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City of Leesburg

Personnel Policy Manual



City of Leesburg Personnel Policy Manual

These Personnel Policies for the City of Leesburg, under the direction of the Mayor and City Commission, are designed to serve as a guide for all City employees in the day to day operations of the City government. Please review them thoroughly.

I am committed to ensuring all employees of the City of Leesburg are consistently treated with respect and in a fair and impartial manner based on personnel policies which are interpreted in the same way by all employees - non-supervisory, supervisory and management alike.

As changes are made in the laws governing personnel administration, appropriate amendments to the Personnel Policy Manual will be necessary and shall be adopted by the Personnel Committee and the City Commission prior to implementation. Recommendations in the areas of Personnel Policies which, due to growth and change, need to be revisited should be submitted to the Human Resources Department.

As employees of city government it is our privilege to serve the citizens of the City of Leesburg as well as each other. I wish you success and many years of fulfilling and faithful service.

A handwritten signature in blue ink that reads "Jay M. Evans". The signature is fluid and cursive, with a long horizontal line extending to the right.

Jay Evans, City Manager
City of Leesburg

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City of Leesburg Personnel Policy Manual

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Introduction

This document constitutes the Personnel Policy Manual of the City of Leesburg adopted by the City Commission effective February 1, 2011. It is designed to inform and guide City Employees. Please review it thoroughly. If you have any questions please contact the Human Resources Department for guidance.

The City specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice.

None of these provisions create a contractual or property right of any kind in any employee. They do not limit the power of the City Manager or City Commission to repeal or modify any rule or policy related to employment. They do not alter the employment at will relationship between the City and its employees. Employment by the City is a privilege and not a right. These policies are not to be interpreted as promises of specific treatment upon which any employee may rely.

The City reserves the right to deviate from these policies in emergency situations, in order to achieve its primary mission of providing orderly and cost effective services to its citizens.

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001 FUNCTIONS OF THE MANUAL

It is policy that this manual be utilized for reference to the actual ordinances, practices and procedures for the City of Leesburg. If a policy is not completely contained herein, reference will be made to that fact and the employee will be directed to the actual policy for specifics concerning the same. The term "employee" is referred to throughout this manual unless otherwise provided, and pertains to all full and part-time employees of the City of Leesburg. Copies of any actual policies not contained herein as adopted or implemented by the City of Leesburg are available to employees for review and or use in the Human Resources Department.

Procedures

1. This manual contains general statements regarding City policy. It should not be read as including the fine details of each policy, or as forming an expressed or implied contract of employment. The City may add, revoke or modify policies in the manual, as it deems necessary. If reference is made to a specific policy, copies of said policy can be obtained from the Human Resources Department upon request.
2. All employees of the City shall receive a copy of the Personnel Policies Manual. Each department will also have a copy of the manual available for employees to reference within their respective department. A copy of this manual will also be available on the intranet.
3. Employees are encouraged to recommend changes or new policies personally, in writing or through the Labor Management Committee. Human Resources is responsible for disseminating new policy information.
4. All employees should refer to the manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to the Human Resources Department. The City Manager shall make interpretations or clarifications to the policies herein.
5. The City Manager shall have the authority and responsibility for the effective implementation and general administration of the Personnel Policies Manual and has final administrative authority in the following:
 - a. Select, employ, and supervise all personnel and fill all vacancies, positions, or employment with final administrative authority to suspend, discharge, or remove any employee under the jurisdiction of the City Commission.
 - b. Delegate authority to the Deputy City Manager and/or Department Head(s) for all actions which involve any of their respective

employees, including employment, promotion, transfer, suspension, termination, performance evaluation, merit increase, and other related actions, where appropriate.

6. All employees are responsible for becoming aware of and familiar with the Personnel Policies Manual which governs their employment with the City of Leesburg.
7. All employees are expected to immediately report to their supervisor any suspected violations of these policies or of any City regulation. Failure to do so may subject the employee to disciplinary action.

002 GENERAL INFORMATION POLICY

All employees employed by the City of Leesburg are employed at will. Any employee or the City can terminate the employment relationship at any time. No employee has a property right or property interest in employment with the City of Leesburg. No employee has an employment agreement of any kind with the City unless it is in writing and signed by the City Manager or Mayor.

All written policies of the City of Leesburg relating to employment are subject to cancellation or revision at any time, without prior notice.

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003 PERSONNEL RECORDS AND PRIVACY

Personnel records will be maintained containing information on each City employee to meet state and federal legal requirements and to assure efficient personnel administration.

Procedure

1. Changes of address, telephone number and family status (births, marriage, and death, dissolution of marriage, legal separation and similar changes) must be reported immediately to the Human Resources Department as an employee's income tax status and group insurance may be affected by these changes.
2. Access to personnel files is permitted under state law (Chapter 119, Public Records, Florida Statutes) with some limitations.
3. Requests for information from employees' files received by other departments and inquiries from outside the City will be directed to the City Clerk's Office.
4. The Human Resources Director is directed to deny access to anyone, other than the employee and the employee's supervisors, of any information that is exempt from public inspection under state or federal law.
5. Requests for references on former employees should be directed to the Human Resources Department. Supervisors and other employees are requested not to provide personal or employment references on ex-employees or current employees unless they have personally worked with or supervised the individual and clearly state that the reference is personal and not that of the City.

Personnel File Contents

When an employee is hired by the City, a personnel file will be established and will generally contain the following:

1. Application for employment and related hiring documents, such as resumes and educational transcripts.
2. Personal information changes and personnel action notices including pay and employment status changes.
3. Performance documents including performance appraisals.

4. Educational Assistance documentation.
5. Employee history updating information submitted by employees including recent education, records of outside achievements, changes affecting withholding tax, notice of outside employment, etc.
6. Other documents pertaining to employment such as appreciation letters, corrective action notices, employment verifications, training records and references from previous employers. Medical records, personal data on the home address of law enforcement, fire, Human Resources Director and City Manager, alcohol and drug test results, personnel background check information including criminal and juvenile information and other documentation necessary for administration of City benefits programs, I-9 forms and social security numbers will be kept confidential and protected by redaction of the file prior to public view. These records may, however, be examined by appropriate officials conducting investigations. All of these items are identified as confidential and thereby exempt from the provisions of the Public Records Act by statute or law, including Chapter 119 and Sections 112.0455, 435.09 and 760.50, Florida Statutes.

Examination

Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions:

1. Employees may examine their files, at reasonable times, within a reasonable time after notifying the Human Resources Department. This review will take place in the Human Resources Office with a department representative present. Employees may obtain a copy of documents in the file. A fee may be charged for the copies.
2. Management staff may examine active and separated employee files without prior notice.
3. Public requests to examine one or more personnel files shall be granted within a reasonable time after request. The inspection will take place in the Human Resources Office or the City Clerk's Office with a department representative present. Copies may be received upon the payment of a fee for duplication.

Information Requests and Employment References

Employment references on current and former employees will be provided by the Human Resources Department only. Information provided by Human Resources may include date of hire, salary history, job chronology, date of separation, job title and rehire status.

004 DEFINITIONS

The City maintains standard definitions for purposes of personnel administration and related payroll transactions according to the following.

ABSENCE: Any absence from work during scheduled working hours (including overtime, call-back and on-call assignments), excluding absence for work-incurred injuries, vacation, and jury duty, death in the family, or Family Medical Leave of Absence without pay.

ADMINISTRATIVE LEAVE WITH PAY: Leave with pay while an investigation is being conducted by the City into allegations of employee misconduct, performance issues or as otherwise deemed appropriate by the City.

CBA: Collective Bargaining Agreement

CITY: City shall mean the City of Leesburg

CITY SENIORITY: The total full time continuous service an employee has worked in any capacity for the City since last date of hire.

CLASSIFICATION SENIORITY: The total full time service an employee has worked during a continuous period of employment of a specific job classification.

COMP TIME: Compensatory time off in lieu of overtime payment.

COMPLAINT: An alleged violation of policy relating to a condition of employment including, but not limited to: promotion, compensation, work hours, benefits, safety, disciplinary action and compliance with applicable law.

DEMOTION: To reduce in pay grade, position, rank or employment status. This is an option solely at the discretion of management.

DEPARTMENT HEAD: Shall mean the Department Head or such other supervisor designated by the Department Head.

DEPARTMENT SENIORITY: The total full-time service an employee has worked during a continuous period of employment in a specific department.

DISCHARGE: An involuntary separation for the violation of employee standards of conduct or safety regulations, unsatisfactory job performance, or any other reason deemed by the City to warrant separation.

DISCIPLINARY PROBATION: A period of time (not less than three (3) months/90 days and not more than 12 months) in which an employee found in violation of current policy will be placed on a testing period to demonstrate fitness

for continued employment. Evaluation of the affected employee's performance will be conducted at regular intervals throughout the probationary period. (For example: on the 30th day, 60th day and by the 85th day of the probationary period if extended 90 days.) The employee may be released or discharged from employment due to not meeting the requirements of the probationary period at any time during the probationary period. Disciplinary Probation must be approved by Human Resources prior to submitting to the City Manager.

EMPLOYEE: All full and part-time and temporary employees of the City of Leesburg unless otherwise provided.

EXEMPT: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

FULL-TIME: Employees regularly scheduled to work 40 hours or more per week.

HARASSMENT: Includes touching, gestures, slurs, jokes, comments, nicknames, graffiti, cartoons, and any other unwelcome verbal, written or physical conduct related to a person's race, color, sex, national origin, religion, age, marital status, handicap or disability.

HE: The designation "he" in referring to an employee shall mean "he" or "she" wherever used. The use of the designation "his" in referring to an employee shall mean "his" or "her".

INDICTMENT: A formal accusation of a felony, issued by a grand jury after considering evidence presented by a prosecutor. The formal charge is issued by a grand jury stating that there is enough evidence that the defendant committed the crime to justify having a trial.

INFORMATION: Formal accusation of a crime made by a prosecuting attorney as distinguished from an indictment presented by a grand jury. An information is a written accusation of a crime made by a state's attorney, without action by a grand jury, after a judge/magistrate, at a preliminary hearing, has found sufficient cause to believe the defendant guilty of a public offense and has ordered him committed.

LATENESS: Arriving to work after the prescribed start time, returning to work late from lunch or a rest period.

LEAVE IN "GOOD STANDING": To leave in "good standing" an employee is expected to provide the City with a minimum of two weeks' notice (preferably written notice); return all City equipment and keys in good condition ordinary

wear and tear excepted; provide the City with a forwarding address; and complete an exit interview with Human Resources.

LEESBURG UTILITIES AREA: Any area serviced by the City's Communication, Fiber, Water, Wastewater, Electric or Gas Utilities.

NON-EXEMPT: Employees whose position does not meet FLSA exemption tests and who are paid one and one-half times their regular rate of pay for overtime, as required by federal and state law.

PART-TIME: Employees scheduled to work less than 40 hours per week.

PERMANENT REDUCTION: Work is no longer available. Recall to work is not expected. (This occurs with job elimination, the expiration of contracts, the terminations of a program, the elimination of a department and similar events.)

PROBATIONARY EMPLOYEES: New employees or newly promoted employees who have not completed their probationary period.

PROMOTION: Advancement in job classification, rank or position to a higher pay grade after submitting an application, minimum qualification(s) review, interview and selection.

PYRAMIDING: Duplication in the computation of overtime and other premium wages.

RACIAL HARASSMENT: May consist of any unwelcome spoken, written, graphic or physical conduct which is based in full or part on race or skin color.

REASONABLE SUSPICION: Specific observations concerning such circumstance as work performance, appearance (including, for example, noticeable odor of an alcoholic beverage) behavior or speech of the employee, or being involved in an accident which results in physical injury or property damage.

REGULAR EMPLOYEES: Employees who have completed their probationary period.

RELEASE: A separation in which the employee is not qualified or adapted for the type of work assigned. A release occurs during the employee orientation period when an employee is unable to perform satisfactorily. A release is viewed by the City as a separation without fault to the employee.

RESIGNATION: A voluntary separation including submission of a verbal or written resignation, failure to return from a leave of absence, and failure to return from a reduction-in-force upon recall.

RETIREMENT: A voluntary separation which usually includes qualification for benefits under the City's retirement plan.

RIF or REDUCTION-IN-FORCE: Either a Temporary Reduction where work is no longer available, but recall is expected within 12 months; or a Permanent Reduction where work is no longer available and recall is not expected.

SENIORITY: The total full-time continuous service an employee has worked in any capacity for the City since last date of hire.

SEXUAL HARASSMENT: Defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of someone's employment; (2) submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting that person; or (3) such conduct has the purpose or effect of unreasonably interfering with a person's work performance or of creating an intimidating, hostile, or offensive working environment. Sexual harassment may occur between members of the opposite or same sex.

SHIFT DIFFERENTIAL: An additional \$.10 cents per hour is paid to employees, whose regular work shift has the majority of hours falling between the hours of 3:00 p.m. through 12:00 a.m. and 12:00 a.m. through 8:00 a.m.

SUBSTANCE ABUSE: Reporting to work under the influence of intoxicating liquor or illegal drugs; or the use, possession, manufacture, purchase or transfer by an employee on City premises or property (including storage in a desk, locker, car, etc.) or during work time, of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized/prescribed, or any other substance which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, or other employees; or the sale of such items.

SUSPENSION: A limited interval of unpaid time recommended by a Department Head and approved by the City Manager, for a documented policy infraction or cause. Suspensions must be disciplinary related and approved by Human Resources prior to the City Manager's approval.

TEMPORARY EMPLOYEES: Employees who are hired for a pre-established period usually during peak workloads or for vacation relief. These employees may work a full-time or part-time schedule.

TEMPORARY REDUCTION: Work is no longer available, but recall to work is expected within 12 months.

TERMINATION FOR CAUSE: Termination for reasons other than performance.

VERBAL WARNING: For infractions the City deems minor, the employee should at a minimum be issued a verbal warning. If the situation does not improve within a reasonable time (not longer than three months, depending on the seriousness of the issue), the supervisor may repeat the measure, or implement a more severe option. The Human Resources Director must approve the verbal warning prior to it being given to the employee

WORK TIME: All time on the premises other than before and after work, at lunch and rest periods.

WORK AREAS: All areas on the premises other than break rooms.

WRITTEN WARNING: Notice for repeated minor infractions, or a more substantial infraction, the employee should at a minimum be issued a written warning notice. If the situation does not improve within a reasonable time (not longer than three months, depending on the seriousness of the issue), the supervisor may repeat the measure or take steps to discharge the employee. The Human Resources Director must approve the written warning prior to it being given to the employee.

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005 EFFECT OF PERSONNEL POLICIES ON EMPLOYEES COVERED BY CBA'S

With regard to employees covered by Collective Bargaining Agreements (CBA's), for any provision of a CBA that is in conflict with these personnel policies, the CBA shall prevail. Where a CBA does not address an issue that is covered by these policies, the Personnel Policy Manual shall apply.

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006 EMPLOYEE RESPONSIBILITY FOR PERSONNEL POLICIES

All City employees are responsible for reading and remaining familiar with all of the written policies and procedures that pertain to employment with the City of Leesburg. Copies of the Personnel Policy Manual as well as copies of individual policies adopted and implemented by the City are available to employees for review on the intranet, in each department, and in the Human Resources Department.

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007 Whistle Blower Policy

The City of Leesburg encourages its employees to be vigilant in detecting and reporting improper government action and behavior. Therefore, in accordance with Florida Statute § 112.3187, any employee who correctly reports suspected or actual violations of any covered law or regulation, or who discloses certain other covered actions committed by another employee or agent of the City of Leesburg, shall be protected from having any adverse or disciplinary action, up to and including termination, taken against them as a result of such disclosure. This protection extends to employees that participate in any official inquiry by the City into such violations or actions.

Definitions

Except where the context otherwise requires, as used in this policy:

1. Covered Law or Regulation means those suspected or actual violations that create or presents a substantial and specific danger to the public's health safety or welfare.
2. Covered Actions are those which rise to the level of gross mismanagement, malfeasance, and misfeasance, gross negligence of duty or gross waste of public funds.

Reporting Guidelines

1. All information must be reported to the appropriate City of Leesburg official for internal investigation and resolution. Reporting to any other person or outlet is not sufficient.
2. All disclosures or complaints of this policy's violation shall be made in writing and signed by the initiating party. The disclosure or complaint must contain specific facts, dates, events and/or people which the initiating party relies upon. It must also be clearly expressed in such a way as to convey a full understanding of the situation(s) being reviewed. Failure to submit a thorough, cohesive and signed disclosure will result in the summary dismissal of the complaint by the receiving official.
3. Any employee or person who, in good faith,
 - a. Correctly discloses information to the City as provided for herein;
 - b. Who participates at the requests of the City in an investigation, hearing or inquiry into allegations concerning this policy's violation; or

- c. Who refuse to participate in any adverse action(s) as found by the City to be prohibited by this policy are protected;

shall be protected from any adverse action occurring that is in violation of and defined by this policy.

4. No protection hereunder is afforded to any employee or person who discloses information known to be false. A finding that such a disclosure has occurred shall be grounds for the employee(s) dismissal for cause.

The City of Leesburg shall enact by ordinance certain administrative procedures concerning the specific handling of the complaint(s) filed hereunder. To the extent not specifically set forth herein, such administrative procedures, as amended from time to time, shall become part of this policy for all intents and purposes and must be followed in the same manner as if set forth herein.

Administrative Procedures

In accordance with Florida Statute § 112.3187, the following administrative procedures, as amended from time to time, shall be utilized in the handling of any complaint, investigation, and/or hearing held in accordance with the City's Whistle Blower Policy:

Reporting Guidelines

1. All information must be reported to the appropriate City of Leesburg official for internal investigation and resolution. Reporting to any other person or outlet is not sufficient. Therefore, the disclosure must be made to the City Manager, Human Resources Director or other City official designated by the City Manager.
2. All disclosures or complaints of the Whistle Blower Policy's violation shall be made in writing and signed by the initiating party. The disclosure or complaint must contain specific facts, dates, events and/or people which the initiating party relies upon. It must also be clearly expressed in such a way as to convey a full understanding of the situation(s) being reviewed. Failure to submit a thorough, cohesive and signed disclosure will result in the summary dismissal of the complaint by the receiving official.
3. The complaint must be made within 60 days after the action prohibited hereunder has occurred. Failure to report within the allotted time period will result in the summary dismissal of the complaint by the receiving official.

4. No protection under the Whistle Blower Policy shall be afforded to any employee who discloses information know to be false. A finding that such a disclosure has occurred shall be grounds for the employee(s) dismissal for cause.

Review Board process

1. Once a facially valid complaint is timely received by the appropriate official, the matter will be investigated and heard by a 3 person Review Board comprised of the City Manager, Human Resources Director and a Department Head selected by the other two. The third board member, by his/her position or actions, must be unrelated to the issue(s) being reviewed. Should the Complaint involve the actions or inactions of either the City Manager or Human Resources Director, that position on the board will be filled by a second Department Head chosen by the remaining Official.
2. The Review Board will have the authority to investigate the alleged disclosure and gather evidence and statements as they deem necessary for use at the hearing.
3. The Review Board will control the conduct, procedure and duration for the hearing. Notice of the time and place of hearing will be sent to the Complainant and/or any other employee(s) or person(s) to appear before the Review Board. Such notice will be given by hand delivery to the employee or by certified mail, return receipt requested, to the last known address given in his/her personnel file or, in the case of a non-employee, the address otherwise known to the City. After receipt of the Notice, the employee(s) and person(s) SHALL appear before the panel on the date and time specified. Failure to appear may be considered grounds for termination of that employee(s) for cause and/or dismissal of the Complaint to be heard.
4. The Review Board shall make findings of fact and conclusions of law as to the action or inaction complained of and render a written decision. Such decision shall also determine what, if any, corrective action is to be taken for any violation(s) found to have occurred. All parties shall receive a copy of the decision and be notified of such by mail. The decision of the Review Board shall be final.

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010 OPEN DOOR COMMUNICATIONS

The City wishes to do everything reasonable and proper to preserve a good employee/supervisor relationship and to preserve a positive work environment. As such, the City encourages two-way communication to discuss work-related problems and issues.

Department Heads and supervisors are responsible for listening and, if necessary, responding in a timely fashion.

To encourage communication, City policies emphasize open-door practices whereby employees are encouraged to deal directly with their supervisor and other members of management regarding complaints or perceived inequitable conditions of employment.

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015 BULLETIN BOARDS

City Information

Important City information will be displayed on bulletin boards located in City Hall and in other City facilities as determined appropriate by the Department Head or designee. Information which may be posted would include:

1. Legally required posters and notices.
2. Safety, rules and related information.
3. Management memos and announcements, including job postings.
4. City-sponsored social and recreational events.

Employees are responsible for regularly checking and reading the bulletin board and for following the rules, regulations and instructions posted there.

Information posted on bulletin boards must be approved in advance by the Department Head or designee responsible for the City facility where the bulletin board is placed. It is the responsibility of the Department Head or their designee to assure the bulletin board material is kept up to date and required information is posted in their department.

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020 FAMILY AND MEDICAL LEAVE POLICY

I. Employee Eligibility

To be eligible for basic Family and Medical Leave (“FMLA”) or FMLA for Military Service Member’s Family, the employee must meet both of the following conditions:

1. The employee must have worked at least 12 months for the City (not necessarily consecutive months); and
2. The employee must have worked at least 1,250 hours over the previous 12 months.

II. Basic FMLA Leave

To qualify for Basic FMLA leave, the eligible employee may take FMLA-qualifying leave for one or more of the following reasons:

1. The birth of a child or the care of a newborn child, or placement of a child with the employee for adoption or foster care;
2. To care for the serious health condition of the employee’s spouse, parent (not parent-in-law), a child 18 or younger, or a child over 18 years old who is incapable of self-care because of a mental or physical disability. Note: “Spouse” means a husband or wife as defined or recognized under Florida law for purposes of marriage. An unmarried domestic partner is not considered a “spouse” under Florida Law. Under certain conditions, the non-biological non-adoptive person who reared the employee may qualify as a “parent”; or
3. For the employee’s own serious health condition which makes the employee unable to perform the essential functions of the job.

A. Serious Health Conditions

The law defines “serious health condition” as an illness, injury, impairment, or physical or mental condition which involves any of the following:

1. An overnight stay for inpatient treatment in a hospital, hospice, or residential medical care facility.
2. A period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days and that also involved continuing treatment by or under the supervision of a health care provider.

3. Continuing care by or under the supervision of a health care provider for prenatal care or a chronic or long-term health condition which is incurable or so serious that, if not treated, would result in a period of incapacity of more than three calendar days.

Employees with questions about what illnesses are covered under this FMLA policy should consult with Human Resources.

B. Duration of Leave

Eligible employees may take up to 12 weeks of unpaid leave each year for specified family and medical reasons.

Eligible employees may receive up to 12 work weeks of unpaid leave during any “rolling” 12 month period, measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Eligible married spouses employed by the City are limited to a combined total of 12 weeks of unpaid leave if the leave is taken for (1) the birth of an employee’s child and the care attendant with such birth; (2) the placement of a child with an employee for adoption or foster care and the care attendant with such placement; or (3) to care of an employee’s parent with a serious health condition.

C. Intermittent Leave

Eligible employees may take FMLA leave intermittently – or on a reduced leave schedule, which reduces the employee’s number of hours per day or week – whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. Under this policy, “intermittent leave” is considered as FMLA leave taken in separate blocks of time due to a single qualifying reason. “Reduced Leave”, on the other hand, is considered a reduction in the employee’s regular number of working hours per workweek for a period of time, usually from full-time to part-time.

Employees of the City may take intermittent or reduced-scheduled leave under the following circumstances:

1. When medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider (e.g., leave taken on an occasional basis to attend medical appointments, including prenatal examinations);
2. For recovery from treatment of a serious health condition (e.g., chemotherapy);

3. Absences by the employee if he or she is incapacitated or unable to perform the essential functions of his or her job because of a chronic serious health condition, even if he or she does not receive treatment by a health care provider; and
4. To provide care or psychological comfort to an immediate family member with a serious health condition, even if the family member does not receive treatment by a health care provider.

An employee may not take intermittent or reduced-schedule FMLA leave after the birth, adoption, or placement of a child for foster care without the prior authorization of the City, however, such prior authorization is not required where the mother has a serious health condition in connection with the birth of her child or where the newborn infant has a serious health condition.

Employees should make a reasonable effort to schedule their intermittent leave that is foreseeable based on planned medical treatments so as to not unduly disrupt the City operation. The City may temporarily assign an employee taking such leave to an alternative position that better accommodates recurring periods of leave than does the employee's regular position. The alternative position will have the same pay and benefits but may not have equivalent duties.

The designation and status of an employee as "exempt" under the Fair Labor Standards Act will not be affected by the reduction in the employee's salary as a result of intermittent or reduced schedule leave under the FMLA.

D. Use of Paid and Unpaid Leave

The City may require employees to use accrued long term sick time, vacation time, paid time off (PTO), compensatory or banked time, unpaid leave, or any combination concurrently with their FMLA leave, until all applicable paid leave is exhausted. The remainder of leave time allotted under this policy will be unpaid. The City's regular leave policies will determine which type of paid leave may be substituted, depending on the reason for the FMLA leave.

During paid leave, the employee will continue to accrue benefits as provided in the City's paid leave policies. However, during unpaid leave, the employee will not continue to accrue or accumulate benefits until such time as the employee returns to work from the unpaid FMLA leave.

E. Maintenance of Health Benefits

The City will maintain coverage for the employee and (if applicable) the employee's family. This coverage will be provided if the employee or the employee's family were covered under the plan at the time the leave was taken and on the same terms as if the employee had continued to work. The employee

must make arrangements with the Human Resources Department to pay the health plan premiums. If paid leave is being utilized, the City will automatically deduct the existing dependent health plan premium and all other optional and mandatory deductions unless the employee makes other arrangements.

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 City the amount it incurred for the employee's health insurance premium during the leave period, whether the leave was paid or unpaid.

F. Notice and Medical Certification

To trigger FMLA leave protections, employees must inform the Human Resources Department of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or by explaining the reasons for leave so as to allow the City to determine that leave is FMLA-qualifying. For example, employees that might explain that:

- A medical condition renders them unable to perform the functions of their job;
- They are pregnant or have been hospitalized overnight;
- They or a covered family member are under the continuing care of a healthcare provider;
- The leave is due to a qualifying exigency caused by a covered military member being on active duty or called to active duty status; or
- If the leave is for a family member, that condition renders the family member unable to perform daily activities, or that family member is a covered service member with a serious injury or illness.

Calling in "sick", without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the City's questions to determine if absences are potentially FMLA-qualifying. Failure to provide sufficient notice may result in the absences being handled under the City's regular leave policies.

If the City obtains information that prior absences may have been due to a qualifying reason for FMLA purposes, the City may retroactively designate such absences as FMLA leave and reduce the employee's leave entitlement accordingly. The City may also agree with the employee to retroactively designate leave as FMLA leave upon the employee's request.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the City has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

When seeking FMLA leave, the employee will be required to provide 30 days' advance notice of the need to take the leave, if the need is foreseeable. If an employee fails to provide 30 days notice for a foreseeable leave with no reasonable explanation for the delay, the leave request may be denied until at least 30 days from the date the City received notice.

The employee must complete a written request for FMLA leave and provide information necessary to support his or her eligibility for FMLA leave.

G. Medical Certification

The City will require medical certification to support a claim for FMLA leave for an employee's own serious health condition or to care for a seriously ill qualified relative. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the essential functions of his or her position. For leave to care for a seriously ill qualified relative, certification must include an estimate of the amount of time the employee is needed to provide care. The City will supply the employee taking leave with the requisite medical certification form to be submitted to the appropriate health care provider and then returned to the City. It is the employee's responsibility to find a health care provider who will provide a complete certification, and this must be done at the employee's expense. If the employee fails to produce the requisite certification, any leave taken will not be considered FMLA-protected leave. This means that all absences may subject the employee to disciplinary action up to and including discharge, as provided by the City's Attendance Control, Standards of Conduct and Corrective Action policies.

When leave is foreseeable and at least thirty (30) days notice has been provided, the employee must provide the certification before taking leave. If the need for leave does not allow for this, the employee must submit the certification within fifteen (15) days after being requested to do so by the City. At its discretion, the City may require a second medical opinion at its own expense. If the first and second opinions differ, the City at its own expense may require the opinion of a third health care provider, approved jointly by the City and the employee whose decision shall be final and binding of the employee and the City.

The employee may also be required to provide recertification of the need for FMLA leave every thirty (30) days at his or her own expense.

While on FMLA leave, the employee shall be required to provide;

1. Periodic reports by phone or in person during the leave regarding status and intent to return to work, and

2. Medical certification of fitness for duty before returning to work, if leave was due to the employee's health condition. Certification is to be given to Human Resources.

III. FMLA Leave for Military Service Member's Families

A. Types of Leave and Eligibility

If you are an employee who is otherwise eligible to take FMLA leave, you may be eligible for military family leave under the 2008 amendments to the law. There are two types of leave available.

1. Active Duty Leave

Under the new "active duty" leave, the City may grant you leave for up to 12 weeks per year because of "any qualifying exigency" arising out of the fact that your spouse, son, daughter or parent is called to active duty status by the Federal Government, or has been notified of an impending call to active duty status, in support of a contingency operation. Only families of service members in The Reserves, National Guard, and certain Retired Members of the Armed Forces are covered by this provision. Families of members of the regular Armed Forces are not eligible for active duty leave. Active duty leave may be taken for any of the following "qualifying exigencies" as provided in the FMLA regulations:

1. Short Notice Deployment;
2. Military events and related activities such as official ceremonies and farewell or arrival arrangements for a service member;
3. Childcare and school activities;
4. Financial and legal arrangements to address the service member's absence;
5. Counseling;
6. Rest and recuperation;
7. Post-deployment activities such as attendance at official ceremonies within 9 days after termination of the member's active duty status, or to address issues related to the death of a covered military member; and
8. Additional activities as agreed upon by the City and the employee.

2. Military Caregiver Leave

Under the new “military caregiver” provisions, the City will grant military caregiver leave for up to 26 weeks in a single 12 month period to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member, who is recovering from a serious illness or injury sustained in the line of duty, on active duty, in order to care for the service member. “Next of kin” is defined as the nearest blood relative of a service member. The term “serious illness or injury” is defined as one that renders the service member medically unfit to perform the duties of the member’s military position. The covered service member is one who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list due to the injury or illness. You are entitled to this military caregiver leave intermittently or continuously, but only during “a single 12 month period”. If you take this military caregiver leave, any leave you have used of your 12 weeks allotment for other FMLA leave will be deducted from the 26 week period.

B. Application and Notice

If you desire a leave pursuant to these military leave provisions of the FMLA, you must follow similar procedures for application and notice of leave required for basic FMLA leave as set forth elsewhere in this policy.

When the request is for “active duty leave” because of a qualifying exigency, you must submit an application advising why the leave is needed and you should provide notice as soon as reasonable and practicable.

If a request is for military caregiver leave and the leave is foreseeable, such as for a planned medical treatment, you must submit the application for leave not less than 30 days before the date the leave is to begin. You should attempt to schedule your leave so as not to disrupt business operations. When the need for leave is not foreseeable, you must submit the application as far in advance of the date the leave is to begin as is practicable.

A leave pursuant to the military family leave provisions may be taken on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary because of the health condition of the service member who is your spouse, child, parent or next of kin.

C. Verification or Certification

When the application for leave is because of a qualifying exigency due to the service member’s active duty, the application should state the nature of the relationship of the employee of the service member and you should attach to your application for leave verification of the service member’s call-up or active duty and the reason for the request. If not immediately available, you should

provide the verification as soon as practicable. If you are unable to provide verification, the City may deny FMLA designation for the leave. However, the City retains the right, in its sole discretion, to designate any leave as FMLA leave retroactively upon receipt of verification.

When the application for leave is for military caregiver leave, the application should state the nature of the relationship of the employee to the service member and must have attached to it a written certification from the health care provider, including but not limited to the Department of Defense, for the injured service member. If not immediately available, the City may, in its sole discretion, permit you, as an eligible employee, to commence an FMLA leave; however, you must provide the required certification within five business days or the City may deny FMLA designation to the leave. However, the City retains the right, in its sole discretion, to designate any leave as FMLA leave retroactively upon certification.

As with current certifications for other medical leave under the FMLA, the written certification should state: (1) the date on which the serious health condition commenced; (2) the probable duration of the condition; (3) the appropriate medical facts regarding the condition and its duration; and (4) that the covered service member is medically unfit to perform the duties of the member's office, grade, rank or rating.

D. Conditions

All conditions applicable to basic FMLA leave, such as potential transfers to alternative positions and those conditions listed in paragraphs II C.-E., and IV-VII of this policy are applicable to military family leave.

If you and your spouse are both employed by the City, and both of you are taking leave because of a qualifying exigency and any other FMLA leave, both of you are entitled to a combined total of 12 weeks leave rather than 12 weeks each.

If you and your spouse are both employed by the City, and both of you are taking military caregiver leave and any other FMLA leave, both of you are entitled to a combined total of 26 weeks of leave, rather than 26 weeks each. Limitations of 12 weeks for any leave other than military caregiver leave are still valid.

Your health insurance benefits will be continued under the same terms as they are offered under the City general FMLA policy when you are at work.

Paid leave, if available, must be used during military FMLA leave under the same terms and conditions as for any FMLA leave. If paid leave is unavailable, military FMLA is still available to an eligible employee.

IV. Outside Employment

Employees who wish to obtain new outside employment or retain presently approved outside employment while on basic or Military Service Member's FMLA leave must submit a request, in writing, for consent for outside employment. The taking of another job without consent of the City while on FMLA leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

V. Failure to Return From Leave

An employee's failure to return to work upon the expiration of basic or Military Service Member's FMLA leave will constitute voluntary abandonment of the position and may subject the employee to immediate termination unless an extension is requested by the employee and granted by the City.

VI. Job Restoration

Upon returning from basic or Military Service Member's Family and Medical leave, the employee will normally be restored to the original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. Use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to had he/she not used FMLA leave.

A "key employee" or "highly compensated employee" is a salaried eligible employee who is among the highest paid ten percent of the workforce of the City, within 75 miles of the facility where he or she is employed. Key and highly compensated employees are entitled to FMLA leave; however, the City is not obligated to restore key employees or highly compensated employees to their former employment if such action would cause substantial economic injury to the City. The City will notify you if you qualify as a key employee or highly compensated employee if it intends to deny your reinstatement, and of your rights in such instances.

VII. Additional Information

Employees who fraudulently obtain basic or Military Service Member's FMLA leave are not entitled to job restoration or maintenance of employee benefits.

The City will comply with the requirements of federal law and definitions and interpretations governing FMLA leave. The City does not intend to provide any type of FMLA beyond the minimum federal law requirements, except to the extent that state laws and other policies apply. The City has the right to reject any FMLA leave (and maintenance of employee benefits) that does not meet the minimum federal law requirements. This rejection may take place at any time,

even if the City previously granted the FMLA leave or maintained employee benefits.

100 EQUAL EMPLOYMENT OPPORTUNITY

The City of Leesburg is an Equal Employment Opportunity employer. The City does not discriminate in employment, make any employment decisions, or take any employment actions because of race, color, sex, national origin, religion, age, marital status, genetic information, handicap not affecting qualifications for a particular position, or the disability of a qualified individual with a disability.

Anyone who believes he has been the victim of any discrimination in employment or an employment decision made or action taken because of any one or more of these factors shall immediately report the facts on which that belief is based to his immediate supervisor or manager, the Human Resources Director, or the City Manager.

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105 AMERICANS WITH DISABILITY ACT

It is the policy of the City to comply with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990 to ensure equal employment opportunity for all qualified persons with disabilities. In accordance with these laws and this policy, no otherwise qualified person with a disability shall, solely by reason of the individual's disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any City program, service, or activity.

Covered Individuals

The City, in conformance with Title I of the Americans with Disabilities Act (ADA), requires the fair treatment of qualified individuals with disabilities. A disabled person is defined as an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. The ADA covers people with current or past physical or mental impairments as well as people who are not disabled but are regarded as such. The ADA prohibits employment discrimination against qualified disabled individuals, while ensuring that employers can continue to require all applicants and employees, including those with disabilities, to be able to perform the essential, non-marginal functions of the job in question.

Essential Job Functions and Reasonable Accommodation

A qualified individual with a disability is someone who is able to perform the essential functions of a job, with or without a reasonable accommodation. To determine if a person is qualified to perform a particular job, the employer must identify, in advance, the essential and non-essential functions of the job, and then determine whether the individual can perform them. Determining the essential functions of a position is critical in evaluating whether or not a disabled person is qualified for the position he holds or desires. If an individual with a disability can perform the essential job functions, with or without reasonable accommodation, he may be considered qualified for the position held or desired. An employer is not required to eliminate or transfer essential functions in order to accommodate a disabled employee who cannot perform them.

Determining Essential Job Functions

Essential functions of a job are determined on an individual case basis as follows:

1. A function may be essential if the position exists to perform the function;

2. A function may or may not be essential based upon the number of other employees that perform the function; and
3. A function may be essential if it requires a certain degree of skill or specialization.

Determining Reasonable Accommodations

Reasonable accommodation is available to all employees and qualified applicants, as long as the accommodation does not cause undue hardship on the City.

Reasonable accommodation is defined as any change in the workplace that enables an individual with a qualified disability to have access to equal employment opportunities.

It is at the discretion of the City to determine what constitutes a reasonable accommodation and undue hardship.

Employee Rights and Responsibilities

When requested by qualified applicants or employees, supervisors and managers will attempt to make reasonable accommodations as needed. The Human Resources Director or designee shall develop procedures to assist supervisors and managers in providing reasonable accommodations. Employees who need an accommodation are encouraged to initially discuss the matter with their supervisor, manager, or Department Head.

Employees maintain the right to directly contact the Human Resources Director. An employee or applicant who wishes to file a complaint under this policy should use the City's Grievance Procedure.

However, an employee or applicant maintains the right to file a complaint with an outside agency or to use existing collective bargaining procedures, as applicable, in lieu of the procedures provided by this policy.

110 VETERANS PREFERENCE

The City complies with all applicable laws relating to the preference in hiring, appointing and retaining certain veterans (disabled or not disabled), spouses or unmarried widows/widowers of disabled veterans, provided those individuals are qualified to discharge the duties of the applicable position. In addition, veterans who meet certain criteria are eligible for preference in reinstatement, reemployment and promotion.

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115 RESIDENCY REQUIREMENTS

All new employees except certified Police employees must comply with the following residency policy within 90 days after completion of the 6 month probationary period. Certified Police employees must comply with the following residency policy within 90 days after completion of the 12 month probationary period. The City Manager, Police Chief and Fire Chief must reside in the Leesburg utilities area. Employees in the Police Department and employees occupying other position classifications as designated by Department Heads as on call for routine service shall reside within a 20 mile radius of the intersection of Main Street and 14th Street in Leesburg. Employees other than those mentioned above who are authorized to drive City vehicles home must reside within a 20 mile radius of the above listed intersection unless otherwise approved by the City Manager in writing. All other employees may reside where they choose providing they get to work on time and travel time does not interfere in any way with satisfactory performance of their position classification.

Employees who are promoted or demoted to positions requiring any of the residency requirements listed above accept those positions knowing they must comply with the residency requirement.

For the purpose of this policy, residency shall be the place the employee actually resides/lives and not the mailing or post office address.

Any employee who violates this residency policy shall be discharged from employment.

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120 JOB POSTING

The City supports the practice of promoting from within when practicable. It also believes employees have the primary responsibility for their own career development. The City may post job vacancies internally only or at the same time outside recruitment sources are notified based on approval from the Department Head and City Manager.

Procedure

1. When a position vacancy occurs, the Department Head will submit a personnel requisition form to the Human Resources Department. The Personnel Requisition form is available on the intranet. This completed form requires review of the job description and verifies the job description includes all job-related requirements for proper applicant screening or updates the job description as needed.
2. The Human Resources Department will prepare a job posting. The position will be posted for a minimum of seven calendar days. Available positions may be posted in outside publications as needed.
3. Qualified candidates will be interviewed, and the most capable individual will be offered the position.
4. Should a qualified internal candidate be offered the position, the two departments involved will confer and agree on a suitable transfer date not longer than four weeks from the selection date. Such transfers are expected to occur within one to three weeks from date of job acceptance.

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125 RECRUITING AND SELECTION

When a vacancy occurs, the Department Head and the Human Resources Department will conduct a joint recruiting and selection process designed to identify the most qualified individual for the position.

Procedure

The following steps govern the recruitment and selection process:

The Department Head is expected to:

1. Review the current job description, including essential responsibilities and minimum job requirements, to insure that the job description is accurate. If inaccurate, it is the responsibility of the Department Head to inform Human Resources of the inaccuracy and request a modification prior to posting the position.
2. Complete the personnel requisition form when an opening arises and forward it to Human Resources. If the Department Head requests the position to be posted internally, this should be indicated on the personnel requisition. The Human Resources Department will forward it to the City Manager for final approval.
3. Review the application of candidates screened by Human Resources. For each applicant, the Department Head will determine whether there is:
 - a. No further interest;
 - b. Possible further interest; hold for pending interviews with other candidates; or
 - c. Definite interest; select for an interview.
4. Conduct an interview or interviews.
5. Make the final selection.

The Human Resources Department will:

1. If necessary, update the current job description.
2. Post the position in accordance with the approved personnel requisition for a minimum of seven calendar days.

3. Place any appropriate advertisements of the position vacancy and activate appropriate recruiting resources.
4. Screen applications or resumes to identify candidates who are minimally qualified.
5. Review interview questions, prior to interview, to insure that the department conducts a valid, job-related employment interview.
6. Consult with the department on the final selection and advise on appropriate starting salary.
7. Make verbal conditional job offer and confirm job in writing.
8. Conduct all pre-employment testing, including background checks and drug testing.
9. Schedule date for new employee to begin work.
10. Require the completion of all appropriate pre-employment forms, also requiring the hired applicant to furnish proof of education, eligibility to work in the United States and complete the I-9 form within three business days from the date of hire.
11. Notify all unsuccessful candidates in writing throughout the process.

Internal Candidates

With approval from the Department Head and City Manager a position may be posted internally only. Although some positions are posted both internally and externally, qualified employees are encouraged to apply.

Documentation

Applications and related material, including interview notes for all interviewed candidates will be maintained in the Human Resources Department for three months. All records will be maintained off-site in accordance with the requirements of State of Florida General Records Schedule GS1-SL For State and Local Government Agencies.

130 TESTING

The City may require job specific skills testing prior to employment including a medical examination for jobs requiring physical dexterity; a psychological test, interview or screening for jobs requiring an emergency response or the use of weapons; and a VSA (Voice Stress Analysis) examination for jobs in the fields of law enforcement or finance.

The City has implemented pre-employment screening practices designed to prevent the hiring of individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance. Job applicants are required to submit to pre-employment drug tests before assuming duties with the City.

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135 EMPLOYMENT OF RELATIVES

The employment of close family relatives will be considered when the applicant meets the minimum qualifications for the position as set forth in the job description and is determined to be the best qualified person for the position. Some restrictions will apply, however, to prevent problems of supervision, safety, security and morale.

Definition

“Relative” is defined by Section 112.3135(l)(d), Florida Statutes, to include a 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.

For purposes of this policy the City expands the definition of “relative” to also include anyone related by blood or marriage living within the employee’s home and the definition of “spouse” to include not only those employees having a legal marital relationship, but also individuals involved in a relationship, which in the City Manager’s judgment are characterized by the permanence, duration and stability normally associated with marriage.

Procedure

1. Florida law prohibits the employment, promotion, advancement, or the advocacy of employment, promotion or advancement of a relative. (See Section 112.3135, Florida Statutes.) It is expected that all supervisors will comply with this provision as it applies to the relatives of the supervisor. However, this policy extends certain restrictions on the employment of relatives of City employees other than the supervisor.
2. Generally relatives may be hired by the City with the prior approval of the City Manager when permitted under Florida law.
3. Relatives will not be hired into a department where they directly or indirectly supervise or are supervised by another family member. Indirectly supervised shall be defined for the purpose of this policy as having a family member who, based on their current title/job responsibilities, may not be in the direct chain of command/responsibility of the position on a daily basis, but may by default supervise the position in case of absence, emergency or other unforeseen circumstance.
4. After the adoption of this policy, relatives will not be placed in positions where they work with or have access to sensitive or confidential information. However, this rule will not be enforced retroactively to require

the transfer or termination of an employee who was hired in such a position prior to the adoption of this rule.

5. Relatives will not be placed in position where there is an actual or apparent conflict of interest.
6. It is not improper for an employee of the City to inform their relative of a job opening with the City, nor to suggest that the relative apply for the job. However, it is improper for the employee to attempt to influence in any way the decision to hire their relative.
7. If employees become related after employment and a conflict of interest or a management problem arises; or, if reorganization creates such a conflict, a reasonable amount of time may be provided for the employees and the department head to mutually agree on a resolution of the matter. If in the opinion of the City Manager no resolution is possible or a resolution has not been made within a reasonable time, the City may require one or both to transfer or resign.

140 EMPLOYMENT OF MINORS

As a general rule, employees of the City must be 18 years of age or older. Occasionally, we hire students or others who are 15 to 17 years old, but this is done only under special conditions and must be approved by the City Manager.

Special Employment Conditions for Minors

The City complies with the Child Labor Law (Florida Statutes, Chapter 450, Part I).

Exception

A minor who has graduated from high school, received a high school equivalency diploma or who has a valid certificate of exemption issued by the school superintendent or his designee is exempt from these provisions. Minors enrolled in public educational institutions who qualify on a hardship basis such as economic necessity or family emergency may be eligible for a certificate of exemption. Such determination shall be made by the school superintendent or his designee, and a waiver of hours shall be issued to the minor and the employer.

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145 TRANSFER

A transfer may be voluntarily requested by an employee to move to a position on the same or lower pay grade. The City or City Management may also reassign or transfer an employee solely at their discretion to serve the business interests of the City at the time of such transfer.

An employee may request a transfer to another department or unit providing he has completed the probationary requirement in the unit or department from which he is requesting the transfer. Request for a transfer to another department should be made to the Human Resources Department on an internal application form. The completed request forms will be maintained in the active file for three months. Employees requesting transfers will be given equal consideration with other applicants based on qualifications, ability and the essential job functions. When qualifications, abilities and the essential job functions are relatively equal, City seniority will be the governing factor. Employees who transfer to a new department or unit will be subject to a 6 month probationary period. All accrued benefits transfer with the employee to the new department.

A list of job vacancies will be sent to each department for posting. Employees interested in a transfer should check their department bulletin boards, the City website and/or the jobline. If the employee is qualified, they may apply for a transfer as stated above.

When an employee transfers from one department to another at his/her own request and his/her hourly range exceeds the rate in the new department, he/she shall be paid at the lower prevailing rate in the new department. If the transfer is initiated by management, the higher or equal rate shall prevail.

Employees who transfer to another position on the same or lower pay grade will enter the new pay grade at the bottom of the new grade, unless they bring to the position qualifications which warrant a rate of pay higher than the minimum. In order to assign a rate of pay higher than the minimum, the Department Head shall submit the request, with justification, in writing to the City Manager. If approved, the request will become part of the employee's personnel file.

Transfers to a higher pay grade may be considered promotions. Employees who apply for and receive a transfer to a position on a higher pay grade will receive an increase of 5% or the minimum of the new pay grade, whichever is more. No employee shall make more than the top of a pay grade assigned to that job classification.

All transfers and promotions will be subject to a 6 month probationary period. This period is used to evaluate the employee's ability to learn the new tasks associated with the position and to determine whether the employee should remain in the new position.

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150 PROMOTIONS

When a position vacancy occurs, opportunities to promote from within may be explored, consistent with the goal of filling positions with the most capable individual available.

Qualified internal candidates will be encouraged to apply, but external advertising and recruiting will occur simultaneously with the internal search unless otherwise approved by the Department Head and the City Manager.

Qualified candidates will be interviewed and the most capable individual will be offered the position.

If an internal candidate is selected for promotion they will receive an increase to the minimum of the new pay grade or 5% whichever is greater. No employee shall make more than the top of a pay grade assigned to that job classification. A 6 month probationary period will apply.

Receipt of a promotion does not constitute a commitment for continued employment in a new position for any specific time, nor is there a guarantee that an employee will be able to return to his former position if he is unsuccessful in the new job.

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155 DRIVING RECORDS

Any employee who is required as a condition of employment to possess and maintain a valid license appropriate for the position or job classification applied for or held must immediately inform his supervisor in the event the driver's license is denied, expired, suspended or revoked.

An employee whose license has been suspended or revoked may be subject to disciplinary action up to and including termination. This policy may also be applied if an employee is deemed uninsurable/high risk by the City's designated insurance carrier.

If a valid driver's license is not required as a condition of employment, it shall be City policy to require that the employee possess a valid license if the employee is required to operate City vehicles or equipment.

Annual driver's license checks are run by the Human Resources Department.

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160 EMPLOYEE SEPARATION

A. Definitions

The categories of separation and their definitions are:

1. Resignation. A voluntary separation including:
 - a. The submission of a verbal or written resignation.
 - b. Failure to return from a leave of absence.
 - c. Failure to return from a reduction-in-force recall.
2. Release. A separation in which the employee is not qualified or adapted for the type of work assigned. A release occurs during the employee orientation period when an employee is unable to perform satisfactorily. A release is viewed by the City as a separation without fault to the employee.
3. Retirement. A voluntary separation which usually includes qualifications for benefits under the City's retirement plan.
4. Reduction-in-force. Work is no longer available. Recall is not expected. (This occurs with job elimination, the expiration of a contract, the termination of a program, the elimination of a department and similar events.)
5. Discharge. An involuntary separation for the violation of employee standards of conduct or safety regulations, unsatisfactory job performance, or any other reason deemed by the City to warrant separation.

B. Leave in "Good Standing"

To leave in "good standing" an employee is expected to provide the City with a minimum of two weeks' written notice; return all City equipment and keys in good condition, ordinary wear and tear excepted; provide the City with a forwarding address; and complete an Exit Interview with Human Resources. Leave in good standing does not include any involuntary termination of employment, whether performance-related or disciplinary.

Once notice of resignation or retirement is given, time not previously scheduled off will not be approved and/or paid. If the employee is out due to illness, a doctor's note is required. If more than two weeks notice has been provided to the City, the above restrictions apply during the last two weeks of the notice.

C. Benefits on Separation

1. Long Term Bank (formerly known as Sick Leave). Any employee who leaves in good standing shall be entitled to payment of one-half of their accumulated and unused Long Term Bank up to a maximum of 200 hours. Any employee who separates because of death or retirement shall be entitled to payment of one-half of their accumulated and unused Long Term Bank up to a maximum of 400 hours.
2. Paid Time Off (PTO). Any employee who leaves in good standing or because of death or retirement shall be entitled to payment of their accumulated and unused PTO not to exceed 360 hours.
3. Retirement Benefits. Provisions for the vesting of retirement benefits are provided in the summary plan description for each plan. However, the plans are the final authority on all issues: plan summaries are not controlling. Information may be obtained from Human Resources.
4. Health and Life Insurance Benefits. Extended coverage and conversion privileges of the City's health and life insurance plans are provided in accordance with law. Contact Human Resources for additional information.

165 REDUCTION-IN-FORCE (RIF)

Changes in politics, changes in service to be provided or service levels, reduced tax or income, changes in technology or other unforeseen circumstances may require adjustments in staff levels by means of a personnel reduction-in-force (RIF). Before competent employees are separated due to lack of work, the City will explore reasonable possibilities for reassignment. Liaison concerning this subject will be maintained with the Human Resources Department by supervisors to accomplish any possible interdepartmental transfers of personnel.

Procedures

These procedures will guide decreases in the workforce:

1. When the number of employees must be reduced, employee performance will generally govern. Where two or more employees are of similar ability, length of service may also be a consideration.
2. The City may occasionally retain certain employees without regard to length of service because of the employee's special knowledge, skill, training, or experience.
3. When possible, two weeks' notice will be given to employees scheduled to be separated due to RIF.
4. Employees on temporary reduction will retain benefit credit for benefit plan purposes, provided the employees are actually recalled within 12 months. An employee may, however, elect to receive pay for accrued benefits at the same rate and in the same manner as a separated employee at the time of the reduction.

These guidelines will guide increases in the workforce due to recall:

1. Before hiring new employees outside the City, recall from RIF will be made of qualified employees separated within the past 12 months. An employee will be considered qualified if, in management's sole discretion, a reasonable period of training can be expected to lead to qualification.
2. When considering recall of employees with similar skills and abilities to positions for which they qualify, past performance and date of hire will be considered as primary selection criteria. Employees recalled will be required to serve a new probationary period.
3. An employee to be recalled will be notified by certified letter sent by the Human Resources Director. Telephone contact may also be used by the Human Resources Department, as appropriate. If the employee does not

contact the City to make satisfactory arrangements or return to work within three working days of receipt of the letter or phone call, the employee will be terminated and will be eligible for reinstatement to the recall list only if some exceptional circumstances prevented the employee from responding.

4. Additionally, the employee's overall attitude and the manner in which they handled their separation will be considered in recall.

170 REHIRES

Generally when former employees apply to be rehired, they will be evaluated on the same basis as other applicants. However, special consideration will be given to past job performance, the circumstances surrounding separation of previous employment, and the former employee's knowledge of the City's procedures and functions. Employees who were discharged by the City for cause or who fail to give proper notice on voluntary separation will not be eligible for rehire.

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300 EMPLOYEE PROBATIONARY PERIOD

New employees and employees who receive a promotion or transfer will serve a probationary period of six months from the date of hire, promotion or transfer. (Police Officers and Firefighters will serve a 12 month probationary period upon initial hire, however only a six month probationary period on promotion or transfer.) This period is used to evaluate the employee's knowledge, skill, ability and interest in the position and to determine whether the employment relationship should continue. For a promotion or transfer this period is used to evaluate the employee's ability to learn the new tasks associated with the position and to determine whether the employee should remain in the new position.

During the probationary period, frequent informal and formal employee performance evaluations will be held. If the City determines, in its sole discretion, that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, probationary employees will be released or discharged immediately.

Procedure

1. Department supervisors normally will be responsible for the training and evaluation during the employee probationary period.
2. Performance evaluations in most cases will be conducted after 3, 6 and 12 months. Informal coaching and feedback should be provided on a daily or as indicated basis.
3. Upon satisfactory completion of the probationary period, employees move to regular status and are subject to the standard performance evaluation process and other City policies.
4. If during the probationary period, unsatisfactory performance does not improve, the Human Resource Director will be advised. The employee may be released or discharged from employment with the City, or the probationary period may be extended up to 90 days with approval from the Human Resources Director.
5. All employees, regardless of status or length of service, are required to meet and maintain City standards for job performance and behavior.

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305 EMPLOYEE PERFORMANCE EVALUATION

The employee performance evaluation process will be managed to accomplish the following objectives:

1. To enhance individual employee performance and ensure effective operations,
2. To summarize both formal and informal performance discussions held with employees throughout the review period,
3. To document performance areas in which employees do well and those areas which require improvement, to establish performance goals and plans to correct performance shortcomings, and
4. To ensure employee performance is in line with merit pay increases.

Procedure

Each supervisor is responsible to set and communicate clear performance standards for his employees at the beginning of, and throughout the review period. Each supervisor is also responsible to observe and discuss with his employees positive and negative aspects of their performance in relation to standards throughout the review period. And, on a regular basis, each supervisor is responsible to conduct formal performance evaluations on each subordinate employee summarizing past discussions and setting performance goals for the next year.

1. Applicability & Timing

- a. Regular employees will receive a performance evaluation each year. The performance evaluation will be established within 2 weeks of the beginning of the evaluation period. At 6 months the interim progress area of the form will be completed and the supervisor will review with the employee. On or before the employee's anniversary date each year thereafter the employee will receive a completed performance evaluation.
- b. Newly hired employees will receive and sign a performance plan outlining the expectations of that new employee for the first 6 months of his employment. This performance plan will be completed and signed within two weeks of hire.
- c. Newly hired employees, will be evaluated at 90 days, 6 months (interim progress evaluation), and will receive their first full annual evaluation at 1 year. The employee will then be evaluated annually thereafter. If an employee's probationary period is extended due to performance

reasons, an evaluation shall also be conducted at the conclusion of the extended probationary period. This shall not change the date of the annual evaluation.

- d. If an employee is placed on disciplinary probation, an evaluation will take place at the conclusion of the probationary period that will document the employee's performance relative to the issue that caused the disciplinary probation. This shall not change the date of the annual evaluation. The annual evaluation is intended to cover the entire year, and is more comprehensive than the disciplinary probation evaluation. Supervisors have the discretion to require more frequent evaluations within the probationary period if desired.
 - e. Employees who are transferred or promoted to another position shall be evaluated after 6 months, and annually thereafter. If an employee's probationary period is extended due to performance reasons, an evaluation shall also be conducted at the conclusion of the extended probationary period. This shall not change the date of the annual evaluation.
 - f. **Reclassifications.** Certain position changes, typically known as reclassifications, require a probationary period and probationary evaluations. Examples include: promotion to Senior Police Officer, attainment of higher Water or Wastewater Certification, and promotions such as moving from Emergency Services Dispatcher I to II. Employees do not apply for reclassifications, and the vacated position is eliminated.
 - g. The Human Resources Department will maintain a system to assist supervisors to complete performance evaluations on time (**tracking of interim evaluations must be maintained by the department**). The timely processing of performance evaluations is one of the most important management responsibilities of the supervisor.
2. **Performance Evaluation Form** –A copy of the performance evaluation form is posted on the intranet or can be obtained from the Human Resources Department.
 3. **Approvals** – The performance evaluations must be reviewed with the next level of management before a supervisor may discuss and review the performance evaluation with the employee. **Any evaluations with a rating of Does Not Meet Expectations or Exceeds Expectations must be reviewed by the Human Resources Department prior to reviewing with the employee.**

4. **Performance Evaluation Discussion** – Supervisors will hold a discussion with the employee regarding each performance evaluation. The discussion should be held at a prearranged time in a private location free from interruptions.

5. **Employee Signature** – The employee will be asked to comment on the evaluation and acknowledge it by signing the form. The signature of the employee does not mean that he agrees with the evaluation, but only that he has had an opportunity to discuss the evaluation. The employee will then be given a copy of the signed evaluation. If the employee declines to sign the form, he should be encouraged to discuss any concerns and perhaps write a rebuttal which will be attached to the evaluation and placed in the employee's personnel file. If the employee still declines to sign the evaluation, the supervisor should write "employee declined to sign" at the bottom of the form, initial, date, and give the employee a copy of the evaluation. The supervisor should then notify his Department Head of the situation.

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310 EXEMPT/NON-EXEMPT EMPLOYEE STATUS

All positions in the City are classified as either exempt or non-exempt (in compliance with Federal Law) for pay administration purposes.

Classification

Classifications are based on provisions of the Fair Labor Standards Act (FLSA). These classifications are summarized as follows:

Exempt - management, supervisory, professional and administrative employees and other employees whose positions meet specific tests established by the FLSA and who are exempt from overtime pay requirements.

Non-exempt - employees whose positions do not meet FLSA exemption tests and who are paid one-and-one-half times their regular rate of pay for overtime hours.

The City's PTO policy governs accrual, eligibility, use and deduction of accrued PTO balance and deductions in pay where no accrued PTO balance is available, for both exempt and non-exempt employees. In situations where an exempt employee does not have an accrued PTO balance available, special rules may apply to deductions in salary for leave without pay as provided in the PTO policy. These rules and deductions are allowed pursuant to federal law, and do not affect the employee's classification and status as exempt under this policy.

Designation of Exempt Status

The following is a partial list of employees who have been classified as exempt: the Mayor, Commission Members, City Manager, Deputy City Manager, and all Department Heads. A complete list is maintained and is available from the Human Resources Department.

Procedure

In cases where the exempt/non-exempt status of an employee is in doubt, the supervisor will provide a current and correct job description to the Human Resources Department. The Human Resources Department will review the duties and responsibilities of the position against the FLSA exemption test, and reach a provisional decision. This provisional decision will be provided to the employee in the position and the Department Head. The employee may dispute the facts upon which the provisional decision is based and provide additional supporting or contradictory information to the Human Resources Director. The Human Resources Director will review all of the information submitted, consult with the City Attorney, and make a final decision. There is no right of appeal on this decision.

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315 HOURS OF WORK AND PAYDAYS

The following regulations establish the City's basic workday and work week, but employees may be covered under an alternative work schedule.

Hours of Work

The City follows a normal work schedule of 40 hours per week. Schedules vary among departments and are established by the Department Head.

The pay period begins at 12:01 a.m. Saturday and ends 14 days later at midnight of the second following Friday. The pay period for Certified Law Enforcement personnel begins at 12:01 a.m. Thursday and ends 14 days later at midnight of the second following Wednesday.

Meal/Lunch and Breaks

Generally employees receive an unpaid lunch period. A paid 15 minute break is permitted twice each day, as work allows, one in the morning and one in the afternoon. **Breaks cannot be combined with the lunch period to create a longer lunch period nor can breaks be taken at the start or end of a work day.** Employees are not permitted to "work through lunch". A minimum of 30 minutes must be taken for lunch periods unless an emergency situation necessitates working through the meal/lunch period. (The required lunch period does not apply to employees who work in shift operations.)

Paydays

Employees are paid biweekly or every other Friday. If a payday falls on a holiday, employees will be paid on the preceding day.

Pay Advances

Pay advances are not permitted.

Payroll Deductions

Payroll deductions are required for the employee's share of insurance costs, taxes, Medicare and FICA, and payment of computer loans and safety shoe purchases. Payroll deductions are permitted for the United Way, the employee's contribution to an ICMA-RC 457 Retirement Plan, the payment of any voluntary group insurance coverage, wellness program or any other plan approved by the City Commission or required by court order or state and federal law.

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320 REPORTING OFF

Should it be necessary for an employee to be absent from work for emergency reasons, it is imperative that this fact be conveyed by the employee to the employee's supervisor or department administrative assistant for relay to the employee's supervisor as far in advance of his starting time as possible. It is not acceptable to report your absence to a coworker or anyone other than the employee's supervisor or department administrative assistant, or someone of a higher level of supervision in the chain of command within the department. An early notification is important so that a replacement may be called in to cover the absence. If an absence continues for more than one day, daily notifications are necessary, unless an exception has been made by the Department Head. Normal requests for leave should be handled using the Employee Leave Request Form via departmental procedures.

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325 OVERTIME

The City's overtime pay policy conforms to the overtime provisions of the Fair Labor Standards Act and applicable state law. Exemption from the provisions will be claimed when it can clearly be established that the employee's duties and responsibilities meet the requirements for such exemption.

Policy

Non-exempt employees other than in public safety departments will be paid straight time for all hours worked through 40 hours in a work week and time and one-half their regular rate of pay for hours worked in excess of 40. Employees covered by a CBA shall have a work period established by their collective bargaining agreement. Exempt employees do not earn overtime compensation. Personnel working during a declared emergency may earn a premium pay rate in addition to regular and overtime compensation as applicable.

Holidays

Non-exempt employees who work on a City Holiday will be paid time and one-half for hours worked and will receive eight hours pay for the holiday. Employees covered by a CBA will receive holiday pay established by their collective bargaining agreement.

Effect of Leave on Calculation

Only hours actually worked will be used to calculate overtime pay. Paid time off for jury duty, PTO, sick leave, evaluation days or any leave of absence will not be considered "hours worked." Paid time off for holidays shall be considered "hours worked," but no pyramiding of hours shall be permitted for hours actually worked on a holiday and holiday pay. Employees covered by a CBA shall have a work cycle established by their collective bargaining agreement.

Prior Approval Required

Overtime worked by non-exempt employees must be authorized in advance by the Department Head or designee.

Compensatory Time Off

Compensatory time off in lieu of overtime payments may be available.

Rest Time/Sleep Safety

Normal Sleep time is defined as beginning nine hours before an employee's scheduled start time and ending one hour before the employee's scheduled start time.

Employees who are required to work during the normal sleep time shall be released for one-half hour of rest time for each full half hour worked during the normal sleep time. The rest time hours shall be served consecutively and uninterrupted. The employee will not lose compensation because they are required to rest during scheduled work hours. Any rest time hours that overlap the employee's scheduled work shift shall be paid hours at the regular hourly rate, and shall be counted as "hours worked" for the purpose of overtime calculation.

The employee is not paid for rest time during what would normally be a meal break.

If the employee is called back within 2 hours before the scheduled start time, then no rest time shall be given. The rest time shall normally begin at the beginning of the scheduled work shift, or at the conclusion of the employee's roll in the event that caused the employee to be called back, whichever is later. In some situations, it may be more beneficial to the employee to continue working and push the rest time to the later part of the shift (to leave work early), provided that the employee has had enough rest to carry them to that point. This option requires the approval of the Department Head or designee.

If an employee is given at least 12 hours notice that their regularly scheduled start time will be changed (such as for a special assignment), then the employee's new start time will be the "scheduled start time" for the purpose of this policy. No rest time shall be given just because an employee is required to work irregular hours, provided the employee is given ample opportunity (normal sleep time) to sleep in advance of a shift. No rest time shall be given for hours worked during the normal sleep time that precedes a holiday, unless the employee was scheduled to work the holiday.

Whereas an employee may be required to work long hours where there is no conflict with "normal sleep time" (as defined above), employees shall be limited to working no more than 16 hours in a 24 hour period, except in extreme conditions and with the approval of the Department Head.

Employees utilizing rest time must ensure that their supervisor is notified in advance that they will need to take rest time.

Examples:

- An employee who normally starts the day at 8:00 a.m. is called back into work from midnight to 3:45 a.m. prior to a regular shift. The employee need not report to work until 11:30 the next morning and will be paid for the time from 8:00 a.m. to 11:30 a.m.
- An employee who normally starts at 8:00 a.m. is called back at 6:00 a.m. and works through the normal start time. No rest time is provided.
- An employee who normally starts at 8:00 a.m. is called back at 3:00 a.m. and works until 8:45 a.m. on the event that generated the call back. The employee shall rest for 4 hours (because the hours between 3:00 a.m. and 7:00 a.m. were disrupted) beginning at 8:45 a.m. The employee goes home and rests and does not return to work until 12:45 p.m. (or 1:00 p.m. if that is the normal end of the lunch break). The employee is paid the regular wage while on rest time. The employee is not paid for what would normally be a meal break (i.e.: If the normal lunch break is at noon, the employee would only be paid for 3.25 hours while resting.).

Call Back

Non-exempt employees are considered to be called back to work when:

1. The employee is required to report back to work as the result of an emergency such as severe weather or other unforeseen event that impacts the delivery of services to the public; and,
2. The employee is called back to work during hours that they are not regularly scheduled to work, taking into consideration that some employees are normally scheduled to work during irregular hours.

Non-exempt employees will be paid a minimum of 2 hours per call back at 1 ½ times their normal pay rate. The time shall begin when an employee is contacted and ends when the job is completed plus 30 minutes travel time. If the actual time worked is less than 1½ hours, no travel time is added and the employee will receive 2 hours of call back. (For example, actual time worked is 1 hour, total call back time will be 2 hours.) If the actual time worked is more than 1½ hours, travel time will be added. (For example, actual time worked is 2¼ hours, total call back time will be 2¾ hours)

If an employee receives a second call back within that 2 hour minimum, the employee will be paid for actual time worked, but not less than 2 hours. (For example, a second call is received after working 1½ hours, the call back time continues. The employee is not entitled to another 2 hour minimum because of the second call back.)

Answering the phone and/or working on a computer from home (or other offsite location) does not entitle you to the call back minimum. If a non-exempt employee answers their phone and resolves a problem without having to return to work, they must document the start and end time of the call. The start time is when the employee received the call. The end time is defined as the time when the employee's actions are concluded, meaning that an employee who answers a call, hangs up, and logs into a computer to resolve a problem will record their end time as the point that they log out or have otherwise resolved the problem. The employee will be compensated in 30 minute blocks, at the premium rate (1 ½ times normal pay).

Example:

- An employee who answers a call at 1:00 a.m., logs into a computer, resolves the issue and is concluded by 1:20 will be paid for 30 minutes at the premium rate. If the employee received another call at 1:45 a.m., a new 30 minute block will begin.

Employees are asked to exercise discretion and reasonableness in your utilization of the above. If you receive a call, are asked a question by a City employee, and are able to resolve the issue within a minute or so, you should not submit this time. This time must be documented in writing (via email if working on a computer). Documented time must be submitted to your supervisor and the person who enters your payroll when you come in to work.

All non-exempt employees placed on "Standby Status" shall receive an amount per day established by the City Commission. Employees may be called back in when they are out on funeral leave and/or PTO (for vacation). Employees may not be called back in when they have called in sick or are on extended sick leave of any type.

Declared Emergency in the City of Leesburg

In the event that a "State of Emergency" is declared by the Mayor or City Manager in the City of Leesburg:

Non-exempt employee's pay shall be calculated for overtime as stated above. Then, one-half of the employee's hourly base rate will be added for each hour actually worked during the time of the declared emergency.

Exempt employees shall receive, in addition to their regular compensation, additional compensation for hours worked during a Declared Emergency equal to one-eighth their standard weekly compensation for each full (not partial) 24 hour period of Declared Emergency, provided the employee actually works a minimum of 12 hours within that 24 hour period.

Emergency Assistance to Other Entities

City of Leesburg employees dispatched to other entities to assist with emergencies, as approved by the City Manager, shall be paid in accordance with the Declared Emergency in the City of Leesburg section for all hours actually worked plus travel time both ways.

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330 COMPENSATORY TIME OFF

A City employee may be required or permitted to take compensatory time off in lieu of overtime pay in compliance with this policy and as permitted under federal and state wage and hour regulations.

Required Compensatory Flex Time Off (“Flex Time”)

Overtime (for most employees, working more than 40 hours in a work week) may be avoided at the discretion of the supervisor by requiring the non-exempt employee to take compensatory flex time off. The time off must be within the same work week or overtime cycle. For example, if a 40-hour/week employee is scheduled to work 8 hours on Monday, but due to an emergency works 11 hours, the employee may be asked by their supervisor to take 3 hours off later in that same week.

Voluntary Compensatory Time Off

A non-exempt employee may elect to take compensatory (comp) time off in lieu of overtime payments (one and one-half hour off for one hour of work) provided such comp time off is taken by the end of the fiscal year earned (October thru September). Comp time may be accrued with approval from the Department Head or their designee, but only up to a maximum of 40 hours. Overtime worked after accruing 40 hours must be paid at the employee’s overtime rate.

An employee must have his supervisor’s prior approval to accrue or take comp time off. Supervisors are required to permit employees to use comp time off within a reasonable period, but may deny a request when it will, in the supervisor’s sole discretion, unduly disrupt normal operations. Accrued comp time not used within the fiscal year earned shall be paid in the last paycheck paid to the employee in September.

Exempt Employees

Although exempt employees do not earn overtime or compensatory time off, they shall be provided an additional 40 hours of paid administrative leave which may be taken during the calendar year. Newly hired employees or employees promoted or transferred to exempt positions will receive prorated administrative leave the first year. Administrative leave will be prorated based on calendar quarters. Admin Leave time will not be available until successful completion of their probationary period, and available time will be calculated on remaining quarters in the calendar year. (No time will be calculated for the probationary period.) Any such leave which is not taken shall be lost and no payment shall be made in lieu of taking the leave is permitted.

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335 ALTERNATIVE WORK SCHEDULES

In certain designated jobs, employees will observe work schedules which differ from the City's normal work schedule of five consecutive days per week, eight hours per day. Generally these will be departments where 24 hour coverage is necessary, Solid Waste where trash pick-up occurs six days a week, Parks & Recreation where programs and events occur on evenings and weekends, and departments or divisions which have been approved for four 10 hour work days per week. Alternative work schedules or changes to alternative work schedules must be approved by the City Manager.

4/10 Work Week

Employees in a 4/10 work schedule will work 10 hours per day for four days during a work week (Saturday through Friday). These work days may be consecutive, but need not be consecutive if the needs of the position or of the City require otherwise.

Overtime: Straight time will be paid for the first 40 hours worked in a work week. Overtime will be paid at time and one-half for hours worked beyond 40 in a work week,

Holiday: Employees who work on a City holiday will be paid at time and one-half for the hours worked and will receive eight hours pay for the holiday.

Leave Accrual: Leave will be accrued at the same rate as for employees on the City's normal work schedule.

Leave: LTB and PTO leave, when taken, will require the use of 10 hours of accrued time for each day of absence.

Other

Other alternative work schedules have been approved by the City Manager.

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340 HOLIDAYS

The following days are recognized as City Holidays:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
One floating holiday to be selected by employee	

The floating holiday is intended to be used to observe days of personal significance such as religious holidays, birthdays, weddings or other special occasions. The floating holiday is only available to employees in the calendar year following successful completion of their probationary period. The floating holiday will only be added to an employees' accrual bank the first pay period of each calendar year. (For example, if your probationary period ends 2/17/10 the Floating Holiday will be added the first pay period in 2011.) Employees must schedule this day each year with their supervisor as far in advance as possible. Failure to take a floating holiday within a calendar year will result in loss of that day.

City holidays which fall on a Saturday will be observed on the preceding Friday; holidays which fall on a Sunday will be observed on the following Monday for the majority of the City employees. If your position is part of a 24/7 operation (such as dispatchers, police officers, etc) the holiday will be observed on the actual holiday.

All employees (whether regular or probationary period employees) are eligible for holiday pay. Full-time employees are eligible for eight hours of holiday pay exclusive of shift or overtime premiums. Part-time employees who are regularly scheduled for 20 or more hours per week are eligible for prorated holiday pay based on their regularly scheduled hours. School crossing guards are eligible for holiday pay on the holidays which fall during the school year. The hours paid to the school crossing guards will be the same number of hours normally worked in a day.

To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the absence is approved in advance by his supervisor. The Department Head may request approval for holiday pay if the absence(s) is/are due to extenuating circumstances. Approval must be received from the City Manager.

If a holiday falls during an employee's scheduled PTO the holiday will be observed, the employee will be entitled to holiday pay and the holiday will not be counted as PTO taken.

An employee who separates or commences an unpaid leave of absence on the last scheduled workday preceding or on the first workday following a holiday will not receive holiday pay.

An employee required to work on a holiday will be paid at one and one-half times his regular hourly rate for the hours worked and will receive eight hours of pay for the holiday.

Employees covered by a CBA shall receive holiday pay in accordance with their written bargaining agreement.

345 BEREAVEMENT/FUNERAL LEAVE

When a death occurs in the full-time employee's immediate family, Immediate family for the purpose of this policy is the employee's legal spouse, mother, father, legal guardian, mother-in-law, father-in-law, step parents, son, daughter, son-in-law, daughter-in-law, step children, brother, sister, grandparents (including great grandparents as long as documentation showing relationship is provided), grandchildren, or other dependents living in the same household, the employee may upon request, be excused and paid for three working days relative to the death. For the purposes of this policy, three working days means regular scheduled work days as defined by the employee's department. The maximum bereavement leave which may be granted is 24 hours. Employees may, when necessary use accrued LTB or PTO to extend bereavement/funeral leave.

Payment per day shall be based on the employee's regular hourly rate exclusive of overtime or shift differential. Bereavement/Funeral Leave will not be counted as hours worked for the purpose of determining overtime or premium pay liability. An employee will not receive bereavement/funeral pay when it duplicates pay received for time not worked for any other reason.

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350 SHIFT DIFFERENTIAL

Employees, except Fire, whose standard work shift has the majority of hours falling between the hours of 3:00 p.m. through midnight and midnight through 8:00 a.m., shall be paid an additional amount per hour established by the City Commission for those hours worked during those time periods.

Those part-time employees scheduled for shifts of less than five hours are not eligible for the differential.

An employee regularly scheduled for the day shift, who completes his regular tour of duty and is asked to stay over, or is called out to complete the evening or night shift, shall be paid the applicable shift differential and/or overtime.

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355 OUT-OF-CLASSIFICATION PAY

Through out-of-classification pay the City recognizes its responsibility to reasonably compensate employees. Out-of-classification pay status may be granted to employees temporarily assuming the full responsibilities of a higher pay grade and job classification. Out-of-classification pay is intended for circumstances which may include a position vacancy or an incumbent's anticipated long term absence for a period of more than 80 hours.

Out-of-classification pay may occur for regular full-time employees, at the request of the Department Head, when an employee fully assumes the duties of an absent employee in a higher job classification and pay grade, when it is anticipated a position will be vacated for a period greater than 80 consecutive hours. The Department Head may grant the employee temporarily assuming the full duties of the higher job classification and pay grade a 5% salary increase. The effected employee's out-of-classification pay will begin the first scheduled working day after the absence of the higher classified employee for 80 consecutive hours. The employee receiving out-of-classification pay will return to his regular salary upon return of the higher classified employee to work.

Out-of-classification pay may also occur for regular full-time employees, at the request of the Department Head in the following circumstance. When an employee has fully assumed the duties of an employee in a higher job classification and pay grade who is unable to perform **all of their regular duties due to extenuating circumstances such as medical light-duty.** The higher classified employee need not be absent from work. If the higher classified employee is able to perform any part of their regular duties, out-of-classification pay will not be granted.

Under no circumstances will the employee temporarily assuming the duties of the higher job classification be paid more than the maximum of the pay grade assigned to the vacant position.

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360 INTERIM PAY

Interim pay may occur when an employee fully assumes, at the request of the City Manager, the duties of a Department Head. When it is anticipated an executive position will be vacated for a period exceeding 30 calendar days or longer, the City Manager may grant the employee temporarily assuming the duties a 10% salary increase or the minimum pay rate of the classification for which the employee is interim, whichever is greater. Interim pay may be initiated immediately by the City Manager in the event of a separation or an extended leave of absence (30 or more calendar days). The employee receiving interim pay will return to his regular salary upon the hiring/filling of the vacant position.

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365 PAID TIME OFF (PTO)

The City encourages each employee to use their annual PTO entitlement as paid time off for purposes such as vacation, leisure time, personal illness, or caring for family member(s) who may be in need of care. Employees are encouraged to maintain a minimum balance of PTO in their account to cover unforeseen personal or family illness, or the event of an unforeseen emergency.

Administration

1. PTO may be granted for personal illness, personal reasons, accident, or pregnancy supported by a doctor's recommendation or serious illness in the immediate family (i.e. spouse, children or other dependents living in the same household). In some situations PTO may also qualify as leave under the Family and Medical Leave Act and be treated accordingly.
2. Upon approval from the Department Head and the City Manager, PTO may be used for serious illness of the employee's mother, father, mother-in-law, and father-in-law. In situations where an absence will exceed three days due to illness, or where a pattern of excessive absenteeism exists the City may require written certification be provided by the employee so a determination may be made as to eligibility for PTO.
3. Employees who are absent for reasons covered under the Workers' Compensation Law will be permitted to use available PTO for any days or portion of days not payable by Workers' Compensation. Under the Florida Worker's Compensation Law, no compensation shall be allowed for the first 7 days, except that if the injury results in a disability of more than 21 days, compensation shall be allowed from the commencement of the disability. If an employee is paid PTO or LTB (if applicable) for all or any part of the first 7 days of an absence covered and paid for by Worker's Compensation, the employee shall reimburse the City for the PTO paid and his PTO account will be credited accordingly.
4. In addition to an employee's own earned PTO time, all regular full-time and part-time employees of the City who have completed six months of employment are eligible for participation in the PTO Exchange Program.
5. Newly hired employees accrue PTO time, but are not permitted to take PTO leave during their first 90 days of service.
6. Regular part-time employees working 20 hours per week or more accrue their PTO time on the same basis as full-time employees, except it is prorated according to the number of hours they normally work.

7. PTO time is not earned during an unpaid leave of absence or unpaid FMLA leave, but is earned during PTO leave or other paid absences.
8. PTO time will not continue to accrue once an employee has reached the maximum accrual permitted.
9. Although PTO time is expressed as days accrued each year of service, PTO will be credited to employees on a prorated basis consistent with this policy as determined appropriate by Human Resources.
10. Maintenance of Contact – During PTO for illness an employee must maintain daily contact with the supervisor (or make suitable arrangements) in order for the supervisor to know the employee's estimated date of return to work. PTO for illness is contingent upon maintenance of regular contact.
11. Physician's Release upon Return – Depending on the length and circumstances of an employee's illness or disability, the supervisor may require a physician's written release before the employee may return to work.
12. A Supervisor may send an employee home due to illness without the ability of the employee to appeal, in order to maintain a healthy work environment. The time will be charged to the employee's accrued PTO or LTB. If the employee does not have sufficient balance in their PTO or LTB account, this time shall be charged as leave without pay, as provided in paragraph 13 of this policy..
13. Deductions from an employee's accrued and available PTO balance may be made for actual time used, and may include deductions in increments less than a full day, i.e. less than an hour, 1 hour, half a workday, etc., for absences due to personal reasons, accident or illness. This deduction from the PTO balance applies regardless of whether the employee is paid on an exempt (salaried) basis, or a non-exempt (hourly) basis. For non-exempt employees with an insufficient accrued PTO balance taking unpaid leave, the actual amount of time used may be deducted from the employee's pay at the employee's regular hourly rate. However, for exempt (salaried) employees with insufficient accrued PTO balance taking unpaid leave, deductions from the employee's salary may only be made for absences of one or more full days for which the employee has insufficient accrued PTO balance available.

Scheduling

1. Requested PTO leave shall be scheduled and taken as approved by the employee's immediate supervisor. PTO time shall be requested by using

the Employee Leave Request Form in advance. The request may be denied if granting PTO would leave the City understaffed, or if scheduled work could not be performed in the absence of the employee. Denial is at the discretion of the supervisor or Department Head.

2. Preference in selection of dates may be granted by the supervisor either on a first request basis or on length of service.
3. If a City paid holiday falls during an employee's PTO, the holiday will not be counted as PTO taken.
4. Requested PTO shall be paid at the employee's regular hourly rate of earnings applicable at the time the PTO is taken, exclusive of shift or overtime payments.

Accrual

Paid Time Off (PTO) shall accrue for each full-time employee from the employee's date of hire at the following rates:

Less than 5 Years Service – 23 days (184 hours) of PTO a year.

5 to 10 Years Service – After 5 years of service, an employee earns one additional day of PTO (8 hours accrual) for each year of full-time service.

10 to 20 Years Service – After 10 years of service, an employee earns an additional half day of PTO (4 hours) for each year of full-time service.

20 Years of Service – After 20 years of service each employee has earned and continues to earn the maximum PTO accrual of 33 days (264 hours) of PTO a year.

PTO Annual Accrual Chart		Years of Service	Part-Time PTO Annual Accrual (Days)				
Full-Time Employees			<i>Based on Normal Scheduled Hours</i>				
Years of Service	PTO Days per Year		90% (36 hours)	80% (32 hours)	70% (28 hours)	60% (24 hours)	50% (20 hours)
0 - 5	23	0 - 5	20.7	18.4	16.1	13.8	11.5
6	24	6	21.6	19.2	16.8	14.4	12
7	25	7	22.5	20	17.5	15	12.5
8	26	8	23.4	20.8	18.2	15.6	13
9	27	9	24.3	21.6	18.9	16.2	13.5
10	28	10	25.2	22.4	19.6	16.8	14
11	28.5	11	25.7	22.8	20	17.1	14.3
12	29	12	26.1	23.2	20.3	17.4	14.5
13	29.5	13	26.6	23.6	20.7	17.7	14.8
14	30	14	27	24	21	18	15
15	30.5	15	27.5	24.4	21.4	18.3	15.3
16	31	16	27.9	24.8	21.7	18.6	15.5
17	31.5	17	28.4	25.2	22.1	18.9	15.8
18	32	18	28.8	25.6	22.4	19.2	16
19	32.5	19	29.3	26	22.8	19.5	16.3
20+	33	20+	29.7	26.4	23.1	19.8	16.5

Maximum Accrual Permitted

Unused PTO may be accrued to a maximum of 560 hours (70 days). Employees covered by a CBA may accrue time to a maximum established by their collective bargaining agreement.

PTO Sell Back

Those employees who desire to sell PTO leave hours back to the City rather than use them are allowed to do so under the following guidelines:

1. The employee must complete a written request in a form acceptable to Human Resources.
2. A maximum of 160 hours may be sold back to the City in any one fiscal year. Employees covered by a CBA may sell time to a maximum established by their collective bargaining agreement.
3. A minimum of 8 hours must be sold on each occasion.
4. An employee may only sell to the City the same number of hours (or less) of PTO time that the employee has used as paid time off away from work during the 12 month period preceding the request for PTO sell-back. (Exempt employees may also include administrative time they have used

towards the number of hours they may sell.) Once paid time off from work has been counted towards a sell back request, the same dates cannot be counted again towards a second sell back request.

5. Employees may exercise this option a maximum of two times a fiscal year (October 1st through September 30th).
6. Payment will be made on the next regular pay day to the employee or in a contribution to the employee's ICMA account, subject to any applicable plan limitations.

PTO/LTB Donation & Exchange Policy

The City has established a plan whereby employees are able to donate some of their PTO leave to another employee who has none.

All regular full-time and part-time employees are eligible to participate after successfully completing their probationary period of employment (or six months of employment as a Police Officer or Firefighter where the probationary period is greater than six months).

The purpose of the PTO/LTB leave exchange policy is to provide time off with pay for employees during periods of personal prolonged medical leave (such as illness, accident, injury, etc.) not otherwise compensated by the City. The following are the guidelines for the use of this policy:

1. The employee must be a full-time or part-time regular employee who has successfully completed their probationary period of employment (or six months of employment as a Police Officer or Firefighter where probationary period is greater than six months).
2. Donated PTO/LTB hours are to be used for medical leave (such as illness, accident, injury, maternity, etc.) only for employees or as necessary to provide care for immediate family (i.e. spouse, children or other dependents living in the same household).
3. Employees are only eligible to receive a maximum of 12 weeks of donated PTO leave per 12 month rolling period. (Example: Once 12 weeks have been used, the employee is not eligible to use donated PTO leave until 12 months have passed.)
4. Donations shall come from the Long Term Bank (formerly Sick Leave) until all available time has been exhausted. Additional donations shall then be drawn from the accumulated PTO accumulation.

5. An employee shall be eligible to request the assistance of donated PTO/LTB leave when:
 - a. All available leave has been exhausted; and,
 - b. The employee has been absent at least 14 consecutive calendar days in either paid or unpaid leave status.
6. Employees who have been instructed by their doctor to return to work on a limited basis (such as every other day or less than the employee's normal work day) shall be eligible for PTO/LTB donations provided they otherwise qualify pursuant to paragraph 5 above.
7. The primary purpose of the PTO/LTB Exchange program is to attempt to provide the employee in need with what they normally receive for regularly scheduled hours worked. No more, no less.
8. Each request for assistance under the PTO/LTB Exchange Program must be VERIFIED by the Human Resources Department
9. Upon approval, by virtue of the conditions being met, the Human Resources Department will notify all departments of an employee's need for PTO/LTB donations/leave.
10. Any employee wishing to donate PTO/LTB leave will need to complete the necessary form allowing a transfer of PTO/LTB leave from their account to the requesting party's account. Forms are available on the intranet, in each department and in the Human Resources Department.
11. All donations must be in even amounts (whole numbers). (Example 4, 7, or 9 hours; fractional donations are not acceptable.)
12. If you have authorized the donation of some of your PTO/LTB leave, the hours will not be taken from your account until they are actually used.

370 TRAINING AND DEVELOPMENT

Employee training and development programs are provided for the mutual benefit of the City and its employees. Employee training may be provided to instruct new employees in the procedures required to fulfill their job responsibilities; to acquaint current employees with new procedures relevant to their job positions; and/or to improve or remediate an employee's job performance. Employees do not have guaranteed rights to any training. All training opportunities are benefits to employees.

Participation in educational opportunities such as conferences, academic courses and workshops is encouraged when the education curriculum or workshop content can potentially enhance the employee's job performance and is in the best interest of the City and the employee's department.

Employee development is encouraged and supported by the City through Educational Assistance. Educational Assistance is dependent upon funding availability. Employee development includes the educational preparation of an employee who is interested in pursuing promotional advancement or acquiring new skills in their current position.

Employee Development

By providing City employees with in-house training programs, formal or professional educational opportunities and educational assistance, the City benefits through the improved performance of the employee in his current job function(s) and through the development of skills and experience for the employee's career advancement.

Eligibility

Such off-duty education, training, instruction or courses of study must directly contribute to the improvement of skills or the enhancement of knowledge used in the performance of City duties.

Conferences

In accordance with the policy of the City to encourage skill improvement and advancement, full-time employees who have successfully completed their initial probationary period may, at the discretion of their respective Department Head, be approved leave with pay to attend professional and technical training sessions, institutes, conferences and/or other job-related meetings. Payment for reasonable training and expenses incurred during training will be paid in accordance with existing Finance Department directives.

Role of the Human Resources Department

The Human Resources Department shall act as a clearinghouse for all internal City training programs by providing employees and departments with the following services:

1. Developing and evaluating training curriculum, resources and manuals.
2. Coordinating and/or administering internal training programs.
3. Implementing evaluation techniques which will allow for proper documentation regarding employee job performance and training techniques.
4. Consulting with supervisors and departments for the purpose of analyzing department training needs and job performance problems.
5. Conducting needs analysis to identify requirements for training content and job performance procedures, expectations and tasks.
6. Providing the City and its departments with cost analysis of training benefits.
7. Controlling and developing employee job performance measurements and applicant pre-employment testing.
8. Analyzing and approving employment tests and job performance measurements for effectiveness in evaluating employee wage classification assignment and promotional opportunities.

Role of Departments and Supervisors

Any employee who supervises the work performance of other City employees has the following responsibilities:

1. To provide employees the opportunity to receive minimum required training to perform job functions.
2. To follow through and reinforce the instructional goal and content of the City and other training programs by providing employees with individual or group discussion of the training materials or referral to other City training sources.
3. To encourage the development of candidates from the supervisor's unit/department who have the potential to be trained for additional job

responsibility and for possible promotion to higher position classification within that department.

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375 SENIORITY

“City” seniority is the total full-time continuous service an employee has worked in any capacity for the City since last date of hire.

“Department” seniority is the total full-time service an employee has worked during a continuous period of employment in a specific department.

“Classification” seniority is the total full-time service an employee has worked during a continuous period of employment of a specific job classification.

City seniority shall commence after satisfactory completion of the 6 month probationary period or 12 month in the case of Police and Fire employees and shall be retroactive to the last date of hire.

Department and classification seniority shall commence after satisfactory completion of the 6 month probationary period or 12 month in the case of Police and Fire employees and shall be retroactive to the date the employee was last assigned to a specific department and job classification.

City, department and classification seniority shall accrue during a continuous authorized absence, provided the employee returns to work immediately following the expiration of such absence. City, department and classification seniority shall accrue during a period of continuous layoff up to one year or the length of the employee’s continuous service at commencement of such absence, whichever is less. Examples of the foregoing are as follows:

- If an employee has one year or more of continuous service at the time his layoff or disability began, his seniority would accrue up to a maximum of one year commensurate with the period of absence.
- If an employee had eight months of continuous service at the time his layoff or disability began, his seniority would accrue up to a maximum of eight months commensurate with the period of absence.

City, department and classification seniority for part-time employees shall accrue in the same manner as that of full-time employees; however, part-time seniority shall be considered only as a deciding factor in rulings involving other part-time employees.

A temporary employee shall have no seniority during the time he occupies the status of a temporary employee. Should a temporary employee become a regular employee, his seniority shall be retroactive to his date of employment.

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380 TERMINATION OF SENIORITY

An employee's seniority shall be terminated and his rights, benefits and privileges forfeited for the following reasons:

1. Discharge, release, resignation or retirement.
2. Willfully exceeding an authorized leave of absence.
3. Absence for two consecutive scheduled work days without notifying the City during the absence (unless physically impossible to do so) of an illness or accident preventing the employee from working as evidenced by written certification of a physician or other proof if requested by the City or other satisfactory reason for such absence.
4. Failure to contact the City to make satisfactory arrangements to return to work within three working days of the receipt of the letter or phone call advising the employee they have been recalled, unless some exceptional circumstances prevented the employee from responding.

All earned seniority may be maintained during an authorized absence for a period not to exceed the lesser of one year or the length of the employee's continuous service.

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385 GARNISHMENTS

A garnishment is a court order requiring the City to remit an employee's wages, in whole or in part, to a third party in payment of a debt. The City will process and abide by all garnishments for payment including those for taxes and obligations decreed by the Domestic Relations Court and other authorized government agencies in accordance with the Consumer Credit Protection Act, Chapter 77 Florida Statutes or other applicable state or federal laws.

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390 MILITARY LEAVE

Training

All Employees of the City who are members of a Military Reserve or the National Guard are entitled to leaves of absences for training pursuant to Chapter 115.07, Florida Statutes. In all circumstances the employee shall receive full pay and benefits during the 17 days of leave. Thereafter the employee will be granted leave without pay, but the employee may elect to use PTO for absences longer than 17 days.

Active Service

All employees of the City who are members of a Military Reserve or the National Guard who are called to active service shall be entitled to leaves of absences pursuant to Section 115.14, Florida Statutes. In all circumstances, the employee shall receive full pay and benefits during the first 30 days of leave. If the employee is called to active service before he has successfully completed his probationary period with the City, the leave of absence will be without pay after the first 30 days. If the employee is a regular employee (having successfully completed his probationary period at the time he is called to active service), the City shall supplement the difference between the employee's regular rate of pay and the employee's military compensation (excluding travel expenses). In addition, for regular employees called to active service the City will continue to provide health insurance until the employee is covered through the military for health insurance. Upon return from active duty, health insurance coverage will be reinstated as mandated by Federal Law.

Procedures

1. An employee who is ordered to appear for a physical examination prior to being called for active service shall be granted leave with pay to undergo the examination. Documentation must be provided verifying the order.
2. An employee on leave for training purposes will continue to accrue PTO. An employee on leave for active service will not accrue PTO.
3. An employee on leave without pay during active service may elect to continue medical coverage at the employee's expense. The employee must make arrangements for payment of these costs prior to taking the leave of absence. Should the employee fail to make payment as agreed, medical coverage may cease following notification under federal law (COBRA).

4. Any changes in range approved during the period of leave for active service will be paid to the employee on leave, but the employee will not be entitled to increases due to performance or merit.
5. Employees on leave for active service must submit their monthly Leave and Earnings Statement (LES) to permit the City to calculate the appropriate supplemental pay. Only after receiving the LES will the City's supplemental pay be processed.
6. Departments are authorized to fill the vacancy created by a leave of absence for active duty. Upon separation from military service, the employee shall contact Human Resources to obtain reinstatement and shall report to work not later than 14 days after completion of their military duty. Upon reporting to work the employee shall be restored to his previous position, without loss of benefits and without a break in service. If a vacancy does not exist at the time of reinstatement, the Department is authorized to operate with the additional staffing until such a reduction can be achieved through normal attrition.
7. In the event that the employee is hospitalized because of an active duty related injury, the City Manager, in his sole discretion, is authorized to extend the period of time in which the employee is required to report to work following discharge and the City may require the employee to have a medical or psychological evaluation, at the City's expense, to confirm that the employee is fit for duty. The City may make reasonable accommodations to permit an employee to return to employment if injured and unable to perform previous duties due to an active duty related injury.
8. Under certain conditions, eligible employees who are qualified family members of active duty service members or service members with a serious injury or illness may be entitled to unpaid FMLA leave under the City of Leesburg's Military Family and Medical Leave Policy. Please refer to the City of Leesburg's written FMLA policy or consult with the Human Resources Department to determine eligibility for same.

395 ADMINISTRATIVE LEAVE WITH AND WITHOUT PAY

During the course of an investigation by the City into allegations of employee misconduct, performance issues, or as otherwise deemed appropriate by the City, employees may be placed on administrative leave with or without pay, pending the outcome of such investigation.

While on Administrative Leave with pay, the employee shall call in to their supervisor or other individual as designated by the City, within the first 30 minutes of their shift and within the last 30 minutes of their shift, for each day they are normally scheduled to work. If the employee intends to leave their residence during normal work hours, the employee shall call in to their supervisor or other designee upon leaving and when returning to their residence. Failure to perform the call-in procedure as directed may result in immediate disciplinary action, up to and including discharge.

While on Administrative Leave without pay, the employee is not required to perform the call-in procedures described above.

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500 STANDARDS OF CONDUCT

The City's standards of conduct are established for the guidance of all employees. The following represents only a partial list of unacceptable conduct; this list should be deemed to include any significant breach of conduct, work-related or otherwise, or any material deficiency in work performance.

Infractions may lead to corrective action up to and including discharge.

1. Any violation of the City's policies against workplace harassment or employment discrimination.
2. Falsifying employee application, time sheet, or other City documents or records.
3. Omission of material information on employment application.
4. Knowingly making false statements, verbally or in writing, about the City, other employees, supervisors, or work situations.
5. Unauthorized possession of City or personal property including the possession or carrying of weapons, explosives, or the possession of alcohol or illegal drugs on City premises unless authorized. Authorization is determined by the City Manager.
6. Reporting to work after consuming alcohol or drugs which in the City's opinion may impair the employee's ability to perform the job.
7. Arrest for or conviction of any felony under state or federal law.
8. Consuming alcohol or illegal drugs during working hours.
9. Violation of criminal laws while on duty or on City premises, including the failure to comply with any City, County, State or Federal law or regulation which is job related.
10. Failure to notify supervisor of arrest, incarceration, an Information being filed by the state's attorney, or (if driver's license is required) revocation or suspension of driver's license.
11. Failure to report any accident which happens in the course of work to a Supervisor including any work-related accident under the City's workers' compensation program.

12. Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any citizen, resident, employee or City operations.
13. Engaging in acts of dishonesty, fraud, theft or sabotage.
14. Threatening, intimidating, coercing, using abusive or vulgar language or intentionally interfering with the performance of other employees.
15. Insubordination, including but not limited to, refusal to comply with instructions of any supervisor or manager or failure or refusal to perform duties which are assigned.
16. Unauthorized use of City material, time, equipment or property.
17. Intentional or negligent damaging or destroying City property.
18. Beginning or maintaining a business relationship which affords present or future financial benefits due to the position of the employee.
19. Promotion of private business on a City worksite or while on duty.
20. Accepting loans, advances, gifts, gratuities, favors and/or entertainment from any party doing or seeking business with the City.
21. Conduct which reflects adversely on the employee or the City, including rudeness or acts of disrespect, either to co-workers or citizens.
22. Failure to report to work for two (2) or more consecutive working days without authorization.
23. Habitual or excessive absence or tardiness from work for any reason without authorization.
24. Leaving the assigned work site without authorization.
25. Smoking while on duty in any area other than a designated smoking area, if any.
26. Sleeping on the job without authorization.
27. Gambling on the job or at a City worksite.
28. Receiving or making excessive non-emergency personal phone calls, emails, text messages and the like during paid working time.

29. Performance which, in the City's opinion, does not meet the requirements of the position.
30. Negligence in observing the fire prevention and safety rules.
31. Any transmittal or receipt of a text message or similar communication while operating any City vehicle.
32. Misuse of the City's computer/IT system.
33. Failing to call-in/report to work as directed while on Administrative Leave with Pay.
34. Failing to properly report hours worked or clocking in or out on behalf of another employee without authorization from supervisor.
35. Engaging in such other practices as the City determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the City, its officers, its employees, its citizens or its residents.

This list is intended to be representative of the types of activities which may result in corrective action. It is not intended to be comprehensive.

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505 CORRECTIVE ACTION

Employee Conduct and Supervisory Practices

The City seeks to establish and maintain standards of employee conduct and supervisory practices which will, in the interest of the City and its employees, support and promote effective operations. Such supervisory practices include administering corrective action when employee conduct or performance problems arise. This policy includes:

1. Constructive effort by the supervisor to help employees achieve fully satisfactory standards of conduct and job performance.
2. Correcting employee shortcomings or negative behavior to the extent required.
3. Notice to employees that discharge will result from continued gross violation of employee standards of conduct or unsatisfactory job performance.
4. Written documentation of disciplinary warnings given and corrective measures taken.
5. Documentation of corrective action will become part of the employee's personnel record.

Options for Corrective Action

Depending on the facts and circumstances involved in each situation, management may choose to begin corrective action at any step up to and including immediate discharge. The following types of disciplinary action may be imposed by the City:

- **Verbal Counseling:** For infractions the City deems minor, or for initial infractions, an employee may receive a verbal counseling from their supervisor, director, department head, or management. A verbal counseling may be given to an employee as deemed appropriate and necessary immediately upon notice of the infraction and without the approval of the Human Resources Director. A verbal counseling should include suggested corrective action, and written documentation of the verbal counseling shall be placed in the employee's personnel file.
- **Formal Verbal Warning:** For infractions the City deems more serious, the employee should at a minimum be issued a formal verbal warning. The Human Resources Director must approve the formal verbal warning prior to it being given to the employee. If the situation does not improve within

a reasonable time (not longer than 3 months, depending on the seriousness of the issue), the supervisor may repeat the measure or implement a more severe option. A copy of the notice will be given to the employee and a copy will be kept in the department. The original will be sent to Human Resources for placement in the employee's personnel file.

- Written Warning: For repeated minor infractions, or a more substantial infraction, the employee should at a minimum be issued a written warning. The Human Resources Director must approve the written warning prior to it being given to the employee. If the situation does not improve within a reasonable time (not longer than three months, depending on the seriousness of the issue), the supervisor may repeat the measure or take steps to discharge the employee.

The written warning should be prepared following a corrective action discussion with the employee. The employee will be given an opportunity to comment in writing and should be asked to sign the notice acknowledging receipt. A copy of the notice will be given to the employee and a copy will be kept in the department. The original will be sent to Human Resources for placement in the employee's personnel file.

- Suspension: A limited interval of unpaid time recommended by a Department Head and approved by the City Manager, for a documented policy infraction or cause. Suspensions must be disciplinary related and approved by the Human Resource Director prior to submitting to the City Manager.
- Disciplinary Probation: A period of time (not less than 3 months/90 days and not more than 12 months) in which an employee found in violation of current policy will be placed on a testing period to demonstrate fitness for continued employment. Evaluation of the affected employee's performance will be conducted at regular intervals throughout the probationary period. (For example: on the 30th day, 60th day and by the 85th day of the probationary period if extended 90 days.) The employee may be released or discharged from employment due to not meeting the requirements of the probationary period at any time during the probationary period. Disciplinary Probation must be approved by Human Resources prior to submitting to the City Manager.
- Involuntary Demotion: To reduce in pay grade, position, rank or employment status. This is an option solely at the discretion of management. Involuntary Demotion must be approved by the Human Resource Director prior to submitting to the City Manager.
- Discharge: For infractions management deems to be sufficiently serious or continued failure to respond appropriately to prior corrective action,

discharge is appropriate. The approval of the City Manager and the Human Resources Director must be obtained prior to the discharge of an employee under any circumstances.

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510 COMPLAINT PROCEDURE

The City of Leesburg has established a procedure under which employees can present job-related complaints to management and seek resolution. This procedure applies to and is for the use of all employees who are not in bargaining units represented by employee organizations.

A "complaint" within the meaning of this procedure is any job-related issue between the City or City management on one hand and an employee on the other. A complaint may but need not allege a violation or misapplication of written City policy, but must in all cases be job related. Complaints may include disciplinary action or discharge, but do not include lay-offs, position elimination or reductions in force due to economic or business considerations. The City, at its discretion, may decline to entertain or process any claim or issue which does not qualify as a complaint hereunder.

Step 1: An employee who believes he has a complaint shall present the complaint to his immediate supervisor on the City of Leesburg Complaint Procedure Form within 7 calendar days of the employee's first knowledge of the subject matter of the complaint. (The complaint form is available from the Human Resources Department and on the intranet.) If the complaint centers around conduct of the immediate supervisor which causes the employee to believe the matter cannot be impartially resolved at this step, he may proceed immediately to the second step within the above stated time period. The immediate supervisor and the employee will confer during normal working hours and attempt to resolve the matter. The conference and the disposition, whether favorable to the complainant or otherwise, shall be completed within 7 calendar days from the employee's written submission of the complaint. Regardless of the disposition, the immediate supervisor shall note it in writing where indicated on the original complaint form. With the original to the employee's personnel file located in Human Resources and a copy to the aggrieved employee.

Step 2: If the matter is not resolved at the first step to the satisfaction of the complainant, the affected employee may raise the matter with his Department Head. The same procedures will apply, except that the Department Head will have 14 calendar days to respond in writing from the employee's written submission of the complaint and he may investigate the matter and consult with others with knowledge of the matter at his discretion. The affected employee may bring such individuals to the conference with the Department Head if he wishes.

Step 3: Any complaint meeting the above definition which is not resolved earlier to the satisfaction of the complainant may be raised in writing with the City Manager within 7 calendar days of the written decision by the Department Head. All written material developed pertaining to the matter shall be delivered to Human Resources along with the employee's complaint. The City Manager will meet

with the employee within a reasonable time following receipt of a timely request for a meeting with him at Step 3. The meeting may be attended by the immediate supervisor, the Department Head, and the Human Resources Director at the discretion of the City Manager. With the approval of the City Manager, employee witnesses with knowledge of the matter may be called, but the rules of evidence will not apply. The City Manager shall make a written decision on the matter within a reasonable time following the conference. The City Manager's decision shall be final, and shall be placed in the employee's personnel file with a copy of the decision to the employee.

Time Extensions: Any of the specific time periods set forth may be extended by agreement signed by the employee and the Department Head.

Work Time: A reasonable amount of work time may be expended by the employee in preparing an appeal. The Department Head shall determine what constitutes reasonable time under guidance from the City Manager.

Reprisals

Employees shall be free from reprisal in their good faith use of this complaint resolution procedure.

515 CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT

Employees are expected to devote their best efforts to the interests of the City and the conduct of its affairs. The City recognizes the right of employees to engage in activities outside of their employment which are of a private nature unrelated to governmental affairs. However, a policy of full disclosure is to be followed to assess and prevent potential conflicts of interest from arising.

Procedure

While describing all the circumstances and conditions which might develop is impossible, the following is set forth to guide employees:

For purposes of this policy, "outside work or employment" means any part-time or full-time work performed by the employee for remuneration including self-employment, contract labor, or employment with any other person or entity other than the City of Leesburg.

1. Employees have an obligation to devote their full-time to employment with the City and may not engage in any outside professional work or employment without full disclosure to their immediate supervisor, their Department Head, or the City Manager.
2. No employee may engage in outside work or employment that will interfere with their primary job with the City.
3. No employee of the City may accept a retainer, commission, consulting fee or any other fee arrangement or remuneration without full disclosure to their immediate supervisor, their Department Head, or the City Manager.
4. No employee of the City may accept any payment, other than their salary from the City, for performing their required duties.
5. No employee of the City may accept gifts or favors of substantial value from those who the employee is expected to regulate or supervise, or vendors of services or goods to the City. All gifts of substantial value must be declined politely.
6. No employee or members of the employee's immediate family may directly or indirectly borrow from, lend to, invest in or engage in any substantial financial transaction with those who the employee is expected to regulate or supervise, or vendors of services or goods to the City.

7. No outside work or employment may be done during regular office hours and no City facilities, equipment, labor or supplies may be used to conduct this outside activity.
8. Any employee doing any outside work or employment is under an obligation to advise his client that the work or employment is in no way by, for, or in the name of the City.
9. Employees who handle confidential information in the performance of their job may not use such information for personal gain or for the benefit of friends or relatives.
10. Employees acting in their official capacities shall not, directly or indirectly, procure contractual services for the City or participate in the procurement of contractual services for the City from any business entity in which a relative, as defined in Section 112.312 of Florida Statutes, is an officer, partner, director, or owner or in which such employee, the employee's spouse or child has a material interest. In addition, employees are responsible for disclosing to their immediate supervisor when a relative is employed in any capacity in an organization which is being considered or has been approved to provide goods or services to the City if the employee participates in the decision, approval, disapproval, recommendation, or preparation of any part of a purchase requisition or bid specifications.

Any questions regarding possible conflict of interest or outside work or employment should be discussed with the immediate supervisor or Department Head.

Failure to disclose or discuss information related to any of the above points may lead to corrective action up to and including discharge.

Statement to Be Filed

An employee engaging in outside work or employment shall disclose the source of such employment, the scope and nature of the relationship between the employee and the source of earnings or income from such employment, as well as the anticipated quantity of hours worked and the time of day those hours will be worked in a written, sworn (notarized) statement to his Department Head (with a second copy to be provided to Human Resources). This statement shall be submitted and approved by the Department Head prior to commencement of work, when practical. This shall be updated by the employee whenever conditions of outside employment change (source of earnings or income, number of hours worked, new employment, etc).

520 WORKPLACE HARASSMENT, INCLUDING SEXUAL HARASSMENT

The City is an equal opportunity employer. The City is committed to having a work environment free of harassment and discrimination. Harassment of any kind of its employees or job applicants because of or related to race, color, sex, national origin, religion, age, marital status, handicap, or disability, whether by management, supervisors, co-workers or by non-employees is strictly forbidden, and will not be tolerated.

Harassment prohibited by this policy may include touching, gestures, slurs, jokes, comments, nicknames, graffiti, cartoons, and any other unwelcome verbal, written, or physical conduct related to a person's race, color, sex, national origin, religion, age, marital status, handicap or disability.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of someone's employment;
2. Submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting that person; or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work performance or of creating an intimidating, hostile, or offensive working environment. Sexual harassment may occur between members of the opposite or same sex.

Examples of conduct that may be considered sexual harassment include, but are not limited to: unwelcome sexual advances; suggestive or lewd stories, jokes or remarks; unwanted hugs, touches, kisses, or requests for sexual favors; pornographic or offensive sex-related posters, calendars, cartoons, drawings, emails, screen savers, or other items; and verbal comments that are sexually oriented.

Racial harassment may consist of any unwelcome spoken, written, graphic or physical conduct which is based in full or part on race or skin color.

Harassment prohibited by this policy includes any of the conduct identified in this policy which is unwelcome and based on age, national origin, religion, disability or any of the other factors listed herein.

The following are examples of harassment prohibited by this policy:

1. If managers, supervisors, or others make submission to unwelcome verbal or physical conduct, of a sexual nature or otherwise, including but not limited to requests for sexual favors, an explicit or implicit term or condition of employment (including hiring, compensation, promotion or retention).
2. If managers, supervisors, or others use or threaten to use submission to or rejection of unwelcome verbal or physical conduct, of a sexual nature or otherwise, as a basis for employment decisions.
3. If unwelcome verbal or physical conduct of managers, supervisors, or co-workers related to race, sex, age, national origin, religion, disability or any other protected category above listed contributes to or creates a hostile or intimidating work environment for any employee. Negative or potentially hurtful remarks about age, for example, must be avoided.
4. If unwelcome verbal or physical conduct of managers, supervisors or co-workers related to race, sex, age, disability, national origin, religion or any other protected category interferes with an employee's work performance.
5. Sexual, racial and other prohibited harassment of our employees may also be committed by non-employees in the workplace, and is to be reported regardless of by whom committed.
6. Other types of conduct that may constitute prohibited harassment include, but are not limited to: slurs, remarks made in anger, negative stereotyping, denigrating written or graphic material (including graffiti and jokes), or threatening, intimidating or hostile acts which relate to race, color, sex, national origin, religion, age, marital status, handicap or disability (including but not limited to past or present history of mental disorder, mental retardation, learning disability, physical disability, including blindness), or sexual orientation.
7. Basically, any sort of unwelcome conduct, whether, oral, graphic, written or physical, having to do with **race, color, sex, national origin, religion, age, marital status, handicap or disability** to which any employee is subjected by another employee or other person in the workplace may violate this policy.
8. Racial or ethnic jokes or stories, however innocent-sounding, are NEVER appropriate in the workplace or in connection with work.

In short, if you are about to do or say something, and you feel it may violate this policy:

1. It probably does;
2. Don't do or say it.

ANY EMPLOYEE WHO BELIEVES SHE OR HE HAS BEEN THE SUBJECT OR VICTIM OF SEXUAL, RACIAL OR OTHER HARASSMENT IS REQUIRED TO REPORT IT PROMPTLY TO HIS IMMEDIATE SUPERVISOR OR MANAGER; OR THE HUMAN RESOURCES DIRECTOR, OR THE CITY MANAGER.

All complaints will be promptly investigated. Investigations will be handled with the appropriate confidentiality (i.e., information will be shared with only those persons with a need to know.)

Any employee determined to have harassed another employee will be subject to discipline, up to and including termination. Appropriate action will be taken in cases of harassment of employees by non-employees.

The City of Leesburg will not tolerate any retaliation against persons who object to harassment, complain of harassment, or who participate in any investigation of harassment. Any employee who engages in such retaliation in any form will be subject to discipline, up to and including termination.

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525 ATTENDANCE CONTROL

Every employee has the responsibility to maintain a good attendance record. Excessive employee absence or lateness are undesirable performance factors and will be managed by supervisors according to the procedures below.

Notification

Supervisors will require employees to give advance notice in writing, when possible, of lateness or absence. If advance notice is not possible, notification by phone must be given by the employee to his supervisor before the start of the employee's shift. The manner of placing and the timing of such phone calls shall be determined by each department. Department Heads may request a 30 minute minimum advance notice before the start of a shift.

Employees to Maintain Contact

Supervisors will require employees to maintain contact for any period of absence beyond one day, unless the employee has provided a doctor's certification covering a specific period. Frequency of contact between employee and supervisor will be determined by each department. Employees on FMLA must remain in contact with Human Resources as required.

Scheduling Absences

Employees who must be absent for personal reasons or medical appointments are expected to schedule such appointments outside working hours, if possible. When the need for being absent from work is known in advance the employee will notify the supervisor immediately and will complete the Employee Leave Request Form available on the intranet.

Absence without Notice

After two consecutive day's absence without notice, the employee will be discharged. The employee will be eligible for reinstatement only if exceptional circumstances explain why the employee could not have called in.

Performance Evaluations and Corrective Action

Employee attendance will be evaluated by each supervisor in connection with the employee performance evaluations. The records of employees with attendance problems will be reviewed more frequently than other employees. Chronic absenteeism, lateness, or other unusual infractions of attendance standards will be handled via the corrective action process.

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530 CELL PHONE POLICY

The City may choose to purchase or issue cell phones for employees if it is desired equipment for an employee to do their job. The decision to purchase or issue a cell phone for an employee lies with the employee's Department Head. The requesting Department Head will determine whether a regular cell phone or a smart phone is required for the employee's job duties. All equipment orders must be approved by the Department Head and processed through the Information Technology (IT) Department. Inventory of City owned cell phones and accessories must be maintained by the IT Department for internal auditing purposes.

1. City owned cell phones and services shall be used for City business and may be used for personal calls only in the event of an emergency. The only exception applies to an employee who is out of town overnight on City business. The employee may call home once a day. The call should be as brief as possible.
2. Cell phones should not be used when a less costly alternative is safe, convenient and readily available.
3. Cell phone transmissions are not secure. Employees should use discretion when relaying confidential information.
4. Reasonable precautions should be made to prevent equipment theft and vandalism.
5. Cell phones and accessories will be billed to the department in which it is used.
6. An employee may add a second phone line, for their personal use, to their City supplied cell phone at their own expense. This charge must be billed to them personally.
7. Personal phone calls or personal Direct Connect calls may not interfere with job performance.

Employee Supplied Cell Phone

Once an employee is approved by their Department Head to be issued a City cell phone, the employee may choose to provide their personal cell phone for City business. If this option is chosen by the employee, the employee will be provided a stipend at the appropriate monthly rate for the type of cell phone approved after the employee-provided cell phone is acquired. Employees approved for cell phone use may execute a choice of an employee supplied cell phone and stipend or a City supplied cell phone. This election will remain in

effect for the City's entire fiscal year (October – September). If the employee chooses to either no longer provide a personal cell phone or no longer use the City issued cell phone, this change will be effective with the beginning of a new fiscal year.

Departments may require that employee supplied cell phones have direct connect access compatible with City supplied cell phones, where operationally necessary. **When using an employee supplied cell phone and receiving the stipend, No City business is to be conducted via text message.**

The employee is solely responsible for acquiring and maintaining the personal cell phone at the employee's expense. Failure to do so will result in the loss of the monthly cell phone stipend. Employees authorized to personally acquire smart phone services may choose any provider they wish, although Blackberry smart phones do not qualify for reimbursement. Smart phones must utilize Active Sync to qualify for reimbursement. The City shall not incur any expense for an employee supplied cell phone other than the monthly stipend. This includes excess usage charges in any form, or any loss or damage of the phone.

Employees authorized to receive a stipend for an employee supplied cell phone are advised that telephone records associated with the cell phone may be public record under Florida Statutes. This may include call logs, text messages, emails or any other record which is considered to be a public record under the Statutes.

The monthly stipend will be approximately equal to the City's cost to supply the service approved by the employee's Department Head and IT. The monthly stipend may be revised at any time solely at the City's discretion.

535 COMPUTER HARDWARE, SOFTWARE AND INFORMATION

The City provides computer equipment (including peripherals such as monitors, printers, PDAs, etc.) required for an employee to do their job. All equipment must be approved by the Department Head and purchased by the Information Technology (IT) Department. Employees may not modify City computer equipment in any manner, including but not limited to attaching external drives, changing memory, or attaching any peripheral device. Changes of any type must be approved and performed by the IT department. All users should store information on the network drive. The IT Department will assure network files are properly backed up.

Employees must maintain and use computer equipment issued to them in a manner that minimizes any chance for loss or damage. Computer equipment will not be removed from City premises without the prior authorization of the appropriate Department Head.

Whenever possible all portable computing equipment (laptop computers, palm top computers, electronic organizers, etc.) will be maintained under the direct supervision of the user that they are issued to. The equipment must never be left unattended in locations such as airports and hotel lobbies. When the equipment must be left unsupervised, it must be made as inconspicuous as possible (i.e.: do not leave the computer sitting on the seat of an unattended vehicle).

Damage to or loss of computer electronic equipment caused by negligence may result in the responsible party being charged for the repair or replacement costs. The loss of any computer equipment or any of the City's information will be immediately reported to the IT Department.

Software purchased, licensed, or created by the City is the property of the City. All information and data gathered or generated by a user in the course of their employment and/or while using City owned assets, is property of the City of Leesburg. Information may be shared with other organizations or individuals when it is the approved course of business.

The City may inspect or monitor any City owned, leased or controlled computer, computer device, network, computer facility, or storage device at any time for any reason. This includes inspection of email (incoming, outgoing, or stored) and the monitoring of Internet usage. The City may divulge any information found during such inspections or monitoring to any party it deems appropriate.

The use of encryption, the labeling of an email or document as private, deletion of an email or document, or any other such process or action, shall not diminish the City's rights in any manner.

Only City authorized encryption may be utilized. All passwords/encryption keys must be on file with the IT Director prior to their use.

Employees who work on computers will be issued a login and must set up a password. Passwords should not be written down and kept within the general area of the computer, or shared with anyone. No one from IT will ever ask for a user's password. Any attempt to obtain a login ID and/or password, or any other suspicious activity, should be immediately reported to the IT Director.

540 INTERNET USAGE

The City of Leesburg's Internet access is intended to further the business purposes of the City of Leesburg. Except as prohibited elsewhere in this policy, incidental (occasional) personal use of the Internet is permissible.

All information created, sent, or received via the City's computers, networks, internet access, and/or email system is the property of the City. The City reserves the right to monitor, filter, and/or review, at any time, all internet utilization.

The City further reserves the right to reveal any internet access related information to any party that it deems appropriate. The use of encryption, the labeling of a communication as private, the deletion of a communication, or any other such process or action, shall not diminish the City's rights in any manner. The City will also disclose internet access information to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation. All internet access information is part of Public Record, as defined by Florida Public Record law.

Due to the potential for security breaches, employees will not download software from the internet unless prior written approval has been obtained from their Department Head and the Director of IT. For the purposes of this policy, the word software is defined as any executable program, screen saver, animated cursor or background image.

The use of AOL instant messenger, Yahoo messenger, Facebook, MySpace, Twitter or any other instant messaging or social networking service is not allowed, unless specifically authorized by the City Manager. Employees will not enter any internet chat rooms or chat channels. Employees will not post any comments or statements on any web page or send any messages to internet newsgroups without written permission from the City Manager.

Employees are responsible for ensuring that their use of the City's internet access is consistent with City policy and appropriate business practices. Internet sites containing jokes, pornography, sexist material, racist material, defamatory material, obscene material, pirated software, games or any other inappropriate material shall not be accessed. The internet access system shall not be used for any purposes in violation of law or regulation.

Employees should be mindful that internet sites they visit collect information about visitors. This information will link the user to the City of Leesburg. Employees will not visit any site that might in any way cause damage to the City of Leesburg's image or reputation.

Employees should be aware that much of the material available on the internet is copyrighted or trademarked. Other than viewing publicly available material, users will not use any material found on the internet in any manner without first establishing that use would not be in violation of a copyright or trademark.

IT staff will never ask for an employee's password. Employees will not reveal their passwords to anyone. Violations of this policy should be reported immediately to the Director of IT. Excluding members of IT, no employee will utilize or access internet accounts belonging to any other user.

545 ELECTRONIC MAIL (EMAIL)

The City's email system is intended to further the business purposes of the City of Leesburg. Incidental (occasional) personal use of the Internet is permissible, only outside of normal work hours. All incidental non-business email should contain the following statement: "This is a personal email. Any opinions, statements, advice or recommendations contained in this email are my own and do not reflect those of the City of Leesburg."

All email created, sent, or received via the City's computers, networks, internet access, and/or email system is the property of the City. The City reserves the right to monitor, filter, and/or review, at any time, all internet utilization.

The City further reserves the right to reveal the contents of any email to any party that it deems appropriate. The use of encryption, the labeling of a communication as private, the deletion of a communication, or any other such process or action, shall not diminish the City's rights in any manner. While a user may delete an email message, copies of the email may still remain on servers and backup tapes, and are archived periodically as part of Florida Public Records law. The City will also disclose email to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation. All email is public record, as defined by Florida Public Record law.

Due to the potential for security breaches, users will exercise extreme caution in downloading and executing any files attached to email. If the attachment is not clearly business related and/or expected from a known source, it should never be opened or executed. Such emails and attachments should be immediately brought to the attention of the Network Administrator. Employees will not subscribe to any email lists that are not directly relevant to their assigned duties.

Employees are responsible for ensuring that their use of the City's email system is consistent with City policy and appropriate business practices. Emails shall not contain jokes, pornography, sexist remarks, racist remarks, defamatory remarks, obscene remarks, anything of a commercial nature not pertaining to City business, anything of a political nature, anything of a religious nature, or any other inappropriate remarks. Chain letter email is not allowed. The email system shall not be used for any purposes in violation of law or regulation.

Employees will carefully review all email prior to sending it to ensure that their meaning is clear and not subject to interpretation. Humor and sarcasm can be easily misinterpreted in an email and should be avoided. Email messages should be composed in a professional manner. Messages sent to all users must be approved by a Manager.

IT staff will never ask for an employee's password. Employees will not reveal their passwords to anyone. Violations of this policy should be reported immediately to the Director of IT. Excluding members of IT, no employee will access email accounts belonging to any other user.

550 PROFESSIONAL DRESS CODE

Appropriate business attire is required for all daily operations conducted during normal business hours, for non-uniformed personnel and is required during events, conferences and workshops while representing the City of Leesburg.

Appropriate Business Attire Includes:

Men's Clothing Options (all items listed together MUST coordinate):

- Business suit, dress shirt (tucked in) tie, belt, AND dress socks
- Sport coat, dress slacks with dress shirt (long or short sleeve: tucked in), belt, tie, and dress socks
- Slacks with dress shirt (tucked-in), tie, belt, AND dress socks
- Slacks, banded collar shirt (tucked-in), belt, sport coat AND dress socks
- Slacks, dress shirt (tucked-in), sweater, belt, AND, dress socks
- Tailed shirts must be tucked in
- Polo/golf shirts (neat & clean)
- Pants must be secured, with a belt or suspenders, above the hips
- Logos on neckties are acceptable, but pictures, symbols and language must not be obscene or offensive

Women's Clothing Options (all items listed together MUST coordinate):

- Business suit (slacks), blouse, and trouser socks
- Business suit (skirt) and blouse
- Business dress with sleeves
- Business dress with blazer or sweater
- Skirt with blouse and jacket
- Slacks with blouse and sweater
- Skirt with blouse and sweater
- Slacks with blouse and jacket
- Business crop pants (must be cuffed) with blouse or jacket
- Skirt with business blouse
- Slacks with business blouse
- Polo/golf shirts (neat & clean)

Men's Shoes:

- Coordinating dress shoes
- Coordinating dress boots

Women's Shoes:

- Coordinated Professional open-toed & closed-toed, with or without a back strap (shoes without back strap may not make a flip-flop sound when walking)
- Coordinated dress boots (maximum height to the knee)

Inappropriate Business Attire Includes:

Men's Clothing NOT allowed (Office/Administrative Environment):

- No shorts
- Cargo pants
- Pants with lettering or symbols of any kind, other than in the belt loop or pocket area
- Tank tops and/or T-shirts
- Any athletic gear (jerseys, tennis shoes, sneakers, etc.)
- Any tattered or stained clothing
- Spandex or skin-tight clothing
- Undergarments showing
- Hats or caps of any kind inside the building (except for religious reasons)
- Construction, industrial or military boots (unless required by job/position responsibility)
- No hats/caps advertising anything other than the City of Leesburg
- Pants worn loosely around hips showing undergarments
- Crocs

Women's Clothing NOT allowed (Office/Administrative Environment):

- No shorts, capri's
- Cargo pants or pants with lettering or symbols of any kind, other than in the belt loop or pocket area.
- Tank tops, T-shirts, shirts with spaghetti straps, or shirts showing midriffs, or cleavage, or see-through clothing, halter tops, tube tops, tops with bare shoulders, no camisoles (unless covered by a blouse).
- Dresses with spaghetti straps WITHOUT a jacket
- Mini-skirts or skorts
- Spandex or skin-tight clothing
- Undergarments showing
- Any athletic gear (jerseys, tennis shoes, sneakers, tennis skirts, etc.)
- Tattered or stained clothing
- Athletic or casual socks
- Construction, industrial or military (unless required by job/position responsibility)
- Crocs

Accessories and Piercing:

- All accessories such as belts, shoes, jewelry, and scarves should be suitable for business attire.
- No visible body piercing other than ears (limited to two (2) per ear)
- No tongue piercing

Hair

- Hair color should be a color naturally grown by a human being

*Exceptions may be made for religious or medical reasons.
These rules apply to all conference attendees, advisers, and chaperones.*

Other Topics of Concern or Consideration

Casual Dress Days

The purpose of this casual dress day policy is to serve as a guide to help define appropriate casual business wear for all administrative, supervisory, technical and professional employees within City offices during designated casual days. A primary purpose is to have employees project a **professional image** while taking advantage of more casual and relaxed fashions.

Definitions:

1. **Casual business wear** means clean, neat, clothing that contributes to an appropriate and generally accepted image of the respective job classification. Slacks, corduroys, khakis, dressy jeans, sweaters, shirts with collars, polished leather shoes and quality accessories are acceptable. For women, all of the same items plus dress-denim skirts, mid-length skirts, flat shoes and accompanied by a long top or jacket are acceptable.
2. Anything you would normally wear to a gym, beach, and trendy bar/club or clean the garage would generally not fall under the definition business wear.
3. Regardless of the item, any attire that is excessively worn, frayed or wrinkled does not fall under the definition of acceptable casual business wear.

It is policy of the City of Leesburg to allow employees to wear casual business wear on the following days: **Fridays.**

1. On occasion, management may announce dress down days where looser clothing including sweatshirts, colored T-shirts (without messages) and athletic shoes can be worn in order to allow you to enjoy a special occasion (e.g. Halloween), spring or fall office “cleanup days”, etc. Please ask your Department Head or designee ahead of time about choices that may be questionable.
2. Listed below is a general overview of acceptable casual wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all-inclusive. Rather, these items should help set the general parameter for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable; choose something else or inquire of your supervisor ahead of time.

Pants – Slacks, jeans and cotton slacks are acceptable provided they are clean and wrinkle free. Inappropriate items include sweat pants, shorts, bib overalls, spandex or other form fitting pants and jeans that are excessively worn or faded.

Shirts – Casual shirt with collars, sweaters and turtlenecks are acceptable. No T-shirts, sweatshirts, tank tops, halter tops, shirts with large lettering or logos and any tops with bare shoulders unless worn under another blouse or jacket.

Dresses and skirts – Casual dresses and skirts, jean skirts and mid-length split skirts are acceptable. Spaghetti-strap dresses unless worn under another blouse or jacket, and mini-skirts are not acceptable.

Footwear – Loafers, boots, flats, dress sandals and leather deck shoes are acceptable. Casual socks or even no socks or stocking are acceptable if it is appropriate for the rest of the outfit. Footwear is to be appropriate to the position.

Jewelry – Jewelry, if worn, should be tasteful and business appropriate.

Note: Employees should be aware that they represent the City of Leesburg whenever they wear their work hat, uniform or nametag – even if not at work. What you say and do with the uniform on reflects directly on your employer.

Failure to Meet Dress Code Policies

Employees who fail to meet these policies and the dress code standards set forth by their supervisor may be required to comply before beginning their work shift. Continued violation may result in disciplinary action.

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555 UNIFORMED DRESS CODE

The City has an established dress code applicable to all employees. A neat, well-groomed appearance is a courtesy you owe to the public and your fellow workers. The City of Leesburg believes that the appearance of its employees sends a clear message to our customers about the quality of service they can expect.

The City provides uniforms to employees holding certain positions in the City. Employees required to wear a uniform are expected to wear it properly and keep it well maintained. Whether you are in public works or public safety, the uniform identifies you as a City employee. Proper care of the uniform both on and off the job site reflects favorably on you and the City.

The following dress codes shall apply to all uniformed employees:

General Guidelines

Condition of Clothing – clothing must not be:

- Ripped, torn, or contain noticeable holes,
- Soiled, stained, odorous or wet,
- Excessively wrinkled or loose fitting,
- Excessively short, tight or revealing, or
- Transparent enough to make underwear easily visible.

Specific Apparel Limitations

- No clothes should be worn which include any text or graphic artwork other than the clothing manufacturer's logo or an official City of Leesburg logo. Exceptions may be made for certain events at the Department Head's discretion.
- Clothing containing offensive language or artwork is not allowed.

Head Gear

- The only head covering permitted during work shifts are City of Leesburg baseball style caps, or brimmed hats without logos of any type.
- Hat visors or "bills" must face forward at all times.

Nametags

- City of Leesburg nametags should be worn on the upper right side of the chest. Supervisors may authorize some positions/shifts to wear them attached to a lanyard worn around the neck.

Shirts

- All City of Leesburg logo/department shirts must be tucked inside pants and/or shorts.

Pants/Shorts

- Sweat, stretch or other athletic pants may not be worn.
- Athletic shorts may not be worn.

Shoes

- Open-toed or open-heeled shoes are not allowed unless approved by the Department Head.
- Shoes without back strap (if approved) may not make a flip-flop sound when walking.

Accessories and Piercing

- All accessories such as belts, shoes, jewelry, and scarves should be suitable for business attire.
- No visible body piercing other than ears (limited to two (2) per ear).
- No tongue piercing.

Hair

- Hair color should be a color naturally grown by a human being.

*Exceptions may be made for religious or medical reasons.
These rules apply to all conference attendees, advisers, and chaperones.*

Acceptable Type of Dress

Department Heads have the authority to require specific types of dress for their employees depending upon their job functions. For example, positions requiring routine contact with customers may be required to wear uniforms and/or nametags (supplied by the City of Leesburg), or positions requiring rigorous physical tasks may be required to wear work boots.

The following types of dress are considered acceptable work attire. Department Heads shall determine which type is most appropriate for each position or work shift:

Casual Dress

Casual dress includes clothing such as: City of Leesburg hats and nametag, skirts, shorts, jeans, slacks, t-shirts, tops, blouses, collared-shirts, sneakers, tennis shoes, dress shoes, work boots, etc.

Uniform Dress

Uniform dress includes clothing such as: City of Leesburg hat, City of Leesburg logo/department shirt and nametag, skirts, shorts, jeans, slacks, sneakers, tennis shoes, dress shoes, work boots, etc.

Note: Employees should be aware that they represent the City of Leesburg whenever they wear their work hat, uniform or nametag – even if not at work. What you say and do with the uniform on reflects directly on your employer.

Failure to Meet Dress Code Policies

Employees who fail to meet these policies and the dress code standards set forth by their supervisor may be required to comply before beginning their work shift. Continued violation may result in disciplinary action.

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560 SOLICITATION AND DISTRIBUTION

The City strives to establish a work environment that is productive and without undue disruption to the workday. Therefore, personal soliciting by one employee of another, or personal collecting from one employee by another, is prohibited while either employee is on work time. Personal distribution of literature and circulation of petitions during work time or in work areas at any time is also prohibited.

The City has a section of the Intranet available for fund raising and other announcements by employees. Employees may post notices of items they have for sale or rent (such as dishwashers or an apartment). **Employees may not post information or be contacted while on City time regarding postings on the intranet page.**

Management reserves the right to review postings for content, to eliminate or modify postings deemed objectionable, and to suspend or eliminate that feature of the intranet at any time.

Finally, trespassing, soliciting or distributing literature by anyone outside the City is prohibited on City premises without permission from the City Manager or his designee.

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565 SUBSTANCE ABUSE

The City has an obligation to its employees, those it serves and the public at large to reasonably ensure safety in our workplace, as well as safety and quality in our job performance. Consequently, the following are strictly prohibited and will result in immediate disciplinary action, including discharge: reporting to work under the influence of intoxicating liquor or illegal drugs; or the use, possession, manufacture, purchase or transfer by an employee on City premises or property (including storage in a desk, locker, car, etc.), or during work time, of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized, or any other substance which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, or other employees; or the sale of such items.

The City trains supervisors and managers to identify and detect behaviors that suggest substance abuse. Upon reasonable suspicion, management may require an employee to be tested for substance abuse when it appears that the employee's work performance or on-the-job behavior is being affected in any way by drugs or alcohol, or when, in the City's judgment, an employee may have contributed to an accident involving bodily injury or damage to property. Should a supervisor or Department Head feel there is sufficient reason to require an employee be tested; concurrence from the Risk Manager and/or the Human Resources Director is required.

For those positions where the public health or safety may be affected and for holders of Commercial Driver's Licenses, the City has implemented random screening practices designed to detect the use of illegal drugs and alcohol.

The City's Drug Free Workplace policy, Omnibus Transportation Employee Testing Act (OTETA) policy and Natural Gas Department policy are available upon request from the Human Resources office and are available on the intranet.

Violation of the City's substance abuse policy shall be sufficient grounds for discipline, including discharge. Refusal to submit to such screening shall also be sufficient grounds for discipline, including discharge.

The City reserves the right to inspect and/or search all City property, as well as any employee's personal property on City premises, for intoxicating liquor, controlled and illegal substances, or any other substances which impair job performance. Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject employee to disciplinary action including immediate suspension or discharge.

Procedure

1. Employees are encouraged to seek voluntary treatment for substance abuse. If an employee wishes assistance or referral information, they may contact the Human Resources Department for information on contacting the Employee Assistance Program. Voluntary inquiries will be maintained in confidence, except as required or allowed by law or in consultation with staff or attorneys to determine what services are available, or as needed to carry out the purposes of this policy.
2. Supervisors must receive approval by the Human Resources Department prior to requiring that an employee undergo substance abuse testing.
3. All substance abuse tests will be conducted at a licensed medical or laboratory facility, using recognized procedural safeguards and confidentiality requirements.
4. Refusal by an employee to submit to a drug or alcohol test as required by the City, or testing positive or taking a controlled substance without a valid prescription, for illegal drugs or alcohol, will result in discharge.

570 TOBACCO AND TOBACCO ALTERNATIVE PRODUCTS

In an effort to comply with applicable health codes and to reasonably accommodate the preference of both smoking and non-smoking employees, the City adopts the following policies:

Smoking Prohibited In Buildings and Vehicles

Smoking and the use of smokeless tobacco is prohibited in all City occupied buildings (whether owned or leased) and vehicles. The City Manager is authorized to post appropriate signage.

Tobacco Alternative Products

Certain tobacco alternative products may be available that are beneficial to employees attempting cessation of tobacco use. Department Heads may authorize up to 90 days of use of tobacco alternatives (such as tobacco-free snuff) provided said employee's position is not one that requires frequent customer contact.

Designated Smoking Area

An area outside of each City building may be designated as a smoking area by the City Manager, provided however that the City Manager should locate the designated area as far away as possible from the main entrance to the building. If an area is so designated, employees who work in that building may use this area for smoking breaks. The City Manager is authorized to post appropriate signage identifying these areas as smoking areas, but is not required to do so.

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575 TELEPHONE AND VOICE MAIL USE

Efficient telephone service is vital to City business. Employees must adhere to the following guidelines:

1. Answer all calls promptly and courteously by identifying your department and yourself to the caller.
2. Hold personal calls, both incoming and outgoing, to emergencies or essential personal business and keep them as brief as possible. No personal toll or long distance calls are permitted unless the employee uses a calling card or some other method to insure that a charge is not incurred by the City.

The City has installed a voice mail system to improve productivity and to better serve our citizens. Employees are expected to operate the system correctly and return telephone calls as soon as practical.

From time to time, especially when employees are on vacation, business trips, in training, and on leaves of absence, a supervisor, manager or other employee may listen to voice mail messages. Employees should not expect messages left on their voice mail to be totally private.

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580 PUBLIC RELATIONS

Good public relations are vital to the City. Employees must adhere to the following guidelines:

- Treat all citizens equally and with the same respect that you would expect if you were seeking advice or assistance.
- Be polite and receptive whenever possible.
- Attempt to provide a reasonable amount of information or an explanation when requested. If you do not have the information or answer, refer the citizen to your supervisor or other higher level managers.
- When dealing with a complaint, respond promptly and courteously, regardless of your opinion as to the merits of the complaint.

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585 WEAPONS

Employees other than Police Department employees are not permitted to bring weapons of any type into City buildings or the employee's work area. Weapons may be kept on City property in the employee's locked personal vehicle. No weapons are permitted on any other premises owned or operated by the City of Leesburg except as otherwise provided by law or authorized in writing by the City Manager.

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590 RECEIPT OF PERSONAL MAIL

Employees should not receive personal mail addressed to the City of Leesburg post office mailbox. Additionally, any personal deliveries to an employee's work site should be kept to a minimum. If the employee wishes to have personal packages delivered to the work site, it must be cleared by their immediate supervisor.

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595 POLITICAL ACTIVITY RESTRICTIONS

It is the City Commission's intent to promote more efficient public service by relieving public employees of political pressure and to protect against a clear, substantial, and direct threat to the efficiency, integrity, or morale of City employees, by regulating the political activities of its employees. Toward this end, the following provisions apply to all City employees subject to the City of Leesburg's personnel policies:

1. No City officer or employee shall use his official authority or influence for the purpose of interfering with an election or a nomination for office or coercing or influencing another person's vote or affecting the result thereof.
2. No City officer or employee shall directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his salary, or any money or anything else of value to any party, committee, organization, agency or person for political purposes. Contributions which are strictly voluntary in nature for political purposes are permitted.
3. No City officer or employee shall directly or indirectly coerce or attempt to coerce, command or advise any such officer or employee as to where he might purchase commodities or interfere in any other way with the personal right of said officer or employee.
4. All employees retain the right to vote as they choose and to express their opinions on all political subjects and candidates.
5. Employees may express opinions on candidates or issues and participate in political campaigns only during off-duty hours. Employees desiring to become a candidate for elective office may not campaign while on duty, in uniform, or while wearing City of Leesburg insignia, or within any period of time during which the employee is expected to perform services for which the employee receives compensation from the City. This section does not prohibit an employee from engaging in non-partisan political activity.

The use of City of Leesburg employees' work time or equipment, supplies or funds to assist political parties or candidates for public offices is prohibited.

City employees desiring to become candidates for elective office while still employed by the City shall abide by the guidelines set forth below.

Any employee whose position with the City constitutes a public office under Florida law must submit their resignation at the time of qualifying, effective upon election. The City reserves the right to require an unpaid leave of absence to be

taken if, in the opinion of the City Manager, the employee's candidacy becomes disruptive to the workplace.

Any employee seeking to run for Leesburg City Commission shall submit their resignation at the time of qualifying.

Employees whose positions do not constitute a public office under Florida law may run for any public office (other than Leesburg City Commission), provided such a campaign would not unduly disrupt the normal performance of their duties and would not create a potential conflict of interest. The City reserves the right to require an unpaid leave of absence to be taken if, in the opinion of the City Manager, the employee's candidacy becomes disruptive to the workplace.

600 Hearing Refusal, Violations of Law

As a condition of employment, **any** employee may be required, upon notice, to cooperate with respect to any job-related hearing or inquiry/investigation conducted by any person(s) authorized by law/policy to conduct such hearing or inquiry, and in particular by the City Commission, or any person, committee, board or body authorized to act on its behalf.

With regard to any official hearing or inquiry/investigation as outlined above, the following may subject the employee to discipline up to and including discharge:

- Willfully refusing to appear.
- Appearing, but refusing to cooperate and/or answer any questions posed by those acting on the authority of the City Manager.
- Willfully and knowingly giving false answers to questions.
- Any interference with an investigation or hearing.

(This list should not be considered all-inclusive.)

Indictment or Violation of Law

An employee is responsible for immediately notifying their immediate supervisor when an Information has been filed by a prosecuting official against him/her for an offense or violation of law (including moving traffic violations) and/or when indicted by a Grand Jury. Employees indicted by a Grand Jury on whom an Information has been filed by a prosecuting official for a felonious offense may be suspended without pay by the City Manager. Such a suspension may continue until such charge has been disposed of by a trial and conviction or acquittal of the accused, or by dismissal or quashing of the charge. The City Manager may consider the charge/allegation in relation to the employee's job classification prior to consideration of discipline.

The Department Head or designee is responsible for reporting any known violation/offense or law to the Human Resources Department within 24 hours of their notice by the employee or other source.

If the employee pleads nolo contendere or guilty to any charge or is tried and found guilty, the employee may be immediately discharged from City employment. In the event such person is tried and acquitted, or the information or indictment is dismissed or quashed, the affected employee's Department Head or the Human Resources Director will review his/her employment status regarding reinstatement, re-employment, continuing employment, etc.

If the incident or charge is work related, nothing shall preclude the City from initiating disciplinary action independent of any judicial hearing or proceedings.

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700 Safety Shoe Policy

To ensure the safety of employees, appropriate safety footwear, including safety shoes and safety boots, must be worn by all employees when working in areas where there is a danger of foot injuries due to:

1. Falling or rolling objects weighing 15 or more pounds;
2. Sharp objects that could pierce the shoe; and/or
3. Wet or slippery working surfaces that could result in slips and falls.

This policy shall apply to all employees of the City except those employees that are covered by a bargaining unit agreement.

Employees that are exposed to foot injuries caused by rolling or falling objects are required to wear toe impact resistant safety footwear such as steel or composite toed shoes or boots. Safety footwear must also be constructed of a material that is puncture resistant in order to reduce the potential of puncture by sharp objects such as nails, wire, scrap metal or glass, and the sole must be constructed of materials that are also slip resistant. All steel or composite toed shoes shall meet or exceed the requirements for safety footwear recommended ANSI Z.41.1991-1999 Standard as prescribed by OSHA (Regulation 29, CFR Part 1910-136).

Employees that are exposed to injuries from slips and falls due to abnormally wet or slippery working surfaces, but that are not exposed to foot injuries from falling or rolling objects as described above, are required only to wear safety footwear that is slip resistant and puncture resistant. Athletic shoes will not be eligible for purchase under this policy.

If an employee that is required to wear toe impact resistant safety footwear is unable to wear steel or composite toed safety shoes or boots due to medical reasons, the employee must submit documentation from their physician for review and approval by the Human Resources Department. If a medical exemption is granted, appropriate steel toe or metatarsal guards will still be required.

The City will pay up to \$75.00 for one pair of safety footwear in a 12 month period. Employees will be eligible for their next safety footwear purchase 12 months from the date of the last purchase of safety footwear.

Employees will be responsible for any portion of the cost of safety footwear in excess of the \$75.00 allowed. If the footwear purchased is less than \$75.00, the difference shall not be used to purchase any additional pairs of safety footwear.

In order to be eligible for the safety allowance of up to \$75.00, employees must provide the Human Resources Department a copy of the Safety Shoe Repayment Agreement that is signed and approved by their Department Head, along with a copy of the receipt for the purchase of the safety footwear.

A City of Leesburg purchasing card may be used to purchase the safety footwear. Any amount charged over the \$75.00 maximum amount will be payroll deducted. The balance which is the employee's responsibility (anything over \$75.00) will be deducted in two payments.

Employees whose safety footwear has become damaged in the course of employment other than normal wear and tear, and that were purchased with the safety footwear allowance may be eligible for an additional \$75.00 allowance subject to approval by their Department Head and the Human Resources Department.

Employees are required to provide reasonable care and maintenance of their safety shoes. Safety footwear, purchased with the safety footwear allowance, is not to be worn for activities away from work. However, shoes may be worn to and from work. Intentional damage to safety shoes or other violations of this policy by an employee may result in corrective action, up to and including termination.

No reimbursement will be due to the City upon termination of employment.

705 EMPLOYEE COMPUTER PURCHASE PLAN

The Employee Computer Purchase Plan is subject to funds availability. This program may be amended or terminated at any time; however, such amendments or terminations will not affect any previously approved purchases for individual employees.

The Employee Computer Purchase Plan is designed to assist employees with the purchase and financing of a computer so they can learn and gain experience by working with a computer away from the office, outside of normal working hours. By owning a computer, employees will be able to:

1. Acquire and improve computer literacy skills by means of “hands on training”;
2. Be exposed to a full range of software capabilities (i.e. spreadsheets, database managers, word processing and graphics);
3. Become familiar and at ease with computers and current computer technology; and
4. Support City productivity improvement efforts through increased use of computers in daily departmental activities.

Eligibility

All regular full-time employees who have successfully completed the new hire probationary period, or six months continuous employment for Fire and Police, with a performance evaluation of Meets Expectations, may participate in this plan. Employees on probation due to promotion or transfer are not considered as employees on probation for the purposes of this plan. Employees who are on disciplinary probation are not eligible to request a purchase through the Employee Computer Purchase Plan. Employees must agree to comply with the requirements and provisions of the plan.

Computer Equipment Included In the Plan

The following are eligible under the Employee Computer Purchase Plan:

1. Hardware
 - a. Windows based personal computer
 - b. Windows based Notebooks (aka laptops)
 - c. Mouse/keyboard
 - d. Monitor (means a single monitor as part of the system being purchased)
 - e. Printer/plotter
 - f. All in one (i.e. scanner – printer – copier – fax)
 - g. Speakers (means the primary speakers included as part of the basic system)

- h. CD R/RW/DVD writers
 - i. PC modems
 - j. Backup units (i.e. tape backup, Jaz Drives, etc)
 - k. Power protection (i.e. UPS) (Does not include additions such as insurance or extended warranties)
2. Software
- a. An operating system (i.e.: Microsoft Windows®™)
 - b. An office suite and/or development software
 - c. Bundled software that is provided with the PC package
 - d. Virus protection software
 - e. PC utilities software

Administration

The plan will be administered and coordinated by the Department Heads, with the approval of the Human Resources Department. Each Department Head shall approve all applications and purchases for the department's employees.

The Information Technology (IT) Department shall not be involved in this plan other than for the benefit of the IT Department's employees to utilize the plan for their individual purchases. IT shall not provide technical assistance to employees in their individual purchases under this plan or for assistance after installation.

All equipment shall be either picked-up from the merchant by the participating employee or delivered to the employee's home address.

Additional administrative procedures may be established by Human Resources to ensure the smooth flow of the application processing and to minimize the disruption of normal operating procedures.

The Human Resources Department shall review all purchase requests for conformity to this policy and may consult with the IT Department with any technical or compatibility questions related to the purchase.

The City will finance the employee's purchase of equipment and software up to \$1,000.00. Loans to participants will be for a term not to exceed 18 months, and no interest will be charged. Repayments on the loans will be made through payroll deductions.

Loans to employees will be made only for equipment and software purchased in connection with this plan. Purchases shall be made no more than 30 days prior to submission of the loan application to the Human Resources Department. A check for the loan proceeds shall be made payable to the employee. In the event that the cost of the equipment is less than the amount of the check, the

difference shall be returned to the City. The City shall require proof of purchase after the check has been issued; a copy shall be attached to the promissory note and made a part of the agreement.

This plan shall only be used for the purchase of the hardware and software listed in the plan.

If no receipt is provided or the receipt shows items purchased not in accordance with this program the money will be immediately repaid to the City of Leesburg. Repayment shall be made through payroll deduction in an amount not to exceed the maximum allowable by law.

Loan Agreement

A written agreement between the City and the employee is required. The City Manager is authorized to use and to modify any promissory note or security agreement, from time to time, deemed necessary to protect the interest of the City. The agreement shall outline the responsibilities of the employee, terms of the agreement, payroll deduction arrangements, and other conditions of the plan. The form of the agreement and any promissory note and security agreement shall be determined by the City Manager in compliance with the terms and conditions of this Plan and shall be approved by the City Attorney.

Restrictions on Transfer or Assignment of Equipment

Each employee in the plan agrees usage of the equipment and software being made available and financed under this plan will be restricted to the employee's personal use or that of the employee's immediate family. Any re-assignment or transfer of the equipment will violate the agreement and cancel the right to participate in the plan.

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710 SERVICE AWARDS

The City acknowledges the faithful service of employees through the Service Awards Program. Pins are given after completion of 2 years of full-time service. Awards are given after completion of 5 years of full-time service, and in multiples of 5 years thereafter. Those employees who receive service awards for 10 years or more with the City of Leesburg will have the presentation of the award conducted at the City Commission meeting. Questions regarding this program should be directed to the Human Resources Department.

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715 RETIREMENT

There is no mandatory retirement age; however, employees approaching retirement age are always welcome to consult with the Human Resources Department to investigate the availability of their retirement options and benefits.

Deferred Compensation

Full-time and part-time City employees may contribute to a 457 plan with ICMA Retirement Corp (ICMA-RC). ICMA-RC invests a pre-determined portion of the employee's salary, prior to being taxed, until retirement. There are various deductions and investments available with ICMA-RC. Contact information for ICMA-RC is available on the intranet and in the Human Resources Department.

Retirement Plans

The City of Leesburg has four separate retirement plans.

General Employees' Defined Benefit Pension Plan – All full-time employees (except certified Fire Department employees) who began employment prior to 10/1/08 are participants in the General Employees' Defined Benefit Pension Plan. This plan was frozen as of 9/30/08. The City is required to contribute quarterly to make up for any shortfall due to market performance in order to keep the plan solvent. Further information is available from the Pension Administrator and in the Human Resources Department.

ICMA-RC 401(a) Defined Contribution Plan – All full-time employees (except certified Fire Department employees) are participants in the ICMA-RC 401(a) Defined Contribution Pension Plan. The City of Leesburg contributes a predetermined percent into the Plan for each participant. Further information is available from the Human Resources Department and/or ICMA-RC.

175 Fire Pension Plan (Municipal Fireman's Retirement) – All certified Fire Department employees are participants in the City of Leesburg Firefighter's Pension Trust Fund Plan established pursuant to Chapter 175 of the Florida Statutes. Each participant contributes a predetermined percentage into the Plan for himself every pay period. In addition, the City contributes a predetermined percent into this plan for the participants. The City is also required to contribute quarterly to make up for any shortfall due to market performance in order to keep the plan solvent. Detailed information is available from the Plan Secretary.

185 Police Pension Plan (Municipal Police Retirement) – All certified Police Department employees are participants in the 185 Police Pension Plan established pursuant to Chapter 185 of the Florida Statutes. Each participant contributes a predetermined percent into the Plan for himself every pay period. The City is required to contribute quarterly to make up for any shortfall due to

market performance in order to keep the plan solvent. Detailed information is available from the Plan Secretary. (These employees are also participants in the General Employees Defined Benefit Pension Plan and/or the ICMARC 401(a) Plan as described above.)

720 EDUCATIONAL ASSISTANCE PROGRAM

Educational Assistance is subject to funds availability. This program may be amended or terminated at any time; however such amendments or terminations will not affect any class previously approved for individual employees.

Full-time employees who have successfully completed their 6 month probationary period or Police and Fire employees who have successfully completed 6 months of their 12 month probationary period are encouraged to continue their education in areas which shall enhance their contribution to City service. The City has an established Educational Assistance Program for this purpose. Such off-duty education, training, instruction or courses of study must directly contribute to the improvement of skills or the enhancement of knowledge used in the performance of City duties. This program is designed to pay 100% of the cost of tuition (maximum of \$400.00 per course at a two year college or a maximum of \$650.00 per course at a four year college or university) plus required books and educational tools at enrollment. In no case shall more than \$5,000.00 be paid out in any fiscal year. The City encourages employees to attend schools/colleges/universities listed in the most recent publication of Accredited Institutions of Postsecondary Education, published by the American Council of Education (ACE). Attendance at a non ACE accredited institution may be approved by the Human Resources Director and/or the City Manager, with the recommendation of the Department Head.

Approval of each course must be obtained from the employee's Department Head and the Human Resources Department prior to the first day of class on an Educational Assistance Agreement form. If the employee fails to submit the completed Educational Funding Agreement form prior to the first day of class or course of study it will not be approved for funding. The Department Head and the Human Resources Department must approve or disapprove books/tuition payment requests and appropriate courses of study.

Employees receiving educational assistance must receive a "C" or higher (or a "Pass" in a pass/fail class) or the numeric equivalent. Grades must be turned in within 30 days of course completion. If the employee does not receive a "C" or higher or fails the course in a pass/fail situation, the employee must reimburse the City all funds for books and tuition. Reimbursement will be paid via payroll deduction in no more than eight payments. Reimbursement must be completed before any further classes or courses will be paid by the City.

An employee receiving educational assistance is obligated to remain a full-time employee with the City for a period of no less than two years after completion of the course. In the event the employee's full-time employment is terminated (whether voluntary or involuntary) with the City of Leesburg before the expiration of the two year period, the employee will reimburse the City of Leesburg the entire amount paid for the course(s)/class(es) taken.

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800 NON-TRAVEL MEALS AND REFRESHMENTS POLICY

Purpose and Applicability

This policy provides guidelines when meals and refreshments may be paid for with City funds. Applicability of this policy is limited to non-travel business meals and refreshments. Non-travel would include meetings, training sessions, conferences, or other City sponsored events to conduct official City business within the statutory limits of the City of Leesburg or Lake County. This policy does not apply to reimbursement or provision of meals and refreshments to employees or authorized individuals, including volunteers, and City Commission members, while the employee or individual is on travel status. This policy is intended to provide guidelines to help decision makers determine the prudence of purchasing non-travel meals and refreshments with City funds. -The cost of non-travel meals and refreshments should be reasonable and conform to the Section related to Per Diem for Meals and Non-Meat Related Tips of the City of Leesburg Travel Policy.

Food While in a Non-Travel Status

1. Employees may be reimbursed for meat expenses in a non-travel status while in attendance at an official City function or hearing or when hosting an official guest of the City.
2. Requests for reimbursement of meal expenses for employees not in a travel status must be accompanied by the Department Head or their designee's approval.

Meal Expenses for an Official Guest of the City

Original receipts, a list of guests including names and positions, and an explanation of the purpose for the visit must be attached to the reimbursement request. For business/industrial prospects, for which confidentiality is required, information on guest names and positions may be omitted, however, the explanation for the visit must be included and must be marked **CONFIDENTIAL INFORMATION.** Such confidential information shall not be provided to the public by the City. (Information that is considered public information may be released, such as the payee and payment amount.) If any disagreement occurs with the individual requesting the information on whether such information is confidential, the City Attorney's Office shall be consulted.

Reimbursement in an Emergency Situation

On occasion, the City asks employees to work unplanned and unscheduled overtime. Employees involved in such emergency work may be inconvenienced in the consumption of meals and other normal subsistence. The intent of this policy is to provide authorization to reimburse City employees for any out of pocket expenses they may incur for subsistence due to necessity of unscheduled work. Meals taken “on the fly” during these periods of emergency work activities will be reimbursed. Refreshments that support a continuing work effort may be reimbursed. Department Heads or supervisors in charge of the emergency work are authorized to decide when the circumstances exist to approve subsistence reimbursement.

Certain Official Meetings

1. Reimbursement for meals, for certain business meetings, which include formal training sessions, involving elected and appointed officials, employee and others the City is legally authorized to reimburse regardless of travel status, the City Manager or authorized designee may approve reimbursement for the allowable cost of meals. This authority is intended for use when the City requires a person to attend a meeting where business meals are served, and where the purpose of the meeting is to conduct official business or to provide training to employees or City officials; and the meals are an integral part of the business meeting, and the City Manager or authorized designee approves payment for the meals in advance of the meeting. Approvals must be in writing.

Refreshments

1. Refreshments are defined to include beverages such as coffee, tea, bottled water, juice, soda, and similar liquid refreshments as well as sugar and creamer. Food items such as fruit, pastries, chips, cookies, cake, candy, etc., are also considered refreshments.
2. At the discretion of the City Manager, City funds may be used to provide refreshments as follows:
 - a. Business meetings with industry representatives or the public. This may include events such as task force, advisory board, or commission meetings.
 - b. Business meetings involving City employees that are scheduled to last 4 hours or longer.

- c. Business meetings or training events when the majority of personnel attending are called in from field locations to where the meeting or training is taking place.
 - d. Staff retreats held for the purpose of the agency's work-related planning, lasting more than four (4) hours in a single day for either single or multiple days, not to exceed one (1) retreat per quarter.
3. Departments may not make expenditures for meals in the following situations:
- a. For anniversaries, receptions for new, existing, and/or retiring employees or officials; election celebrations, etc.
 - b. Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for meals for those whom agencies are not legally authorized to reimburse. Departments must document the request and approval in advance for expenditures for meals with meetings. Departments may use a Travel Authorization form, an Invoice Voucher, or a formally written memorandum for this purpose. The documentation should provide support for the authorization, including:
 - 1) The names of the departments or persons attending the meeting (includes conferences, conventions, and formal training sessions), and
 - 2) The purpose or accomplishments of the meeting.

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805 TRAVEL POLICY

Purpose

Establish a policy for authorizing and obtaining reimbursement for official travel by employees and non-employees (individuals under contract and appointed boards and commissions) of the City of Leesburg, Florida.

It is the responsibility of each traveler to select the most economical method of travel for each trip. Questions of time-efficiency and cost-effectiveness must be answered in the best interest of the City of Leesburg and not for the convenience of the traveler. Every effort shall be made to obtain the lowest economical hotel rate (always ask for the government rate). Hotel rates charged by governmental organizations in conjunction with seminars and conferences shall be considered the most economical rate.

Authority

This policy contains the full and complete authority for the reimbursement of the costs of official travel by employees and non-employees. The City Manager or designee shall be the final authority in the interpretation of this policy.

Definitions

Administration: The office of the City Manager.

City: City of Leesburg, Florida.

Common Carrier: Train, bus, commercial airline operating scheduled flights, and taxi.

Conference: The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the removal of differences or disputes and for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems.

Convention: An assembly of a group of persons representing persons and groups, coming together for the accomplishment of a purpose of interest to a larger group or groups.

Finance: The office of the Finance Director.

Official Headquarters: For all travel on behalf of the City of Leesburg, Florida. The assigned work location of the traveler shall be considered the official headquarters of the traveler.

Routine Travel: Travel which is performed on a day-to-day basis within a specified geographical area as part of the traveler's normal work assignment.

Travel Day: A period of twenty-four (24) hours beginning at 12:01 A.M. and ending at 12:00 midnight.

Travel Period: The period of time between the time of departure and time of return.

Traveler: An employee or authorized person conducting bona fide City business.

Types of Travel:

1. Overnight Travel: Continuous travel that requires overnight absences from the official headquarters.
2. Local Travel: Travel for short day trips where the traveler is not required to be away from the official headquarters overnight.

Forms

The Travel Advance and Travel Expense forms shall be used by all City officers, employees, and authorized persons when requesting approval of travel to a convention, conference or travel outside of Lake County. A copy of the conference/convention brochure shall be attached to the appropriate form, and the form shall be signed by the person requesting reimbursement and submitted to the department head for approval. If a travel advance is requested and approved, the department head shall forward the request to the Finance Department for payment. Department Head travel shall be approved by the City Manager. The Travel Expense form shall be used by all travelers when requesting claims for reimbursement of travel expenses and shall be prepared in compliance with this policy.

Conferences and Conventions

No City funds shall be expended for attendance at conferences or conventions unless:

1. The main purpose of the conference or convention is in connection with the official business of the City and related to the performance of the duties and responsibilities of the individual participating.

2. The activity provides a direct educational or other benefit supporting the work and public purpose of the person attending.
3. A copy of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the Travel Expense form and submitted for payment.
4. An authorized traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose served by the City's participation in the conference or convention. Such expenses may include banquets and other meal functions. If the traveler is claiming actual lodging expenses plus a meal allowance authorized under this policy, the actual substantiated cost of the banquet or other required meal function may be allowed in lieu of the meal allowance specified in this policy.

Travel Advances

Each traveler requesting an advance shall complete a travel advance form and submit it to the department head for approval. Travel advances shall not be submitted earlier than twenty-one (21) calendar days or later than ten (10) calendar days, when practical, before the travel period begins. A traveler shall not have travel advances outstanding for more than one trip at any time without written justification. Within ten (10) calendar days after completion of the travel period, the traveler shall properly complete the Travel Expense form for the travel period for which an advance was received. The traveler shall complete all pertinent sections of the form including the portion of the form relating to the travel advance. Failure to complete the Travel expenses form may result in the amount advanced being considered taxable income for the purpose of federal income tax.

Computation of Travel Time

For purposes of calculating reimbursement for travel, the following methods are established:

1. Overnight Travel - The traveler will be reimbursed for lodging and the local travel per diem for meals and non-meal related tips.
2. Local Travel - The traveler will receive a subsistence allowance for meals based upon the following schedule.
 - a. Breakfast - When travel begins before 6:00 a.m.

- b. Lunch - When travel begins before 12:00 noon and extends beyond 2:00 p.m.
- c. Dinner - When travel begins after 7:00 p.m.

Lodging

Traveler will receive the necessary and reasonable expenses for lodging at a single occupancy rate to be substantiated by an itemized paid receipt and shown on the voucher for reimbursement. Reimbursement for the reasonable costs of lodging in conjunction with travel to a conference or convention will only be permitted in those instances where:

- 1. The official conference agenda has a scheduled duration of one calendar day or less, and the one way mileage from the City of Leesburg to the conference or convention site exceeds 50 miles; or when approved by the department head, or
- 2. The official conference agenda has a scheduled duration greater than one calendar day, and the one way mileage from the City of Leesburg to the conference or convention site exceeds 40 miles.

For the purposes of this section, mileage will be computed on the basis of an odometer reading that shall show the date and beginning mileage, the date and ending mileage, and the total round/trip miles traveled from traveler's location to the event.

Per Diem for Meals and Non Meal Related Tips

Employees or authorized persons performing local travel will be allowed subsistence for allowable meals and non-meal related tips in accordance with the following schedule:

Breakfast:	\$10.00 including tip and tax
Lunch:	\$15.00 including tip and tax
Dinner:	\$25.00 including tip and tax
Tips:	\$ 3.00 (per incidence) other than meal related

Receipts for meals eaten during local travel must be attached to the Travel Expense form for reimbursement. Extraordinary but reasonable meal expenses in excess of the rates listed above may be approved by the City Manager or Finance Director. The reimbursement amount shall be a reasonable cost of the meal approved by the department head. It is the intent of this policy that meals

not eaten shall not be reimbursable. No allowance will be made for routine travel when the travel is confined to Lake County. Meals incidental to conferences or conventions, as those terms are defined in this policy shall be paid by the City regardless of location.

Overnight Travel

Employees or authorized persons performing overnight travel will be allowed the following reimbursements:

Per diem	\$50.00 Including tips and tax
Tips (other than meal related)	\$ 3.00 Per incidence

While on overnight travel, any meal included in meeting or conference registration fees will be deducted from the per diem at that rate paid for Local Travel meals. Receipts for meals eaten during overnight travel are not required, however extraordinary but reasonable meal expenses in excess of the per diem rate may be approved by the City Manager or Finance Director; receipts are required for such a request. Request for reimbursement of tips is on the honor of the traveler and receipts are not required.

Incidental Expenses

The following documentation shall be attached to the traveler's Travel Expense form when the traveler is claiming reimbursement for incidental travel expenses:

1. Receipts for taxi fares or public conveyance.
2. Receipts for storage, parking fees, or tolls.
3. A statement that communication expenses being claimed were for City business. One phone call home, per day up to a maximum length of ten (10) minutes is eligible for reimbursement for overnight travel. Communication expenses for other non-business purposes are not eligible for reimbursement.
4. Receipt for FAX charges for sending or receiving on City business if not already included on hotel bill.
5. Gas receipt. (Not applicable if mileage is paid, and not reimbursable if City credit card is used.)
6. Other City business related expenses. These are normally reimbursable if related to the purpose of trip.

Mileage

Mileage may be claimed for personal vehicle use when a City vehicle is not available, or when use of personal vehicle is approved by the department head. If two or more authorized individuals travel in a single private vehicle, only the traveler supplying the vehicle shall be eligible for reimbursement of mileage.

Mileage for the use of a privately owned vehicle will be reimbursed in accordance with the standard mileage rate for transportation expenses for all miles of use for business purposes, as established by the Internal Revenue Service. For the purpose of applying the provisions of this Section, it is the policy of the City of Leesburg that the standard mileage rate established by the Internal Revenue Service and in effect as of January 1st of each year shall be used for the purpose of calculating mileage reimbursements. Vicinity mileage necessary for the conduct of official business is limited to a maximum of 10 miles per day, unless additional vicinity miles are approved by the department head. Mileage to the airport is permitted when performing authorized travel. Mileage is not permitted for commuting to and from work.

Prohibited Items

It is the express intention of the City of Leesburg, Florida that reimbursement will not be made for the following:

1. Movies or other forms of entertainment.
2. Alcoholic beverages.
3. Personal telephone calls (except as permitted by this policy).
4. Florida sales tax on lodging expenses (Note: every effort should be made to use - the City's sales tax exempt status when traveling to other states).
5. Items of personal nature including, but not limited to dry cleaning, spas, gyms, travel insurance, supplemental insurance on car rental, toiletries, newspaper, magazine, fines, guest accommodations.

OTHER TRAVEL INFORMATION

For purposes of this policy, travel period and mileage will be computed as if traveler departed from and returned to the Official Headquarters. It is recognized that on occasion for the convenience of either the traveler or the City; travel may originate and conclude at a location other than the City of Leesburg. In such instances, travel period and mileage will be computed from the closest point to the destination. Payment for the costs of travel in addition to the travel period required for the conference shall be the exclusive responsibility of the traveler

unless it can be documented in writing that the total cost to the City of Leesburg will be less by extending the travel period.

Direct payment, by the City, to vendors for the meals of an employee are not allowed except in an emergency situation where there is an immediate danger or a threat of immediate danger to the public health, safety or welfare, or of other substantial loss to the City.

When a person with a disability incurs travel expenses in excess of those ordinarily authorized pursuant to this policy and such excess travel expenses were incurred to permit the safe travel of that traveler, those excess expenses will be reimbursed by the City to the extent that the expenses were reasonable and necessary for the safe travel of that individual. All such claims for reimbursement of excess travel expenses shall be submitted with sufficient documentation to permit a proper audit.

City employees who drive a city vehicle are not entitled to a mileage reimbursement. City employees who receive a monthly car allowance are not entitled to mileage reimbursement for travel within Lake County.

A limited number of City credit cards are available for use on authorized City travel. Subject to the authority and limitations contained elsewhere in this policy, the use of City credit cards is limited to lodging (including related parking charges), meals, and gasoline (only for City vehicles). The traveler is required to submit itemized receipts for each use of the City credit card, in the event that the traveler fails to submit a receipt within ten (10) calendar days after their return, the traveler shall be personally liable for the payment of the charge(s).

Reimbursement for parking expenses shall be limited to the rate charged for self service parking. If both self service and valet parking are available, the traveler shall be responsible for payment of the differential between self service and valet parking if the valet parking option is selected. If only valet parking is available, the City shall reimburse the traveler for substantiated valet parking charges:

Travel by Commercial Common Carrier, and the use of rental cars must have prior approval by the department head.

Shared room, vehicle, etc. may only be claimed on one voucher. Reference should be made on face of the reimbursement of travel expenses form to the sharing -arrangement.

Air Travel — Use this method when more economical than the cost to drive including out of pocket expenses plus cost of travel time. Employee should purchase airline tickets sufficiently in advance of the travel date so as to obtain.

Ground Travel — Should the employee choose ground travel, the City will pay actual travel expenses up to the amount of air travel. Travel time is normal length of air travel; any additional time for ground travel will be considered vacation.