



City of Fernandina Beach

Personnel Policy Manual

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City of Fernandina Beach

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Table of Contents

Section	Policy	Page
Introduction		
	Welcome Message from City Manager	1
	Introductory Statement	2
	Mission Statement	2
Employment		
101	Nature of Employment and Oath	3
102	Veteran's Preference	3
103	Equal Employment Opportunity	3
104	Government Ethics and Conduct	4
105	Nepotism	5
106	Employee Medical Examinations	6
107	Immigration Law Compliance	6
108	Conflicts of Interest	6
109	Public Relations	7
110	Outside Employment	7
111	Personnel Records	8
112	Disability Accommodation	9
113	Advancement, Job Posting and Release	9
Employment Status and Records		
201	Employment Categories	10
202	Employment Reference Checks	11
203	Probationary Period	11
204	Employment Applications and Documents	11
205	Pay, Performance Evaluations and Increases	11

Section	Policy	Page
Employee Benefit Programs		
301	Employee Benefits	13
302	Vacation Benefits	14
303	Paid Time Off (PTO)	15
304	Sick Leave Benefits	16
305	Sick Leave/PTO Donation	17
306	Holidays	18
307	Accident/Incident/Injury Reporting and Workers' Comp	19
308	Bereavement Leave	20
309	Personal Leave	20
310	Jury Duty	20
311	Educational Assistance	21
312	Tuition Reimbursement	22
313	Health Insurance	26
314	Life Insurance	26
315	Deferred Compensation Program	27
316	Recreational Benefits	27
317	Employee Pension Plans	28
318	Credit Union and Banking	28
319	Employee Assistance Program (EAP)	28
Timekeeping/Payroll		
401	Timekeeping	29
402	Paydays	29
403	Termination	30
404	Administrative Pay Corrections	30
405	Pay Deductions and Setoffs	30
Work Conditions and Hours		
501	Safety and Health	31
502	Work Schedules	33
503	Use of Phone and Mail Systems	33
504	Use of Tobacco Products	34
505	Rest and Meal Periods	34

Section	Policy	Page
506	Overtime	34
507	Use of Equipment and Vehicles	34
508	Emergency Closings	35
509	Travel and Training	35
510	Computer and E-mail Usage	36
511	Internet Usage	36
512	Social Media	38
513	Workplace Violence Prevention	40
514	Workplace Bullying	41
Leaves of Absence		
601	Family and Medical Leave	42
602	Personal Leave without Pay	44
603	Military Leave	44
Employee Conduct and Disciplinary Action		
701	Employee Conduct and Work Rules	45
702	Drug-Free Workplace	46
703	Unlawful Discrimination and Harassment	46
704	Attendance and Punctuality	47
705	Dress Code and Casual Days	47
706	Return of Property	48
707	Resignation	48
708	Fraternization	49
709	Solicitation	49
710	Progressive Discipline	50
711	Problem Resolution	51
Miscellaneous		
800	Life-Threatening Illnesses in the Workplace	52
801	Whistle-Blower Protection Act	52
802	Political Activity	53
	Employee Acknowledgement Form	54

Welcome Message from the City Manager

Welcome to the City of Fernandina Beach. I look forward to working with you in serving the community.

Every employee contributes directly to the City's success, and each employee is a valued member of this wonderful staff.

The City has a number of obligations to its citizens and the two most important are: (1) to conduct all City functions in the most efficient and effective manner, and (2) to treat citizens and visitors in a courteous and respectful way.

This manual was developed to describe some of the expectations of employees and to outline the policies, programs, and benefits available to eligible employees. This manual is not intended to state all of the conditions of employment with the City, but rather to provide information on certain policies and benefits currently in effect. These policies may be modified or supplemented at any time as part of the continuous effort to make the City a better place to live and work. Employees should be familiar with the contents of this manual and the Civil Service Section of the City Charter (Article VI), as the Charter contains a number of provisions concerning rights and benefits of City employees not included herein.

These policies apply to all employees of the City. Where any policy is inconsistent with any provision of the City Charter or any collective bargaining agreement to which the City is a party, the City Charter or collective bargaining agreement shall govern the employees to whom it applies. These policies shall supplement the City Charter and shall take precedence and have effect over any inconsistent policy or procedure, except those specifically enumerated in the City Charter or a collective bargaining agreement to which the City is a part.

If you have any questions, please contact the appropriate Department Director, a Human Resources Department representative, or the City Manager.

Again, welcome to the City. I wish for you to have a rewarding and successful time as an employee of the City of Fernandina Beach.

Sincerely,



Dale L. Martin
City Manager

Introductory Statement

This policy manual is designed to provide employees with information about the working conditions, employee benefits, and the policies affecting employment with the City of Fernandina Beach. Employees should read, understand, and comply with all provisions of this manual. It describes many employee responsibilities and outlines the programs developed by the City to benefit employees. One of the objectives is to provide a work environment that is conducive to both personal and professional growth.

No personnel policy manual can anticipate every circumstance or question about policy. The City reserves the right to revise, supplement, or rescind any policies or portion of this manual from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes.

The policies contained herein supersede and replace all prior policies and directives related to personnel and employment.

Mission Statement

The following represents the mission statement of the City of Fernandina Beach. This mission statement was developed with input from the employees. It was formally adopted by the City Commission on July 5, 2000.

We are dedicated to exceptional service to the community to enhance the quality of life and provide for the well-being of our citizens and the environment while preserving our history. We will achieve this through quality employees, teamwork, community involvement and civic duty, fiscal stability, caring, integrity and fairness, responsible planning, and commitment to excellence.

101 Nature of Employment and Oath

Employment with the City is voluntarily entered into, and the employee is free to resign at will at any time. Similarly, the City may terminate the employment relationship at will at any time.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the City and any of its employees. The provisions of the manual have been developed at the discretion of management and may be amended or cancelled at any time at the City's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the City Manager.

Employment with the City requires the execution of an Employee Oath that affirms support of the Constitution of the United States and of the State of Florida.

102 Veteran's Preference

In accordance with the provisions of Florida Statutes, Section 295, veterans and spouses of veterans who meet certain criteria are eligible for preference in employment or promotion provided the veteran or spouse possesses the minimum qualifications of the position as outlined in the job description. Such preference does not preclude the hiring (outside hire) of a non-veteran who is more qualified than a veteran; however, in case of a promotion, a veteran who possesses the minimum qualifications of the position shall be promoted.

Veteran's preference does not apply to the following positions with the City:

- City Commissioners
- Appointed board members
- City Manager
- City Attorney
- City Clerk
- Department Directors
- Temporary employees

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, ethnicity, sex, national origin, age, disability, sexual preferences, or any other characteristic protected by law.

The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, the City maintains an affirmative action philosophy to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of an immediate supervisor or the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 Government Ethics and Conduct

The successful operation and reputation of the City is built upon the principles of fair dealing and ethical conduct of City employees. The City's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The following policies will govern municipal ethics and conduct:

- No City employee shall accept a gift, favor or service from any person, firm or corporation which transacts business with the City in return for any favorable treatment, promise of favorable treatment or any other action by the City employee in accordance with State statutes.
- No City employee shall use or attempt to use his/her position to secure special privileges, favors or exemptions for self or others, except as may be provided by policy and/or law.
- No City employee shall accept employment or engage in any activity which would require the employee to disclose confidential information acquired from the employee's position with the City or disclose confidential information for personal gain or benefit.
- Any City employee who is an officer, manager, agent or member of, or owns an interest in, any corporation, firm, partnership, or other business entity which is subject to the regulation of, or which has substantial business commitments with the City, shall file a sworn statement to this affect with the City.
- No City employee shall transact any official City business with any business entity of which the employee is an officer, manager, agent, or member, or in which an interest is owned.
- No employee shall have personal investments in any enterprise which will create a substantial conflict between private interest and public interest.
- No City employee will engage in the harassment of co-workers or members of the general public to include harassment involving race, age, religion, color, sex, handicapping condition, sexual orientation or any other basis protected by law, rule or ordinance.

The continued success of the City is dependent upon the trust of its citizens and City staff is dedicated to preserving that trust. Employees, whether on or off duty, owe a duty to the City and its citizens to act in a way that will merit the continued trust and confidence of the public.

The City will comply with all applicable laws and regulations and expects its Commissioners, officials, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, should guide all employees with respect to acceptable conduct. If a situation arises for which it is difficult to determine the proper course of action, the matter should be discussed openly with an immediate supervisor, the Human Resources Director, or the City Manager.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including termination of employment.

105 Nepotism

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the City may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. City employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within thirty calendar days, management, at its sole discretion, will decide.

Department Directors are responsible for ensuring policy compliance and for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for reporting any changes or potential conflicts immediately to their supervisor.

In other cases where a conflict or the potential for conflict arises, even if no supervisory relationship is involved, the parties may be separated by reassignment or termination.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, and including cohabitating couples/significant others.

106 Employee Medical Examinations

To ensure that employees are able to perform their duties safely, medical examinations may be required.

Post-offer medical examinations are required only for those positions for which a bona fide job-related physical requirement exists. Such examinations are given to all persons entering the position only after conditional job offers. The medical examination will be performed at the City's expense by a health professional of the City's choice. The offer of employment is contingent upon satisfactory completion of the exam.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the City's expense.

Medical records will be kept separate from other personnel records and remain confidential. Access to this information will be limited to those who have a legitimate need to know.

107 Immigration Law Compliance

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information regarding immigration law issues are encouraged to contact the Human Resources Director. Employees may raise questions or complaints regarding immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. The City Manager is responsible for dealing with questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of City management. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. If employees have any influence on transactions involving purchases, contracts, or leases, however, it is imperative that they disclose the existence of any actual or potential conflict of interest to an officer of the City as soon as possible, so that safeguards can be established to protect all parties.

109 Public Relations

The news media is a valuable channel of communication between the City of Fernandina Beach and its citizens. By reporting City activities, the media informs citizens about how tax dollars are spent and provides a means of accountability in government service. For these reasons, it is expected that all City employees will be cooperative and courteous when dealing with the news media. Requests for information that can be released should be honored promptly, accurately, and fully. City employees should not attempt, however, to offer conjecture or interpretations of City policies for the news media (as opposed to providing facts or information). If an employee is in doubt concerning the information or is uncomfortable answering question(s), the employee should seek guidance from a Department Director, City Attorney, or the City Manager. All press releases should be pre-approved by the City Manager (or designee) prior to release.

110 Outside Employment

An employee may hold a job with another organization or be self-employed as long as the employee satisfactorily performs job responsibilities associated with City employment and has prior approval for such employment from the Charter Officer supervising the employee. All employees will be held to the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work/volunteer requirements.

If the City determines that an employee's outside work/volunteer work interferes with performance or the ability to meet the requirements of the City (as may be modified from time to time), the employee may be asked to terminate the outside employment/volunteer relationship if the employee wishes to maintain City employment.

Outside employment/volunteer work will present a conflict of interest if it has an adverse impact on the City. The City may restrict specific outside employment based on the position held by the employee with the City. Requests for outside employment which conflict with specific jobs with the City will not be approved.

Employees who have outside employment which has not been approved must disclose that employment at the earliest possible time. Outside employment obtained after an employee's hire by the City must be approved by applicable Department Director prior to accepting outside employment.

111 Personnel Records

The City maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

It is important that personnel records be kept up to date by employees. Employees should notify their supervisor in any of the following situations:

- Name change
- Address change
- Telephone number change
- Change in marital status
- Changes to emergency notification information
- Beneficiary information
- Education status
- Military status
- Driver's license status or other information which may impact the job requirements
- Licensing, certification, and training

Personnel files are the property of the City, and access to some of the information those files contain may be restricted in accordance with state law. Personnel records are subject to the Florida Public Records Law and contents must be provided as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes, except for information that is exempt and confidential pursuant to law.

Anyone who wishes to review a personnel file should contact the Human Resources Director. With reasonable advance notice, personnel files may be reviewed in the City's offices and in the presence of an individual appointed by the City to maintain the files.

An employee may view personal (associated with that employee) personnel records at any time in their entirety.

112 Disability Accommodation

The City is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Pre-employment inquiries are made only regarding an applicant's ability to perform duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The City is also committed to not discriminating against any qualified employees or applicants because those employees or applicants are related to or associated with a person with a disability. The City will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The City is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

113 Advancement, Job Posting, and Release

It is the policy of the City to promote from within when qualified employees are available. No employee will be referred for consideration who fails to meet the minimum experience requirements established for the position being posted. The City reserves the right to conduct concurrent recruitment for positions as deemed necessary. Employees are eligible for consideration when experience, performance, education, and technical preparation are consistent with the qualifications of the open position.

An employee selected for a promotion or reassignment will be released for assignment to the new job no later than two full pay periods from the date of selection, unless a later date is mutually agreed upon by the respective Department Directors or Charter Officers involved.

The City provides employees an opportunity to indicate interest in open positions and advance within the organization according to their skills and experience. In general, notices of job openings are posted.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants. Other recruiting sources may also be used to fill open positions in the best interest of the organization. Job openings will be posted on the employee bulletin board, the City web site,

or received via e-mail, and remain open for a minimum of three days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current position and have no disciplinary actions in the past twelve months. Informal counseling and verbal warnings will not count for purposes of this section.

Eligible employees should only apply for those posted jobs for which they possess the required skills, competencies, and qualifications. To apply for an open position, employees should complete a job posting application and submit it to the Human Resources Department. The City will not accept resumes in lieu of an application.

201 Employment Categories

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NON-EXEMPT (typically receiving an hourly wage) or EXEMPT (typically receiving an annual salary) from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only by the City Commission through the approval of the Pay and Classification Plan.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work a full-time schedule. Generally, these employees are eligible for the City's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are regularly scheduled to work less than thirty hours per week. While these employees do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), are also eligible for some of the City's other benefit programs, such as the employee assistance program (EAP), pool and gym privileges (at no cost to the employee), discounted golf privileges, and voluntary employee-paid benefits, such as short-term disability insurance and a voluntary 457(b) savings program.

TEMPORARY or SEASONAL employees are those who are hired for seasonal work, as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration and will not exceed six months. Temporary employees retain that status unless and until notified of a change. While temporary and seasonal employees receive all legally mandated benefits (such as Workers' Compensation insurance and Social Security), these employees are ineligible for the

City's other benefit programs. SEASONAL employees will generally not work beyond the season for which hired.

202 Employment Reference Checks

To ensure that individuals who join the City work force are well-qualified and have a strong potential to be productive and successful, it is the policy of the City to check the employment references of all applicants.

The City Human Resources Department will respond to all reference check inquiries from other employers.

203 Probationary Period

The probationary period is intended to give newly hired and/or promoted employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, and overall performance. Failure to satisfactorily complete the probationary period will result in the termination of employment.

All new, rehired, and/or promoted employees work on an introductory basis for the first six months after their date of hire and/or promotion (with the exception of Charter Officers or other contracted employees). Police Officers and Firefighters are governed by the appropriate collective bargaining agreements.

Newly hired and/or promoted employees are not eligible to apply for another City position until satisfactorily completing their original probationary period.

204 Employment Applications and Documents

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented on employment forms used throughout the hiring process and after employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. Résumés will not be considered in lieu of an application.

205 Pay, Performance Evaluations, and Increases

Pay of hourly employees is set within the range of the grade of the position for which employed. Merit pay increases are subject to time in the position and performance evaluations received. The agreements between the City and the unions govern pay increases for union-covered positions.

Salaried positions are graded and pay is determined by the pay range established for the grade. The rate of pay is determined by the pay range, qualifications of the employee, and other relevant factors.

Newly hired employees will receive a probationary evaluation upon the completion of six months of service, and may be eligible for a merit increase at the discretion of the appropriate Department Director.

Annual merit-based pay adjustments of up to six percent are awarded by the City to salaried employees in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation process.

It is the policy of the City of Fernandina Beach to evaluate employees who are paid under the Classified Service Pay Schedule on October 1 of each year. Annual appraisals will be completed within thirty calendar days of the beginning of the fiscal year. Employees that have completed their probationary period will be reviewed and will be eligible for a merit pay increase on October 1.

Annual merit increases will be based on the overall performance rating as follows:

- A Rating of 5: 6%
- A Rating of 4: 4%
- A Rating of 3: 2%
- A Rating of 2: no increase
- A Rating of 1: no increase

Employees at the maximum of the pay range will not be eligible for merit increases. However, at the discretion of the City Manager, employees who have reached the maximum compensation at their current pay grade may be eligible for a lump sum payment of up to \$1,250 based upon above-average performance.

- A Rating of 5: \$1,250
- A Rating of 4: \$750
- A Rating of 3: not eligible
- A Rating of 2: not eligible
- A Rating of 1: not eligible

An employee who fails to achieve a satisfactory rating as part of an annual performance review may be placed in a ninety-day Performance Improvement Period (PIP). Following completion of the ninety-day PIP, the employee will be further evaluated. Failure to achieve the minimum rating on the subsequent review will result in the proposed separation of the employee for substandard performance.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of the employee's initial period of hire, known as the probationary period. Additional formal performance evaluations are conducted on an annual basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

At the discretion of the City Manager, a special merit pay increase of up to \$1,500 may be awarded for an employee who achieves a state license or certification that would exceptionally benefit the City. This special increase may only be awarded once to a City employee during service to the City.

301 Employee Benefits

Eligible City employees are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employment classification. Department Directors or the Human Resources Department can identify the programs for which employees are eligible. Details of many of these programs can be found elsewhere in this policy manual.

The following benefit programs are available to eligible employees:

- Bereavement Leave
- Deferred Compensation Plan
- Educational Assistance
- Employee Assistance Program
- Family and Medical Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Term Life Insurance and Supplemental Life Insurance
- Military Leave
- Pension Plan
- Personal Leave (Salaried Employees)
- Sick Leave Benefits
- Vacation or Paid Time Off
- Workers' Compensation

Some benefit programs are funded by the employee in total or partially, but many are paid by the City.

302 Vacation Benefits

Vacation leave with pay is available to regular full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Full-time employees hired prior to March 1, 2005, are eligible to earn and use vacation leave as described in this policy or as otherwise described in agreements between the City and recognized employee unions. Full-time employees in United Brotherhood of Carpenters and Joiners (UBC)-covered positions hired after October 1, 2004, and full-time General employees in salaried, exempt positions hired after March 1, 2005, have Paid Time Off (PTO) available. See Section 304 for more details on this plan.

The amount of paid vacation leave provided each year increases with the length of employment at specific intervals. Once an employee enters an eligible employment classification, the employee begins to earn vacation leave according to a specific schedule. Employees covered by collective bargaining agreements should refer to the appropriate contract for specific information on leave accruals.

Salaried, exempt employees hired prior to March 1, 2005, accrue vacation leave as follows:

Years of Service	Accrued hours per pay period
0 to 2 Years – 80 hours (10 days)	3.08 hrs. per pay period
2 Years less than 10 Years – 120 hours (15 days)	4.62 hrs. per pay period
10 Years less than 20 Years – 160 hours (20 days)	6.16 hrs. per pay period
20 Years and above – 200 hours (25 days)	7.70 hrs. per pay period

The length of eligible service is calculated on the basis of a “benefit year,” which is one year from your anniversary date. This is the twelve-month period that begins when the employee starts to earn vacation leave. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation (see individual leave of absence policies for more information).

Vacation leave is paid out at the employee’s base rate at the time vacation leave is used. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

Employees may carry vacation leave forward from one benefit year to another benefit year not to exceed the vacation leave benefit for which the employee is entitled for the new benefit year. Example: An employee who completes two years of service at the end of the benefit year may carry over 10 days of vacation into the new benefit year as the employee receives a higher earning rate in the new benefit year. This maximum carryover cannot be exceeded unless extenuating circumstances exist (e.g. long-term illness, exigencies of work or other factors that are in the best interest of the City and the employee) that are approved by the City Manager.

Upon termination, employees will be paid for unused vacation leave earned.

303 Paid Time Off (PTO)

Full-time UBC-covered employees hired after October 1, 2004, salaried employees hired after March 1, 2005, , and full-time employees in Coastal Florida Police Benevolent Association (CFPBA)-covered positions hired after October 1, 2013 shall not be eligible for vacation time or for sick leave, but instead shall be entitled to Paid Time Off (PTO).

Full-time UBC-covered employees hired prior to October 1, 2004 and all salaried employees hired prior to March 1, 2005 have the option to convert to the Paid Time Off program during annual open enrollment. In this case, the employee's existing vacation leave balance is transferred to the paid time off account. The employee's existing sick leave balance shall remain.

Full time employees with PTO benefits will accrue leave as follows:

Years of Service	Days/Hours
Less than 1 year	7 days (56 hours)
1 year, but less than 5 years	20 days (160 hours)
5 years, but less than 10 years	25 days (200 hours)
10 years, but less than 15 years	28 days (224 hours)
15 or more years	32 days (256 hours)

Pay for PTO's shall be based on the rate of pay of the employee at the time the PTO is taken. Employees will be eligible to use PTO as accrued. The City does not require employees to retain a minimum balance of accrued PTO.

Employees may carry forward unused PTO up to a maximum of 1200 hours, however, PTO hours accumulated have no cash value, and may not be paid out in any manner, including at separation, retirement, or termination.

Employees who convert from sick/vacation leave to the PTO option may have accrued sick leave time as of the date of their election agreement, which is kept in a separate bank and may be used in accordance with the sick leave policy. Section 62-269 of the City Code governs sick leave sell-back of any applicable sick leave remaining in this bank on the employee's departure from the city.

304 Sick Leave Benefits

The City provides paid sick leave to all regular full-time employees, with the exception of those employees covered by the Paid Time Off (PTO) plan. Full-time employees in UBC-covered positions hired after October 1, 2004, full-time salaried employees of the classified service who are hired after March 1, 2005, and full-time employees in CFPBA-covered positions hired after October 1, 2013 are covered under the PTO plan (see Section 304).

Eligible employees accrue sick leave benefits at the rate of twelve days per year (one day for every full month of service). Sick leave benefits are calculated on the basis of a “benefit year,” the twelve-month period that begins when the employee starts to earn sick leave benefits. The maximum sick leave accumulation is 1200 hours unless specifically modified by an agreement between the City and a recognized labor union. Employees may use sick leave accrued without a waiting period.

Eligible employees may use sick leave benefits for an absence due to personal illness, medical appointment, injury, or for that of a family member’s illness, medical appointment, or injury.

Employees who are unable to report to work due to illness or injury should notify a direct supervisor before the scheduled start of the workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician’s statement may be required to verify the disability and its beginning and expected end dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee’s base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Sick leave benefits may be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers’ compensation, or City-provided disability insurance programs as long as the employee is available to return to work on a light duty basis as soon as released by the attending physician. The combination of any such disability payments and sick leave benefits cannot exceed the employee’s normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 1200 hours of sick leave benefits. If the employee’s benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave sell-back may apply to certain union-covered employees depending on the employee’s date of hire and specific guidance is contained in each of the union agreements. Sick leave sell back for exempt (non-union) may apply depending upon employee’s date of hire and in accordance with Section 62-269 of the City Code.

In accordance with City Ordinances, Section 62-269, if an employee has worked with the City for a minimum of ten (10) years prior to December 7, 1999, and has reached the eligible early or normal retirement age (as defined in applicable pension plans and union contracts) and retires or dies, the employee will be paid for all accumulated sick leave. An employee hired after December 7, 1999, will not be eligible to be paid for any accumulated sick leave upon death, retirement or separation from employment. If an employee hired prior to December 7, 1999, has worked for the City for a minimum of three (3) but less than ten (10) years prior to December 7, 1999, and has reached the early or normal retirement age and retires or dies, employee will be paid for all accumulated sick leave, up to a maximum of 700 hours. If an employee hired prior to December 7, 1999, has worked for the City for less than three (3) years prior to December 7, 1999, and has reached the early or normal retirement age and retires or dies, employee will be paid for all accumulated sick leave, up to a maximum of 300 hours.

If an employee has not reached the eligible early or normal retirement age and leaves City employment and is entitled to a sick leave payment, the employee shall collect an amount for sick leave which shall be discounted at the rate prevailing in accordance with the Five Year Treasury Constant Maturity index rate in effect thirty days prior to the employee's separation date.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury to self or a family member, and may not be used for any other absence. Employees may substitute any accrued vacation leave for sick leave.

305 Sick Leave/PTO Donation

By written consent of any employee, accrued sick leave/PTO may be donated to a fellow employee under the terms and conditions outlined herein:

- All full-time employees are eligible to donate/receive after completion of six (6) months of satisfactory performance.
- The use of donated leave must be due to the employee's own serious health condition and cannot be used for elective surgery. Time off to care for a family member is not covered for purposes of this section.
- The employee is not eligible to receive benefits under any other governmental program (such as workers' compensation).
- The recipient shall have exhausted all personally-accrued paid leave.
- The employee will be eligible to receive donations upon receiving final approval of FMLA for personal serious illness.
- The employee must be projected to be able to return to work or pending disability retirement.
- All sick leave donations will be posted to the fellow employee's leave account, on a pay period by pay period basis, for only the hours needed in that pay period. Once the hours needed for that pay period are donated, the Department Director will not accept any further donations and the donor's form will be returned to the donor. No employee shall be allowed to bank donated hours above those hours needed for any one pay period.

- The maximum donation allowed per incident from any one employee is forty hours. Employees donating leave must have a remaining minimum leave balance of eighty hours.
- All requests for donations must be made in writing by the employee through the Department Director to Human Resources.
- This policy shall not be subject to any grievance procedures.
- Any tax obligations from donated leave shall be the recipient employee's responsibility.
- All benefits of the recipient employee will continue, with the exception of leave accruals.

Sick leave donation forms are available in the Human Resources Department.

306 Holidays

The City will grant holiday time off to eligible employees for the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

The City will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

To be eligible for holiday pay, regular full-time employees must work the last scheduled work day immediately preceding and the first scheduled work day immediately following the holiday or be in approved leave status on these days. Regular part-time employees must be otherwise scheduled to work on the holiday in order to be eligible for holiday pay.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Other days of holiday observance may be required and when this occurs, the days to be observed as holidays

will be announced in advance to the work force. For those employees who are rotating seven day a week schedules, such as police officers, the holiday is generally observed the day on which it falls. If an employee works on a holiday, they shall be given a compensatory day off or receive holiday pay in addition to pay for hours worked.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Regular, non-exempt union-covered employees shall refer to the respective collective bargaining agreement for more information on paid holidays.

307 Accident/Incident/Injury Reporting and Workers' Comp

The City provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee who is involved in an accident, incident, or sustains a work-related injury or illness should inform a supervisor immediately. No matter how minor an on-the-job accident, incident, or injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. An accident/incident/injury report form must be submitted to Human Resources immediately.

Workers' compensation benefits will be provided in accordance with the Workers' Compensation Law, Chapter 440, Florida Statutes, to an employee who is disabled because of an on-the-job injury arising out of, and in the course of, activities related to his employment.

An employee who sustains an injury resulting in disability which is compensable under the Workers' Compensation Law shall be carried in full pay status for a period not exceeding thirteen weeks. While being carried in full pay status, any compensation received by the employee from the Workers' Compensation carrier shall be submitted to the City Finance Department. Under no circumstances shall the employee receive more than one hundred percent of regular earnings while on Workers' Compensation leave. Such pay will be contingent upon written confirmation of inability to work from the attending physician treating the employee.

Neither the City nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

308 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to five days of paid bereavement leave due to the death of an immediate family member will be provided regular full-time employees. The City defines “immediate family” as the employee’s parent or step-parent, spouse, or child (to include foster children). Up to three days of paid bereavement leave will be provided due to the death of the employee’s parent-in-law, child’s spouse, sibling, grand-parents, or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

One day of bereavement leave may be granted due to the death of any other family member not included above who is related by blood or marriage in order that the employee may attend the funeral service.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor’s approval, use any available paid leave for additional time off as necessary.

309 Personal Leave

The City grants four days of personal leave on a fiscal year basis to salaried, exempt employees. Personal leave not used during the fiscal year in which granted will be forfeited. Personal leave has no cash value and unused personal leave shall not be compensated at the time of separation, retirement, or termination.

310 Jury Duty

The City encourages employees to fulfill their civic responsibilities by serving jury duty when required.

A regular full-time or regular part-time employee who is summoned to jury duty will be granted administrative leave and will be paid his/her regular rate of pay during such absence. If released by the court prior to the end of the employee’s normally scheduled workday, the employee is expected to return to work.

Jury duty will be calculated on the employee’s base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Eligibility for administrative leave requires the employee to deposit with the Finance Department any monetary payment received for jury duty services.

Employees must show the jury duty summons to a supervisor as soon as possible so that the supervisor may make arrangements to accommodate the absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the City or the employee may request an excuse from jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

The City will continue to provide health insurance benefits for the full term of the jury duty absence.

311 Educational Assistance

The City recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills, advance or enhance their ability to compete for reasonably attainable jobs within the City.

The City may provide educational assistance to all regular full-time employees who have completed 180 calendar days of service in an eligible employment classification. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Educational assistance is available as long as the department's budget will support the program.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. For educational opportunities which result in college credits, see Section 315, Tuition Reimbursement. The City has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the Human Resources Director for more information or questions about educational assistance.

The City will reimburse employees upon completion of their courses for their voluntary participation in educational assistance courses. Reimbursement will include the cost of courses and the reasonable cost of books. Employees may receive reimbursement for no more than two courses in any one semester. To be reimbursed, the employee must attain a final grade of a "C" or satisfactory completion whichever applies. The City's program does not include being excused from the regular work schedule to attend voluntary educational assistance programs.

While educational assistance is expected to enhance employee's performance and professional abilities, the City cannot guarantee that participation in formal education will entitle the employee to advancement, a different job assignment, or pay increases.

The City invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee separates from employment with the City within two years of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be

required to repay the original educational assistance payment on a pro-rated basis. The employee will receive 1/24th credit for each month of employment following the educational assistance payment to determine the amount owed the City.

312 Tuition Reimbursement

What is it? The Tuition Reimbursement Policy is designed to provide reimbursement for undergraduate or graduate level courses that may improve job performance or enhance career opportunities within the City of Fernandina Beach.

Who is eligible? An employee is eligible if:

- The employee is an active full-time employee of the City of Fernandina Beach
- The employee has a minimum of six months of service with the City of Fernandina Beach
- The employee has satisfactorily completed an initial probationary period prior to the first meeting date of the intended course(s).

Exception: Employees on a Personal Improvement Plan (PIP) are not eligible.

What courses are covered? Courses are covered as follows:

- Undergraduate, graduate, or vocational courses (including online) which meet all the following criteria:
 - Help improve job performance or career advancement opportunities within the City of Fernandina Beach (or are requirements in a degree program that does so).
 - Are offered by an accredited college, university, or technical/trade school.
 - Result in college credits.
- Preparatory courses required for General Education Development (GED) programs, as well as the actual GED test.
- Courses for Portfolio credit, College Level Examination Program, and life experience courses, if these are a part of a pre-approved degree program.

What is not covered? Courses not covered include:

- Undergraduate, graduate, or vocational courses and programs which:
 - are offered by a **non**-accredited college, university, or technical/trade school
 - do **not** result in college credits
- Degree programs that do not help improve job performance or career advancement opportunities within the City of Fernandina Beach.
- Doctoral programs, law degrees, etc.

- Refresher courses to prepare for an examination required to obtain a professional license (such as Professional Engineer, Certified Public Accountant, State Bar, etc.), as well as the fees for such examinations.
- Courses that duplicate courses offered by the City of Fernandina Beach
- Courses or seminars awarding Continuing Education Units (CEUs)
- Microsoft and other software certification programs

What is meant by an accredited school?

Accredited schools are those that meet acceptable levels of educational quality and standards as set forth by one or more of the following agencies:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Schools and Colleges
- Western Association of Schools and Colleges
- Accrediting Commission for Senior Colleges and Universities
- Accrediting Commission for Community and Junior Colleges
- Any other accrediting organization belonging to the Council for Higher Education Accreditation

NOTE: Information on school accreditation is generally provided in school catalogues.

What expenses are eligible?

The maximum amount available per employee for reimbursement in a calendar year is \$5,000. Eligible expenses are those actually paid by the employee and not otherwise paid or reimbursed by scholarship, grant, or other qualifying benefits (such as Veterans Administration benefits) or refunded by the school. **Consistent with IRS guidelines, expenses will count toward the annual maximum in the calendar year in which the payment is made, irrespective of when the expenses were incurred, or when the reimbursement application was submitted.**

Eligible expenses are those paid for:

- Tuition
- Fees for application, registration, laboratory or library use
- Textbooks per course up to \$100

NOTE: Itemized receipts are required.

What expenses are not eligible?

Expenses not eligible for reimbursement include:

- Parking fees
- Student Activity fees
- Deferral fees
- Late fees or service charges

When must approval be obtained? Approval is required from the appropriate Department Director prior to enrollment in:

- A program to pursue an appropriate undergraduate or graduate degree; it is not necessary to obtain subsequent approvals for classes associated with such degree programs.
- Classes covered by this policy which are taken on an ad hoc basis, vocational courses, or GED preparatory classes.

What are the minimum standards? To receive reimbursement for a course, an employee must earn:

- At least a "B" (or "Pass" in a Pass/Fail grading system) in graduate courses.
- At least a "C" (or "Pass" in a Pass/Fail grading system) in all other courses.

What if a course cannot be completed due to external circumstances? Reimbursement may be approved if any of the following prevent completion of coursework:

- Personal illness/injury which causes sustained absence from class (documentation required from a physician and school).
- Military leave of absence; (documentation required from military authorities and school).

NOTE: Expenses eligible for reimbursement in these situations are those actually paid minus any relevant refunds.

How do resignations, retirements, or terminations affect reimbursement? Resignations, retirements, or terminations before course completion disqualify an employee for reimbursement. Additionally, if an employee similarly separates from City employment within two years of a tuition reimbursement, the employee will be required to repay the reimbursement on a pro-rated basis. The employee will receive 1/24th credit for each month of employment following the tuition reimbursement to determine the repayment amount.

What are the tax implications on reimbursements? To determine if a reimbursement is taxable, complete the "Taxability Declaration - Graduate" form which is included with the application (for information on obtaining an application, refer to the section "What is the application process?").

Are dependents eligible for reimbursement? No, the Tuition Reimbursement Policy is designed to assist only employees.

Rights and Responsibilities It is the employee's responsibility to comply with the terms of the policy and to track the amount(s) reimbursed. The City of Fernandina Beach has the right to

audit expenses, require additional documentation, and discipline employees who violate the terms of this policy or otherwise abuse the program. The City of Fernandina Beach has the right to suspend or cancel this program or change the terms of the policy at any time.

Other Questions?

Questions regarding this program may be directed to the Human Resources Director.

What is the application process?

To apply, follow these steps:

Step	Action
1	Prior to enrolling in a course or program, discuss the intent to pursue additional education with the appropriate Department Director. With the Department Director's consent, obtain a City of Fernandina Beach Application for Tuition Reimbursement from the Human Resources Department.
2	Complete all fields according to the instructions and sign the application.
3	Complete and sign the "Taxability Declaration - Graduate" form if requesting reimbursement for a graduate course (this form is included with the application).
4	Submit the completed application forms to the appropriate Department Director for final review and approval (retain copies for personal records).

How is reimbursement completed?

To get reimbursed, follow these steps:

Step	Action
1	Complete "Other Eligible Expense" on the approved application form, including a summary of all expenses.
2	Attach the following paperwork to the approved application and Taxability Declaration form (where applicable): <ul style="list-style-type: none"> • Itemized receipts from all eligible expenses including tuition • Official documentation (transcript) from the school. • Other documentation as needed (refer to the section "What if a course cannot be completed due to external circumstances?")
3	Submit completed documents to the appropriate Department Director for final approval.

4	Within ninety days of course completion , submit the original application, Taxability Declaration form, receipts, and documentation to the Human Resources Department (retain copies for personal records).
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313 Health Insurance

The City's health insurance plans provide regular full-time employees and their dependents access to medical and dental insurance benefits. Employees are eligible for health benefits on the first day of the first month following completion of thirty days of service.

Eligible employees are provided basic medical insurance coverage at no cost. If an employee chooses an enhanced medical plan, the employee must pay the difference between the basic cost and the enhanced plan cost. Employees may purchase medical insurance for dependents as well and the City will fund a percentage of the cost. For employees hired prior to October 1, 2013, the City will fund fifty-five percent of the cost of dependent coverage. For employees hired on or after October 1, 2013, the City will fund fifty percent of the cost of dependent coverage.

The City's dental insurance plan is available for purchase by eligible employees. Employees are responsible for the full cost of coverage at the City's group rate. Employees may purchase coverage for themselves as well as dependents.

Eligible employees may participate in the health insurance plans subject to all terms and conditions of the agreement between the City and the insurance carriers.

Details of both plans are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits.

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rate plus an administration fee. The City will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under City's health insurance plan. The notice contains important information about the employee's rights and obligations.

314 Life Insurance

Life insurance offers financial protection. The City provides a basic life insurance plan with coverage equal to an employee's annual earnings for regular full-time employees. Additional supplemental insurance and/or dependent life insurance coverage may also be purchased by employees.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided for regular full-time employees at no cost to the employee.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Certificate of Coverage provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

Employees may convert the group policy to an individual policy upon termination of employment from the City.

315 Deferred Compensation Program

The City provides a voluntary 457(b) deferred compensation programs for all employees. The deferred compensation programs allow employees to invest money into various funds administered by the Deferred Compensation Plan Administrators.

Contributions to the plans are made by payroll deduction. The City provides no matching funds. An employee may defer a percentage or a specific dollar amount of salary or wages. Employees may wish to consider using a percentage, as the amount of the contribution would increase proportionately in relation to higher compensation without any further action required. Employees may increase, stop, and start contributions as often as desired without fees or penalties through the plan administrator.

Employees interested in the deferred compensation programs should contact the Human Resources Department.

316 Recreational Benefits

Golf Privilege - The Fernandina Beach Golf Club is a popular municipal golf course. All employees are eligible to play golf (including the use of cart, if desired) at the City Course at a reduced rate. This privilege is subject to availability as determined by the Golf Pro.

Pool Privilege - The City operates two recreation centers: the Atlantic Recreation Center and the Martin Luther King Recreation Center. Employees and their immediate families have pool privileges year-round for the pools at the City's two Recreation Centers at no charge.

Gym Privilege - The Peck Gymnasium offers a variety of cardio equipment, strength machines and free weights. All employees are allowed free use of this equipment during operating hours.

317 Employee Pension Plans

The City has established pension plans for General Employees, Firefighters, and Police Officers to provide employees with enhanced security upon retirement.

Regular full-time employees, with some exceptions, are required to participate and contribute to the plans, and therefore will be automatically enrolled. The employee contribution amounts may increase from time to time, as set forth by City Ordinances. Each plan has normal and early retirement eligibility criteria and a disability retirement provision. For additional information, please review the appropriate summary plan description.

Employees who leave employment with the City have the option of retaining funds in the plan or withdrawing the funds contributed. Funds contributed by employees and withdrawn will equal the amount contributed without interest.

318 Credit Union and Banking

Some local banks have agreed to provide reduced banking costs for City employees. Employees should check with the bank of choice in order to take advantage of the services provided. Direct deposit request forms may be obtained in the Human Resources Department and are also located in the Employees section of the City website.

319 Employee Assistance Program

The City cares about the health and well-being of its employees and recognizes that a variety of personal issues can disrupt both personal lives and work lives. While many employees successfully cope with such issues individually or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), the City provides confidential access to professional counseling services for help in confronting such personal issues as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members, offering problem assessment, short-term counseling, and additional referrals to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard employee privacy and rights. Information given to an EAP counselor may be released only to the affected employee and only if personally requested in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner.

Employees incur no cost to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. Any costs associated with private services may be covered by the employee's health insurance. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if ignored: no issue is too small or too large, and a professional counselor is available for assistance- call the EAP at (800) 955-6422

401 Timekeeping

Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All employees should accurately record work time, as well as the beginning and ending time of each meal period. Employees should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to review time records to certify the accuracy of all time recorded. Department Directors will subsequently review and approve the time record before submitting it for payroll processing.

402 Paydays

Employees are paid on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on upon a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, if drawing a traditional paycheck, the employee's paycheck will be available upon return from vacation (directly deposited funds are available immediately on the respective payday).

Employees may have pay directly deposited into their bank accounts with advance written authorization to the City. Employees will receive an itemized statement of wages when the City makes direct deposits.

403 Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the organization.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The City will generally schedule exit interviews at the time of employment termination, except in the case of an involuntary employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City, or return of City-owned property. Suggestions, complaints, and questions can also be communicated.

Employee benefits will be affected by employment termination as follows. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

404 Administrative Pay Corrections

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event of an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible.

405 Pay Deduction and Setoffs

The law requires that the City make certain deductions from every employee's compensation: most commonly, applicable federal, state, and local income taxes. The City also must deduct Social Security taxes on each employee's earnings up to a specified limit (the Social Security "wage base"). The City matches the amount of Social Security taxes paid by each employee.

The City offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation for City-sponsored benefit programs.

Pay setoffs are pay deductions taken by the City, usually to help pay off a debt or obligation to the City or others. Should an employee be obligated to re-pay the City for a debt or obligation, the employee must make payment arrangements with the City, either by payroll deduction or

direct payment. A signed authorization form is required prior to any pay set-offs or payroll deductions (excluding court ordered deductions).

If an employee fails to make such arrangements within thirty days of incurring the debt/obligation, the City will prepare a re-payment schedule and will advise the employee (in writing) of the payroll deduction to be made, and will provide at least two weeks advance notice before the deduction is taken, except in the case of the employee's resignation or termination of employment. Under no circumstances may an amount in excess of ten percent per pay period of the pay of such employee be required as part of a repayment schedule or plan.

Questions related to payroll deductions should be directed to the Finance Department.

501 Safety and Health

The safety and well-being of City employees and citizens is of critical importance to the organization. To assist in providing a safe and healthful work environment for employees, customers, and visitors, the City has established a workplace safety program. This program is a top priority for the City. The Safety Committee and all City supervisors/management have responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The City provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, e-mail, bulletin board postings, memos, or other communications. A labor-management safety committee, composed of representatives from throughout the organization, has been established to monitor the City's safety program and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition, injury, accident, or incident to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Driver Safety

Employees required to drive on City business at any time will be expected to consistently apply and follow all the procedures below.

Procedures

- All employees are expected to wear seat belts at all times while in a moving vehicle being used for City business, whether in the vehicle as the driver or a passenger, in accordance with FL Statutes.
- Use of handheld cell phones, whether personal or City-owned, while behind the wheel of a moving vehicle being used on City business is discouraged.
- Although the use of cell phones under any circumstances is discouraged while driving, the use of hands-free technology may be warranted in certain circumstances.
- Engaging in other distracting activities including, but not limited to, eating, reading, or manipulating the radio, is also strongly discouraged while driving, even when in slow-moving traffic.
- Use of alcohol, drugs, or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
- Tobacco use, in any form, is prohibited in City vehicles.
- All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
- Employees must promptly report any vehicle accidents to local law enforcement as well as to the City in accordance with established procedures [details below].
- Employees are also expected to report any moving or parking violations received while driving on City business and/or in City vehicles.

Vehicle Accident Procedures

- If life-threatening injuries occur, call 911 immediately; for minor injuries, contact Amelia Urgent Care (AUC).
- Notify local law enforcement and request an accident report to be completed at the scene of the accident.
- Provide license, insurance, & registration as requested.
- Cooperate fully with law enforcement personnel.
- Contact immediate supervisor/Department Director.
- Assist supervisor/person in charge where injury/accident/incident occurred in completing a Report of Injury/Accident/Incident by providing all necessary information.
- Contact Fleet Maintenance.

A City of Fernandina Beach supervisor will initiate notification to Amelia Urgent Care, and then ensure that an escort accompanies the employee(s) needing services. For coordination, the cell phone number of the patient's escort or Supervisor will be provided to AUC. Please allow between thirty and sixty minutes response time to meet at the AUC office.

The City may require substance abuse testing for any employee involved in an accident while on duty, whether on or off the City's premises in a City vehicle or while operating City owned or rented equipment in accordance with the City's vehicle use policy.

If determined necessary, drug testing should be performed immediately following the accident and is to be handled by Amelia Urgent Care. For out-of-town accidents, contact the Human Resources Department for the nearest location of an authorized drug testing center.

502 Work Schedules

With the exception of public safety shift workers and other employees covered by a collective bargaining agreement, the normal work schedule for all regular full-time employees is eight hours per day, five days per week, typically 8:00 AM to 5:00 PM (including one hour for lunch). Changes to those hours must be approved by the City Manager, although occasional staffing needs and operational demands may necessitate variations to either or both the schedule or number of hours. Supervisors will advise employees of the times their schedules will normally begin and end.

It is the policy of the City to keep work in excess of established schedules at a minimum and to permit such work only when it is necessary to meet City operational requirements. Employees should not be scheduled to work more than sixteen hours consecutively (excluding firefighters) unless it is an extreme emergency and regardless of whether the employee volunteers for the overtime work.

503 Use of Phone and Mail System

To keep lines clear for City business, employees should discourage incoming personal calls. Employees should practice discretion when making local personal calls. Personal use of the telephone for long-distance and toll calls is not permitted.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller, and disconnect only after the caller has done so.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

504 Use of Tobacco Products

In keeping with the City's objective of providing a safe and healthy work environment, smoking or the use of tobacco products is not permitted in any City building, vehicle, or equipment and is permitted only in outside areas specifically designated as "smoking areas".

This policy applies equally to all employees, customers, and visitors.

505 Rest and Meal Periods

Each workday, regular full-time non-exempt employees are provided with two rest periods of fifteen minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Employees in a break status should not interfere with the work of those employees not in a break status. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All regular full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

506 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for, or may be assigned overtime work. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence except a holiday will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

507 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using City's property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees in certain positions are authorized to use City vehicles from place of residence to/from work location on a case-by-case basis.

Please notify a supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Please refer to the City's Vehicle Usage Policy for more detailed information concerning the use of equipment and vehicles.

508 Emergency Closings

At times, emergencies such as severe weather, fires or power failures can disrupt City operations. In extreme cases, these circumstances may require the closing of operations at the discretion of the City Manager. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations broadcast notification of the closing.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

509 Travel and Training

The City will reimburse employees for reasonable business travel expenses incurred while away from the normal work location for training and other official business purposes. All business travel must be approved in advance by the appropriate Department Director. Department Director travel must be approved by the City Manager.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

Employees are expected to limit expenses to reasonable amounts. Per Diem allowances for each meal will be authorized for employees on official travel.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the City may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within ten calendar days. Reports should be accompanied by receipts as applicable.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action up to and including termination of employment.

510 Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are City property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The City strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City prohibits the illegal duplication of software and its related documentation. No personal software will be loaded on any City computer without specific authorization.

511 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the City to some employees to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage.

All internet data that is composed, transmitted, or received via City computer communications systems is considered to be public records of the City, and, as such, is subject to disclosure to any person or party. Consequently, employees should always ensure that the business information contained in internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the -internet remain at all times the property of the City. As such, the City reserves the right to monitor internet traffic, and retrieve and read any data composed, sent, or received through online connections and stored on computer systems.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonable offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the internet. All downloaded files should be checked for viruses. All compressed files should be checked before and after decompression.

Abuse of the internet access provided by the City in violation of law or the City policies may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and may result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password
- Copying, pirating, or downloading pirated software and electronic files
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling

- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

512 Social Media

The use of social media presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about the use of social media, the City has established these guidelines for appropriate use of social media while employed by the City. This policy applies to all employees and temporary personnel who work for the City.

Definition

Social media includes all means of communicating or posting information or content of any sort on the internet, including web logs or blogs, journals or diaries, personal web sites, social networking or affinity web sites, web bulletin boards or chat rooms, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

Examples of social media tools include, but are not limited to:

- Social networking sites (LinkedIn, Facebook)
- Blogs
- Microblogs (Twitter)
- Digital media sharing sites (Flickr, Picasa, YouTube)
- Discussion groups and forums
- Online encyclopedias (Wikipedia)

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. While online activities are available through the City, these basic guidelines apply to online activities:

- Ultimately, each employee is solely responsible for electronic postings.
- Before creating online content, consider the risks and rewards involved.
- Keep in mind that any online conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects employees, citizens, customers, suppliers, or people who work on behalf of the City, may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines to ensure postings are consistent with this policy. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees, citizens, customers, suppliers and people who work on behalf of the City of Fernandina Beach. Also, keep in mind that work-related complaints may be more easily resolved by speaking directly with co-workers or by utilizing an open door policy than by posting complaints to a social media outlet. Nevertheless, if complaints or criticism are posted, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, employees, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Make sure any postings are always honest and accurate when posting information or news, and if a mistake occurs, correct it quickly. Be open about any previous posts that have been altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors known to be false about the City, fellow employees, citizens, customers, suppliers, or people working on behalf of the City.

Post only appropriate and respectful content.

- Do not create a link between personal blogs, websites, or other social networking sites to the City web site without prior approval from the City's IT Department.
- Never represent personal postings as the official policy of the City of Fernandina Beach.

Using Social Media at Work

The use of social media while on City work time or equipment, unless it is work-related and authorized by an appropriate Department Director and the IT Department is prohibited. Do not use City email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is Prohibited

The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Retaliation against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will not be tolerated.

Any questions regarding the use of social media should be directed to the Human Resources Department.

513 Workplace Violence Prevention

The City is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees will be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others.

Firearms, including antique firearms, weapons or dangerous materials not directly related to an employee’s job duties are prohibited in the workplace, at job assignments or in City vehicles. Such items include but are not limited to: knives, other than normal pocket knives, metallic knuckles, chemical self-defense spray, fireworks, explosives and electric weapons.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, religion, ethnicity, age, sexual preference or any other characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not jeopardize personal safety. In the event of an incident, refrain from curious behavior. (Note: This does not apply to Police Officers of the City in the performance of official duties).

The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City encourages employees to bring disputes or differences with other employees to the attention of appropriate supervisors or the City Manager before the situation escalates into potential violence.

514 Workplace Bullying

The City defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

The purpose of this policy is to communicate to all employees, including supervisors and managers that the City will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when being investigated. As in sexual harassment, it is the effect of the behavior upon the individual which is important. The City considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or other family members; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting, raising voice at an individual in public and/or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or participate
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person’s job performance or description
- Ignoring/interrupting an individual at meetings

- Public reprimands
- Repeatedly accusing someone of errors which cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to complete work-related tasks (e.g., over-loading, under-loading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Assigning menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.)
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

601 Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993 (FMLA), an employee may be eligible to request and receive an unpaid leave of absence as outlined below.

ELIGIBILITY

All regular full-time or part-time employees who have worked for the City for at least twelve months and for at least 1,250 hours during the twelve months preceding the start of the leave shall be eligible for leave under this policy.

CONDITIONS OF LEAVE

Leave may be taken only for the following reasons:

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a twelve-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of the employee's job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Additionally,

- Twenty-six workweeks of leave during a single twelve-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

If medically necessary for a serious health condition of the employee or spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the City may require an employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence, provided the position has equivalent pay and benefits.

Any leave granted due solely to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the City and must be completed within twelve months of the qualifying event.

Spouses who are both employed by the City are entitled to a combined total of twelve weeks (rather than twelve weeks each) for the birth or adoption of a child.

Any accrued vacation/PTO/sick leave, as applicable, must be taken concurrently as part of the twelve weeks of leave requested.

In determining eligibility, the twelve-month period will be calculated by using a rolling 12-month period measured backward from the first day of the new leave period the employee is requesting.

NOTIFICATION REQUIREMENTS

When need for leave is foreseeable, such as the birth, adoption or placement of a child, or planned medical treatment, the employee must provide thirty days' notice to an immediate supervisor and must make efforts to schedule leave so as not to disrupt City operations. If the need for leave is not foreseeable, notice must be given as soon as practicable, generally within one or two days of learning of the need for leave.

REQUEST PROCEDURES

All requests for family and medical leave should be made by contacting the Human Resources Department. If possible, the request should be made thirty days in advance of the effective date of the leave. The Human Resources department will ask for the following information:

- The date FMLA leave will begin
- The probable/approximate duration of the leave
- The qualifying reason for the leave

The employee will be sent a packet indicating initial eligibility with instructions to complete the Certification of Physician or Practitioner form, and return the form to the Human Resources Department where final approval will be determined.

If the employee takes leave without previously advising the City of the medical or family reasons for leave and desires that leave be counted as FMLA leave, the employee must notify an immediate supervisor within two business days of returning to work that the leave was for an FMLA reason.

STATUS OF EMPLOYEE BENEFITS DURING LEAVE OF ABSENCE

Employee health insurance benefits will be maintained as if the employee were actively working. The employee must submit a check to the Human Resources Department to cover the amount of the employee's contribution. Payments must be made at the same time as they would normally be made through payroll deductions. Alternative arrangements may be worked out on a case-by-case basis. Basic life insurance benefits will continue at no additional cost to the employee. Optional life insurance and personal accident insurance (if applicable) may be continued at the employee's expense.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the unpaid leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the City with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the City will assume that the employee has resigned.

602 Personal Leave without Pay

Employees who require time off in addition to paid leave may request personal leave without pay for up to a maximum of thirty days per occurrence. Employees are required to exhaust all available paid leave before unpaid leave will be granted.

All employees employed for a minimum of ninety days are eligible to apply for an unpaid personal leave of absence. Leave must be approved by the Department Director and City Manager. Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved.

During leave without pay, employees will not accrue paid leave benefits. Please contact the Human Resources Department for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from City employment. Extensions of leave will only be considered on a case-by-case basis and must be approved by the City Manager.

603 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Florida law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees shall be paid full pay for the first thirty days of military leave in accordance with Chapter 115, Florida Statutes. After the first thirty days of military service and upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

Employees are entitled to up to 240 hours (annually) paid administrative leave for reserve or guard training in accordance with Section 115.07, Florida Statutes.

Continuation of health insurance benefits is available as required by Florida law and USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Leave benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to thirty days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

An employee returning from military leave will be placed in a position otherwise attained had employment continued or a comparable position depending on the length of military service in accordance with USERRA. The employee will be treated as though employment were continuous for purposes of determining benefits based on length of service.

Contact the Human Resources Department for more information or questions about military leave.

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees, citizens, and the City organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace

- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other City-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct

702 Drug-Free Workplace

It is the City's policy to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

As part of the commitment to safeguard the health of City employees and to provide a safe working environment, the City has established a Drug-Free Workplace Policy. This policy is implemented pursuant to the Drug-Free Workplace program requirements under F.S. 440.102 and the proposed rules of the Department of Labor and Employment Security Division of Workers' Compensation. Employees will receive a copy of the Drug-Free Workplace policy and be asked to sign an acknowledgement.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise those concerns with a supervisor or the Human Resources Director without fear of reprisal.

703 Unlawful Discrimination and Harassment

The City is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of discrimination or unlawful harassment should promptly report the matter to a supervisor, a Department Director, or the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal. Investigation of sexual harassment complaints shall be in accordance with City Policy Prohibiting Unlawful Harassment contained in Resolution 2000-09.

Any supervisor who becomes aware of possible discrimination or unlawful harassment should promptly advise the Human Resources Director and the City Manager who will jointly investigate the matter in a timely and confidential manner.

Anyone engaging in discrimination or unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

The City of Fernandina Beach is a service organization, providing important and valuable services to the citizens of Fernandina Beach. In order to accomplish this objective, it is imperative that every employee be present when scheduled to provide the highest level of service possible. Tardiness and absences may result in disciplinary action up to, and including, termination.

The City provides its employees with sufficient vacation, holiday, sick days, or Paid Time Off (PTO) throughout the year. Vacation, PTO, and holidays should be scheduled with the employee's supervisor in advance (at least seventy-two hours for one or two days; two weeks' notice for three or more consecutive days). In special circumstances, the employee's supervisor may use discretion in approving vacation, PTO, or holidays with less notice.

NO CALL/NO SHOW

Unexpected or unplanned absences (due to illness or injury) should be reported to an immediate supervisor as soon as possible through electronic (text message or email) or telephone communication. Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Any no call/no show lasting three consecutive working days is considered job abandonment and will result in immediate termination of employment.

Management may consider extenuating circumstances when determining discipline for a no call/no show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.

705 Dress Code and Casual Days

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City presents to residents and visitors. Employees are expected at all times to present a professional, businesslike image to customers, outside agencies and members of the public.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult a supervisor or Department Director, if necessary, as to what constitutes appropriate attire.

The following minimum dress code shall apply to all employees working in an office setting. Additional requirements may be made at the discretion of department directors for employees in that department.

- Dresses or skirts at a length to modestly allow bending or sitting.
- Shirts should be tucked in unless designed to be worn outside the skirt or slacks.
- Suits or tailored slacks.
- Enclosed shoes, dress sandals. Tennis shoes may be worn if working in the field on a limited basis or while performing housekeeping tasks. Thongs (flip-flops) and scuffs are not permitted.
- Collared shirts.
- For employees having face-to-face contact with outside customers, tattoos, body piercings (other than two earrings per ear) should be covered if possible. Body piercings must not present a safety or health risk while on the job.
- Jeans, or midriff tops are prohibited.

Employees in field or police and fire operations will abide by a dress code established by the department considering safety and public appearance. Department Directors will provide direction to employees with reference to dressing in a safe manner under dangerous working conditions.

At the City Manager's sole discretion, employees may be offered the opportunity to dress in a more casual fashion than is normally required. Friday is currently designated as a "Casual Day" in the City when employees may dress more casually. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, etc. The City Manager may issue more detailed regulations to ensure compliance with this policy.

706 Return of Property

Employees are responsible for all the City property, materials, or written information issued to them or in their possession or control. All City property must be returned by employees on or before the last day of work upon termination of employment.

707 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the City. Although advance notice is not required, the City requests at least 2 weeks' written resignation notice from all employees. Prior to or after an employee's departure, a voluntary exit interview will be offered to discuss the reasons for resignation. In lieu of that, the exit interview form will be mailed to the employee to allow the employee an opportunity to provide input.

Employees who separate from City employment will be paid for any unused vacation leave. A request by the employee to take any available paid leave between the date the resignation is tendered and the last day worked by the resigning employee require the approval of both the Department Director and the City Manager.

In cases of absence without supervisory notice or approval for three consecutive workdays, the City will consider that the employee has voluntarily resigned as a result of the abandonment of the position.

708 Fraternization

Supervisors must conduct themselves at all times in such a way as to allow them to be objective in carrying out their responsibilities such as assigning work, appraising performance, and administering discipline.

Supervisors who engage in romantic or personal relationships with subordinates are subject to compromising their ability to be objective and to treat all employees equally. Additionally, romantic or personal relationships can potentially expose the City to sexual harassment allegations.

Therefore, it is the policy of the City to disallow and expressly prohibit supervisors to engage in a romantic or personal relationship with any employee who is a subordinate of the supervisor. A subordinate of the supervisor is defined for the purpose herein as any employee whom the supervisor has the ability or responsibility to hire, promote, appraise performance and similar activities, or any employee for whom the supervisor has the ability or responsibility to recommend such actions.

709 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the City may not directly solicit or distribute literature in the workplace at any time for any purpose.

The City recognizes that employees may have interests in events and organizations outside the workplace; however, employees may not solicit or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

Examples of impermissible forms of solicitation include:

- The circulation of petitions
- The distribution of literature not approved by the City
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on City bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda
- Job openings

- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, the message must be submitted to the Human Resources Director for approval. All approved messages will be posted by the Human Resources Director.

710 Progressive Discipline

It is the policy of the City to administer equitable and consistent discipline for unsatisfactory conduct and performance. The best disciplinary measure is the one that does not require enforcement, but comes from good leadership and fair supervision at all employment levels.

The City's own best interest lies in ensuring fair treatment of all employees and in making certain that corrective/disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

All corrective actions, with the exception of informal counseling, are to be documented. All documented, signed corrective/disciplinary actions are to be forwarded to the Human Resources Department and City Manager.

Disciplinary action may call for any one of four steps – oral warning, written reprimand, suspension (with or without pay), or termination of employment – depending on the severity of the problem and the number of occurrences. Although the intent of progressive discipline is to address ongoing issues, extenuating circumstances may arise when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for an oral warning; a next offense may be followed by a written reprimand; another offense may lead to a suspension; and still another offense may then lead to termination of employment. If more than twelve months have passed since the last disciplinary action, the process will normally start over.

The City recognizes that certain types of employee problems are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate discipline or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will initiate progressive discipline.

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

711 Problem Resolution

The City is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the City supervisors and management.

The City strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure contained in the agreements between the City and the unions. No employee will be penalized, formally or informally, for voicing a complaint with the City or for using the problem resolution procedure.

If a complaint situation occurs which does not deal with working conditions, or the interpretation and application of the union contracts, employees are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The employee presents problem to immediate supervisor after incident occurs. If the employee's immediate supervisor is unavailable or the employee believes it would be inappropriate to contact that person, employee may present problem to the Department Director, the City Manager, or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary.

Employee presents problem to City Manager in writing for review and consideration. City Manager informs employee of decision. The City Manager has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

800 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The City supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the City will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The City will take reasonable precautions to protect such information from inappropriate disclosure to the extent provided by Florida Public Records law. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Director or the City's Employee Assistance Program for information and referral to appropriate services and resources.

801 Whistle-Blower Protection Act

Employees are expected to report any violation of law by any City employee, official, or business entity with which the City is doing business if such violation creates a serious and specific danger to the public's health, safety, or welfare.

Employees are expected to report improper use of public office, waste of funds, or any other abuse or neglect of duty on the part of the City, a City employee, or a member of the City Commission or any City Board. An employee with knowledge of such actions or activities shall report this information to the appropriate Department Director or the City Manager for investigation and resolution.

The investigation will be conducted by the City Manager and other staff as necessary, depending on the nature and circumstances of the allegations. Information related to an ongoing investigation will be maintained on a confidential basis to the extent provided by Florida Statute, Chapter 119.

Retaliation against an employee who reports any violation, abuse, or other improper action is strictly prohibited by Florida Statutes, Section 112.3187, by federal law and by City policy.

Disciplinary action, up to and including discharge, may be taken against an employee who knowingly files a false and/or malicious report.

802 Political Activity

The City recognizes the citizen rights of its employees, provided, however, that no employee is engaged in political activity which could conflict with employment with the City. For policy administration purposes, the following are examples of prohibited actions; however, this list is not all inclusive.

- Direct or indirect coercion, command or advice to any employee to pay, lend, or contribute any part of a salary, wages, or anything else of value to any party, committee, organization, agency, or person for political purposes while on duty or while using a badge of official authority.
- Use of official authority or official influence to affect the results of any nomination or election.
- Participation in any political activity while on duty or use of any City equipment or facilities for such activity, and unless required as part of the employee's official City duties and the law.
- Distribution of campaign literature, buttons, or other paraphernalia while on duty, on City property, or in uniform.
- Wearing campaign buttons, etc., while in uniform or while in contact with the public while on duty.

The intent of this policy is to permit meaningful, constructive political participation, but not in those areas where the effectiveness of the employee or the City as a whole would be harmed.

PERSONNEL POLICY MANUAL

EMPLOYEE ACKNOWLEDGEMENT FORM

The Personnel Policy Manual describes important information about the City and my employment, and I understand that I should consult the Human Resources Department regarding any questions not answered.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated to me, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Manager and, as necessary, the City Commission has the ability to adopt any revisions to the policies in this manual.

Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I have received a copy of the manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it.

EMPLOYEE'S NAME (printed)

EMPLOYEE'S SIGNATURE:

DATE