755953</u>

SECTION 9 - DISCIPLINE AND TERMINATION **776155**

9.010	DISCIPLINE	<u>776155</u>
9.020	TERMINATION	<u>796357</u>
9.030	REDUCTION IN FORCE.....	<u>796357</u>
9.040	RESIGNATION	<u>806458</u>
9.050	DEATH.....	<u>806458</u>

SECTION 10 - SAFETY POLICY **816559**

10.010	SAFETY POLICY	<u>816559</u>
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SECTION 11 - DEFINITIONS **836761**

11.010	DEFINITIONS	<u>6761</u>
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APPENDIX A – CELL PHONE POLICY **6963**

APPENDIX B – SOCIAL MEDIA POLICY **7670**

APPENDIX C – VEHICLE USE POLICY **7872**

INTRODUCTION

This Manual entitled “~~The~~ Board of Sumter County Commissioners’ Employee Manual” has been developed for the benefit of all Board employees. The purpose of this Manual is to establish a clear and concise document that informs personnel of the Board’s expectations during the course of employment. It is the desire of the Board to create a personal and sensitive working environment.

Each employee should become familiar with the information contained in this Manual. This Manual states what the Board, our employer, is requiring from us as employees, what the results may be when a violation of these rules takes place, and what steps an employee can take when it appears that an unfair decision or practice has taken place.

Throughout the Manual, the pronoun “he” is used. This pronoun is meant to represent male or female employees.

The primary mission of each employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of Sumter County. As public employees we must provide our best performance and look for ways to improve our performance. We must treat the public and all other employees with respect, common courtesy, and fairness.

I am eager to support your success in our organization!

***Bradley Arnold,
County Administrator***

SECTION 1. - GENERAL

1.010 GENERAL PURPOSE/SCOPE

This employment policy and procedures Manual of the Board shall not be construed as creating a contract, implied or otherwise. Employment with Sumter County is "at will" which means either the Board or the employee is free to terminate the employment relationship at any time for any reason. No employee has a property interest in his employment. The Board reserves the right to amend, delete, supplement, or rescind any of the provisions of this Manual, as it deems necessary and appropriate, without notice. The Board also reserves the right to deviate from this Manual in emergency situations in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.

1.020 EQUAL EMPLOYMENT OPPORTUNITY

- a. The Board is an equal employment opportunity employer. It is the policy of the Board to prohibit discrimination and harassment of any protected class and to afford equal employment opportunities to employees and applicants. The Board employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, veteran status, genetic information, pregnancy, or disability.
- b. Employees with life threatening illnesses, including but not limited to cancer, heart disease, AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. They are permitted to continue working as long as they are able to perform the essential functions of their positions with or without a reasonable accommodation, and medical evidence shows they are not a threat to themselves or their co-workers. The Board will work to preserve the safety of all its employees and reserves the right to reassign employees or take other actions when a health or safety risk to fellow Board employees or the public exists.
- c. The County Administrator is designated to oversee civil rights compliance.

1.025 ACCOMMODATIONS POLICY

- a. The Board is an equal employment opportunity employer. It is the policy of the Board to afford equal opportunity to all employees, regardless of any physical or mental disability. All employees with such disabilities are expected to perform the essential functions of their positions as both defined in their respective job descriptions or as performed on a regular basis as part of their normal responsibilities.

- b. All employees with covered disabilities are eligible for accommodations per the Americans with Disabilities Act. Such requests must be made to the employee’s Supervisor, Department Head, Division Director, or Employee Services Manager. The Employer will communicate with the employee to determine reasonable accommodations, if applicable. The Board may not be able to grant all requests, but will work with the employee to define reasonable terms and supply such terms to the employee.
- c. If the employee cannot perform the essential functions of the job with or without reasonable accommodations, the employee may be terminated.

1.030 WORKPLACE VIOLENCE

POLICY PURPOSE

The safety and security of the Board’s employees and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another’s work performance or the organization’s ability to execute its intended purpose will not be tolerated. The Board has adopted this zero tolerance policy for workplace violence because it recognizes that workplace violence is a growing problem nationally that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the Board, or which occur on Board property will not be tolerated.

POLICY STATEMENT

a. Policy Definitions

Acts or Threats of Violence - According to the National Institute for Occupational Safety & Health (NIOSH) “Workplace Violence” is any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes, but is not limited to, beatings, stabbing, suicides, shootings, rapes, near suicides, psychological traumas; such as, threats, obscene phone calls, an intimidating presence, and harassment of any nature; such as, being followed, sworn at, or shouted at.

Workplace – The workplace may be any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, clients’ homes, and traveling to and from work assignments.

b. Categories of Workplace Violence

Workplace Violence incidents can be divided into categories depending on the relationship between the aggressor and the worker or workplace. These categories are:

1. Violence by Strangers

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[2.](#) Violence by Customers/Clients

[3.](#) Violence by Co-Workers

[4.](#) Violence by Personal Relations

c. Examples of Prohibited Conduct

Examples of conduct that may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening to harm an individual or his family, friends, associates, or their property.
3. The intentional destruction or threat of destruction of property owned, operated, or controlled by the Board.
4. Making harassing or threatening telephone calls, letters, or other forms of written or electronic communications.
5. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the Board.
6. The willful, malicious and repeated following of another person, making a credible threat with intent to place the other person in reasonable fear of his safety, also known as harassing surveillance or stalking.
7. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
8. Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on Board property.

While employees of the Board may be required as a condition of their work assignment to possess firearms, weapons, or other dangerous devices, or permitted to carry them as authorized by law, it is the Board's policy that employees are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

d. Application

The Board's prohibition against threats and acts of violence applies to all persons involved in the Board's operation, including but not limited to Board personnel, contract and temporary workers, and anyone else on Board property. Violations of this policy by any individual on Board property, by any individual acting as a representative of the Board while not on Board property, or by any individual acting off of Board property when his actions affect the public interest or the Board's business interest will be followed by legal action. Violation by an employee of any provision of the policy may lead to disciplinary action up to and including termination.

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e. Employee Obligations

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers, and strangers. Employees shall place safety as their highest concern, and shall report all acts of violence and threats of violence. Supervisory personnel will handle all reports of violence in a sensitive and responsive manner.

In cases where the reporting individual is not a Board employee, the report should be made to the appropriate law enforcement agency and County Administration.

In cases where the reporting individual is a Board employee, the report should be made to the reporting individual's immediate supervisor, a management level supervisory employee if the immediate supervisor is not available, or to the Employee Services Department of County Administration. Each supervising employee shall promptly refer any such incident to the Employee Services Department who shall take corrective action. Concurrently with the initiation of any investigation leading to a proposed disciplinary action, the Employee Services Department shall report the incidents of threats or acts of physical violence to the appropriate law enforcement agency.

f. Retaliation

This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety of anyone who comes forward with concerns about a threat or act of violence.

g. Training

The Board will provide opportunities for employees to be trained in the risk factors associated with workplace violence, and the proper handling of emergency situations in order to minimize the risks of violent incidents occurring in the workplace.

1.035 WEAPONS IN THE WORKPLACE POLICY

- a. It is the Board's policy to strictly prohibit any employee, vendor, or customer from carrying any type of personal weapon (firearms, knives with blades over 4 inches, nun chucks, brass knuckles, machetes, etc.) into our facilities.
- b. Any violation of this policy may result in discipline up to and including termination of the employee.

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1.040 ANTI-HARASSMENT

a. Purpose

It is the policy of the Board to provide a work environment for its employees that is free from discrimination and intimidation. The Board will not tolerate any form of harassment.

b. Policy

1. The term "Harassment" includes, but is not limited to:

Slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile written or graphic material posted or circulated in the workplace, or any other graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, age, familial status, or disability.

Harassment also includes requests for sexual favors, sexual flirtation or touching, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's body or dress, and other verbal, graphic, or physical conduct of a sexual nature.

2. Any form of harassment related to the race, color, sex, religion, national origin, age, familial status, or disability of an employee or applicant will not be tolerated by the Board.

c. General Administration of Harassment Policy

1. An employee who believes he is being harassed should immediately notify the next highest Person in Authority (Supervisor, Department Head, Division Director, Employee Services Manager, the County Administrator and ultimately the Chairman of the Board of County Commissioners ("Person in Authority")). Where an employee is not comfortable reporting to the next highest Person in Authority, he may directly notify any Department Head, Division Director, the Employee Services Manager, or the County Administrator.
2. If any employee receives a complaint that a non-employee or applicant has been harassed by an employee, he shall immediately report the complaint to his Supervisor or other Person in Authority.
3. When any Person in Authority receives a harassment complaint, the complaint shall be immediately reported to the Employee Services Manager and/or the County Administrator. The Employee Services Manager shall initiate an investigation of the alleged conduct while maintaining confidentiality of the complainant so long as the Employee Services Manger

is not the subject of the complaint, in which case the investigation will be conducted by the County Administrator (or designee).

4. If harassment by an employee is found to have occurred by an applicant or non-employee, appropriate action will be taken.
5. Any employee, applicant, or non-employee who reports conduct prohibited by this policy, or who participates or assists in the investigation of a complaint of harassment will not be penalized nor will it have an adverse impact on an employee or applicant's employment status. The employee, applicant, or non-employee will be treated courteously, and the problem will be handled appropriately and sensitively.

1.050 EMPLOYEE PERSONNEL RECORDS

- a. A personnel file for each employee is kept in the County Administrator's office. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.
- b. An employee has the right to review his file. If an employee believes information contained in his file is irrelevant, or erroneous, he may file a written rebuttal of what he believes to be irrelevant or erroneous information.
- c. Personnel files are generally public records as defined under the Florida Statutes, Section 119, and can, with certain exceptions be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee.

1.060 PERSONNEL REVIEW TEAM

A Personnel Review Team may be formed to assist Senior Management with personnel problems that may arise from time to time. The purpose of this team is to review the problems presented, in the context of existing policies, and to present a suggested resolution to the County Administrator. The team will be composed of five (5) persons in supervisory positions, appointed by the County Administrator. The team will meet on an "as needed" basis.

1.070 EMPLOYMENT INQUIRIES

All inquiries made by outside parties with regard to the employment history of current and former employees, concerning, but not limited to, general reputation, character, personal characteristics, performance ability, attendance, dates of employment, or salary shall be directed to the Employee Services Department of the County

Administrator's Office for response. Under no circumstances shall any information be released except through this office. Improper release by unauthorized personnel of such information may subject the employee to disciplinary action.

SECTION 2 - FIRE RESCUE SHIFT PERSONNEL

2.010 GENERAL PURPOSE/SCOPE

This section sets forth rules and regulations for administration of the compensation and benefits package for shift employees of the Sumter County Fire Rescue.

2.020 POLICY

Except for special provisions provided for within this section, Fire Services shift ~~employees~~ ~~personnel~~ shall comply with the rules and policies otherwise established for all other regular employees of the Board within this manual.

2.030 HOURS OF WORK AND OVERTIME

Fire Service shift employees work one of two rotating schedules:

a. Repeating Shifts

This schedule incorporates a rotating shift where the employee works a 12 hour shift (day) or a variable 8-9 hour shift (day). The shift is repeated in various fashions which repeat bi-weekly.

SCFR has established a 14-day "work period" for these employees. Therefore, based on the FLSA threshold, these employees are not eligible for "overtime" compensation until they have completed 106 "productive" hours within the "work period". Any hours worked between 84 and 106 will be compensated at the regular rate, with all "worked" hours over 106 compensated at 1.5 times their regular hourly rate.

b. 24/48 Hour Shift

This schedule incorporates a standard shift where the employee works a 24 hour shift (day) at a time. The shift is repeated every third day; 24 hours on-duty, 48 hours off-duty.

SCFR has established a 28-day "work period" for these employees. Therefore, based on the FLSA threshold, these employees are not eligible for "overtime" compensation until they have completed 212 "productive" hours within the "work period". With this format, the employee can have six different "regular" compensation amounts, as they will work 96, 113 or 120 hours per pay cycle, both with and without overtime compensation ~~because~~ due to the point in which they enter the beginning or end of the work period.

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	<u>Work Period 1</u>	<u>Work Period 2</u>	<u>Work Period 3</u>
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	<u>Pay cycle</u> <u>1</u>	<u>Pay cycle</u> <u>2</u>	<u>Pay cycle</u> <u>1</u>	<u>Pay cycle</u> <u>2</u>	<u>Pay cycle 1</u>	<u>Pay cycle 2</u>
<u>Regular</u>	<u>120</u>	<u>92</u>	<u>103</u>	<u>109</u>	<u>113</u>	<u>99</u>
<u>Overtime</u>	<u>0</u>	<u>21</u>	<u>0</u>	<u>11</u>	<u>0</u>	<u>4</u>
<u>Total Worked</u>	<u>120</u>	<u>113</u>	<u>103</u>	<u>120</u>	<u>113</u>	<u>103</u>

c. In the event the employee's approved PTO hours and productive time exceed the normal threshold for the "work period", the employee may receive payment for the approved PTO hours, which is a variation to the practice with non-shift County employees.

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~~2.030 — HOURS OF WORK AND OVERTIME~~

~~Fire Service shift employees work one of two rotating schedules:~~

~~a. — Repeating Shifts~~

~~This schedule incorporates a rotating shift where the employee works a 12-hour shift (day) or a variable 8-9-hour shift (day). The shift is repeated in various fashions which repeat bi-weekly.~~

~~SCFR has established a 14-day "work period" for these employees. Therefore, based on the FLSA threshold, these employees are not eligible for "overtime" compensation until they have completed 106 "productive" hours within the "work period". Any hours worked between 84 and 106 will be compensated at the regular rate, with all "worked" hours over 106 compensated at 1.5 times their regular hourly rate.~~

~~b. — 24/48-hour shift~~

~~This schedule incorporates a standard shift where the employee works a 24-hour shift (day) at a time. The shift is repeated every third day; 24 hours on-duty, 48 hours off-duty.~~

~~SCFR has established a 28-day "work period" for these employees. Therefore, based on the FLSA threshold, these employees are not eligible for "overtime" compensation until they have completed 212 "productive" hours within the "work period". With this format, the employee can have six different "regular" compensation amounts, as they will work 96, 113 or 120 hours per pay cycle, both with and without overtime compensation because due to the point in which they enter the beginning or end of the work period.~~

	Work Period 1		Work Period 2		Work Period 3	
	Pay cycle 1	Pay cycle 2	Pay cycle 1	Pay cycle 2	Pay cycle 1	Pay cycle 2
Regular	120	92	103	109	113	99
Overtime	0	21	0	11	0	4
Total Worked	120	113	103	120	113	103

~~c. In the event the employee's approved vacation hours and productive time exceed the normal threshold for the "work period", the employee may receive payment for the approved vacation hours, which is a variation to the practice with non-shift County employees.~~

2.040 HOLIDAY PAY

POLICY/PURPOSE

This policy establishes Holiday "compensation" for certain Fire Protection Personnel who work shifts, while ensuring operational effectiveness of an emergency operations workforce.

Considering the need to maintain emergency response staffing, and the fact that certain Fire Services personnel work various rotating shift schedules, compensation for holidays will be provided rather than providing a day off with pay. Due to their rotating shifts, and to ensure parity between department personnel, this will be accomplished by compensating the employee for the holiday whether or not the employee is scheduled to work the holiday.

- a. With the need to ensure emergency coverage, employees will be required to work on their regularly scheduled shift, regardless if it falls on a holiday. Therefore, all shift employees will be compensated with "holiday" pay on the day the county celebrates the holiday, regardless if they are scheduled to work the holiday. This practice will be the most equitable; as it will ensure that all employees are compensated for the same number of holidays each year. If the county compensates for ten holidays annually, the employee will receive ten days of compensation at their regular rate of pay (regardless of which holidays they actually worked, or had off).
- b. To ensure compensatory parity with other county employees when calculating holiday hours, the following is considered:
 - 1. County employees who work a "normal" work schedule work 80 hours bi-weekly, and receive 8 hours, or 10 percent of their "normal" biweekly work hours for each holiday celebrated. Therefore, holiday allotment for shift employees would be calculated using the same formula.

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2. Rotating Shift employees work an average of 84 hours bi-weekly; therefore they would receive 8.4 hours compensation for each holiday celebrated by the County.

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3. 24/48 Hour Shift employees/personnel work an average of 112 hours bi-weekly; therefore, they would receive 11.2 hours compensation for each holiday celebrated by the County.

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2.050 INTRODUCTORY PERIOD

a. All newly hired shift employees, or former employees who have been rehired, enter an introductory period which is considered an integral part of the selection and evaluation process. During the introductory period an employee is required to demonstrate suitability for the position through actual work performance.

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b. The normal introductory period for shift employees of Fire Services is one (1) year from the employee's date of hire, or rehire.

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c. During the introductory period employees accrue PTO but non-exempt employees are not eligible to use PTO until after completion of six months of employment except as provided in other provisions of this manual. Employees with greater than six (6) months employment are eligible to use accrued PTO with the approval of the Division Director.

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d. A written performance evaluation will be prepared when the employee completes six (6) months of employment and again at one (1) year. The appropriate supervisor shall prepare a written performance evaluation, which will be reviewed by the Department Head and Division Director, and then presented to the employee. If the introductory period is satisfactorily completed, the employee will be designated to regular employment status. Successful completion of the introductory period does not affect the at-will nature of employment or create an expectation of continued employment.

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e. When an employee is promoted or transfers to a new position prior to completing his introductory period, it is the option of the new Division Director to require the employee to begin a new introductory period or allow him to complete the period initially started under his prior position.

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2.050 INTRODUCTORY PERIOD

~~a. All newly hired shift employees, or former employees who have been rehired, enter an introductory period which is considered an integral part of the selection and evaluation process. During the introductory period an employee is required to demonstrate suitability for the position through actual work performance.~~

~~b. The normal introductory period for shift employees of Fire Services is one (1) year from the employee's date of hire, or rehire.~~

- ~~c. During the introductory period employees accrue vacation and sick leave but non-exempt employees are not eligible to use vacation leave until after completion of six months of employment. Employees with greater than six (6) months employment are eligible to use accrued annual leave with the approval of the Division Director.~~
- ~~d. A written performance evaluation will be prepared when the employee completes six (6) months of employment and again at one (1) year. The appropriate supervisor shall prepare a written performance evaluation, which will be reviewed by the Department Head and Division Director, and then presented to the employee. If the introductory period is satisfactorily completed, the employee will be designated to regular employment status. Successful completion of the introductory period does not affect the at-will nature of employment or create an expectation of continued employment.~~
- ~~e. When an employee is promoted or transfers to a new position prior to completing his introductory period, it is the option of the new Division Director to require the employee to begin a new introductory period or allow him to complete the period initially started under his prior position.~~

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SECTION 3 - HOURS AND ATTENDANCE

3.010 WORKING HOURS

- a. The Board's standard workweek is Monday through Friday from 8:30 a.m. to 5:00 p.m. The Board will publish a schedule for normal working hours for each Department on an annual basis.
- b. A normal working schedule for regular, full-time employees consists of a forty (40) hour workweek. Different work schedules may be established by the Board to meet job assignments and provide necessary Board services. Each employee's Department Head will advise the employee regarding his specific working hours.
- c. Part-time and temporary employees will work hours as specified by their Department Heads.

3.015 ALTERNATE WORK SCHEDULE

a. Purpose

Alternate work schedules (flextime) are offered when it is feasible and will in no way interfere with providing efficient and effective services to the citizens of Sumter County.

b. Policy

1. An Alternate Work Schedule pre-approved by the Division Director permits employees to participate in the flextime program by working the same number of normally scheduled hours per week.
2. Alternate work schedules must be utilized during the same work week to ensure that overtime is not utilized. If an alternate work schedule cannot be utilized in the same week it is earned then it must be compensated at time and one-half the hours worked over 40 hours.

c. Eligibility

Alternate work schedules only apply to non-exempt employees. Certain public safety positions may be exempt from this program also. Eligibility for participation in ~~the Board's Sumter County Board of County Commissioner's~~ alternate work schedule will depend on an assessment by the Department Head or Division Director that the employee's proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations.

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d. Procedure

1. In evaluating ~~the Board's Sumter County's~~ need for an ~~a~~Alternate ~~w~~Work ~~s~~Schedule, the Division Director will weigh such factors as the employee's job responsibilities and ~~the his or her~~ extent of interaction with members of the public and others, the schedules of other employees in the department, and the extent to which the employee has demonstrated responsibility and dependability.
2. Once a schedule is approved, the employee will be expected to work the schedule.

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3.020 HOURS OF WORK AND OVERTIME

- a. All Board positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act (FLSA) regulations.
- b. Non-exempt employees are entitled to additional compensation when they work more than forty (40) hours during a seven (7) day workweek or designated holidays. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established forty (40) hour workweek. Employees working on a holiday will receive holiday pay and overtime pay, if eligible.
- c. A Division Director must authorize all overtime in advance. Employees are not allowed to work overtime unless prior authorization has been received.
- d. To the greatest extent operationally feasible, flexible or alternate work schedules within the pay week will be utilized to avoid incurring overtime.
- e. Holidays will be counted as hours worked when computing overtime. PTO and sick leave reserve will not be counted as hours worked, when computing overtime.
- f. In the event the employee's approved leave time and productive time exceeds forty (40) hours during the designated work week, the employee may receive payment for the leave time requested with the approval of the County Administrator.
- g. Exempt employees are not covered by the FLSA overtime provisions and do not receive overtime pay.
- h. All hours of work are to be accurately recorded for non-exempt employees at all times.

3.025 SAFE HARBOR COMPLIANCE POLICY

- a. It is the policy of the Board to comply with the salary basis requirements of all existing wage laws.
- b. The Board prohibits all Supervisors, Department Heads, Division Directors, Employee Services Manager, or County Administrator, ~~or Employee Services Manager~~ from making any improper deductions from employees who are not eligible for overtime.
- c. An employee who believes an improper deduction has been made should immediately notify their Supervisor, Department Head, Division Director, Employee Services Manager, the County Administrator and ultimately the Chairman of the Board of County Commissioners.
- d. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

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3.030 ATTENDANCE

- a. Punctual and consistent attendance is a condition of employment. Each Department Head is responsible for maintaining an accurate attendance record of employees. These records shall be approved by the Division Director for payroll purposes.
- b. Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible. If the supervisor is unavailable, the employee may leave a message with a designated department representative stating the reason for being late or being unable to report for work. Voice mail and answering machine messages may only be used if approved by the Division Director. If an absence continues beyond one day, the employee is responsible for calling in each day. Employees who are out on workers' compensation and/or family and medical leave will make arrangements with their supervisor to check in periodically based on the supervisor's needs.
- c. Employees are expected to be at work even during inclement weather. Division Directors may allow employees to be late or leave early during severe weather conditions.
- d. An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination. Three days of absence without proper notification shall constitute job abandonment and loss of employment.

3.040 BREAKS AND MEAL PERIODS

- a. Thirty (30) minutes are allowed for a lunch period, exclusive of the eight (8) hour workday.
- b. Two fifteen (15) minute breaks may be allowed in the eight (8) hour day, and may be substituted for a longer lunch at the discretion of, and with the approval of the Department Head.
- c. All breaks shall be arranged so that they do not interfere with Board business or service to the public.

3.045 BREASTFEEDING ACCOMMODATION POLICY

- a. It is the policy of the Board to provide new mothers a reasonable unpaid break time to express breast milk for their nursing child for up to one year from the child's date of birth.
- b. All requests must be made to the Employee Services Department. A private space and necessary break time will be provided.

3.050 CALL BACK

In emergencies all employees are subject to call back to provide necessary services to the public. A refusal to report for call back when contact is made is grounds for immediate disciplinary action. Employees called back to duty will be paid overtime at their appropriate rate of pay for time worked.

3.060 PAYROLL RECORDS

The official payroll records are kept by the Clerk of Court, Finance Department. Each Division Director shall turn in on a regular basis a signed work record for each employee within his departments, noting hours worked, leave taken, and overtime worked during the pay period.

3.070 DEPARTMENT RULES AND REGULATIONS

Each Division Director or the County Administrator may formulate written rules regarding the operation of assigned departments. These must be submitted to the County Administrator for consideration and approval in order to become Board policy applicable to the department. The rules may vary among departments depending on department functions. In no circumstance will department policy supersede the Board Personnel Policy. Should a conflict arise, the Board's Personnel Policy will prevail.

SECTION 4 - RECRUITING AND HIRING

4.010 RECRUITING

- a. Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, age, or disability.
- b. Each applicant must complete and sign an application form prior to being considered as a finalist for any position. Resumes may supplement, but not replace, the Board's official application form.
- c. Any applicant supplying false or misleading information is subject to immediate disqualification as an applicant or termination, if hired, regardless of when the falsification or misleading information is discovered.
- d. Guidelines set forth in Chapter 295, Florida Statute, with regard to hiring veterans will be followed.

4.020 HIRING

- a. When a position becomes vacant and prior to any posting and/or advertisement of the vacancy, the Division Director shall review the position, its job description, and the need for such a position.
- b. If the vacant position is to be filled it will be posted a minimum of five (5) work days in a conspicuous place within the department and at the County Government Offices. Job openings are also posted on the Board's website, the Board's job hotline recording, faxed to surrounding counties, and faxed to Workforce Central Florida. Reclassifications are not considered vacant positions.
- c. Applicants for positions which, according to job description, require certification, licensure, a valid Florida State driver's license with special endorsements, etc. must file proof of holding the certification, license, etc. Applicants for positions which require the employee to operate a motor vehicle must be at least eighteen (18) years of age. Driving records of applicants and employees may be checked. Applicants with poor driving records, as determined by the **Risk Management** **Employee Services** Department and the Board's insurer, may be disqualified for employment with the Board in driving positions.

- d. Employee selection:

Only those applicants meeting the minimum requirements of the job description of an open position will be considered for the interview process. A list of the most qualified applicants will be identified to receive an interview.

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In the event the top two applicants have equal qualifications, preference may be given to the applicant that is currently employed with the Board of County Commissioners.

A review committee will be formed to recommend applicants as follows:

1. Division Director or Department Head: A review committee composed of the County Administrator and his assignees will be formed for the purpose of selecting candidates to fill an existing vacancy. The employment of Division Directors will be made with concurrency of the Board.
 2. Employee: The Division Director will designate a review committee for the purpose of selecting candidates to fill an existing vacancy. The recommendation as approved by the Division Director will be forwarded, in writing, to the County Administrator who will either approve or disapprove the selection.
- e. Pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the County Administrator, may be administered. The Board may contract with any competent agency or individual to prepare and/or administer examinations.
- f. After an offer of employment has been made and prior to commencement of employment, persons selected for employment may be required to successfully pass a medical examination, driver's license check, criminal background check and/or a test for alcohol and/or controlled substances. The purpose of the medical examination is to determine if the individual is physically able to perform the essential functions of the job with or without a reasonable accommodation, and to ensure his physical condition will not endanger the health, safety or well being of other employees or the public. The offer of employment may be conditioned on the results of the examination, test, driver's license check, or background check.
- g. An applicant who has been given a conditional offer of employment may be disqualified from consideration if:
1. Found physically unable to perform the essential functions of the position, (and the individual's condition cannot reasonably be accommodated); or
 2. The applicant refuses to submit to a medical examination, alcohol or controlled substance test, or complete medical history forms after receiving a conditional job offer; or
 3. If the exam reveals use of alcohol and/or controlled substances; or
 4. The applicant's criminal background check is unacceptable or;
 5. The applicant's driving record proves unacceptable to **Risk Management**Employee Services or the Board's Insurer or;

6. Any misrepresentation, falsification, incomplete information, or omission of facts on the employment application.
- h. The Employee Services Department will be responsible for notifying all applicants who specifically applied for the vacancy. The Division Director will contact the successful applicant regarding the effective employment date. In the case of a Division Director or Department Head, the County Administrator will be responsible for notifying the successful applicant.
- i. The Division Director will schedule with the Employee Services Department an appointment for the new employee to complete required personnel forms.

4.030 TEMPORARY EMPLOYEES

- a. With approval of the Division Director and County Administrator, temporary employees may be used during emergencies or other peak workload periods, or to temporarily replace regular employees absent due to disability, illness, or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.
- b. Temporary employees may be hired without competitive recruitment or examination; however, the posting of any vacancy is encouraged.
- c. Temporary employees are eligible for overtime pay as required by law; however, the assignment of overtime hours to temporary employees is discouraged. Temporary employees are not eligible and do not receive retirement, PTO, health insurance, holiday, or any other benefits during their employment.

~~4.030 TEMPORARY EMPLOYEES~~

- ~~a. With approval of the Division Director and County Administrator, temporary employees may be used during emergencies or other peak workload periods, or to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.~~
- ~~b. Temporary employees may be hired without competitive recruitment or examination; however, the posting of any vacancy is encouraged.~~
- ~~c. Temporary employees are eligible for overtime pay as required by law; however, the assignment of overtime hours to temporary employees is discouraged. Temporary employees are not eligible and do not receive retirement, vacation,~~

~~sick leave, health insurance, holiday, or any other benefits during their employment.~~

4.040 INTRODUCTORY PERIOD

- a. All newly hired regular employees or former employees who have been rehired enter an introductory period, which is considered an integral part of the selection and evaluation process. During the introductory period an employee is required to demonstrate suitability for the position through actual work performance.
- b. The normal introductory period is six (6) months from the employee's date of hire, or rehire; however, longer periods may be established for positions requiring technical, professional, specialized, unusual, or unique skills or qualifications.
- c. An employee's introductory period may be extended up to an additional six (6) months to properly evaluate the employee's performance. Reasons to extend the introductory period may include, but not be limited to, employee illness or evaluation of marginal performance. The introductory period will not be shortened for any reason and shall not exceed twelve (12) months.
- d. During the introductory period employees accrue PTO but non-exempt employees are not eligible to use PTO until after completion of six months of employment except as provided in other provisions of this policy. Employees with greater than six (6) months employment are eligible to use accrued PTO leave with the approval of the Division Director.
- e. When a Department Head determines an employee has satisfactorily completed the introductory period, the Department Head shall prepare a written performance evaluation, which will be reviewed by the Division Director, and then presented to the employee. If the introductory period is satisfactorily completed, the employee will be designated to regular employment status. Successful completion of the introductory period does not affect the at-will nature of employment or create an expectation of continued employment.
- f. When an employee is promoted or transfers to a new position prior to completing his introductory period, it is the option of the new Division Director to require the employee to begin a new introductory period or allow him to complete the period initially started under his prior position.

4.050 EMPLOYMENT OF RELATIVES (NEPOTISM)

The Board hereby confirms compliance with Florida Statutes, Section 112.3135, which severely restricts the employment of relatives (in the same political sub-division) of public officials. "Public Officials" being defined as including any employee with authority to appoint, employ, promote or advance individuals, or with authority to make recommendations for the appointment, employment, etc. The Statute definition of "relative" includes the immediate family, as well as more remote kin. Compliance with the statute is mandatory.

4.060 PROMOTIONS AND TRANSFERS

The Board encourages current employees to apply for vacant positions for which they are qualified. Promotions and transfers are based on the Division Director's recommendation, work force requirements, performance evaluations, job descriptions, and related requirements.

When an employee is promoted or transfers to a new position prior to completing his introductory period, it is the option of the new Department Head to require the employee to begin a new introductory period or allow him to complete the period initially started under his prior position.

SECTION 5 - COMPENSATION

5.010 PAY PLAN

Each job title is placed into a classification, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. The pay plan includes a wage and salary schedule with a pay range assigned to each job description. Each pay range has a minimum and maximum salary amount.

5.020 EMPLOYEE PAY RATES

- a. Employees shall be paid within the limits of the wage and salary schedule to which their positions are assigned.
- b. Usually, new employees will start their employment at the minimum salary rate for their classification. However, a new employee may be employed at a rate higher than the minimum when the employee's experience, training, or proven capability warrants such, or when prevailing market conditions require a starting rate greater than the minimum.
- c. Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the Division Director may recommend deferring a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.
- d. The County Administrator may propose and the Board may grant an across the board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions.

5.025 EMERGENCY RESPONSE WORK DAYS

- a. Regular full or part-time employees, who are deemed non-essential and not required to work during an emergency when normal government services are suspended, will receive their normal pay for the emergency day.
- b. Non-exempt regular full or part-time employees, who are deemed essential for the emergency and required to work on a day or days declared as an emergency, will be paid for the emergency day plus one and one half (1 ½) times their regular rate of pay for the time worked on the emergency day. Hours worked in addition to the employees normal work schedule will be subject to overtime.
- c. In the event of a FEMA declared emergency, both exempt and non-exempt regular full or part-time employees, who are deemed essential for the emergency

and are required to work on a day or days declared as an emergency, will be paid for the emergency day plus one and one half (1 ½) times their regular rate of pay for the time worked on the emergency day. Hours worked in addition to the employees normal work schedule will be subject to overtime.

- d. Temporary employees will be paid at their regular rate of hours worked should they be required to work on an emergency day.
- e. Exempt employees will not receive additional compensation.

5.030 PAYDAYS

Employees are paid biweekly as established by the Board.

5.040 DEDUCTIONS

The Board will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the Board and the employee or applicable statute.

5.050 TRAVEL AND EXPENSE REIMBURSEMENT

Chapter 112.061 Florida Statutes and the Board of Sumter County Commissioners Vehicle Use Policy will govern all travel and reimbursement.

5.060 PAYMENTS UPON SEPARATION

Subject to the limitations set forth in this section, and other sections of this Manual, when an employee separates from employment with the Board, the employee will receive the following compensation:

- a. Regular wages for all hours worked up to the time of termination, which have not already been paid.
- b. Any overtime or holiday pay due.
- c. Employees who voluntarily resign or are separated from employment will receive payment for 80% of their accrued and unused PTO at the time of separation.
- d. Employees who are eligible for and retire from Sumter County will receive 100% of their accrued and unused PTO at the time of their retirement.
- e. Employees separated due to a reduction in force will receive 100% pay for accrued PTO up to time of separation.

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- f. New employees who have not completed six (6) months of employment will not be eligible for payment of accrued PTO upon separation.
- g. Employees who are involuntarily terminated or who leave without providing notice, may not be approved for payment of any accrued PTO.
- h. No employee, regardless of length of service or number of scheduled hours may receive reimbursement for more than 720 hours upon separation of employment. (This includes leave used during the last 30 days, or any time, to prolong a retirement/termination date).
- i. At retirement, an employee hired June 1, 2009, or after will receive payment of 25% of unused sick leave reserve at their current rate of pay. Employees hired before June 1, 2009, will be paid for unused sick leave reserve at percentages shown in table below for employees retiring January 1, 2010 or after.
- j. ~~Employees~~ Employees who have entered DROP (Deferred Retirement Option Program) before June 1, 2009, or employees having filed an application for retirement with the Division of Retirement before June 1, 2009, with a retirement date occurring before June 1, 2014, will receive payment for 50% of unused sick leave reserve at his current salary rate. Should the employee extend their employment beyond the retirement date stated on their retirement application, the sick leave reserve pay-out benefit will be paid according to the phase out schedule at the actual date of retirement.

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<u>Effective Date</u>	<u>Through</u>	<u>Pay-out Percentage</u>
<u>January 1, 2010</u>	<u>December 31, 2010</u>	<u>45%</u>
<u>January 1, 2011</u>	<u>December 31, 2011</u>	<u>40%</u>
<u>January 1, 2012</u>	<u>December 31, 2012</u>	<u>35%</u>
<u>January 1, 2013</u>	<u>December 31, 2013</u>	<u>30%</u>
<u>January 1, 2014</u>	<u>Forward</u>	<u>25%</u>

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- k. Final payment includes all separation benefits. The final check will be held until the employee has returned all Board property, including keys, uniforms, completed documents, etc.

~~5.060~~ PAYMENTS UPON SEPARATION

~~Subject to the limitations set forth in this section, and other sections of this Manual, when an employee separates from employment with the Board, the employee will receive the following compensation:~~

- ~~a. Regular wages for all hours worked up to the time of termination, which have not already been paid.~~
- ~~b. Any overtime or holiday pay due.~~

~~c. Approved lump sum payment of accrued, but unused, annual leave. However, an employee who is involuntarily terminated from employment or who leaves employment without providing notice may not be approved for accrued, but unused, annual leave. Moreover, employees who separate during the first six (6) months of employment are not eligible for payment of benefits.~~

~~d. At retirement, an employee hired June 1, 2009, or after will receive payment of 25% of unused sick leave at his current rate of pay. Employees hired before June 1, 2009, will receive payment for 50% of unused sick leave at his current rate of pay through December 31, 2009. Sick leave pay-out at retirement will be paid at percentages shown in table below for employees retiring January 1, 2010 or after.~~

~~Exception to section d: Employees who have entered DROP (Deferred Retirement Option Program) before June 1, 2009, or employees having filed an application for retirement with the Division of Retirement before June 1, 2009, with a retirement date occurring before June 1, 2014, will receive payment for 50% of unused sick leave at his current salary rate. Should the employee extend their employment beyond the retirement date stated on their retirement application, the sick leave pay-out benefit will be paid according to the phase-out schedule at the actual date of retirement.~~

Effective Date	Through	Pay-out Percentage
January 1, 2010	December 31, 2010	45%
January 1, 2011	December 31, 2011	40%
January 1, 2012	December 31, 2012	35%
January 1, 2013	December 31, 2013	30%
January 1, 2014	Forward	25%

~~e. Final payment includes all separation benefits. The final check will be held until the employee has returned all Board property, including keys, uniforms, completed documents, etc.~~

SECTION 6 - PERFORMANCE EVALUATIONS AND TRAINING

6.010 PERFORMANCE EVALUATIONS

- a. To achieve the Board's goal to train, promote, and retain the best-qualified employee for every job, periodic performance evaluations for all positions will be conducted with the exception of temporary employees.
- b. The County Administrator is responsible for developing and maintaining the Board's performance evaluation program. Employees are to be evaluated by their Department Heads after six months of employment. If the introductory period is extended, the Department Head will evaluate the employee again at the completion of the introductory period. Thereafter, the employee will be evaluated annually.
- c. The written evaluation communicates and documents employee performance and becomes a part of an employee's personnel record. The performance evaluation will be used in determining such factors as whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.
- d. Upon promotions, transfers, or demotions, employees are to receive a written evaluation after three months in the new position, in order to review performance. Other reviews may be required as often as necessary to assist the employee with expected performance outcomes. If it is determined by performance that the employee is not suitable for the position, the employee may be considered for other available positions with Board departments. If no other suitable positions are available, the employee may be terminated.

6.020 TRAINING POLICY

- a. The Board seeks, within the limits of available resources, to offer training to increase employee skills, knowledge, and abilities directly related to Board employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.
- b. The Board will provide travel, registration and per diem expenses, when applicable, for approved Continuing Education Units (CEUs), training, or licensure requirements obtained outside normal working hours.

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SECTION 7 - BENEFITS

7.010 RETIREMENT BENEFITS

- a. The Board makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.
- b. All regular employees are covered by the Florida Retirement System. Benefit levels and contribution rates are set by the State of Florida.
- c. Employees intending to retire should notify their Division Director of their intent to retire at least one year prior to the date of retirement.

7.020 DISABILITY BENEFITS

- a. All employees are covered by Workers' Compensation. This type of insurance covers employees in case of on-the-job injuries or certain job-related illnesses. For qualifying cases, Workers' Compensation will pay the employee for a portion of workdays lost for any disability resulting from job-related injuries or illnesses. By law all job-related accidents must be **reported immediately** to the supervisor who is responsible for coordinating notice to ~~Risk Management~~ the Employee Services Department.
- b. Subject to the terms of this subsection, employees will be entitled to a maximum of thirty (30) paid workdays, (240 hours) of accident leave per accident, for absences resulting from injuries received in the line of duty. In order to qualify for accident leave, the injured employee must see a worker's compensation physician designated by the county prior to requesting such leave. A note from the physician should be presented to the Department Head showing the employee is unable to work. Accident leave will also be granted to employees when approval for light duty is given by the physician but the county determines that no light duty assignment is available. The employee will be paid regular salary minus the amount of any weekly Workers' Compensation benefits that are paid. ~~Accident leave is not deducted from the employee's accrued sick leave for non-job-related purposes.~~ Should Workers' Compensation benefits continue after thirty (30) workdays absence, the employee shall utilize sick leave reserve and be charged proportionately. When sick leave reserve is exhausted, PTO annual leave will be proportionately charged. If an employee returns to work and re-injures his previous injury, he will be entitled to continue accident leave up to the thirty (30) workdays allowed. A new thirty (30) workday period will not be started.

- c. When the employee receives Workers' Compensation benefits in addition to County pay or leave benefits, the employee is required to forfeit to the Board the amount covered by Workers' Compensation. This policy is to ensure that

employees receive prompt and regular payment during periods of injury or disability, while ensuring that no employee receives more than the employee would have received had the injury not occurred.

- d. The Board, at its expense, may require examination by a physician to determine when the employee can return to work and limitations, if any, of performing the duties and responsibilities of the position.

7.030 INSURANCE BENEFITS

- a. A regular fulltime employee working a minimum of 35 hours per week is eligible to participate in the Board's insurance programs. The programs and criteria for eligibility will be explained at the time the employee becomes eligible to join. The Board reserves the right to make changes in the carriers and provisions of these.

- b. As a benefit to the employee, medical insurance will be provided to the employee within the limitation of the insurance policy and rate structure adjusted by the Board annually. As an option, an employee may obtain health insurance coverage for his family at his own expense. This coverage will be paid through payroll deduction.

- c. Insurance premiums are paid on a monthly basis. Premiums will not be pro-rated for partial payment for employees who are on authorized leave without pay status for a portion of a month. The premium will be paid for one full month for employees who are on authorized leave without pay. Thereafter, the employee will be responsible for payment of the premium.

- d. While an employee is receiving Workers' Compensation benefits or is on FMLA Leave, the Board may continue to pay the employee's health insurance premium.

- e. Upon an employee's termination from Board employment, at the employee's option and expense, the employee may elect to continue Board health insurance benefits to the extent provided under COBRA (Consolidated Omnibus Budget Reconciliation Act.) Continuation rights are not available if an employee is terminated for "gross misconduct." An administrative handling fee, over and above the cost of the insurance premium, may be charged to the employee or dependents that elect to exercise COBRA continuation rights.

- f. Group insurance is available to certain retired employees and eligible dependents at the expense of the retiree and within the limits of coverage of the existing policy. For insurance eligibility purposes, a retired County employee

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includes any former County officer or former County employee who retires through the Florida Retirement System (FRS), or has received approval for disability retirement prior to his ~~or her~~ last day of employment and are covered under the health plan. An employee who applies for disability retirement but has not been approved prior to his or her last day of employment may rejoin the health plan after the disability retirement is approved. You must notify the plan within thirty (30) days of receiving notice of approval for disability retirement to be added back to the plan. Employees retiring under the FRS Investment Plan must have one (1) year of service with a FRS employer. Employees retiring under the FRS Pension Plan must be enrolled in the FRS prior to July 1, 2011 and have six (6) years of service with a FRS employer, or be enrolled in the FRS on or after July 1, 2011 and have eight (8) years of service with a FRS employer and must: In addition, any officer or employee who retires under the Public Employee Optional Retirement Program (FRS Investment Plan) established under part II of chapter 121 shall be considered a "retired officer or employee" or "retiree" if he:

- a. ~~Meets~~ the age and service requirements to qualify for normal retirement as set forth in s. 121.021(29); or
- b. Have Has attained the age specified by s. 72(t)(2)(A)(i) of the Internal Revenue Code ~~and has six (6) years of creditable service.~~

- g. An employee who retires and does not elect to continue coverage as provided will have their coverage terminated and will not be eligible to re-enroll in the health plan at a later date, unless approved for disability retirement. The retired employee is responsible for making premium payments.

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7.035 EDUCATION ASSISTANCE REIMBURSEMENT PROGRAM

a. Purpose PURPOSE

To provide a policy and procedure for reimbursing educational costs to employees who successfully complete approved courses of instruction.

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b. H.Objective OBJECTIVE

To enhance service to the citizens of Sumter County by providing encouragement and financial assistance to employees who successfully complete courses of instruction which may improve their effectiveness in their current positions or which may enable them to attain promotional advancement within their present career field or other career fields of Sumter County Government. Funds for this program will be subject to approval each fiscal year by the Board of County Commissioners.

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c. Eligibility POLICY

A. Eligibility All regular full-time employees who have completed their introductory period are eligible for this benefit subject to the advance written approval of the County. Participation by the employee will be on a voluntary basis and the time

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spent in attending classes is not allowed to count as hours worked for compensation purposes. There may be instances where the educational aid cannot be provided due to budgetary constraints. In a situation of limited funding, applications earliest filed will be considered. The employee must:

1. Be on active full-time employee status at the time of application and upon completion of classes. Note: An employee will not be reimbursed if he leaves the employ of the County before completing the course, or in case of course completion, before reimbursement can be processed.
2. Establish eligibility for reimbursement prior to the first day of class.
3. Successfully pass the course(s) and present a certificate or proof of completion. A passing grade for reimbursement purposes shall be considered a grade of "C" or higher or "Pass" when used in lieu of a letter grade for all Associates and Bachelor level courses. A passing grade for reimbursement purposes shall be considered a grade of "B" or higher or "Pass" when used in lieu of a letter grade for all Master level courses.

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d.B. Types of Courses Covered

1. Covered courses must have a relationship to the employee's present job, possible future assignment or promotion, or a degree program, which is related to the employee's job.
2. The course must be offered at an accredited secondary school, college or university, or business school, technical institute or trade school.
3. Educational assistance will apply only to those courses for which the employee is not receiving other total financial aid such as fellowships, scholarships, private foundation grants, and governmental educational assistance (GI Bill). Where educational expenses are paid in part, an employee may apply for reimbursement for those educational expenses not otherwise covered.
4. In the event that a class is cancelled or rescheduled, an alternate class may be selected. The employee must repeat the approval process within two weeks after the course start date.
5. Correspondence courses may only be approved in the absence of any available traditional classroom courses or other unusual circumstances. Correspondence course reimbursement requires approval of the County Administrator. Any approved correspondence course should be fully accredited and comparable in content to that of a regular university level course.
6. Expenses for management seminars, professional meetings, and other external seminars/training are not reimbursable under this policy. While continuing education is encouraged, such training is provided for under the department's budget at the discretion of the Department Head or Division Director.

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e.G. Attendance at Course

- 4. Course work must be accomplished outside of employee’s normal work schedule unless Division Director approves the use of accumulated annual leave or modified work schedule when classes are offered at no other time and arrangements can be made to the satisfaction of the supervisor.

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D.f. Benefits

- 1. Reimbursement will be made for satisfactory completion of all Associate and Bachelor level courses as follows:

- A or "Pass" = 100%
 - B = 85%
 - C = 75%

- 2. Reimbursement will be made for satisfactory completion of all Master level courses as follows:

- A or "Pass" = 100%
 - B = 85%

- 3. Approval will be limited to a maximum of \$2000.00 per calendar year per employee.

- 4. Reimbursement will be made for the per hour costs of a class including tuition, matriculation, textbooks, and other required fee components and lab fees only. Reimbursements will not be made for application or registration fees, materials, additional parking fees, or other course fees and costs.

- 5. The County will reimburse employees only to the extent that they are not reimbursed through other Federal, State, or local programs.

- 6. Reimbursements may be taxable subject to current IRS regulations.

g. E. Service Obligation

- 4. Employees who participate in the program must agree to remain in the employ of the County for a least one (1) year following course completion. Employees who retire, resign, or are involuntarily terminated within the one (1) year period shall reimburse the County for educational benefits paid to them for courses completed during the preceding twelve (12) months. Reimbursement shall be made by cash payment or by withholding any monies due at the time of separation.

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h. Procedures PROCEDURES

- 1. An application should be completed and approved prior to registering for the course but no later than the first day of class.

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2. An application for each course is to be submitted to the Division Director or his designee for evaluation and recommendation.
3. The application will then be forwarded to the Board's Employee Services Department ~~who. The Board's Employee Services Department~~ will date/time stamp application and accept for further processing.
4. The application will be approved or disapproved in accordance with the eligibility criteria, reimbursement limitations, and availability of funds.
- 4.5. A copy of the approved or disapproved application will be returned to the Division Director or his designee and the employee within one week.
- 5.6. Upon completion of the course(s), the employee shall submit proof of grade and documentation of educational costs to the Board's Employee Services Department. Documentation of educational costs must be submitted ~~to the Board's Employee Services Department~~ within thirty (30) days of the date of notice of grade. If the notice of grades is not dated, the date of course completion will be used to calculate the thirty (30) day period.
- 6.7. If the conditions for reimbursement have been met, the Board's Employee Services Department shall submit documentation to County Finance for payment to the employee no later than thirty (30) days after submission of documentation.
- 7.8. Employees must pay tuition and other costs directly to the educational institution.

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7.040 UNEMPLOYMENT COMPENSATION

Board employees may qualify for State Unemployment Compensation after separation from Board employment depending on the reason for separation and if certain qualifications are satisfied with the agency disbursing the benefits.

7.050 LEAVE

The Board has established the following types of leave:

~~7.060 VACATION~~

~~a. Subject to the conditions set forth in the Manual, each regular employee accrues paid vacation leave as follows:~~

~~— 1-5 years of uninterrupted service — hourly factor of .050~~

~~— 6-10 years of uninterrupted service — hourly factor of .0625~~

~~10+ years of uninterrupted service~~ hourly factor of .075

- ~~b. Employees accrue but may not use vacation leave until after completion of six months of employment. Employees do not accrue vacation leave benefits during leave without pay. Annual leave credit does not accrue on overtime. All other leave time will be counted as hours worked in computing annual leave credit.~~
- ~~c. Each department is responsible for coordinating employee vacations without undue disruption of department operations. Leave requests of two days or more should be submitted at least two (2) weeks prior to anticipated vacation date.~~
- ~~d. Leave requests that exceed the accrued leave at the time of the request may not be granted beyond the amount of accrued leave.~~
- ~~e. Vacation leave accrued in excess of 280 hours, on the last day of the first full payroll in January, will be handled as follows:
 - ~~1. Up to forty (40) hours will be paid when the employee is unable to use excess leave due to the business needs of the Board as certified by the employee's Division Director and approved by the County Administrator.~~
 - ~~2. Any remaining hours above 280 hours, after the forty (40) paid hours, will be forfeited. Under no circumstances may an employee carry forward to the following calendar year more than 280 hours of vacation.~~~~
- ~~f. A maximum of ten (10) workdays may be taken at any one time, unless the Division Director or County Administrator grants special approval.~~

7.060 PAID TIME OFF (PTO)

a. Eligibility for PTO

- 1. Effective January 1, 2013, regular full-time employees will be allowed to earn and accrue Paid Time Off (PTO).
- 2. Other Personal Services (OPS), temporary, part-time, and seasonal employees will not be eligible for PTO.
- 3. New employees accrue but may not use PTO until after completion of six months of employment except as provided in other provisions of this policy.
- 4. Promoted, demoted or transferred employees will retain all PTO privileges and accrued balances obtained in the prior position and/or department. Employees transferring from other Agencies of Sumter County may be allowed to transfer and/or convert leave as defined under the "Transfer of Leave" section of this Manual.

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5. Accrual Rate of PTO

i. Regular full-time employees will earn and accrue PTO immediately upon employment as follows:

	<u>40 hours per week*</u>		<u>56 hours per week*</u>	
	<u>Biweekly Accrual</u>	<u>Annual Amount</u>	<u>Biweekly Accrual</u>	<u>Annual Amount</u>
<u>Continuous Employment</u>				
<u>Date of Hire–2nd Year</u>	<u>6.00</u>	<u>156.00</u>	<u>8.4</u>	<u>218.4</u>
<u>Start of 3rd Year– End of 5th Year</u>	<u>6.75</u>	<u>175.50</u>	<u>9.45</u>	<u>245.7</u>
<u>Start of 6th Year–End of 9th Year</u>	<u>7.50</u>	<u>195.00</u>	<u>10.5</u>	<u>273</u>
<u>Start of 10th Year–End of 14th Year</u>	<u>8.25</u>	<u>214.50</u>	<u>11.55</u>	<u>300.3</u>
<u>Start of 15th Year and Over</u>	<u>9.00</u>	<u>234.00</u>	<u>12.6</u>	<u>327.6</u>

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ii. PTO will not accrue during an unpaid leave of absence or when an employee has been placed in a non-pay status (i.e., suspension). PTO will not accrue on overtime.

b. Use of Paid Time Off (PTO) Hours

Paid Time Off (PTO) is an employee benefit which combines traditional vacation and sick leave programs into a single plan. This type of program provides employees and the County a flexible method of scheduling time off with pay. Because of this, PTO time may be used at the employee's discretion, provided that approvals are obtained for this leave as stated in this policy. Since PTO hours will replace traditional sick and vacation time, access is unrestricted provided the employee has been employed for six (6) months. During this six (6) month period use of accrued PTO shall require the approval of the Division Director or County Administrator. PTO may be used for items including, but not limited to:

1. Vacation
2. Sick Leave
3. Absence for transaction of personal business which can not be conducted during off-duty hours.
4. Religious holidays other than those designated by the Board of County Commissioners.

5. Family Medical Leave Act (FMLA).

6. Supplement income for time loss due to work related personal illness, injury, or disability where statutory Workers' Compensation payments are being received. In no instance shall this combination exceed one hundred percent (100%) of the employee's regular base rate.

7. Supplement income for time loss due to disability not work related, where employee is receiving disability insurance benefits/payments. In no instance shall this combination exceed one hundred percent (100%) of the employee's regular rate of pay.

8. Absences from work not covered by other types of leave provisions established by the policies of the Board of County Commissioners.

c. Request for Paid Time Off (PTO)

1. Requests for PTO leave should be submitted in the electronic leave system by employees to their Department Head at least one (1) week prior to the requested leave date when possible.

2. Departments may establish a departmental policy for operational needs which may be more restrictive or provide exceptions to the one (1) week requirement.

3. PTO requests will be granted at the sole discretion of the Department Head; however, every effort will be made to accommodate employees. Employees are responsible for maintaining a sufficient balance of PTO to cover vacations, illness, and absences. If an adequate balance of PTO is not available to cover the employee's requested time off, the employee's request for time will be denied.

4. PTO requests of more than ten (10) consecutive work days for 40 hours-a-week employee or five (5) 24-hour shifts for 56 hours-a-week employees require approval from the Division Director.

5. When PTO leave is being used for an employee's own personal illness or the illness of an immediate family member (Immediate family is defined in Section 11.010 H of the Employee Manual.), employees shall notify their immediate supervisor as soon as the employee knows that they will be unable to work. Notice must be given no later than the first day of absence and before the starting time for employee's scheduled shift and each day thereafter before the scheduled start time or shift.

6. An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination. Three (3) consecutive work days without notification of their absence will constitute job abandonment and loss of employment.

7. PTO will be charged at a minimum of one-half (1/2) hour.

d. Abuse of Paid Time Off (PTO) Leave

1. Excessive unscheduled use of PTO may be grounds for disciplinary action and will be reviewed on a case by case basis. When an employee's absences are such that the County has reasonable grounds to believe that an abuse exists, the employee may be required, regardless of the duration of the absence, to submit a satisfactory doctor's certificate or affidavit indicating the specific nature of the disability and its duration before such absence may be charged against the employee's accumulated PTO balance. Reasonable grounds for a determination of abuse include a pattern of numerous one-day unscheduled absences throughout the year, particularly if leave is frequently taken on Mondays or Fridays; frequency of absences; low to zero accumulated PTO balance; and other patterns of abuse.

2. Further disciplinary action, up to and including termination, may be recommended by the Division Director when an employee's attendance continues to be unsatisfactory.

3. Abuses in leave will be included on the employee's annual performance evaluation.

e. Carry-Over of Paid Time Off (PTO)

1. The maximum amount of PTO which can be carried forward from one (1) calendar year to the next is as follows:

<u>YEARS OF CONTINUOUS EMPLOYMENT</u>	<u>TOTAL HOURS 40 HR Work Week*</u>	<u>TOTAL HOURS 56 HR Work Week*</u>
<u>Date of Hire to End of 2nd Year</u>	<u>312</u>	<u>436.8</u>
<u>Start of 3rd Year to End of 5th Year</u>	<u>351</u>	<u>491.4</u>
<u>Start of 6th Year to End of 9th Year</u>	<u>390</u>	<u>546</u>
<u>Start of 10th Year to End of 14th Year</u>	<u>429</u>	<u>600.6</u>

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<u>Start of 15th Year and Over</u>	<u>468</u>	<u>655.2</u>
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2. Employees who have a leave balance more than the total amount allowed to be carried forward in the table above (including leave accrued through the first full pay period in January) will forfeit these hours. Exception: If an employee was denied use of PTO time due to project deadlines or other extenuating circumstances, the Division Director must write a memorandum to the County Administrator explaining why the employee was not allowed to take the time off and may request up to 40 hours of time that would have been forfeited, be carried forward. However, the excess amount carried over beyond the allowable limit must be used by the employee no later than March 31 of the same year following the first full pay period in January.

f. 6. Annual Paid Time Off (PTO) Sell Back Opportunity

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The maximum amount of sell back will be 80 hours for 40 hour-a-week employees and 112 hours for 56 hour-a-week employees at their rate of pay at the time of the disbursement. Payment will be made at the conclusion of the first full pay period of December.

Employees shall demonstrate in their request that they retain a minimum PTO balance of 80 hours for 40 hour-a-week employees and 112 hours for 56 hour-a-week employees after the sell back disbursement. Sell back must be requested through the Division Director for approval.

g. Initial Implementation - January 1, 2013

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1. All employees employed on or after January 1, 2013 will accrue only the newly created PTO hours.

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2. For existing employees, effective January 11, 2013, accrued but unused vacation leave will convert to PTO. In addition to converting the unused vacation leave, unused sick leave will be converted up to the maximum amount of PTO allowed for the employee's service years. The remaining unused sick leave, if any, will be transferred to a "Sick Leave Reserve."

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3. Sick Leave Reserve will be used in the event of a continuous absence due to personal illness or injury or the need to care for the employee's immediate family member as defined in Section 11.010 (H) lasting three (3) consecutive work days or longer, including those covered under Workers' Compensation and disability. Once the Sick Leave Reserve hours are exhausted, they will not be replenished.

4. Employees who have entered the Deferred Retirement Option Program (DROP) should refer to section 5.060 – Payment Upon Separation for information on payout of the Sick Leave Reserve.

7.070 SICK LEAVE RESERVE

a. Sick Leave Reserve will be used in the event of a continuous absence due to personal illness or injury or the need to care for the employee's immediate family member as defined in Section 11.010 (H) lasting three (3) consecutive work days or longer, including those covered under Workers' Compensation and disability. Once the Sick Leave Reserve hours are exhausted, they will not be replenished.

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b. Employees who have entered the Deferred Retirement Option Program (DROP) should refer to section 5.060 – Payment Upon Separation for information on payout of Sick Leave Reserve.

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c. Sick Leave Reserve covers those situations in which an employee is absent from work for three (3) or more days due to:

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1. Physical injury or illness of the employee;

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2. The need to care for the employee's immediate family member. Immediate family is defined in Section 11.010 H;

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3. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;

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4. Use of a prescription drug which impairs job performance or safety;

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5. Actual periods of temporary disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability.

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d. Division Directors with the recommendation of the Department Head may require an employee to submit written certification from a physician if an employee is absent from work for three (3) or more days continuously or if an employee uses three (3) or more Sick Leave Reserve days in any sixty (60) day period. The County Administrator may also request the opinion of a second doctor, at the County's expense, to determine whether the employee is fit to return to duty.

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e. Abuse of Sick Leave Reserve constitutes grounds for disciplinary action. Abuse is determined on a case-by-case basis. Some circumstances which may indicate abuse are:

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1. More than three (3) Monday absences in any twelve (12) month period or more than three Friday absences in any twelve (12) month period for an employee who is regularly scheduled to work Monday through Friday;
2. More than three (3) absences in any twelve month period on the regularly scheduled work day following a payday;
3. Sick Leave Reserve usage approved under the provisions of the Family/Medical Leave Act (Section 6.140) is exempted from being defined as abuse.

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f. Employees who use all Sick Leave Reserve and require more time off may be authorized to use accumulated PTO leave and/or leave without pay.

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7.070 SICK LEAVE

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- a. All regular employees accrue sick leave at an hourly factor of .050.
- b. Employees accrue and may use sick leave during introductory periods.
- c. Employees do not accrue sick leave benefits during leave without pay. All other leave will be counted as hours worked in computing sick leave credits.
- d. Accruing leave may not be used during the pay period in which it is accrued.
- e. Sick leave credit does not accrue on overtime.
- f. Employees hired on June 1, 2009 or after may accrue a maximum of 480 hours of sick leave. Employees hired before June 1, 2009 may accrue a maximum of 960 hours of sick leave. Employees with sick leave accrued in excess of the levels described will not forfeit sick leave accrued but will not accrue additional sick leave until the leave is used and falls below the accrual levels.
- g. Sick leave covers those situations in which an employee is absent from work due to:
 1. Physical injury or illness of the employee;
 2. The need to care for the employee's immediate family member. Immediate family is defined in Section 11.010 H;

- ~~3. Medical or Dental appointments. Employees must make a reasonable effort to schedule medical or dental appointments at times that have the least interference with the workday. Employees are expected to return to work unless mitigating circumstances arise and the employee has the approval of the Division Director or designee not to return to work;~~
 - ~~4. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;~~
 - ~~5. Use of a prescription drug which impairs job performance or safety;~~
 - ~~6. Actual periods of temporary disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability.~~
- ~~h. Division Directors with the recommendation of the Department Head may require an employee to submit written certification from a physician if an employee is absent from work for three (3) or more days continuously or if an employee uses three (3) or more sick days in any sixty (60) day period. The County Administrator may also request the opinion of a second doctor, at the County's expense, to determine whether the employee is fit to return to duty.~~
- ~~i. Abuse of sick leave constitutes grounds for disciplinary action. Abuse is determined on a case-by-case basis. Some circumstances which may indicate abuse are:~~
- ~~1. More than three (3) Monday absences in any twelve (12) month period or more than three Friday absences in any twelve (12) month period for an employee who is regularly scheduled to work Monday through Friday;~~
 - ~~2. More than three (3) absences in any twelve month period on the regularly scheduled work day following a payday;~~
 - ~~3. Routinely taking sick days as sick leave is earned so as to show a pattern, such as one (1) day per month or one (1) day every other month.~~
- ~~Sick leave usage approved under the provisions of the Family/Medical Leave Act (Section 6.140) is exempted from being defined as abuse.~~
- ~~j. Employees who use all accumulated sick leave and require more time off may be authorized to use accumulated annual leave and/or leave without pay.~~

7.080 LEAVE WITHOUT PAY

The Division Director may approve leaves of absence without pay for up to five (5) consecutive days for an absence from work not covered by any other type of leave or if other leave balances are exhausted. Any leave associated with the Family and Medical Leave Act (FMLA) will be considered under section ~~7~~6.140 of this manual.

An extended period of leave without pay may be granted, with approval by the County Administrator for a period up to sixty (60) calendar days under the following provisions:

- a. PTO must be exhausted prior to taking any leave without pay for any non-medical absence;
- b. Sick Leave Reserve and PTO must be exhausted for medically related absences;
- c. PTO does not accrue while an employee is on leave without pay;
- d. In certain circumstances, the employee may be required to pay for benefits;
- e. An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned;
- f. If the leave without pay is due to an illness, the Department Head may require a doctor's certificate stating that the employee is able to return to work and perform the work, duties, and responsibilities of the employee's position;
- g. During employee's initial introductory period;

Extended leave requests must be made in writing two (2) weeks prior to the leave date with the exception of emergencies.

7.080 — LEAVE WITHOUT PAY

~~The Division Director may approve leaves of absence without pay for up to five (5) consecutive days for an absence from work not covered by any other type of leave or if other leave balances are exhausted. Any leave associated with the Family and Medical Leave Act (FMLA) will be considered under section 6.140 of this manual.~~

~~An extended period of leave without pay may be granted, with approval by the County Administrator for a period up to sixty (60) calendar days under the following provisions:~~

- ~~a. Vacation leave must be exhausted prior to taking any leave without pay for any non-medical absence;~~
- ~~b. Sick and vacation leave must be exhausted for medically related absences;~~
- ~~c. Vacation and sick leave do not accrue while an employee is on leave without pay;~~
- ~~d. In certain circumstances, the employee may be required to pay for benefits;~~
- ~~e. An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned;~~
- ~~f. If the leave without pay is due to an illness, the Department Head may require a doctor's certificate stating that the employee is able to return to work and perform the work, duties, and responsibilities of the employee's position;~~

~~g. During employee's initial introductory period;~~

~~h. Extended leave requests must be made in writing two (2) weeks prior to the leave date with the exception of emergencies.~~

7.090 JURY AND WITNESS LEAVE

~~a. All regular employees who are summoned to jury duty or who are subpoenaed to appear in court as a witness in relation to their position with the County will be granted jury and witness leave and given time off with pay for the actual time spent on jury duty or court appearance. Any court compensation, other than per diem expenses, shall be forfeited to the appropriate fund, unless the employee elects to forfeit County pay and receive the court compensation instead.~~

~~b. Employees subpoenaed to court as a witness for reasons not connected to their official position with the County are not eligible for jury and witness leave. Time used will be charged to the employee's PTO leave or granted as leave without pay.~~

~~7.090 JURY AND WITNESS LEAVE~~

~~a. All regular employees who are summoned to jury duty or who are subpoenaed to appear in court as a witness in relation to their position with the County will be granted jury and witness leave and given time off with pay for the actual time spent on jury duty or court appearance. Any court compensation, other than per diem expenses, shall be forfeited to the appropriate fund, unless the employee elects to forfeit County pay and receive the court compensation instead.~~

~~b. Employees subpoenaed to court as a witness for reasons not connected to their official position with the County are not eligible for jury and witness leave. Time used will be charged to the employee's vacation leave or granted as leave without pay.~~

7.100 ADMINISTRATIVE LEAVE

a. Administrative Leave – Service-Connected Disability

~~An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be re-examined or treated for the disability shall be granted administrative leave for such re-examination or treatment without loss of pay or benefits. In no event shall the number of days of paid leave under this section exceed six (6) days per calendar year.~~

b. Administrative Leave - Elections

~~An employee may request administrative leave to work for the Supervisor of Elections as a poll worker in a county election. The request must be made in~~

advance and must be approved by the Division Director. The employee's absence should not put an undue burden on the operation of the Department in which they work. Administrative leave is not deducted from the employee's PTO leave. The leave will be without pay; however, the employee will receive compensation from the Supervisor of Elections.

c. Administrative Leave – Investigations

When it is determined to be in the best interest of the county and the employee, the County Administrator may designate paid administrative leave for any employee who is the subject of or is materially affected by an investigation of alleged violation of personnel policies or any other policies of the Board of County Commissioners. Administrative leave is not deducted from the employee's PTO leave.

~~7.100 — ADMINISTRATIVE LEAVE~~

~~a. Administrative Leave — Service-Connected Disability —~~

~~— An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be re-examined or treated for the disability shall be granted administrative leave for such re-examination or treatment without loss of pay or benefits. In no event shall the number of days of paid leave under this section exceed six (6) days per calendar year.~~

~~b. Administrative Leave — Elections~~

~~An employee may request administrative leave to work for the Supervisor of Elections as a poll worker in a county election. The request must be made in advance and must be approved by the Division Director. The employee's absence should not put an undue burden on the operation of the Department in which they work. Administrative leave is not deducted from the employee's annual leave or sick leave. The leave will be without pay, however, the employee will receive compensation from the Supervisor of Elections.~~

~~c. Administrative Leave — Investigations~~

~~When it is determined to be in the best interest of the county and the employee, the County Administrator may designate paid administrative leave for any employee who is the subject of or is materially affected by an investigation of alleged violation of personnel policies or any other policies of the Board of County Commissioners. Administrative leave is not deducted from the employee's annual or sick leave.~~

7.110 MILITARY LEAVE

The County provides military leave as required by state and federal laws. It is the employee's responsibility to notify his supervisor as far in advance as possible so that the arrangements can be made for the employee's absence.

- a. All regular employees, including those serving their introductory period, who by reason of membership in the United States military reserve, or National Guard are ordered by the appropriate authority to attend a training period or encampment, shall upon presentation of a copy of their official orders be granted paid leave for such training not to exceed seventeen (17) working days in any fiscal twelve month period.
- b. A regular employee who is inducted or ordered to active duty to fulfill their reserve obligations, or who is ordered to active duty in connection with reserve training, other than short-term training as referenced in Section 7.110 (a), shall upon presentation of a copy of their official orders, be granted leave with full pay for the first thirty (30) days of military service (Florida Statute 115.09)
- c. All County paid benefits will remain in effect. These benefits include employee are health insurance, group life insurance and cafeteria plan. Payment of any contractual benefits will be determined based upon the contract.

7.120 TRAINING LEAVE

Leave with pay may be granted to any employee for job-related training seminars of short duration. This must have the approval of the Division Director.

7.130 BEREAVEMENT LEAVE

An employee who has a death in the immediate family (as defined in Section 11.010 H) shall be granted up to three (3) days of paid bereavement leave, and up to two (2) additional paid days if travel out of state is required. Each employee requesting bereavement leave due to death in the immediate family shall provide in writing the name of the deceased and relationship. The Department Head may require documentation prior to approving the leave.

7.135 DOMESTIC VIOLENCE LEAVE

An employee, who has been employed for at least three months, may request and take up to three (3) working days of leave within a 12-month period, if the employee, family member or household member is the victim of domestic violence. Domestic Violence leave covers those situations in which an employee is absent from work due to:

- a. Seeking an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;

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- b. Obtain medical care or mental health counseling, or both for the employee or family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- c. Obtain services from a victim-services organization, including but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- d. Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- e. Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

Employees will be required to use accrued PTO leave, depending on the qualification. If there is no accrued leave, the employee will use leave without pay. An employee seeking Domestic Violence leave, unless in immediate danger, must provide their Division Director with three (3) days advanced notice of the leave. The Division Director may require documentation prior to approving the leave.

~~7.135 — DOMESTIC VIOLENCE LEAVE~~

~~An employee, who has been employed for at least three months, may request and take up to three (3) working days of leave within a 12-month period, if the employee, family member or household member is the victim of domestic violence. Domestic Violence leave covers those situations in which an employee is absent from work due to:~~

- ~~a. Seeking an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;~~
- ~~b. Obtain medical care or mental health counseling, or both for the employee or family or household member to address physical or psychological injuries resulting from the act of domestic violence;~~
- ~~c. Obtain services from a victim-services organization, including but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;~~
- ~~d. Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or~~
- ~~e. Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.~~

~~Employees will be required to use accrued sick or annual leave, depending on the qualification. If there is no accrued leave, the employee will use leave without pay. An employee seeking Domestic Violence leave, unless in immediate danger, must~~

~~provide their Division Director with three (3) days advanced notice of the leave. The Division Director may require documentation prior to approving the leave.~~

7.140 FAMILY AND MEDICAL LEAVE POLICY

~~The purpose of this policy is to grant employees a leave of absence under certain allowable conditions. It is the policy of the Board to grant up to twelve (12) weeks of family and medical leave during a twelve (12) month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA).~~

~~In accordance with the 2009 amendment to the Family and Medical Leave Act of 1993, an eligible employee can take up to twenty-six (26) weeks for the FMLA circumstance of military caregiver leave during a single twelve (12)-month period. FMLA leave already taken for other FMLA circumstances will be deducted from the total of twenty-six (26) weeks available. The leave may be paid ~~(through use of accrued PTO and/or sick leave reserve)~~, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.~~

ELIGIBILITY:

~~In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:~~

- ~~a. The employee must have worked for the Board at least twelve (12) months or fifty-two (52) weeks. The twelve (12) months or fifty-two (52) weeks need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week, or if the employee is on leave during the week;~~
- ~~b. The employee must have worked at least 1250 hours during the twelve (12) month period immediately before the date when the leave would begin;~~
- ~~c. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member. The term "covered service member" means a member of the United States Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service member. The leave described shall only be available during a single twelve (12) month period. If a husband and wife both work for the company, and each wishes to take leave for~~

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service member family leave the husband and wife may only take a combined total of twenty-six (26) weeks of leave.

- d. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. This will be determined on a case by case basis.
- e. The employee must work in an office or worksite where fifty (50) or more employees are employed within seventy-five (75) miles of that office or worksite.

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B. TYPE OF LEAVE COVERED:

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In order to qualify for as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

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- a. The birth of a child and in order to care for that child;
- b. The placement of a child for adoption or foster care;
- c. To care for a spouse, child, or parent with a serious health condition; or
- d. The serious health condition of the employee.

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An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves any of the following:

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- a. An overnight stay for inpatient treatment in a hospital, hospice, or residential medical care facility; or
- b. A period of incapacity requiring absence from work, school, or other regular daily activities of more than three (3) consecutive calendar days and that also involves continuing treatment by or under the supervision of a health care provider; or
- c. Continuing care by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or so serious that if not treated would result in a period of incapacity of more than three (3) consecutive calendar days; or
- d. A period of incapacity or treatment for incapacity due to a chronic serious health condition; or
- e. A period of incapacity due to pregnancy or for prenatal care.

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Employees with questions about what illnesses are covered under this Policy should consult with the Employee Services Department.

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The Employee Services Department may require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined in the CERTIFICATION OF THE SERIOUS HEALTH CONDITION SECTION (g) below.

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If an employee takes PTO leave or sick leave reserve for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, all or some portion of related leave taken may be designated as leave under this policy, to the extent that the leave meets the necessary qualifications.

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An eligible employee can take up to twelve (12) weeks of leave under this policy during a twelve (12) month period. The Board will measure the twelve (12) month period on a calendar year basis.

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QUALIFYING EXIGENCY LEAVE

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Qualifying exigency leave is available to for family members of active-duty service members and families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to twelve (12) weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

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- a. 1) short-notice deployment;
- b. 2) military events and activities;
- c. 3) child care and school activities;
- d. 4) financial and legal arrangements;
- e. 5) counseling;
- f. 6) rest and recuperation;
- g. 7) post-deployment activities and
- h. 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

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The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's twelve (12)-week maximum of FMLA leave in a twelve (12)-month period.

MILITARY CAREGIVER LEAVE

a. Military caregiver leave (also known as covered service member leave) is used to care for an ill or injured service member and veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment.

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b. This leave may extend to up to twenty-six (26) weeks in a single twelve (12)-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

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C. EMPLOYEE STATUS AND BENEFITS DURING LEAVE:

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a. While an employee is on leave, the employee's health insurance benefits will continue during the leave period at the same level and under the same conditions as if the employee had continued work.

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b. If the employee chooses not to return to work for reasons other than a continued serious health condition, the employee will be required to reimburse the Board the amount it paid for the employee's health insurance premium during the leave period.

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c. While on unpaid leave, the employee must continue to make his dependent coverage premium payment either in person or by mail. The payment must be received in the Finance Department by the last day of each month for the next month's coverage. If the payment is more than thirty (30) days late, the employee's dependent health care coverage may be dropped for the duration of the leave.

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d. If the employee contributes to a life insurance policy, the Board will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments. If the employee does not continue payments, the Board may discontinue coverage during the leave period. As an option, the employee may voluntarily prepay his plan premiums before the starting date of the family and medical leave. The employee should contact Employee Services to exercise the prepayment option.

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D. EMPLOYEE STATUS AFTER LEAVE:

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An employee who takes leave under this policy will be able to return to the same job, or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one, which entails substantially equivalent skill, effort, responsibility, and authority.

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E. USE OF PAID AND UNPAID LEAVE:

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Employees will be required to use accrued PTO and/or sick leave reserve for FMLA leave. For leaves for the employee's own serious health condition, employees may also be eligible to receive benefits such as short-term disability. When an on-the-job injury meets the criteria for a serious health condition, Family Medical Leave will run concurrently with the Workers' Compensation absence.

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INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE:

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a. The employee may take FMLA leave in twelve (12) consecutive weeks; or, under certain circumstances may use the leave intermittently (take a day periodically when needed over the year); or on a reduced leave schedule.

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b. In all cases, the leave may not exceed a total of twelve (12) weeks over a twelve (12) month period.

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c. An employee may be temporarily transferred to an available alternate position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

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d. For the birth, adoption, or foster care of a child, the Division Director and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one (1) year of the birth or placement of the child.

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e. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Division Director before taking intermittent leave or working a reduced hour schedule. If this is not possible, the employee must prove that the use of the leave is medically necessary. A certification of the medical necessity may be required.

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CERTIFICATION OF THE SERIOUS HEALTH CONDITION:

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a. When certification of the serious health condition is required, the employee should try to respond within fifteen (15) days of the request or provide a reasonable explanation of the delay. Failure to provide certification may result in

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a denial of continuation of leave. Medical certification may be provided by using the Family /Medical Leave Request form.

- b. Certification of the serious health condition shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform one or more of the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance or that the employee's presence would be beneficial or desirable to the family member.
- c. If the employee plans to take intermittent leave or work a reduced schedule, the certification must include dates of the planned treatment, the duration of treatment, and a statement of medical necessity for taking intermittent leave or working a reduced schedule.
- d. The County Administrator or his designee has the right to ask for a second opinion following receipt of the certification. The Board will pay for the employee to get a certification from a second doctor, which will be selected by the County Administrator or his designee.
- e. If necessary to resolve a conflict between the original certification and the second opinion, the County Administrator will require the opinion of a third doctor. The County Administrator and the employee will jointly select the third doctor, and the Board will pay for the opinion. This third opinion is considered final.

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PROCEDURE FOR REQUESTING FAMILY /MEDICAL LEAVE:

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- a. Except where leave is not foreseeable, all employees requesting leave under this policy must provide verbal or written request with an explanation of the reason(s) for the needed leave to the Division Director, with a copy to Employee Services, on forms provided.
- b. When an employee plans to take leave under this policy, the employee must give the Division Director thirty (30) days notice. If it is not possible to give thirty (30) days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the department's operations.
- c. If the employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least thirty (30) days from the date the Division Director receives notice.

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d. While on leave, employees are requested to report periodically to their Division Director regarding the status of the medical condition, and their intent to return to work. Department Heads are charged with the responsibility of monitoring FMLA leave.

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l. OUTSIDE EMPLOYMENT DURING LEAVE:

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Outside or supplemental employment is generally prohibited during paid and/or unpaid Family and Medical Leave leave. Exceptions may be granted on a case-by-case basis but must be approved by the County Administrator.

OTHER REPORTS AND CERTIFICATIONS:

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a. During a Family and Medical Leave, the employee is required to report periodically on his status and intent to return to work.

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b. The employee or their healthcare provider may also be required to complete one or more additional medical certification forms at reasonable intervals during the Family family and Medical medical Leave leave, but not more often than every thirty (30) days unless one of the following occurs:

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1. The employee requests an extension of leave;
2. Circumstances described in the previous certification have changed significantly;
3. Information received casts doubt on the continuing validity of the employee's previous certification.

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k. RETURN TO WORK:

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When an employee has taken Family family and Medical medical Leave leave because of his own serious health condition and wants to return to work upon the expiration of the leave, the employee must present a fitness-for-duty certification from the health care provider which states that he is able to resume work and perform the essential functions of the position. The fitness-for-duty certification relates only to the particular health condition that caused the need for Family and Medical Leave. The Department Head may deny a request for reinstatement until the submittal of the fitness-for-duty certification.

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l. OTHER INFORMATION:

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Employees who fraudulently obtain Family family and Medical medical Leave leave from the Board are not entitled to job restoration or maintenance of employee benefits.

~~7.140—FAMILY AND MEDICAL LEAVE POLICY~~

~~The purpose of this policy is to grant employees a leave of absence under certain allowable conditions. It is the policy of the Board to grant up to twelve (12) weeks of family and medical leave during a twelve (12) month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA).~~

~~In accordance with the 2009 amendment to the Family and Medical Leave Act of 1993, an eligible employee can take up to 26 weeks for the FMLA circumstance of military caregiver leave during a single 12-month period. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available. The leave may be paid (through use of accrued annual or sick leave), unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.~~

~~A. ELIGIBILITY:~~

~~In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:~~

- ~~a. The employee must have worked for the Board at least twelve (12) months or fifty two (52) weeks. The twelve (12) months or fifty two (52) weeks need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week, or if the employee is on leave during the week;~~
- ~~b. The employee must have worked at least 1250 hours during the twelve (12) month period immediately before the date when the leave would begin;~~
- ~~c. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member. The term "covered service member" means a member of the United States Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The leave described shall only be available during a single 12-month period. If a husband and wife both work for the company, and each wishes to take leave for service member family leave the husband and wife may only take a combined total of 26 weeks of leave.~~
- ~~d. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. This will be determined on a case by case basis.~~

- e. ~~The employee must work in an office or worksite where fifty (50) or more employees are employed within seventy-five (75) miles of that office or worksite.~~

B. TYPE OF LEAVE COVERED:

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

- a. ~~The birth of a child and in order to care for that child;~~
- b. ~~The placement of a child for adoption or foster care;~~
- c. ~~To care for a spouse, child, or parent with a serious health condition; or~~
- d. ~~The serious health condition of the employee.~~

~~An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves any of the following:~~

- a. ~~An overnight stay for inpatient treatment in a hospital, hospice, or residential medical care facility; or~~
- b. ~~A period of incapacity requiring absence from work, school, or other regular daily activities of more than three (3) consecutive calendar days and that also involves continuing treatment by or under the supervision of a health care provider; or~~
- c. ~~Continuing care by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or so serious that if not treated would result in a period of incapacity of more than three (3) consecutive calendar days; or~~
- d. ~~A period of incapacity or treatment for incapacity due to a chronic serious health condition; or~~
- e. ~~A period of incapacity due to pregnancy or for prenatal care.~~

~~Employees with questions about what illnesses are covered under this Policy or under the Board's sick leave policy should consult with the Employee Services Department.~~

~~The Employee Services Department may require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined (g) below.~~

~~If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, all or some portion of related leave taken may be designated as leave under this policy, to the extent that the leave meets the necessary qualifications.~~

~~An eligible employee can take up to twelve (12) weeks of leave under this policy during a twelve (12) month period. The Board will measure the twelve (12) month period on a calendar year basis.~~

- ~~e. Qualifying exigency leave for family members of active duty service members and families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.~~

~~An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:~~

- ~~1) short notice deployment,~~
- ~~2) military events and activities,~~
- ~~3) child care and school activities,~~
- ~~4) financial and legal arrangements,~~
- ~~5) counseling,~~
- ~~6) rest and recuperation,~~
- ~~7) post-deployment activities and~~
- ~~8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.~~

~~The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.~~

- ~~f. Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member and veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment.~~

~~This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service~~

~~member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.~~

~~C. EMPLOYEE STATUS AND BENEFITS DURING LEAVE:~~

~~While an employee is on leave, the employee's health insurance benefits will continue during the leave period at the same level and under the same conditions as if the employee had continued work.~~

~~If the employee chooses not to return to work for reasons other than a continued serious health condition, the employee will be required to reimburse the Board the amount it paid for the employee's health insurance premium during the leave period.~~

~~While on unpaid leave, the employee must continue to make his dependent coverage premium payment either in person or by mail. The payment must be received in the Finance Department by the last day of each month for the next month's coverage. If the payment is more than thirty (30) days late, the employee's dependent health care coverage may be dropped for the duration of the leave.~~

~~If the employee contributes to a life insurance policy, the Board will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments. If the employee does not continue payments, the Board may discontinue coverage during the leave period. As an option, the employee may voluntarily prepay his plan premiums before the starting date of the family and medical leave. The employee should contact Risk Management to exercise the prepayment option.~~

~~D. EMPLOYEE STATUS AFTER LEAVE:~~

~~An employee who takes leave under this policy will be able to return to the same job, or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one, which entails substantially equivalent skill, effort, responsibility, and authority.~~

~~E. USE OF PAID AND UNPAID LEAVE:~~

~~Employees will be required to use accrued leave for FMLA leave. For leaves for the employee's own serious health condition, employees may also be eligible to receive benefits such as short-term disability. When an on-the-job injury meets the criteria for a serious health condition, Family Medical Leave will run concurrently with the Workers' Compensation absence.~~

~~F. INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE:~~

~~The employee may take FMLA leave in twelve (12) consecutive weeks; or, under certain circumstances may use the leave intermittently (take a day periodically when needed over the year); or on a reduced leave schedule.~~

~~In all cases, the leave may not exceed a total of twelve (12) weeks over a twelve (12) month period.~~

~~An employee may be temporarily transferred to an available alternate position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.~~

~~For the birth, adoption, or foster care of a child, the Division Director and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one (1) year of the birth or placement of the child.~~

~~If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Division Director before taking intermittent leave or working a reduced hour schedule. If this is not possible, the employee must prove that the use of the leave is medically necessary. A certification of the medical necessity may be required.~~

~~G. CERTIFICATION OF THE SERIOUS HEALTH CONDITION:~~

~~When certification of the serious health condition is required, the employee should try to respond within fifteen (15) days of the request or provide a reasonable explanation of the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Family/Medical Leave Request form~~

~~Certification of the serious health condition shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform one or more of the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance or that the employee's presence would be beneficial or desirable to the family member.~~

~~If the employee plans to take intermittent leave or work a reduced schedule, the certification must include dates of the planned treatment, the duration of treatment, and a statement of medical necessity for taking intermittent leave or working a reduced schedule.~~

~~The County Administrator or his designee has the right to ask for a second opinion following receipt of the certification. The Board will pay for the employee to get a certification from a second doctor, which will be selected by the County Administrator or his designee.~~

~~If necessary to resolve a conflict between the original certification and the second opinion, the County Administrator will require the opinion of a third doctor. The County Administrator and the employee will jointly select the third doctor, and the Board will pay for the opinion. This third opinion is considered final.~~

~~H. PROCEDURE FOR REQUESTING FAMILY/MEDICAL LEAVE:~~

~~Except where leave is not foreseeable, all employees requesting leave under this policy must provide verbal or written request with an explanation of the reason(s) for the needed leave to the Division Director, with a copy to Employee Services, on forms provided.~~

~~When an employee plans to take leave under this policy, the employee must give the Division Director thirty (30) days notice. If it is not possible to give thirty (30) days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the department's operations.~~

~~If the employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least thirty (30) days from the date the Division Director receives notice.~~

~~While on leave, employees are requested to report periodically to their Division Director regarding the status of the medical condition, and their intent to return to work. Department Heads are charged with the responsibility of monitoring FMLA leave.~~

~~I. OUTSIDE EMPLOYMENT DURING LEAVE:~~

~~Outside or supplemental employment is generally prohibited during paid and/or unpaid Family and Medical leave. Exceptions may be granted on a case-by-case basis but must be approved by the County Administrator.~~

~~J. OTHER REPORTS AND CERTIFICATIONS:~~

~~During a Family and Medical Leave, the employee is required to report periodically on his status and intent to return to work.~~

~~The employee or their healthcare provider may also be required to complete one or more additional medical certification forms at reasonable intervals during the family~~

~~and medical leave, but not more often than every thirty (30) days unless one of the following occurs:~~

- ~~1. The employee requests an extension of leave;~~
- ~~2. Circumstances described in the previous certification have changed significantly;~~
- ~~3. Information received casts doubt on the continuing validity of the employee's previous certification.~~

~~K. RETURN TO WORK:~~

~~When an employee has taken family and medical leave because of his own serious health condition and wants to return to work upon the expiration of the leave the employee must present a fitness-for-duty certification from the health care provider which states that he is able to resume work and perform the essential functions of the position. The fitness for duty certification relates only to the particular health condition that caused the need for Family and Medical Leave. The Department Head may deny a request for reinstatement until the submittal of the fitness-for-duty certification.~~

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~~L. OTHER INFORMATION:~~

~~Employees who fraudulently obtain family and medical leave from the Board are not entitled to job restoration or maintenance of employee benefits.~~

7.150 TRANSFER OF LEAVE

For purposes of this section, the County Government System consists of the following employers: Board of Sumter County Commissioners, Clerk of Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector. All transferred leave will be converted to Paid Time Off (PTO) in accordance with section 7.060 – Paid Time Off.

a. SICK LEAVE:

An employee, who transfers to Board employment, with no break in service within the County Government System may carry forward accumulated sick leave provided that he has not received payment for accumulated sick leave. Credit for earned leave time will be given upon receipt of a certificate from the previous employer stating the amounts authorized to be transferred.

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b. ANNUAL LEAVE:

An employee who transfers with no break in service within the County Government System may carry forward a maximum of 280 hours unpaid accumulated annual leave. Seniority of employees who transfer under these provisions will be recognized as to earning rates of annual leave time. Credit for earned leave time will be given

~~upon receipt of a certificate from the previous employer stating the amount authorized to be transferred.~~

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7.160 HOLIDAYS

- a. A list of holidays will be published annually by the Board. This list will be distributed to all County Divisions for the information of all employees.
- b. Any holiday falling on Saturday may be celebrated on the preceding Friday. Any holiday falling on Sunday may be celebrated on the following Monday. The Board will publish an alternate day as the paid holiday for employees.
- c. Non-exempt regular full-time employees who are required to work on the holiday, will be paid for the holiday in addition to their regular rate of pay for any time worked on the holiday.
- d. Non-exempt regular part-time employees, who are required to work on the holiday, will be paid their regular rate of pay based on the average hours worked during the previous two (2) pay periods in addition to their regular rate of pay for any time worked on the holiday.
- e. Non-exempt regular part-time employees who are not required to work the holiday will be paid their regular rate of pay based on the average hours worked during the previous two (2) pay periods.

- f. Non-exempt regular fulltime or part-time employees who work a schedule other than Monday through Friday, may with Division Director approval designate an alternate day for the holiday, when the holiday falls on Monday or Friday. The alternate day will be taken during the same pay period, if possible. If taking the alternate day during the same pay period is not possible, the day will be taken in the next pay period.
- g. Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

7.170 RELIGIOUS HOLIDAYS

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the Division Director's approval, use PTO leave or leave without pay.

~~7.170 RELIGIOUS HOLIDAYS~~

~~If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the Division Director's approval, use vacation credits or leave without pay.~~

SECTION 8 - EMPLOYEE RESPONSIBILITIES AND CONDUCT

8.010 GENERAL POLICY

- a. The safety and welfare of the County's citizens shall at all times be held as a central mission of government.
- b. All Board employees are expected to represent the Board to the public in a professional manner that is courteous, efficient, and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment.
- c. Since the proper working relationship between employees and the Board depends on each employee's on-going job performance, professional conduct, and behavior, the Board has established certain minimum standards of personal conduct. Among the Board's expectations are: basic tact and courtesy towards the public and fellow employees; adherence to Board policies, procedures, safety rules, and safe work practices; compliance with directions from supervisors; preserving and protecting the Board's equipment, grounds, facilities, and resources; and providing orderly and cost efficient services to its citizens.
- d. No employee shall engage in criminal, infamous, dishonest, immoral, or other conduct injurious or prejudicial to the County.

8.015 DRESS CODE AND UNIFORM POLICY

Your personal appearance is your first chance to make an impression on your customer. The **BOCC Board** wants to be known for our excellent customer service and professionalism.

a. Dress Code:

1. Employees must maintain a clean and neat appearance appropriate to their work assignment.
2. Employees are prohibited from wearing clothing, jewelry, or tattoos containing advertisements for private enterprise or conveying messages that according to Board policy are deemed inappropriate, are explicit in nature, or present a safety hazard.

b. Uniform Policy

1. Each Division Director will identify the positions within their respective Divisions for which the wearing of uniforms is required.
2. Employees filling positions requiring the wearing of a uniform must wear issued uniforms on the job on a daily basis as directed by the Department Head once the employee receives his initial supply of uniforms.

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3. Uniforms shall not be altered in any way or embellished with non-authorized pins, emblems, insignias, etc.

4. Refusal to wear required uniforms can result in disciplinary action.

c. County uniforms are not to be worn outside of work hours except during travel to and from work, while attending training, or while attending functions approved by the Department Head.

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8.020 CODE OF ETHICS

The standards of conduct summarized below apply to all Board employees and public officers.

a. GIFTS:

No employee may either solicit or accept anything of value, including a gift, loan, reward, promise of future employment, favor, or service that is based on any understanding that the vote, official action, or judgment of the official would be influenced by such a gift. All employees are encouraged not to accept gifts, no matter how small, to avoid appearance of impropriety.

b. UNAUTHORIZED COMPENSATION:

No employee or his spouse or minor child may accept compensation, payment, or thing of value which, with the exercise of reasonable care, is known or should be known to have been given to influence the vote or official action of such officer or employee.

c. DOING BUSINESS WITH ONE'S AGENCY:

No employee who is empowered with the authority to purchase on behalf of the County in his official capacity may directly or indirectly purchase, rent, or lease any realty, goods, or services from a business entity in which he, his spouse, or child is an officer, partner, director, or proprietor, or in which he, his spouse, or child (or any combination of them) owns a material interest, without prior approval by the County Administrator. No employee, acting in a private capacity, may rent, lease, or sell any realty, goods, or services to the County or any of its agencies, except as provided in Florida Statute, Section 112.311.

d. MISUSE OF PUBLIC POSITION:

No employee may use or attempt to use his official position or any property or resource within his trust, or perform his official duties to obtain special privilege, benefit, or exemption for himself or others.

e. DISCLOSURE OR USE OF CERTAIN INFORMATION:

No employee may disclose or use information not available to the general public and gained by reason of his public position for his personal benefit or the benefit of others.

In addition to the above, all provisions of Florida Statute, Section 112, Code of Ethics for Public Officers and Employees, shall apply to Board employees.

8.030 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

- a. Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict with the best interests of the Board or interfere with the employee's ability to perform the assigned Board job. Examples include, but are not limited to, outside employment which:
 - 1. Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
 - 2. Is conducted during the employee's work hours;
 - 3. Utilizes Board telephones, computers, supplies, or any other resources, facilities or equipment;
 - 4. Is employed with a firm that has contracts with or does business with the Board; or
 - 5. May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.
- b. An employee who chooses to have an additional employment, contractual commitment or self-employment, may do so provided the employee first files a written request and obtains prior written approval from the employee's immediate supervisor, appropriate Department Head, and Division Director. The original request and response shall be placed in the employee's official personnel file.
- c. County employees shall not use or attempt to use their positions or any County property or resource entrusted to them to perform their official duties in order to obtain or attempt to obtain a special privilege, gain, or benefit for themselves or others.

8.040 GAMBLING

No employee shall participate in any gambling activity of any kind while on duty or while on County owned or leased property or while wearing a County uniform (i.e. football pools, lottery pools, etc).

8.050 POLITICAL ACTIVITIES

- a. Board employees may participate in political or partisan activities of their choosing provided that Board resources and property are not utilized, and the activity does not adversely affect the responsibilities of their employees in their positions. Employees may not campaign on Board time, in a Board uniform, or while representing the Board in any way. Employees may not allow others to use Board facilities or funds for political activities.
- b. Any Board employee who meets with or may be observed by the public or otherwise represents the Board to the public, while performing the regular duties may not wear or display any button, badge, shirt, caps, stickers, etc. relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Board property or Board time, a contribution for a partisan political cause.

8.060 SMOKING POLICY

- a. For health and safety considerations, and in accordance with State and Federal regulations, the Board prohibits smoking by employees in all Board facilities, including Board owned buildings, entrances to buildings, vehicles, and offices or other facilities rented or leased by the Board, including individual employee offices.
- b. Employees who smoke may do so only at designated break times. Break times may not exceed established break and lunch policy.

8.070 USE OF BOARD EQUIPMENT

Use of Board telephones for personal telephone calls should be kept to a minimum. Long distance personal use **must** be charged to a third party number or personal telephone card except for an emergency situation. Other Board equipment, including vehicles, should be used by employees for Board business only. An employee's misuse of Board services, e-mail, Internet, telephones, vehicles, equipment, or supplies can result in disciplinary action.

8.080 CONTACT WITH NEWS MEDIA

The County Administrator or Division Director shall be responsible for all official contacts with the news media during working hours, including answering questions from the media. The Division Director may designate specific employees to give out procedural, factual, or historical information on particular subjects.

8.090 COMMUNITY RELATIONS

Employees may be appointed by the Division Director to serve as liaisons to organizations.

8.100 SEAT BELT POLICY

Anyone operating or riding in Board vehicles, or privately owned vehicles used for official Board business, **must** wear seat belts when the vehicle is in motion.

8.110 DRIVER'S LICENSE REQUIREMENTS

- a. As part of the requirements for specific Board positions, an employee may be required to hold a valid Florida Driver's license.
- b. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify the Division Director and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid license is provided to the Division Director.
- c. Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action.

8.120 SAFETY

- a. Every employee is responsible for maintaining a safe work environment and following the Board's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for disciplinary action. Each employee shall promptly report all unsafe or potentially hazardous conditions to the immediate supervisor. The Department will make every effort to remedy problems as quickly as possible.
- b. In case of an accident involving a personal injury or property damage, employees shall immediately notify the Division Director or authorized designee. The Division Director will immediately notify ~~Risk Management~~Employee Services.

8.130 DRUG-FREE WORKPLACE

- a. The manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on Board premises or during work hours by Board employees are strictly prohibited.

- b. Employees must notify the Board immediately of any conviction for a drug violation.
- c. Violation of this policy will result in disciplinary action which may include termination.
- d. Refusal to submit to testing will result in termination.
- e. Employees who are required to maintain a Commercial Driver's License (CDL), or are employed in a Safety Sensitive Position are subject to random, pre-employment, post-accident, and return to duty drug testing as required by the State or Federal government in conformance with adopted Department or Board policy.
- f. The Board may discipline or terminate an employee possessing, consuming, controlling, selling, using or under the influence of alcohol, drugs or other controlled substances during work hours. The Board reserves the right to search all County property based upon reasonable suspicion of drug related evidence. Lockers, desks, offices, and the like are not private property and are subject to search. The Board may also discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs, or other controlled substances which, in the Board's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the employee, the County, or others.
- g. Employees who voluntarily report an alcohol, drug, or controlled substance dependency problem prior to being caught in violation of this policy or prior to being requested to submit to a test, will not be subject to retaliation or discrimination. Employees who voluntarily seek treatment may use PTO and/or sick leave reserve to attend a bona fide treatment or counseling program. The Board may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs, or other controlled substances. Follow up testing will be required.
- h. An employee may be required to submit to alcohol, drug, or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug, or controlled substance use or in cases where employment has been conditioned upon

remaining alcohol, drug, or controlled substance free following treatment. Refusal to submit to testing will result in termination.

i. Employees using any prescription or over the counter drugs which might impair their work performance should notify their Department Head. At the option of the Department Head, an employee may be reassigned to less hazardous duty or be placed on PTO if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.

j. Drug policies adopted and approved by Board, per individual departments, will supersede this policy.

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~~h. An employee may be required to submit to alcohol, drug, or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug, or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled substance free following treatment. Refusal to submit to testing will result in termination.~~

~~i. Employees using any prescription or over the counter drugs which might impair their work performance should notify their Department Head. At the option of the Department Head, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.~~

~~j. Drug policies adopted and approved by Board, per individual departments, will supersede this policy.~~

8.140 COMPLAINT PROCEDURES

The Board recognizes that sometimes situations may arise in which an employee feels that he has not been treated fairly or in accordance with Board rules and procedures. For this reason the Board provides its employees with the following procedures for resolving complaints. These procedures are not applicable to termination decisions or harassment complaints. Please refer to Section 1.040 Anti-Harassment for procedures to report harassment complaints.

- a. An employee should first try to resolve any problem or complaint with the supervisor within ten (10) calendar days of occurrence.
- b. When the employee and the supervisor have not resolved the problem, the employee shall submit the problem in writing to the Department Head. The written complaint should be filed within fifteen (15) calendar days of the occurrence. The written complaint must contain, at a minimum:
 - ~~1-2.~~ A description of the problem;
 - ~~2-3.~~ A specific policy or procedure which the employee believes has been violated or misapplied;
 - ~~3-4.~~ The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;

4.5. The remedy sought by the employee to resolve the complaint;

- c. After meeting with the parties involved, the Department Head will respond to the employee in writing regarding the efforts to resolve the complaint, stating the issues that have been resolved, and any unresolved issues. The response will be within ten (10) calendar days after the Department Head's receipt of the employee's written complaint.
- d. If the employee is not satisfied with the response from the Department Head, the employee shall submit all documentation and a signed written statement supporting the complaint to the Division Director, within three (3) calendar days of receiving the Department Head's response. The appeal will be limited to the matters contained in the original complaint.
- e. After investigation, the Division Director will respond to the employee in writing regarding efforts to resolve the complaint, stating issues that have been resolved and any unresolved issues. The response will be within ten (10) calendar days after receiving the documentation. If the employee is not satisfied with the response from the Division Director, the employee may resubmit all of the documentation to the County Administrator.
- f. The County Administrator may meet with the parties, either individually or together, and the County Administrator will respond in writing to the aggrieved employee within fifteen (15) calendar days of receiving the documentation from the employee.
- g. If the employee is not satisfied with the response from the County Administrator, the employee may file a written appeal to the Board within three (3) calendar days of receiving the County Administrator's response. After receipt of appeal, the Board shall consider the appeal at the next regularly scheduled board meeting. The action of the Board shall be final. The Board will not conduct a hearing covering any appeal. Rather, the ~~discussion~~-decision of the Board will be based upon a review of all documentation submitted to it.

SECTION 9 - DISCIPLINE AND TERMINATION

9.010 DISCIPLINE

- a. All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of Sumter County.
- b. Acts, errors, or omissions which discredit public service or impair the provision of orderly services to the citizens of Sumter County may result in discipline, including termination.
- c. The following are examples of the types of behavior that may result in discipline, including termination:
 1. Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances;
 2. Insubordination;
 3. Absence from work without first notifying and securing permission from the supervisor;
 4. Habitual absences or tardiness for any reason;
 5. Unsatisfactory job performance;
 6. Conviction of a felony or a misdemeanor involving moral turpitude;
 7. Acceptance of fees, gratuities, or other valuable items in the performance of the employee's official duties for the Board;
 8. Inability, refusal, or failure to perform the duties of the assigned job;
 9. Threatening citizens, co-workers or supervisors with violence;
 10. Violation of duties, safety rules, or rules imposed by this Manual or by any other Board rule, regulation, or administrative order;
 11. Failure to return required Family and Medical Leave [Act](#) forms;
 12. Failure to attend mandatory training;
 13. Using or disclosing protected health information in the violation of Sumter County's Privacy Policy regarding the Health Insurance Portability and Accountability Act or otherwise violating the Privacy Policy.

This list is not all-inclusive, but only serves as a general guide. Employees may be disciplined for other reasons not stated above. Employment remains at will despite this list.

- d. The Division Director has full discretion and authority to approve disciplinary actions short of suspension, demotion and termination. Employees are not entitled to prior notice before disciplinary action is taken. The County Administrator or the employee shall be free to terminate the employment relationship at any time, for any reason. No complaint can be filed regarding a termination decision. Employment remains at will at all times and there is to be no expectation of continued employment.
- e. In the event that discipline is necessary, the goal will be to follow progressive disciplinary actions. The following types of disciplinary actions may be used:
 - 1. Counseling. Counseling is a discussion between the employee and the supervisor whenever the supervisor notices that an employee is failing to adhere to the County's official or expected conduct standards. Counseling is a measure utilized by a supervisor to correct an employee's inappropriate conduct with the objective that the conduct will not be repeated and that disciplinary action will not become necessary. Counseling shall not be considered disciplinary action for the purposes of progressive disciplinary action, nor does counseling preclude a later decision to impose discipline.
 - 2. Oral Warning. An oral warning is a session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the Board by changing the employee's conduct, attitude, habits, or work methods. Following the session the supervisor shall document the oral warning.
 - 3. Reprimand. A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's personnel file.
 - 4. Suspension. A paid or unpaid suspension is a temporary absence from duty, which may be imposed by the County Administrator as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action which is made part of the employee's permanent record.
 - 5. Demotions. The County Administrator may reduce the salary of an employee or demote the employee to a lower grade for significant misconduct or repeated lesser infractions. A written statement of the reasons for any such action will be furnished to the employee and a copy placed in the employee's personnel file.
 - 6. Termination. Employees may be terminated by the County Administrator or otherwise disciplined without cause and without following any progressive disciplinary process.

9.020 TERMINATION

a. An employee may be terminated by the County Administrator from Board employment at any time, including but not limited to:

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1. a. During or at the end of the employee's introductory period;

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2. b. As a result of disciplinary action;

3. c. Due to loss of skills, certifications, job requirements, or other conditions which would make the employee unfit for service;

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4. d. When the Board or County Administrator has made a determination that a lack of work or funding exists with respect to the employee's position;

5. e. If the employee has a physical or mental impairment that prevents the employee from performing the essential functions of the employee's position and the employee cannot be reasonably accommodated. Termination must be supported by medical evidence, which establishes that the individual is unable to perform essential job functions and job requirements. The Board may require an examination, at its expense, performed by a physician of its choice. Failure to submit to such a request may result in termination.

6. f. Whenever the County Administrator determines to make changes deemed to be in the best interest of the County.

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This list is not all-inclusive, but only serves as a general guide. Termination may result from other reasons not specified above, or for no reason.

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9.030 REDUCTION IN FORCE

- a. The Board or County Administrator may initiate a reduction in force due to lack of work, budgetary restraints, or other changes that have taken place.
- b. Temporary employees or employees who have not completed their Introductory Period will be impacted before regular employees are affected.
- c. In determining who is to be included in a reduction in force, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.

9.040 RESIGNATION

Customary notice of resignation is a minimum of:

- 1)a. Employees - two (2) weeks,
- 2)b. Department Head – three (3) weeks,
- 3)c. Division Director – four (4) weeks.

The County Administrator or designee has the right to waive the customary minimum resignation requirement.

9.050 DEATH

Upon the death of an employee, all compensation, accumulated leave, and all other benefits due shall be paid to the surviving spouse or the estate of the employee.

SECTION 10 - SAFETY POLICY

10.010 SAFETY POLICY

The Board considers no phase of operations or administration as being of greater importance than accident prevention. It is the policy of the Board to provide and maintain safe methods and work practices at all times.

- a. Job safety is the responsibility of each employee. Job safety requires applying common sense to a situation. Use good common sense and stay alert on the job at all times.
- b. All injuries, no matter how slight, must be reported to your supervisor immediately.
- c. Submitting false or fraudulent information when reporting an injury is a felony crime and will result in dismissal and denial of medical wage loss benefits.
- d. Employees under the influence of illegal drugs or alcohol on the job will be subject to immediate discharge. Employees taking medication (prescribed or over-the-counter) that might impair job performance shall advise the supervisor prior to the start of the shift.
- e. Report any unsafe condition to your supervisor immediately, regardless of whether the unsafe condition directly affects you.
- f. If at any time you are not sure of how to perform the job you have been asked to do: **STOP AND CHECK WITH YOUR SUPERVISOR.** This is for your safety and the safety of your fellow workers.
- g. Do not start or operate any equipment without the proper authority and safety instruction. Never operate a piece of equipment when guards or other safety devices are not in place.
- h. Do not attempt to repair or tamper with equipment that is not working properly. Report the condition to your supervisor immediately.
- i. Any employee who is furnished safety equipment will be required to use such equipment while doing the work for which the equipment was furnished.
- j. Good housekeeping practices should be followed at all times. Housekeeping includes clean tools, dry floors, neat work areas, and properly arranged materials.
- k. Use the correct method of lifting objects. Lift with your legs, not your back. If a load is too heavy or awkward, ask for assistance.
- l. All electrical power tools and cords must have an operational third wire positive ground. Electrical tools and cords without positive grounding should not be used. Double insulated tools must be so marked.
- m. Do not use flammable liquids, toxic materials, chemicals, or acids, unless authorized and instructed in the proper procedure.

- n. Do not smoke in areas that are not specifically designated as smoking areas.
- o. All employees who drive or are passengers while on Board business must wear their seat belts at all times.
- p. Obey all safety and warning signs at all times.

All Board employees are expected to devote serious attention to making safety an integral part of their daily work activities. Safety shall be a constant concern of everyone.

SECTION 11 - DEFINITIONS

SECTION 11 - DEFINITIONS

11.010 DEFINITIONS

- a. **At-Will Employment:** Either the employer or the employee is free to terminate the employment relationship at any time for any reason, without prior notice.
- b. **Classified Service:** County employees in full or part time service are those covered by the provisions of the job classification pay plan and to which are extended all the benefits and assurances included in these regulations.
- c. **COBRA:** Consolidated Omnibus Budget Reconciliation Act
- d. **County Employees:** All County service employees including those positions and departments funded either wholly or in part by state or federal funds.
- e. **County Government System:** All departments of the Board, Clerk of Circuit Court, Supervisor of Elections, Tax Collector, Property Appraiser, and Sheriff.
- f. **Department Head:** An employee who has responsibility for directing one or more departments.
- g. **Division Director:** An employee who has responsibility for directing multiple departments with assigned department heads.
- h. **Immediate Family:** An employee's current spouse, parents, children, brothers, sisters, grandchildren, grandparents, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, spouse's grandparents, spouse's children, grandchildren, grandparents, or any relative who is a permanent resident in the employee's home or for whom the employee has specific legal responsibility.
- i. **Leave:** An authorized absence from regularly scheduled work hours.
- j. **Non-classified Service:** Consists of those persons who perform services for or represent the county in any capacity. These individuals are expected to abide by the restrictions and prohibitions as set forth herein, in the same manner applicable to classified county employees. Includes, but is not limited to, categories such as:
 - 1. Elected officials;
 - 2. Members of appointive boards;
 - 3. Temporary employees;
 - 4. Volunteer unpaid personnel;
 - 5. Outside contractors and sub-contractors;
 - 6. Professional consultants.

- k. **On-Call Positions:** A temporary employee who is called to work unexpectedly for brief periods and whose employment ceases when the work is completed. (If employees have a work schedule and work consistently month after month, they are considered to be regular employees and should be enrolled in the FRS from their date of employment.)
- l. **Regular Full-time Employee:** An employee who has completed the introductory period and who regularly works a minimum of forty (40) hours a week on a continuing basis, in an established position.
- m. **Regular Part-time Employee:** An employee, in an established position who works less than twenty-nine (29) hours a week on a continuing basis.
- n. **Relatives:** With respect to "Public Official", means an individual who is related to a public official 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.
- o. **Retirement:** Regulations governing retirement practices for employees conform to state and federal regulations and comply with the Florida Retirement System, Social Security benefits and State Retirement benefits.
- p. **Senior Management** – The County Administrator, Division Directors and Assistant Directors.
- q. **Student Employee Positions:** An employee who is a bona fide student in an accredited educational or vocational program who performs service for a public employer in a temporary position set aside strictly for students. The position cannot be filled by anyone other than a student.
- r. **Temporary Emergency Positions:** Positions established on a temporary basis as a result of a state of emergency as declared by the Governor because of a disaster caused by destructive storms, winds, floods, fires, earthquakes, freezes, or other similar emergencies.
- s. **Temporary Employees:** Temporary employees are defined as those employees who hold jobs of limited duration arising out of special projects, abnormal workloads or emergencies. Temporary employees are not eligible for Board benefits. These positions are referred to as "OPS" positions.

11.010—DEFINITIONS

- a. **At-Will Employment:** Either the employer or the employee is free to terminate the employment relationship at any time for any reason, without prior notice.

- b. ~~**Classified Service:** County employees in full or part time service are those covered by the provisions of the job classification pay plan and to which are extended all the benefits and assurances included in these regulations.~~
- c. ~~**COBRA:** Consolidated Omnibus Budget Reconciliation Act~~
- d. ~~**County Employees:** All County service employees including those positions and departments funded either wholly or in part by state or federal funds.~~
- e. ~~**County Government System:** All departments of the Board, Clerk of Circuit Court, Supervisor of Elections, Tax Collector, Property Appraiser, and Sheriff.~~
- f. ~~**Department Head:** An employee who has responsibility for directing one or more departments.~~
- g. ~~**Division Director:** An employee who has responsibility for directing multiple departments with assigned department heads.~~
- h. ~~**Immediate Family:** An employee's current spouse, parents, children, brothers, sisters, grandchildren, grandparents, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, spouse's grandparents, spouse's children, grandchildren, grandparents, or any relative who is a permanent resident in the employee's home or for whom the employee has specific legal responsibility.~~
- i. ~~**Leave:** An authorized absence from regularly scheduled work hours.~~
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 - 2. ~~Members of appointive boards;~~
 - 3. ~~Temporary employees;~~
 - 4. ~~Volunteer unpaid personnel;~~
 - 5. ~~Outside contractors and sub-contractors;~~
 - 6. ~~Professional consultants.~~
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- ~~n. **Relatives:**—With respect to “Public Official”, means an individual who is related to a public official 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.~~
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**Sumter County
Board of County Commissioners
Cell Phone Policy**

Introduction

This document outlines the policies and procedures of the Sumter County Board of County Commissioners (BOCC) regarding the purchase, assignment, and use of cell phones.

Policy Statement

Use of cell phones by the Board and County employees is appropriate in certain circumstances. This usage is intended for County business purposes. Cell phones should not be used when a less costly alternative is safe, convenient, effective, and readily available. Compliance with this policy is the responsibility of all County employees who are assigned cell phones to perform their duties. Division Directors and Department Heads are responsible for administering adequate controls to ensure compliance with this policy and reserve the right to monitor the use of all county owned cell phones. Sumter County employees using cell phones inappropriately or in conflict with this policy are subject to appropriate disciplinary action, as outlined in the Sumter County Employee Manual.

Cell Phone Services

Sumter County Division Directors or designee in conjunction with the Financial Services Department will search for best plan, features, and rates available through prospective vendors. The County reserves the right to change vendors and/or plans to best benefit the County.

The BOCC, in order to meet its business needs while remaining in compliance with IRS regulations, instituted the following standard with one option for cell phone service:

Standard. Employee is provided a cell phone for "Business Use Only". No personal use is allowed. The Employee must review and sign the bill confirming all calls are "Business Use Only". It will be the Supervisor's responsibility to audit the bill and ensure that only business calls were made. Non-compliance can result in disciplinary action.

Option 1. Employee purchases their own cell phone and receives a taxable supplement in an amount not to exceed \$50.00 per month to defray some of the cost. The supplement is determined by the expense the County would bear under the standard based on a bundled rate plan, up to the maximum supplement amount of \$50.00 per month. The cell phone must be compatible with the County provided cell phones, include features and services required for the Employee's position, and must be approved by the Division Director.

The Employee is subject to the Standard unless the Division Director determines that Option 1 is in the best interest (financial or operational) of the County.

Rate Plans

Cell phone service providers offer a variety of rate plans structured to reduce charges for large volume cell phone use. For the purposes of this policy, a bundled rate plan means a plan that charges a flat rate for the base cost of cell phone service with a specified number of minutes of cell phone use. When determining the appropriate plan for each cell phone, a minimum three-month billing history is recommended for review prior to modifying a rate plan.

Justification

Assignment of a cell phone may be justified if:

- Functions of the job require that staff is contactable at anytime, and no other communications means is readily available.
- Staff requires remote communications to enhance safety.
- Productivity can improve through use of mobile communications.

Payment

Under the Standard, Employees are responsible to reimburse the County all costs related to billable personal calls, as outlined in the reimbursement section to the policy. The Supervisor shall monitor individual accounts and be responsible for auditing the bill for staff's personal billable calls. Employees must remit payment to County Finance within seven (7) business days of receipt of any invoice.

Under Option 1, Employees are not required to reimburse the County for personal calls, since the Employee personally owns the cell phone and service.

Usage

Cell phones are provided for the purpose of safety and greater efficiency. The County expects appropriate and responsible use.

The following are some examples of unauthorized uses of County cell phone services:

- Any call, which could reasonably be made from a standard telephone or other electronic communication that is available at a lesser cost.
- Any personal call unless made in error or in case of emergency.
- Any call made in relation to an employee's personal business enterprise.
- Any call for the purpose of personal entertainment, such as 900 numbers or movie links.
- Any call of unreasonable duration.

Radio and direct connect should be used whenever practical and use is consistent with professional protocols.

Division Directors and supervisors are responsible for confirming that employees comply with the intent of this policy and any additional policy restrictions imposed by the Division.

Any conduct, which violates this policy, may result in disciplinary action up to and including dismissal.

Employee Services Responsibilities:

- Communicate the content of this policy to all employees

Departments/Divisions Management Responsibilities

The individual Departments/Division are responsible to:

- Enforce this policy in their areas of responsibility.

- Collect cell phones from employees when job responsibilities change or the Employee leaves County service. Cell phones no longer needed for business purposes should be returned to Division Director who will forward a request to County Administration for deactivation.
- Annual accounting audit of monthly calls made to insure proper bundled minute plan is in effect according to business call usage.
- Collect, review, and remit completed invoices to County Finance for payment within seven (7) business days of receipt of the invoices.

Sumter County BOCC employees are responsible to:

- Use business etiquette when speaking on the cell phone.
- Reimburse Sumter County BOCC for all personal calls.
- Monitor monthly cell phone minute usage.
- Report any misuse or loss of cell phones to their Supervisor, Department Head or Division Director as soon as possible.
- Upon separation of employment, return cell phone and all accessories in accordance with procedures outlined in the Sumter County Employee Manual.

Cell Phone Use While Driving

Employees may have access to cell phones while driving vehicles and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are strongly encouraged to safely pull off the road and come to a complete stop before dialing or talking on the phone.

Employees who are cell phone users and are assigned to positions that require them to drive routinely will be provided with a “hands-free” device for use while the vehicle is in motion and they are not able or it is not practical to pull off the road and stop for a call.

In the event an Employee driving a vehicle while representing the County is involved in a traffic accident or other traffic violation and it is determined that cell phone usage was a determining factor in such incident, that Employee may be subject to disciplinary action as provided in the Employee Manual.

Lost or Stolen Equipment

It is the responsibility of the Employee to safeguard all County issued equipment, including cell phones. However, under appropriate circumstances and with Division Director approval, a lost or damaged cell phone may be replaced at the Department’s expense. Employees found at fault for lost, stolen or damaged cell phones may be responsible for reimbursement to the County. Employees will not be charged for stolen airtime if the theft is immediately reported to their Department Head.

Policy Awareness

Employee Services will provide a copy of the Cell Phone Policy to all employees.

Department Heads will provide a copy of the Cell Phone Service Application to all employees issued a cell phone. Employees will sign and return a receipt sheet that they have read, understand, and agree with the policy as defined.

Reimbursement to County for Personal Calls Made

Standard Option

Personal and/or non-county related calls are prohibited. When a call is made in error or because of an emergency situation, the Employee will identify the call on the billing statement and will immediately reimburse the County for the call or calls. The personal and/or non-county related calls will be identified on the face of the billing statement.

Reimbursement will be made to the County in the exact amount of the cost for the personal and/or non-county related calls made payable to the Sumter County Board of County Commissioners based on the rate per minute charged. A reimbursement rate of \$0.10 per minute is used for calls made on a Bundled Rate Plan,

If personal calls and/or non-county related calls are consistently made and deemed to be in violation of this policy, the Employee may be subject to disciplinary action.

Option 1

No reimbursement to the County is expected for Employees using the Option 1 plan because the cell phone and service belong to the Employee.

Reimbursement procedures are as follows:

- 1. Employees must identify and reimburse all personal and/or non-county related calls within seven (7) business days of receipt of a copy of the invoice of each billing cycle. All personal and/or non-county related calls must be highlighted on each invoice and signed by the Employee then returned with payment to the County Finance Department within seven (7) business days of receipt of the invoice.*
- 2. The exact amount of a check or cash payment must accompany the invoice when remitted to County Finance. Checks should be made payable to the Sumter County Board of County Commissioners.*
- 3. Failure to fully comply with the Reimbursement Procedures may result in the suspension or deactivation of the cellular account, and subject the Employee to disciplinary action in accordance with the Sumter County Employee Manual.*

Employee-owned Cell Phones

Employees who are approved to utilize Option 1 for County cell phone service will receive a taxable supplement in an amount not to exceed \$50.00 per month to defray some of the cost. The supplement is determined by the expense the County would bear under the Standard with a Bundled Rate Plan, up to the maximum amount of \$50.00 per month. The cell phone must be compatible with the County provided cell phones, include features and services required for the Employee's position, and must be approved by the Division Director.

**Sumter County Board of County Commissioners
Cell Phone Services Application**

It is in the best interest of the Sumter County Board of County Commissioners (BOCC) for you to be provided access to a cell phone or other mobile communication device. The purpose is to improve employee productivity and organizational efficiencies, enhance routine business communication, and help coordinate and communicate emergencies. Only employees who have a demonstrable business need shall be provided any such service and must be approved by the immediate Supervisor, Department Head, Division Head, or Administrator.

Mobile communication devices include all wireless communication devices that have the ability to communicate to those outside of specific governmental agencies. They may include, but are not limited to cell phones and wireless internet or electronic mail access devices.

The following factors shall be considered before the approval of mobile communication services that will incur a BOCC expense:

1. Suitable, more cost-efficient means of communication not readily available;
2. Significance of time the individual is away from regular telephone or network access (Moving vehicle use should be in **non-hazardous driving situations only**);
3. Importance of job communication to routine job responsibilities;
4. Responsibility levels in emergency situation(s);
5. Expectation of significant communication needs during non-office times.

It is understood that some responsibilities and situations require enhanced communication. However, these are business communication devices for business purposes as outlined above. **All documentation, including phone bills, are public documents.** Internal Revenue Service regulations require any provision for personal use of such services, be considered an employee benefit and thus taxable. The BOCC, in order to meet its business needs while remaining in compliance with IRS regulations, formulated the following standard with one option for agreement:

- Standard. Employee is provided a cell phone for "Business Use Only". No personal use is allowed. The Employee must review and sign the bill confirming all calls are "Business Use Only". It will be the Supervisor's responsibility to audit the bill and ensure that only business calls were made. Non-compliance can result in disciplinary action.
- Option 1. Employee purchases their own cell phone and receives a taxable supplement in an amount not to exceed \$50.00 per month to defray some of the cost. The supplement is determined by the expense the County would bear under the standard based on a bundled rate plan, up to the maximum supplement amount of \$50.00 per month. The cell phone must be compatible with the County provided cell phones, include features and services required for the Employee's position, and must be approved by the Division Director.

The Employee will be subject to the Standard unless the Division Director determines that Option 1 is in the best interest (financial or operational) of the County. The provision of such service or cost defrayment is optional and may be cancelled at any time due to abuse, budget restrictions, or as otherwise determined by the Division Director or County Administrator.

Terms of this agreement are as stated above and as follows:

- Employee and their Supervisor are responsible for invoice review and reconciliation.
- The most cost effective plan will be selected and service reimbursements may be cancelled without notice.
- **Billing statements for BOCC provided services are public records and may be reviewed or audited at any time. This includes billing statements for employee owned cell phones used for County business.**

- BOCC owned device loss or abuse may result in the individual reimbursing the BOCC at prevailing cost.
- Good judgment is required and illegal or unethical use will be grounds for disciplinary action.
- Employees provided such services partially to provide access during non-working hours, will routinely check and return communications as needed.
- Ongoing failure to meet this requirement may result in loss of reimbursement or services.
- All personal devices receiving a supplement must be assigned within the 352 area code with local calling access from Sumter County.

I have read, understand and agree to be responsible for, and abide by the rules and regulations contained in this Acceptable Use Policy.

Telephone number for the device(s): _____

Service agreement selected: (circle one) Funding source: (Project # or General Fund and Cost Center)	Standard	Option 1	If option 1 selected, insert supplement amount, not to exceed \$50.00: _____

Employee Name: (Print)	_____	
Employee Signature:	_____	Date: _____
Supervisor's Signature:	_____	Date: _____
Department Head Signature:	_____	Date: _____
Division Director or County Administrator Signature:	_____	Date: _____

SOCIAL MEDIA ACCEPTABLE USE POLICY

PURPOSE: The Board of County Commissioners views social media and networking sites as powerful tools. This policy provides employees with a set of guidelines for appropriate online conduct to avoid the misuse of this communication medium.

Social media can take many different forms, including internet forums, blogs and microblogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, and music-sharing to name just a few. Examples of social media applications are LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Second Life, Yahoo groups, Wordpress, ZoomInfo, etc.

Use of personal social networking sites during business hours, using both County supplied equipment (i.e. computers, cell phones, etc.) or personal equipment (i.e. computers, cell phones, etc.) is prohibited; as such activity interferes with productivity and can degrade the performance of the County's network.

Use of a social networking site for business purposes must be approved by the County Administrator. When you are participating in social networking where you identify yourself as a Board of County Commissioner (BOCC) employee you are representing yourselves both personally and as a BOCC employee and therefore the following procedure shall be followed:

PROCEDURE:

- If you are posting to personal networking sites and are speaking about job related content or about the BOCC, identify yourself as a BOCC employee and use a disclaimer and make it clear that these views are not reflective of the views of the BOCC. *"The opinions expressed on this site are my own and do not necessarily represent the views of the Board of Sumter County Commissioners."*
- Do not post any financial, confidential, sensitive or proprietary information about the BOCC or any of our contractors, vendors, customers, or other employees.
- Speak respectfully about our current, former and potential customers, contractors, vendors, and employees. Do not engage in name-calling or behavior that will reflect negatively on you or the BOCC's reputation.
- Beware of comments that could reflect poorly on you and the BOCC. Social media sites are not the forum for venting personal complaints about managers, supervisors, co-workers, or the BOCC.
- As a BOCC employee, be aware that you are responsible for the content you post and the Internet is immediate and nothing posted is ever truly private nor does it expire.
- If you see unfavorable opinions, negative comments or criticism about yourself or the BOCC, do not try to have the post removed or send a written reply that will escalate the situation. Forward the information to Employee Services.
- Do not post obscenities, slurs or personal attacks that can damage both your reputation as well as the BOCC's.

- Do not infringe on copyrights or trademarks. Do not use images without permission and remember to cite where you saw information if it is not your own thoughts.
- Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed.
- If contacted by the media refer them to your Division Director or the County Administrator.

The Board of Sumter County Commissioners may monitor content on the web and reserves the right to remove posts on County maintained sites that violate this policy. Users who violate this Policy may be subject to discipline, up to and including termination of employment. If you have any questions regarding this policy or a specific posting on the web, please contact Employee Services.

Board of Sumter County Commissioners

Vehicle Use Policy

SECTION I: GENERAL

The Board of Sumter County Commissioners (Board) vehicles are easily identified and have high exposure; therefore, they present an image of County government to the citizens we serve. The Board vehicle drivers have an important influence upon good or bad public relations with other

motorists, pedestrians, and the general public. Courteous and considerate driving habits combined with the application of defensive driving principles prevent accidents and build good public relations.

This policy is intended to provide standard guidelines for all departments. Departments having special services or requirements, which are not covered in this policy, may develop policies for areas not covered by the Board policy. Department policies must be approved by the County Administrator. When a Division/Department policy conflicts with the Board policy, the Board policy will prevail.

Departments that fall under the jurisdiction of State or Federal guidelines, including drug and alcohol testing requirements of the Federal Highway Administration and the Federal Transit Administration, shall comply fully with all applicable requirements.

SECTION II: PURPOSE

It is the intent of this policy to provide general guidelines for the proper use, maintenance and treatment of Board owned, controlled, or rented vehicles. This policy addresses County vehicles that Board, Elected Officials, County Extension, and Department of Health employees use as part of the general duties and responsibilities of their office in addition to the use of personal vehicles for County related business.

SECTION III: POLICY

It is the policy of the Board to have written procedures in accordance with applicable state statutes, Board policy and Internal Revenue regulations regarding the utilization, documentation, and federal income tax reporting of the use of County vehicles by authorized personnel.

SECTION IV: DEFINITIONS

Permanent Overnight Vehicle Assignment - A vehicle assigned to an employee that may be driven to and from the employee's home and work site. Vehicles under this assignment are subject to Internal Revenue Service Regulations and Fringe Benefit Tax Requirements.

Temporary Overnight Vehicle Assignment - A vehicle assigned to an employee on an occasional or infrequent basis to meet a job requirement or "on call" duty need, which would be driven to and from the employee's home base. Vehicles under this assignment are subject to Internal Revenue Service Regulations and Fringe Benefit Tax Requirements.

Primary Work Site - That location where an employee routinely reports to begin the workday.

Specially Equipped Vehicle - Any vehicle that has specialized equipment or identification affixed to the vehicle in which the equipment carried is necessary in an "on call" situation.

Limited Use Assignment - These vehicles are used by employees to conduct official County business during regular working hours and may not be driven to an employee's home unless:

- The employee is departing upon, or returning from an official trip away from his/her headquarters under circumstances that make it impractical to use other means of transportation.
- The employee needs the use of the vehicle after completion of the regular workday to conduct County business on the same day or before his/her usual working hours on the next day.
- It is determined that for the security of the vehicle and its contents, the vehicle should be kept at the employee's home during non-work hours.

SECTION V: CRITERIA FOR OVERNIGHT VEHICLE ASSIGNMENT

1. An overnight vehicle assignment shall be made only when it is found to contribute to the efficiency and effectiveness of County Government, be cost effective, or be in the best interest to the citizens of Sumter County.
2. Overnight vehicle assignment will be considered and evaluated on an individual basis. Application for Permanent Overnight Vehicle Assignment shall be evaluated by the County Administrator. Completed applications should be forwarded to Employee Services. This assignment will be reconsidered annually. (See attachment B)
3. Recognizing that some professional positions may require the furnishing of a vehicle on a 24 hour basis, the County Administrator may authorize such action.
4. Factors to be considered in determining if basis exists for an employee, other than a Division/Department Head, to receive an overnight vehicle assignment:
 - a. The nature and function of the Division/Department requires that employee(s) respond in a timely manner on a 7 day, 24 hour basis.
 - b. 24 hour call out, where the driver/employee may be required to respond to a location other than his/her normal duty station, and where special tools, materials, or supplies are required for or associated with the job.
 - c. If an employee does not qualify for Permanent Overnight Vehicle Assignment, they can be considered for Temporary Overnight Vehicle Assignment on an as needed basis.
5. Temporary Overnight Vehicle Assignment is granted by the Division/Department Head on an as needed basis but shall not exceed three consecutive days without authorization by the County Administrator.
6. During temporary or permanent overnight vehicle assignment, the vehicle shall remain in Sumter County.

SECTION VI: INTERNAL REVENUE TAXING REQUIREMENTS

1. Employees who commute in County vehicles will have fringe benefits added to wages in accordance with IRS regulations.
2. Employees assigned an overnight vehicle will not be assessed the fringe benefit provided they operate a vehicle included on IRS Publication 535 as amended.
3. Each employee assigned a Permanent Overnight Vehicle Assignment or a Temporary Overnight Vehicle Assignment shall keep a record of mileage including a breakdown of commuting mileage and work related mileage based on a trip log.

SECTION VII: AUTHORIZED USERS

1. Only those persons possessing a valid Florida Operator's License for the type of vehicle to be operated and approved by the County's fleet insurance carrier shall be permitted to drive a County vehicle.
2. No person shall become or remain a designated operator who has:
 - a. Within the past three years, received more than two major (4 point) violations;
 - b. Within the past three years, received more than 4 violations of any kind;
 - c. Within the past five years, been convicted of, or pled no contest to, any alcohol or drug related offense, or refusal to submit to a breath/urine/blood test;
 - d. Failed to carry/maintain the minimum limits of personal vehicle liability insurance in accordance with Florida Statutes.
3. Anytime an employee receives a driving violation, he/she should notify their supervisor as soon as possible.
4. Florida State law requires that the operator of any vehicle must possess a valid State of Florida Drivers License for the class of vehicle being operated. Any State restriction placed on an operator's license shall be strictly enforced. Prior to the operation of any vehicle, the operator's supervisor is responsible for verifying that the operator has the requisite license to operate it.
5. Before a vehicle can be loaned to an employee of a Board Department, Elected Official Office, County Extension Office, or Department of Health a copy of the employee's driver's license should be obtained and verification that the employee is an authorized driver should be received from Employee Services.
6. The revocation of the license of the operator immediately disqualifies that individual from any further vehicle operation until the license is restored. Should a driver have his license suspended or revoked, he shall report it immediately to the

Division/Department Head and he shall not operate any vehicle until the license is restored. The Division/Department Heads shall ensure that drivers are qualified and have the proper license to operate the assigned vehicle.

7. A check of the driving record of each driver authorized to operate a County vehicle will be requested of the Employee Services Department, and a copy will be placed in the driver's personnel file.
8. In no case shall an individual who is not an employee or authorized volunteer of the Board, Elected Official, County Extension, or Department of Health be allowed to operate a County vehicle.

SECTION VIII: REMOVAL OF OPERATING PRIVILEGES

The Board of County Commissioners, County Administrator, Employee Services or Division/Department Head may, for just cause, and/or for any of the following specific reasons, revoke or suspend operating privileges at any time in addition to possible disciplinary action up to and including termination of employment.

- Misuse of Board equipment;
- Failure to follow operating regulations;
- Allowing unauthorized persons to operate equipment or vehicles;
- Unsatisfactory motor vehicle record;
- Transportation of unauthorized passengers in County vehicles;
- Failure to maintain a valid State of Florida driver's license;
- Failure to carry/maintain minimum limits of personal vehicle liability insurance in accordance with Florida Statutes.

SECTION IX: AUTHORIZED PURPOSES

County vehicles must be used for purposes of carrying out normal County business functions. County vehicles shall not be used for personal purposes. Official business shall include normal day-to-day activities such as meetings, conferences, seminars, court cases and training sessions.

The following guidelines shall be adhered to when operating a County vehicle:

1. Vehicles shall be operated in accordance with the Motor Vehicle Regulations of the State of Florida and the Traffic Rules and Regulations of Sumter County.

~~2. The County Administrator, Board of County Commissioners, or designee shall approve trips outside the State of Florida and/or those lasting overnight.~~

~~3.2.~~ No County-owned vehicle will be used for out of state travel. If out of state travel is necessary, a rental vehicle or other means of transportation will be used.

4.3. Privately owned vehicles or rental cars will only be used when County vehicles are unavailable or when approved by the Division/Department Head.

5.4. No vehicle shall be operated outside the local area without the express approval (verbal or written) of the Division/Department Head. (For purposes of this document, the "Local Area" is defined as; Sumter, Lake, Marion, Citrus, Hernando, Pasco, Polk, and Hillsborough counties, and the Orlando area.) Division/Department Heads do not need prior approval unless they are traveling out of state or overnight except when per diem is requested.

6.5. Prior approval shall be obtained from the County Administrator or Division Director using the Request for Prior Approval to Travel Form for all travel if per diem and/or travel reimbursement is to be requested.

7.6. Per Administrative Code 69I-42.006, a traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the County Administrator or Division Director. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions.

8.7. County Vehicles are to be used only for Official County Business. County Vehicles may be utilized for de minimis (minimal) personal use e.g.: lunch breaks or personal errands while in the performance of normal duties. It is not permissible to use a County vehicle for lunch breaks or personal errands when that is the sole purpose of the trip. Exceptions would be in cases where employees have permanent overnight vehicle assignment by the Board, and do not have a personal vehicle available, or special occasions e.g. group attending training. Other de minimis use must be approved by Division/Department Heads.

9.8. County vehicles shall be parked where designated by the Division/Department Head.

10.9. Division/Department Heads are responsible for ensuring that all employees under their supervision comply with all applicable procedures.

SECTION X: PASSENGERS

Passengers shall be permitted to ride in vehicles covered by this policy, provided that the passenger is a Board, Elected Official County Extension or Department of Health employee, or if a non-employee, has cause to be accompanying the driver and/or occupant(s) of the vehicle to a County authorized function or activity, such as a meeting, conference or seminar.

Revenue service vehicles transporting passengers for hire will ensure passengers are in compliance with all applicable procedures.

SECTION XI: PRIVATELY-OWNED VEHICLES (P.O.V. s):

1. The Board discourages the use of P.O.V.s. and should only be used when a County vehicle is not available or use is approved via an employment contract. However, use of P.O.V. s may be authorized by Division/Department Head for travel associated with official County business.
2. No P.O.V. shall be used for out of state travel. If out of state travel is necessary, a rental vehicle or other means of transportation will be used.
3. When a P.O.V. is needed to perform official County business, the employee shall be compensated at the reimbursement rate approved by the Board. Prior approval to travel must be received from the County Administrator or designee if reimbursement is to be requested.
4. When an employee operates a County vehicle or P.O.V. for County business or otherwise, the employee shall:
 - a. Have in their possession a valid State of Florida driver's license;
 - b. Carry/maintain the minimum limits of personal vehicle liability insurance in accordance with Florida Statutes.
5. P.O.V. s utilized for official County business shall be maintained to provide mechanically safe operation.
6. P.O.V. s when utilized for official business shall be operated in strict compliance with all laws which apply to motor vehicles in the State of Florida, or other applicable jurisdictions, including the use of seat belts.
7. When a P.O.V. is involved in an accident during the course of County business performed by the employee the following shall occur:
 - a. A Quick Response Form, Vehicle Accident Form and a Supervisor's Investigation Report shall be completed as specified for each form. Along with the noted forms, the employee must also submit proof of personal auto liability insurance.
 - b. The Division/Department Head shall review all reports, statements, and memos pertaining to the incident, and add any comments to the Supervisor's Investigation Report as needed. Once complete, all reports should be forwarded to the Employee Services Department within 24 hours after the incident.
 - c. In the event of P.O.V. damage, the Board will cover the cost of the damage not otherwise reimbursed by the employee's insurance provider and not to

exceed \$500.00. This will not apply if a County vehicle was available and not utilized.

SECTION XII: RESPONSIBILITIES:

Employee Services Responsibilities:

1. Conduct a driver's license survey prior to allowing a new employee to operate a motor vehicle on official business.
2. Conduct a driver's license survey semi-annually on all employees who may operate a Board or P.O.V. on official County business.
3. Review and track all vehicle related Accident/Incident and Supervisor's Reports.
4. Monitor vehicle related accidents for trends and re-occurring incidents and/or offenders.
5. Coordinate training events/opportunities to reduce vehicle related liabilities.
6. Submit and follow-up on insurance claims/data with Insurance Carrier and/or Broker for Board as well as insurance carriers for private citizens when applicable.

Division/Department Head Responsibilities:

1. Ensure that all vehicle operators under his supervision who operate vehicles owned or furnished by the Board, Elected Official, County Extension or Department of Health are made aware of the contents of this policy.
2. Advise and assist all drivers under his supervision in the prompt correction of vehicle deficiencies, which are to be corrected by the contracted vendor.

Employee Responsibilities:

The following procedures are established to provide minimum uniform standards for all County employees to follow.

1. Each employee assigned to operate a County vehicle and/or equipment is responsible for performing a Pre-operational Vehicle Inspection of the vehicle or equipment assigned, to see that it is in safe working order before leaving for the day's work. Deficiencies should be reported immediately to the employee's Supervisor to determine if the vehicle is safe to drive. The inspection shall be performed using the

Board inspection sheet (Attachment A) at minimum. Departments may perform a more comprehensive inspection.

2. Division/Department Heads or designee shall periodically review vehicle inspections. These records must be kept for one year from the date of inspection.
3. Perform all safe-driving adjustments (seat, inside and outside mirrors, sitting position, and fasten seat belts for driver and all passengers) before putting the vehicle into gear.
4. County vehicle drivers/operators must possess a valid Florida Driver's License or Commercial Driver's License where required, must be thoroughly familiar with the state and local regulations governing motor vehicle and equipment operations, and must have such operator's or commercial license in their immediate possession at all times when operating a motor vehicle and shall display the same upon demand of proper law enforcement officials.
5. All County vehicles shall have insurance information, copy of registration, a Vehicle Incident/Accident Report and a Quick Response Accident Form in the glove box or conspicuous place. These forms can be obtained from the Employee Services Department.
6. Do not stop at any bar, tavern, or similar establishment when using a County vehicle. Consumption of alcohol or other intoxicating substances by an employee, including on-call employees, while engaged in official County business is strictly prohibited.
7. **Use of tobacco products are prohibited in County vehicles.**
8. Unauthorized firearms are prohibited in County vehicles.
9. The use of cell phones, without a hands-free device, while operating a vehicle/equipment should only be done while the vehicle/equipment is not in motion, in a parked position and not at a stop sign or red light. It is recommended to allow the voice mail feature to answer the call and then pull over and respond to the message at your earliest and safest opportunity utilizing a commercial parking lot or driveway leaving ample clearance for road traffic. Place the vehicle in park and activate the flashers. The use of cell phones, without a hands-free device, while a vehicle is in motion is restricted to calls placed or received that are deemed an emergency or absolutely vital to carry out business without further delay. The use of a hands-free device must be utilized whenever one is provided.
10. The use of cell phones or electronic devices (PDA, GPS, Blackberry, laptop, games, and digital music devices, IPODS, I-Pads, Kindles, etc.) while the vehicle or equipment is in motion is strictly prohibited.

11. All employees operating a motor vehicle for County business shall adhere to the following safety guidelines:

- a. All slow moving equipment operated in public rights-of-way shall be equipped with a triangular shaped reflecting sign and flashing lights in accordance with the State of Florida Motor Vehicle Code.
- b. Supplies transported in motor vehicles shall be secured in such a manner that they will not dislodge, fall out or shift forward during transit or sudden stops.
- c. Vehicle utility boxes, compartments and/or drawers shall be secured before the vehicle is driven.
- d. Never take drugs or strong medication before and/or while operating a vehicle. Drugs, illness, or extreme fatigue may affect one's ability to judge distances, speed, and driving conditions.
- e. All persons who drive or ride in County vehicles shall wear the installed seat belts.
- f. No more than three persons shall ride in the front seat of any vehicle. Persons shall not be transported in any vehicle unless safe seating and seatbelts are provided for each person.
- g. Except when working conditions require otherwise, parked vehicles shall have the motor stopped and emergency brakes set with shifter in "Park" if vehicle has automatic transmission or shall be left in gear if transmission is manual.
- h. When parking on a downgrade, turn the front wheels of the vehicle in the direction of the curb, so that the curb would act as a chock if the vehicle started to roll.
- i. Vehicles shall not be parked on the wrong side of the street facing traffic except in case of emergency, or behind properly placed "Work Zone" signs.
- j. Before exiting parking area, signal your intention and/or use proper directional signal before leaving the curb or roadside, and be sure no traffic is approaching from either direction.
- k. When backing a vehicle, be sure the way is clear. If necessary, get out of the vehicle and inspect the area to be backed into before backing.
- l. Back slowly and sound horn if audible reverse signal is not available.
- m. When backing a vehicle or equipment, with a load or body style that obstructs the driver's visibility, another employee should serve as a safety guide and direct the backing operation from outside the vehicle.
- n. Drivers shall be particularly alert when driving near children. Children must be kept from playing in or near County vehicles. While working in areas such as schools, parks, playgrounds, swimming pools, or community centers, drivers shall be especially watchful for children and shall drive carefully and slowly at all times.
- o. Stay within posted speed limits. Slow down when conditions warrant.
- p. Do not assume the right of way. The driver who has the last chance to avoid an accident may be the driver in the legal right. Don't insist on the right of way—yield or stop.

- q. Use the two second rule when following other vehicles so as to avoid tailgating. Stay two seconds behind vehicle ahead of you or one car length behind the vehicle ahead of you for every 10 miles per hour you are traveling.
- r. Signal intentions at least 100 feet in advance before changing lanes or directions. Avoid sudden braking.
- s. Turn on low beam headlights during dark periods of the day such as during rain and fog.
- t. When driving at night, headlights should be on from one-half hour before sunset until one-half hour after sunrise.
- u. Parking lights designate a vehicle is parked. Never drive with only the parking lights on.
- v. For added safety, utility vehicles, roadside mowers, and other mobile equipment should use flashers and safety warning lights, if so equipped, when alongside the road
- w. When fueling: Shut off the vehicle engine. Do not use electronic communications equipment when fueling. Do not smoke near fuel pumps. Keep the hose nozzle against the edge of filler pipe. To avoid spilling fuel, do not fill the tank too fast, and hold fuel handle while pumping fuel.
- x. Never exit a vehicle without first putting the vehicle in park and never leave a vehicle unattended while the motor is running. If leaving the vehicle put it in park; set the brake, turn off the lights, wipers, radio and close the windows, etc. Remove the keys, lock the doors, secure other areas of the vehicle as needed and take the keys with you.

12. Citations received by employees for traffic violations while operating County vehicles must be reported immediately to the Division Director and are the responsibility of the employee.

SECTION XIII: VEHICLE MAINTENANCE AND UPKEEP:

1. Fuel shall be obtained from the County fueling facility located in Bushnell for all County vehicles where practical. The Division/Department Head shall explicitly designate other sources.
2. Departments will schedule periodic maintenance in accordance with the manufacturer's maintenance manual.
3. Lubrication, oil changes, and other regular maintenance shall be obtained only from the source designated by the Division/Department Head.
4. The Division/Department Head shall issue a preventative maintenance checklist with every vehicle issued (attachment A minimum required). The checklist will list all of the preventative maintenance checks an operator shall perform on the assigned vehicle. The operator is responsible for making all preventative maintenance checks. Failure to do so could result in damage to the vehicle and disciplinary action against the employee.

5. The driver assigned a vehicle is responsible for maintaining the vehicle in a clean safe condition. Vehicles shall be washed and interiors cleaned in accordance with Division/Department policy.
6. The operator shall inspect the vehicle prior to operation to insure everything is working properly. If any item on the vehicle is malfunctioning or broken, the operator shall immediately notify the appropriate Division/Department representative of any and all maintenance or repairs required. If road service is required, the operator will be contacted by telephone or radio. Vehicles will not be operated in an unsafe condition.
7. Decals, bumper stickers, or any item not authorized by the Division/Department Head shall not be placed on any County vehicle at any time.
8. Official seals of the Board of Sumter County Commissioners, Elected Officials, County Extension or Department of Health shall be permanently or magnetically affixed to the front driver and passenger doors of all County vehicles.
9. Abuse or the improper use of County vehicles will not be tolerated. Any operator who abuses or improperly uses any County vehicle shall be disciplined in accordance with County policy.
10. Board, Elected Official, County Extension and Department of Health employees should exercise good judgment when parking County vehicles in public parking areas, so as not to create the perception that the County employee is using the closest or best parking space.

SECTION XIV: INCIDENTS INVOLVING COUNTY VEHICLES

The following procedures are established and shall be followed whenever a County vehicle is involved in an incident where County property or private property is damaged or destroyed.

Employee Procedures:

The driver of any County vehicle involved in an incident shall:

1. Radio home office or call 911 immediately if any of the following occur:
 - a. Another vehicle is involved;
 - b. Private property is involved;
 - c. Anyone is injured;
 - d. Damage to a County vehicle is significant that it could not be operated safely, or the damage to the vehicle or property is estimated to be \$500.00 or more;
2. Keep the scene and vehicle(s) intact, if possible, until law enforcement officer arrives.

3. Give only his name, address, driver's license number and the registration number of the County vehicle to any other party involved.
4. Volunteer no other information to anyone except the investigating officer, supervisor, or other appropriate County staff.
5. Notify his supervisor or designated safety representative of all incidents whether deemed significant or not.

Accident and Loss Investigation

1. Each motor vehicle, incident/accident involving a County employee or vehicle (County or privately owned), shall be subject to an investigation.
2. Each investigation shall be directed toward determining the cause or causes (direct or indirect) of the incident. Establishing personal responsibility and preventative measures that may eliminate or deter similar incidents in the future is of utmost importance.
3. A thorough investigation of every incident immediately after its occurrence will make possible the following.
 - a. Dissemination of information to personnel on how to best avoid each particular type of incident or loss.
 - b. Provision of basic information from which safer practices and work surroundings may be developed and provided to employees.
4. When a Board, Elected Official, County Extension or Department of Health employee is involved in a vehicle accident while on duty or driving a County vehicle, the employee shall, as soon as practical, submit to an alcohol and drug test if the employee is at fault, **and** the damage to the vehicle driven by the employee or any other vehicle involved (County or privately owned) is in excess of \$500.00, **or** results in injury.
5. It shall be the responsibility of each employee involved in an incident, regardless of the type or severity, to report the incident at once to his immediate supervisor.
6. Should private property be damaged or destroyed the following steps should be taken:
 - a. The owner should be notified of the incident as soon as possible. The Division/Department Head shall forward a copy of the Non-Employee Incident Form and a Non-Employee Supervisor's Accident Investigation Report including a statement of the private property damaged or destroyed with an estimated value of the private property loss, to the Employee Services Department.

- b. For incidents involving County vehicles, a Quick Response Form, a Vehicle Incident/Accident Form and a Supervisor's Investigation Report shall be completed as specified for each form.
7. The Quick Response Accident Form should be forwarded to Employee Services immediately following an accident.
8. The Division/Department Head shall review all reports, statements, and memos pertaining to the incident, add any comments to the Supervisor's Accident Investigation Form, and forward all to the Employee Services Department as soon as possible, but not later than 24 hours after the incident.

Employees found in violation of Board Vehicle Use Policy are subject to disciplinary action, including dismissal.

Adopted: January 18, 2000
Revised: February 15, 2000
Revised: February 22, 2000
Revised: July 11, 2000
Revised: September 12, 2000
Revised: January 23, 2001
Revised: September 24, 2002
Revised: May 13, 2003
Revised: December 16, 2003
Revised: October 26, 2004
Revised: May 9, 2006
Revised: October 1, 2011
Revised: October 23, 2012

Attachment A

Board of Sumter County Commissioners
Operator's Daily Vehicle Inspection

(√ = OK
space at bottom of page)

X = Needs repair – If item is marked with X, show corrections made in note

Date _____ Vehicle # _____ √ = OK X = Needs Repair

Oil			
Water			
Battery			
Brakes			
Warning Flasher			
All Signals			
Doors			
Windshield Wipers			
Mirrors			
Tire/Wheels			
Oil Pressure			
Fuel Gauge			
Lights			

Operator's Signature _____

Note:

Attachment B

Overnight Vehicle Justification Form

* **Please** type the information on this form.

Division _____ Department _____

Vehicle Assigned to: _____

Vehicle Make _____ Model _____

Year _____ Mileage _____ Property # _____

Round trip mileage driven from home to work and back _____

1. List the type(s) of after hour's usage. Be specific (i.e. emergency road repairs; public meetings).

2. Are there specialized markings on your vehicle? If so, what do they say? (i.e. Public Works)

3. Is the vehicle you are currently assigned equipped with specialized equipment that is affixed to vehicle? If so what is the equipment? What is it needed for?

4. Please document any after hour usage for previous three months and any usage in the current month. Be as specific as possible (include date, time, mileage driven, purpose of the usage, etc.) Attach additional sheets if needed.

5. Please include any comments or exceptions to the information that you feel may be vital to your justification.

(Signature & Title)

(Date)

(Department Head)

(Date)

- Request Approved By County Administrator
- Request Denied By County Administrator

County Administrator

Date

- 2-10-04 – Correction to 6.070 section a. to correct rate of earnings; correction made retroactive to 1-1-04.
- 4-13-04 – Section 8.010 - Discipline, revised to add number 11 regarding violation of Sumter County's Privacy Policy regarding the Health Insurance Portability and Accountability Act.
- 4-13-04 – Section 8.010 - Discipline, revised to delete word "counseling" in e., 2. Oral Warning paragraph in two places.
- 4-20-04 – Section 6.060 – Vacation, paragraph b. revised to add sentence regarding accrual of annual leave credit on overtime and computation of annual leave credits.
- 4-20-04 – Section 6.070 – Sick Leave, paragraph a. revised to add sentence regarding accrual of sick leave credit on overtime and computation of annual leave credits.
- 6-15-04 – Section 6.020 – Disability Benefits, paragraph b. revised to clarify use of leave without pay during disability and medically related absences.
- 6-15-04 – Section 6.080 – Leave Without Pay, paragraph a. added the statement "...for any non-medical absence;" added paragraph b. to clarify use of leave without pay during disability and medically related absences.
- 10-11-04 – Section 4.025 – Emergency Response Work Days, to include the policy adopted by the Board
- 10-11-04 – Section 6.020 – Disability Benefits, paragraph b. revised to address re-injury and accident time.
- 10-11-04 – Section 6.060 – Vacation, paragraph d. to add section that employees may not use leave time accrued in the pay period in which it is accrued.
- 10-11-04 – Section 6.070 – Sick Leave, paragraph c. to add section that employees may not use leave time accrued in the pay period in which it is accrued.
- 03-22-05 – Section 5.010 – Performance Evaluations, paragraph d. to add section to provide an appraisal process for employees who have been promoted, transferred, or demoted.
- 03-22-05 – Section 6.020 – Disability, paragraph b. revised to clarify the qualifications for accident leave for employees.
- 07-19-05 – Section 8.010 – Discipline, paragraph d. revised to clarify that suspensions and demotions require action by the County Administrator.
- 05-23-06 – Section 2.020 (b) – Hours of Work and Overtime - To remove sick leave and vacation leave from overtime calculations.

Board of Sumter County Commissioners
Employee Manual

- 05-23-06 – Section 4.060 (c) – Payments upon Separation - To make the wording consistent throughout the Employee Manual.
- 05-23-06 – Section 6.030 (f) – Insurance Benefits – To include provisions for employees who are members of the Florida Retirement Systems Investment Plan.
- 05-23-06 – Section 6.110 (a-c) – Military Leave - To revise Military pay to address differential pay and to conform to USERRA requirements.
- 05-23-06 – Section 6.160 (e-f) – Holidays - To clarify holiday pay for the different categories of employees and to accommodate different scheduling needs of the Divisions.
- 07-10-07 – Section 2.050 – Call Back -To clarify rate of pay for call back situations.
- 07-24-07 – Section 6.135 – Domestic Violence Leave – To conform to Florida House Bill 55.
- 07-24-07 – Section 6.110 (b) – Military Leave – To delete deficit pay from the policy.
- 10-23-07 – Section 7.015 – Dress Code and Uniform Policy – To include policy adopted by the Board in regards to appearance and uniform use.
- 12-18-07 – Section 2.070 – Department Rules and Regulations – To remove the requirement for Board approval of Department policies and give the County Administrator the authority to approve department policies.
- 01-22-08 – Section 6.030 (f) – Insurance Benefits – To conform to State Legislation regarding insurance benefits for retirees.
- 02-26-08 – Section 1.030 - Anti-Harassment – To address harassment of non-employees by employees and to clarify the reporting process.
- 09-09-08 – Section 3.020 – Hiring – To change the posting time for vacancies from three days to five days.
- 02-10-09 – Section 6.140 – Family and Medical Leave Policy – Military Updates to conform to Federal requirements.
- 02-10-09 – Appendix A – Cell Phone Policy – To include policy.
- 02-24-09 – Section 6.080 – Leave Without Pay – To clarify the amount of time the Division Director is allowed to approve for leave without pay.
- 04-14-09 – Section 4.060 – Payments Upon Separation (d) – Change the pay-out upon retirement.

Board of Sumter County Commissioners
Employee Manual

- 04-14-09 – Section 6.060 – Vacation Leave – Change vacation leave accrual cap.
- 04-14-09 – Section 6.070 – Sick Leave – Change sick leave accrual cap.
- 03-23-10 – Section 2 – Fire Rescue Shift Personnel – New section added to address special circumstances of Fire Rescue Shift Personnel.
- 04-13-10 – Section 4.040 – Introductory Period (d) – To clarify only non-exempt employees are unable to utilize their accrued leave time during their introductory period.
- 04-13-10 – Section 7.140 (b) – Family and Medical Leave Policy – To include active duty service members and clarify military caregiver provisions.
- 04-13-10 – Section 7.150 – Annual Leave – To revise the maximum accrual of vacation leave.
- 04-27-10 – Section 3.020 (d) – Hours of Work and Overtime – To incorporate alternate work schedules and (f) to establish a policy to enable payment of leave time in excess of productive time.
- 04-27-10 – Section 5.060 (c) – Payments Upon Separation – To revise our policy to address payment of accrued leave for employees who separate from employment without providing notice.
- 04-27-10 – Section 9.010 (c) – Discipline – To revise our policy to include mandatory training and FMLA required forms.
- 05-25-10 – Section 9.040 – Resignation – To incorporate a timeframe for resignations.
- 06-22-10 - Section 5.025 (c) - Emergency Response Workdays - To meet FEMA requirements for reimbursement.
- 09-14-10 - Section 7.035 – Education Reimbursement Program – To change amount of reimbursement and include changes made to grade scale.
- 04-12-11 – Appendix B – Social Media Policy – To include policy.
- 04-12-11 – Section 7.060 (d) - Vacation – To clearly define the use of accrued leave.
- 09-27-11 – Section 1.025 Accommodations Policy – To include policy regarding accommodations with regard to American Disabilities Act (ADA) compliance.
- 09-27-11 – Section 3.045 Breastfeeding Accommodation Policy - To include policy regarding breastfeeding mothers.

Board of Sumter County Commissioners
Employee Manual

- 09-27-11 – Section 1.020 – Equal Employment Opportunity – Include statement of position on discrimination and include classification for genetic information and pregnancy.
- 09-27-11 – Section 3.025 – Safe Harbor Compliance Policy - To include policy regarding wage laws and improper deductions.
- 09-27-11 – Section 1.035 – Weapons in the Workplace Policy - To include policy regarding carrying personal weapons into facilities.
- 09-27-11 – Appendix C - Vehicle Use Policy - To include policy in the Employee Manual with changes for insurance compliance adopted by the Board.
- 02-14-12 – Section 8.015 – Dress Code and Uniform Policy – To clearly define the appropriate wear of County issued uniforms.
- 02-14-12 - Section 7.030 – Insurance Benefits – To define eligibility requirements for insurance benefits.
- 02-14-12 – Section 9.030 – Lay Off – To utilize the appropriate terminology.
- 02-14-12 – Section 11.010 – Definitions – To revise the definitions for Fulltime and Part-time employees.
- 10-09-12 – Section 3.015 – Alternate Work Schedule - To define the process by which employees may work outside of their regular schedule.
- 10-23-12 – Appendix C – Vehicle Use Policy – To clarify Overnight Vehicle Assignment and alcohol and drug testing requirements.