SECTION 24. HUMAN RESOURCES

24.15 PERSONNEL POLICIES AND PROCEDURES

AUTHORITY. Approved by BCC March 29, 1999
Resolution 2010-R-49 adopted February 23, 2010
Resolution 2010-R-235 adopted November 9, 2010
Resolution 2011-R-169 adopted September 13, 2011
Resolution 2012-R-107 adopted June 12, 2012
Resolution 2014-R-44 adopted February 11, 2014
Resolution 2016-R-135 adopted September 13, 2016
Resolution 2017-R-32 adopted March 14, 2017

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FOREWORD

These Personnel Policies and Procedures for Seminole County Government, under the Board of County Commissioners, are designed to serve as a guide for all Seminole County Government members in the day-to-day operations of the County. Please review them thoroughly.

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

As changes are made in the laws governing personnel administration, appropriate amendments to these Policies and Procedures will be necessary and shall be adopted by the Personnel Board and the Board of County Commissioners prior to implementation. Recommendations in areas of the Policies and Procedures which, due to growth and change, need to be revised should be submitted to the Human Resources Division.

As members of County Government it is our privilege to serve the citizens of Seminole County as well as each other. I wish you success and many years of fulfilling and faithful service.

FUNCTIONS OF THIS MANUAL

POLICY:

It is the policy that this Manual be used as an outline of the basic personnel policies, practices and procedures for the organization.

COMMENTS/ PROCEDURES:

(1) This manual contains general statements of County policy. It should not be read as including the fine details of each policy, nor as forming an expressed or implied contract or promise that the policies discussed in it will be applied in all cases. The County may add, revoke or modify policies in the Manual as needed.

(2) Each Department/Division will have a copy of the manual available for members to reference.

(3) Members are encouraged to recommend changes or new policies. The Human Resources Division is responsible for disseminating new policy information.

(4) All members should refer to the Manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to the Human Resources Division Manager.

(5) The County Manager shall have the authority and responsibility for the equitable and effective implementation and general administration of the Personnel Policies and Procedures and has final administrative authority in the following:

(a) Select, employ, and supervise all personnel and fill all vacancies, positions, or employment with final administrative authority to suspend, discharge, or remove any member under the jurisdiction of the Board of County Commissioners,

(b) All actions which involve any Board of County Commissioners' members including employment, promotion, transfer, suspension, termination, performance evaluation, merit increase, and other related actions, where appropriate.

(c) Delegate authority to the County Attorney, Deputy County Manager (s) and Department Director(s) for all actions that involve any of their respective members, including employment, promotion, transfer, suspension, termination, performance evaluation, merit increase, and other related actions, where appropriate.

APPLICABILITY TO COUNTY ATTORNEY

The provisions of this Manual shall not apply to the Office of the County Attorney. The County Attorney is authorized to promulgate a Policy and Procedure Manual which may incorporate provisions hereof as they may be applicable to the operation of the County Attorney's Office.

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100.0 CODE OF CONDUCT

111.0 PERSONAL MAIL/TELEPHONE CALLS/VISITORS

(1) The County will not handle and distribute the personal mail of its members. All members shall advise correspondents that personal mail should be sent to their personal mailing address and not their place of employment.

(2) Members are prohibited from utilizing County stationery, postage and long distance telephone services for other than County business.

(3) The receiving and making of personal telephone calls and e-mail communication, and the receiving of personal visitors on County time is discouraged. To the extent such activities are unavoidable they may be permitted at the discretion of the Department Director but shall be kept to a minimum necessary.

112.0 DRESS AND APPEARANCE

The public, professional associates, and other county members judge our professionalism and commitment to high standards, fairly or unfairly, by our appearance. Members shall maintain high standards of professional appearance.

113.0 JOB-RELATED INVESTIGATIONS

(1) As a condition of County employment, each member shall, upon notice that an official investigation has commenced relative to County activities, cooperate with respect to any job-related investigation and any related hearing or inquiry.

(2) By way of illustration, but not limitation, it shall constitute a violation of this section to:

(a) refuse or willfully fail to appear for any interview, hearing or inquiry.

(b) refuse or fail to answer truthfully any questions relating to the matters under investigation.

114.0 INDICTMENTS/ARRESTS

(1) Members shall be responsible for immediately notifying his/her supervisor when an information has been filed by a prosecuting official against him/her for any offense or violation of law, when indicted by a Grand Jury, or when arrested.

(2) The supervisor shall immediately notify the Department Director who, concurrently with the Human Resources Division Manager, shall determine if it is in the best interests of the County and the office work program to:

(a) Retain the affected member in his/her regular position; or

(b) Assign the affected member to other duties or another position until such time as any charges are disposed of by trial, acquittal, dismissal, conviction, or other judicial action; or

(c) Terminate the affected member.

(3) In the event that the affected member is retained and pleads nolo contendere or guilty, or is found guilty of any job related offense or any offense that would adversely impact the County or the employment status of the member, or which would cause the County to be held in disrepute, he/she shall be terminated by the Department Director.

(NOTE: Exception to termination may be considered by the Department Director and Human Resources Division Manager only for non-job related violations.)

(4) In the event that the member is acquitted of all charges, or the indictment is dismissed, the Department Director and Human Resources Division Manager shall review the affected member's employment status, and determine whether reinstatement, re-employment, continuing employment, etc. is appropriate.

(5) If the incident or offense is work-related, nothing herein shall preclude the initiation of disciplinary action up to and including termination prior to judicial determination on the criminal charge.

115.0 INCARCERATION

(1) If a member is incarcerated, he/she shall be responsible for notifying his/her supervisor as soon as reasonably possible, but no later than his/her first scheduled workday following incarceration.

(2) At the sole discretion of the County Manager, a member may be authorized to take accumulated paid time off or leave without pay.

(3) The provisions of Section 114.0 shall apply to members who are both indicted and incarcerated.

116.0 DRUG AND/OR ALCOHOL USE/CONSUMPTION

(1) The sale, use, acceptance, possession of, or being under the influence of alcoholic beverages, illegal drugs, or illegal substances on County time, County property, or in any County building, facility, or equipment is prohibited.

(2) If it is determined, or there are reasonable grounds to suspect that, as a result of drug and/or alcohol use/consumption, a member's work performance or, work habits, have declined; or there is a concern for the safety of the member, other members, or the public at large; or, the member, upon reporting to work or while at work, appears to be under the influence of alcohol or controlled substances (illegal use of legal substances or use of illegal substances), any one or more of the following actions will be taken:

(a) The member will immediately be relieved of duty;

(b) The member will be transported to a County physician for a medical examination and/or appropriate drug and/or alcohol screening;

(c) The member may be placed on paid time off leave or leave without pay until such time as a determination is made by the Department Director and Human Resources Division Manager as to disciplinary action up to and including termination and/or any other appropriate action.

(d) Should the County determine that the member may continue his/her employment, such continuation of employment may be conditioned on the member’s participation in and successful completion of specific treatment programs, periodic and/or random drug or alcohol testing and/or medical and psychological evaluation.

(e) Disciplinary action, up to and including termination, will be initiated against the member.

(3) Seminole County maintains a zero tolerance policy for members who operate a County vehicle.

117.0 DRIVING RECORDS

Any member who is required, as a condition of employment, to possess and maintain a valid Florida driver's license (Commercial or Non-commercial) shall immediately (prior to reporting to duty the next workday) inform his/her supervisor when the license becomes denied, expired, restricted, suspended, or revoked at any time during their employment.

118.0 GENERAL SAFETY POLICY

(1) It is in the interest of the County to provide for the monitoring of the working conditions and equipment.

(2) The County provides, at its expense, certain items of safety equipment, to its members, and it must be used by the member in the performance of potentially hazardous jobs.

(3) Failure of a member to use issued safety devices or the failure of a member to file a written first-report-of -injury form regarding any injury sustained on the job, may result in disciplinary action up to and including termination. Report of injury forms shall be completed by the member prior to reporting for duty or the day immediately following the sustained injury.

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201.0 MEMBER SUPERVISION

POLICY:

It is the policy that the work of all members is to be assigned, directed and reviewed by trained and qualified supervisory members.

COMMENTS/ PROCEDURES:

(1) A primary role of each supervisor is to provide an effective link between management and non-management members. As such, supervisors are expected to communicate the goals and policies of management to members. At the same time, supervisors are expected to communicate back to management the attitudes, suggestions and complaints of members.

(2) Supervisors must, in addition to mastering the technical skills needed for their work unit, be able to lead and motivate members to do their jobs effectively and efficiently. To this end, supervisors should be prepared to:

(a) Treat members as individuals;

(b) Give recognition for good performance, as well as guidance for correcting deficiencies;

(c) Explain in advance when and why changes are necessary;

(d) Recommend members with growth potential for promotion, even if it means losing them to other work units;

(e) Encourage diversity of opinion and background;

(f) Show integrity by admitting mistakes instead of shifting the blame to others;

(g) Provide a challenging climate to encourage member development;

(h) Maximize efficiencies and resources within his/her area of influence;

(i) Be impartial and communicate the reasons for any decisions that might be interpreted as unfair.

(j) Demonstrate a desire for good performance by setting work goals and standards for members;

(k) Create a feeling of teamwork and belonging among members;

(l) Set good examples by holding themselves to a standard of conduct and performance that is demanded of all members; and

(m) Impart through example and speech the importance of excellence in customer service and work quality.

(3) Supervisors are responsible to ensure that the goals regarding member conduct and performance established by management are achieved and that the personnel policies established by this Manual are implemented.

Therefore, they are expected to be involved in:

(a) Recommending the hiring of members and overseeing special job training;

(b) Keeping members informed of factors relating to their work assignments, work progress and opportunities for advancement;

(c) Evaluating, as deemed necessary by the County, the performance of probationary and regular members;

(d) Recommending fair and consistent salary adjustments, promotions, transfers, reclassifications and terminations of members;

(e) Scheduling work hours, vacations, lunch and rest breaks;

(f) Controlling absenteeism and tardiness, and approving requests for time off;

(g) Verifying member time worked and monitoring the appropriate use of overtime;

(h) Recommending job elimination when appropriate;

(i) Complying with applicable federal and state laws and regulations concerning member safety;

(j) Maintaining neat and orderly work areas;

(k) Implementing suggestion, disciplinary and problems review procedures; and

(l) Ensuring that all rules and regulations are observed.

(4) Nothing in this policy should be considered as a contract or promise, express or implied, to members that supervisors will in each case perform all of the activities described above, or that such activities will be performed uniformly in each case. However, supervisors will be responsible and accountable for possessing thorough knowledge of the contents of this Manual.

202.0 CODE OF MEMBER RELATIONS

POLICY:

It is the policy to implement fair and effective personnel policies and require all members to serve the County's best interests.

COMMENTS/ PROCEDURES:

(1) The County's goals for members include the following:

(a) To provide equal employment opportunity and treatment to all regardless of race, religion, color, sex, age, national origin, disability or Wartime-era veteran status;

(b) To provide compensation commensurate with the level of work to be performed;

(c) To establish reasonable hours of work;

(d) To monitor and comply with applicable federal, state and local laws and regulations concerning member safety;

(e) To offer training opportunities for those whose capabilities and responsibilities warrant such training;

(f) To be receptive to constructive suggestions which relate to the job, working conditions or personnel policies; and

(g) To establish appropriate means for members to discuss matters of interest or concern with their immediate supervisor or Department Director.

(2) The County expects all members:

(a) To deal with citizens in a professional and courteous manner;

(b) To perform assigned tasks in an efficient manner;

(c) To be punctual;

(d) To demonstrate a considerate, friendly and constructive attitude toward fellow members; and

(e) To adhere to the policies adopted by the County.

203.0 EMPLOYMENT STATUS

I. AT-WILL MEMBERS

POLICY:

It is the policy that management personnel, including, but not limited to, Department Directors, managers and Deputy County Managers, are classified as “at-will” members. Members in these positions are employed at the will of the County for an indefinite period of time.

COMMENTS/ PROCEDURES:

(1) The County Manager has the authority to enter into employment contracts with at-will members which will offer a severance package, as adopted by the Board of County Commissioners, that a member will receive in the event of termination not for cause.

(2) At-will members are subject to termination at any time with or without cause.

(3) No County representative is authorized to modify this policy for any member or to enter into any agreement, oral or written, contrary to this policy without prior written approval from the County Manager. County personnel are not to make any representations to members or applicants concerning the terms or conditions of employment with the County which are not consistent with County policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, are to alter the at-will nature of management position employment or imply that discharge will occur only for cause.

(4) This policy may not be modified by any statements contained in this Manual or any other member handbooks, employment applications, County recruiting materials, County memoranda or other materials provided to applicants and members in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment. Similarly, County policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the County’s part or as stating in any way that termination will occur only for “just cause”. Statements of specific grounds for termination set forth in this manual or in any other County documents are examples only, not all-inclusive lists, and are not intended to restrict the County’s right to terminate at-will.

(5) Completion of a probationary period does not change any management member’s status as an at-will member or in any way restrict the County’s right to terminate such a member or change the terms or conditions of employment.

II. CAREER SERVICE

POLICY:

It is the policy that during the initial probationary period, members are considered to be employed "at will" and are subject to dismissal for just cause, no cause, or any cause. Upon successful completion of the initial probationary period, all members, excluding management, shall be appointed to Career Service with the County.

COMMENTS/ PROCEDURES:

Career Service members are afforded the opportunity to pursue an internal appeal/grievance process to insure fair and impartial treatment in relationship to:

- non-selection actions
- disciplinary actions
- termination actions

III. MANAGEMENT RIGHTS

(1) The County retains the sole right to exercise all managerial functions including, but not limited to, the right:

(a) To determine and change work hours (starting times, quitting times) with adequate notice;

(b) To transfer members within departments or into other departments and other classifications;

(c) To determine and change the size and qualifications of the work force;

(d) To determine and change methods by which operations are carried out;

(e) To determine and change the nature, location, services rendered and continued operation of the County;

(f) To assign duties to members in accordance with the County's needs and requirements and to carry out all ordinary administrative and management functions; and

(g) To assign, supervise, discipline and dismiss members.

(2) Should a member have a question about job working conditions or the manner in which a particular rule or procedure has been applied; or if any member does not fully understand the reason behind any action, the County encourages the member:

(a) To discuss the problem with the immediate supervisor;

(b) To further discuss such concerns with the next individual in the appropriate line of supervision if the member is unable to resolve concerns with the supervisor.

(c) Any member exercising the right to discuss a concern under this section with a member of management above his/her immediate supervisor, after having discussed the concern with the immediate supervisor, will not be discriminated or retaliated against in any way.

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301.0 EQUAL EMPLOYMENT OPPORTUNITY

POLICY:

It is the policy to provide equal opportunity in employment to all members and applicants for employment. Consistent with the rights and obligations under applicable federal and state law, no person is to be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, or veteran status.

COMMENTS/ PROCEDURES:

(1) This policy applies to all terms, conditions and privileges of employment including, but not limited to, hiring, probationary period training, placement and member development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, member facilities, termination and retirement.

(2) The County has established a written equal employment opportunity program to achieve prompt and full utilization of minorities, the disabled, Wartime-era or disabled veterans and women at all levels and in all segments of the work force. The results of the program are to be reviewed annually and the program is to be modified as necessary to achieve its stated objectives.

(3) The Human Resources Division Manager is responsible for formulating, implementing, coordinating and monitoring all efforts in the area of equal employment opportunity. The Human Resources Division Manager's duties may include, but are not necessarily limited to:

(a) Assisting management in collecting and analyzing employment data;

(b) Developing policy statements and equal employment opportunity programs emphasizing recruitment and retention techniques designed to comply with the equal employment policies of the County;

(c) Complying with various statutory recordkeeping and notice requirements in order to ensure full compliance with all employment-related statutes and regulations;

(d) Preparing, as required by state, federal or local law, an annual review and summary of the County's equal employment opportunity programs and the results achieved under these programs for submission to the Board of County Commissioners;

(e) Assisting supervisory personnel in arriving at solutions to specific equal access/equal opportunity related personnel problems;

(f) Serving as liaison between the County and government agencies, minority and women's organizations and other community groups; and

(g) Keeping management informed of the latest developments in the entire equal employment opportunity area.

(4) Any communication from an applicant for employment, a member, a government agency or an attorney concerning any equal employment opportunity matter is to be referred to the Human Resources Division Manager and the County Attorney.

(5) While overall authority for implementing this policy is assigned to the Human Resources Division Manager, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and members at all levels. Any member who feels they are the victim of discrimination has a responsibility to report this fact to their supervisor and/or the Human Resources Division Manager.

302.0 PRODUCTIVE WORK ENVIRONMENT

POLICY:

It is the policy to promote a productive work environment. The County will not tolerate any action by any member which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

COMMENTS/ PROCEDURES:

(1) All members are expected to act in a responsible, professional manner and contribute to a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated.

(2) Each supervisor has a responsibility to maintain a work place free of any form of harassment.

(3) Harassing or offensive conduct in the workplace, whether committed by members or non-members, is prohibited.

(4) Any member who believes that a member's or a non-member's actions or words constitute harassment has a responsibility to report or complain about the situation as soon as possible. Such report or complaint should be made to the member's supervisor, the Department Director, or to the Human Resources Division if the complaint involves the supervisor.

(5) Complaints of harassment are to be handled and investigated by the Human Resources Division under County policy, unless special procedures are deemed appropriate. Regardless, all complaints of harassment are to be investigated promptly and in as impartial and confidential a manner as possible. Members are required to cooperate in any investigation. A timely resolution of each complaint is to be reached and communicated to the parties involved. Retaliation against any member for filing a complaint or participating in an investigation is strictly prohibited.

(6) Any member who is found to have engaged in harassment of another member will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

(7) The County recognizes that knowingly false accusations of harassment can have a serious effect on innocent men and women. Therefore, knowingly false accusations can result in the same severe disciplinary actions applicable to one guilty of harassment.

303.0 HIRING

POLICY:

It is the policy to be an equal opportunity employer and hire individuals best qualified for open positions. Through the selection and recruitment process, Seminole County Government will build a diverse workforce that is successful in their endeavors.

COMMENTS/ PROCEDURES:

(1) Departments with vacancies, either new or vacated positions, need to submit an approved open requisition to the Human Resources Division to initiate the recruitment process.

(2) A Human Resources Representative will contact the hiring manager or designee to determine Department needs (type of candidate, timing, environmental factors, etc.).

(3) The job will be posted internally (and externally if requested) for at least one week. Internal applicants will be given serious consideration for promotional opportunities in an effort to create a career path for our members.

(4) The Human Resources Division will screen for all qualified applicants and forward qualified applicants to the hiring manager or designee.

(5) The Human Resources Division will participate in the interviewing process (such as initial screening interviews, interviewing final candidates) using Behavioral Interviewing techniques where appropriate and assist in the decision making process.

(6) All offers of employment will be coordinated with the Human Resources Division. External candidates are subject to employment tests, such as drug tests, reference checks, etc. Offers made prior to these employment checks must be made contingent upon their satisfactory completion.

(7) Candidates, both internal and external, that were interviewed must be advised that they were not selected.

(8) The County Manager may authorize the dual encumbrance of a position when the regular incumbent is still being paid or receiving paid leave by the County.

(9) Family members of a County employee may not regularly work in a position wherein a direct or indirect reporting relationship, which could cause a conflict of interest, exists or may develop.

304.0 TRAINING & DEVELOPMENT

POLICY:

It is the policy to provide training and development opportunities to all members. New members will attend Orientation. Additionally, all members are expected to meet the core training requirements outlined in the annual training catalogue. Other internal and external training and development opportunities (such as seminars or conferences and a tuition reimbursement program) are encouraged where appropriate.

COMMENTS/ PROCEDURES:

Course selection is determined by the manager/supervisor and the member who mutually identifies development needs and core training requirements. Managers and supervisors are responsible for enrollment of members in training programs.

(1) In-House Training opportunities:

(a) Member attendance in training and development programs will be considered hours worked if approved by management.

(b) Detailed training instructions and the Training Program Registration form, along with a description of the manager, supervisor, and member responsibility, are located in the Training and Development Catalog.

(c) Enrollment is on a first come basis. All training will be confirmed prior to the class. Members unable to attend must notify the Insurance, Benefits and Training Division five (5) days prior to the class or their Department/Division will be charged a participation fee.

(2) Seminars and Conferences:

(a) Outside conferences and seminars appropriate to the specific needs of the individual member or to the particular job may be approved for attendance depending on Department budget constraints and Department coverage.

(b) Members approved to attend outside conferences should notify the Human Resources Division so there is a record kept of training certificates, participation, etc. in the member's file.

(c) Members are responsible for meeting the registration requirements of the outside programs.

(3) License/Registration/Certification fees

(a) Fees for initial licenses (over and above Florida driver's license), registrations and certifications, or renewal of same, which are required as part of the minimum qualifications to perform one's current job, are reimbursable at the Department level.

(b) Members seeking licenses (over and above Florida driver's license), registrations, or certifications, which are directly related to a career path within Seminole County Government, are reimbursable by the County.

(c) If an exam is required during normal work hours, the member will be given the time off with pay. If the member does not pass the exam and a subsequent test must be taken, the member must submit a leave request form for paid time off. Any expenses incurred for the subsequent test will be the responsibility of the member.

(d) Non-exempt personnel who attend training programs (to maintain certifications, etc., which are required for a current job or directly related to a career path) in addition to normal work hours will be compensated for all overtime hours in accordance with the Fair Labor Standards Act (FLSA).

(e) Proof of enrollment or registration for licensure, registration, or certification shall be submitted to the Human Resources Division. Documentation of successful licensure, registration or certification, along with proof of payment, is required to be eligible for reimbursement.

304.1 TUITION REIMBURSEMENT PROGRAM

POLICY:

Seminole County recognizes that a well-rounded education can enhance an employee's skill base, making him or her more valuable to the organization. The County, at management's discretion, and pending approval of funds by the Board of County Commissioners, may reimburse employees for expenses related to educational opportunities outside of the County's established training program. The purpose of this policy is to outline the criteria and procedures for the receipt of financial assistance for educational opportunities.

COMMENTS/ PROCEDURES:

(1) Funding available within the Tuition Reimbursement Program is determined by, and subject to, appropriation of funds by the Board of County Commissioners during approval of the budget each fiscal year.

(2) Full-time employees who have completed six (6) months of employment are eligible to apply for tuition reimbursement. Employees must be in an active pay status to apply for tuition reimbursement.

(3) Reimbursement may be granted for college-level courses that are affiliated with attainment of a college-level degree directly related to an employee's existing position or job or career path within Seminole County Government. In order to be eligible for reimbursement, courses must also involve an evaluation component (i.e. a course grade), and be offered by a regionally accredited institution.

(4) Employees may request tuition reimbursement for up to five (5) undergraduate courses, or up to three (3) graduate-level courses, per fiscal year at the cost per applicable in-state credit hour at the University of Central Florida at the time the employee registers and pays for the class(es).

(5) Employees may be reimbursed for up to ninety percent (90%) of the actual cost of tuition, lab fees, required course books, required course supplies, and other incidental expenses directly related and required to complete the approved course curriculum. Employees will not be reimbursed for mileage, lodging, meals, parking, application and/or registration fees, incidental supplies, or other associated institutional fees.

(6) The level of funding approved for any given request will be determined on a case-by-case basis, and will take into account the nature and duration of the educational program. Funding for approved tuition reimbursement applications is encumbered on a first come, first served basis during each fiscal year for as long as funds are available.

(7) Applications for reimbursement must be submitted to the Office of Human Resources, and should be proffered no later than one week prior to the first day of classes. Human Resources will review applications for employee eligibility, course relevancy, and availability of funds. Approvals will be granted in consultation with members of the appropriate management team.

(8) If the application for tuition reimbursement is approved, the requested funding will be temporarily encumbered for the employee. The employee must provide proof of registration before reimbursement funds will be permanently encumbered for the reimbursement request. It shall be the responsibility of the employee to provide proof of registration to the Office of Human Resources; failure to do so within two (2) weeks of the course commencement may void encumbrance of the funds, opening them up for availability for other employees. Employees may seek approval for reimbursement after coursework has begun, but in the case of limited funding, priority will be given to employees who have received approval prior to the commencement of coursework.

(9) Tuition reimbursement payment shall be based upon tuition actually paid by the employee. When tuition is reduced by the school, the reimbursement is based upon the reduced rate. This includes, but is not limited to, discounts based upon prepaid college saving plans, military education benefits, grants and/or scholarships that reduce the tuition paid shall reduce the tuition reimbursement payment.

(10) All courses must be taken during non-working hours. No wages will be paid for attendance in these courses. Assignments are to be completed outside of working hours, and should not interfere with the employee's work. Employees shall not use any space, personnel, equipment, or supplies of the County in the process of fulfilling any of the requirements of coursework.

(11) If an application for tuition reimbursement is approved, the employee must initially pay for the course, and will be reimbursed the approved eligible costs upon successful completion, consistent with the criteria and requirements of this policy. In order to receive reimbursement, the employee must submit proof of payment to Human Resources, along with a copy of the grade(s) for each course to receive reimbursement. Reimbursement will be made after successful completion of approved course(s) with a grade of "C" or better for undergraduate level courses; a "B" or better for graduate level courses; or upon successful passage in a Pass/Fail evaluation scenario.

(12) Reimbursement will not be made to an employee who terminates employment with the County before completion of the course or who withdraws from a course before completion.

(13) In order to receive reimbursement, employees must sign an agreement committing to continue working for the Seminole County Board of County Commissioners for a minimum of two (2) consecutive years after completion of the course(s) for which reimbursement was granted. If the employee elects not to fulfill the commitment, the cost of the tuition reimbursed to the employee will be deducted from the employee's final paycheck or any other amounts payable to the employees, as allowed by applicable law.

(14) No reimbursement will be made for coursework required as a minimum qualification of the employee's current position.

(15) Participation in the tuition reimbursement program is voluntary and does not in any way guarantee promotions or transfers within the County. Seminole County reserves the right to suspend or amend the Tuition Reimbursement Program at any time.

305.0 MEDICAL PROCEDURES

POLICY:

It is the policy that applicants to whom a conditional offer of employment has been extended may be required to submit to medical tests or examinations. In addition, current members, to the extent permitted by applicable federal or state law, may also be required to submit to medical (including psychological) tests or evaluations.

COMMENTS/ PROCEDURES:

(1) Successful candidates for employment may be required as a condition of employment to pass a medical examination to establish both their fitness to perform the jobs for which they have applied and their fitness to do so without endangering the health and safety of themselves or others. If it is determined that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made are to be examined.

(2) Members may be required to have a medical/psychological examination on other occasions when the examination is job-related and consistent with business necessity or as required by applicable federal, state or local law. Such occasions may arise when there is the potential for exposure to toxic or unhealthy situations, when the member is being considered for transfer or promotion, or when there is a question concerning the member's ability to perform the duties of the job he or she is being considered for.

(3) Members are encouraged, but not required, to have physical examinations periodically during their employment and to participate in wellness programs.

(4) Medical examinations required by the County will be paid for by the County and performed by a designated health care practitioner or licensed medical facility. Examinations paid for by the County are the property of the County and are to be treated as confidential and held in separate medical files. Records of specific examinations, as required by law or regulation or required by appropriate business practice, will be made available to the member, persons designated and authorized by the member, or other agencies or persons as allowed by law.

(5) Members who need to use prescribed drugs while at work, when such use may impair their ability to perform their job safely and effectively, must report this requirement to their immediate supervisor. Depending on the circumstances, members may be reassigned, restricted from performing certain tasks, or even prevented from working if they are judged not able to perform their jobs safely and properly while taking prescribed drugs.

(6) Members requesting either a Medical Leave due to their own serious health condition or a Family Leave due to the serious health condition of a qualified family member must provide Human Resources with a medical certification completed by the attending health care provider.

(7) The County reserves the right to require recertification for extended leaves and second or third medical opinions regarding a member's absence due to a serious health

condition or regarding a health care provider's certification of a member's ability to return to work.

(8) The County reserves the right to require any member who is returning to work from an absence due to an injury or illness to report to the Human Resources Division and provide a health care provider's certification of the member's ability to return to work before the member is released to duty.

306.0 PROBATIONARY PERIOD

POLICY:

It is the policy that all new members are to be evaluated for an initial on-the-job probationary period of at least six months. After satisfactory completion of the probationary evaluation, such members will be evaluated on an annual basis as provided for in the Performance Evaluation Program.

COMMENTS/PROCEDURES:

(1) Supervisors are to observe the performance of each member in a new position. Strengths and weaknesses in performance, attendance, conduct or attitude are to be brought to the member's attention.

(2) Supervisors are encouraged to prepare a written evaluation of a member's job performance by the end of the first three months on the new job.

(3) After six months, a written evaluation of a member's performance must be completed. The evaluation is to include a recommendation as to whether the member should continue in the position. The evaluation should be forwarded to the Department Director for comment/signature and then to the Human Resources Division for inclusion in the member's personnel file. A copy shall be provided to the member.

(4) Members will be permitted to continue in their new positions if they are given both a satisfactory evaluation by the end of their initial six month employment period and their supervisor's endorsement to continue in the job. Members not receiving such satisfactory evaluation and endorsement may be given additional time to demonstrate their ability to do the job if the supervisor feels additional time (not to exceed three months) is warranted in order to achieve acceptable job performance.

(5) Supervisors may recommend that a newly hired member be terminated at any time. Such a recommendation for termination should be reviewed with the Human Resources Division prior to the action being taken.

(6) Newly hired members accrue leave hours beginning the first day of employment (see PTO, Paid Time Off). Leave may be taken during the probationary period if available.

307.0 TRANSFER

POLICY:

It is the policy that the County may, at its discretion, initiate or approve a member's job transfer from one position to another or from one location to another. A transfer is defined as moving to another position in the same or lower pay range. The job title may or may not change.

COMMENTS/ PROCEDURES:

(1) The County may require members to make either a temporary or permanent job transfer in order to accommodate the County's business needs.

(2) Members may request a voluntary job transfer. To be eligible for a voluntary transfer, members must meet the minimum requirements of the new position.

(3) The hiring authority may elect not to post a vacancy if a qualified member requests a lateral transfer or voluntarily seeks a position with a lower salary range, is disqualified from a higher level position, or whose position has been eliminated. [Note: An application is not required.]

(4) Eligible members who request a transfer will be considered in the following order subject to the discretion of the hiring authority:

(a) Members in the same Department as the job vacancy;

(b) Members who are being considered for layoff because of a reduction in force or the elimination of their position;

(c) All other members.

(5) Member requests for transfer should normally be handled as follows:

(a) The member should submit a written request for a transfer to the Department Director. The request should include the reason for the transfer and the Department and specific job wanted.

(b) The Department Director should forward the request to the Human Resources Division to determine whether the requested job or a suitable job vacancy exists and whether the member is qualified. If a job vacancy exists and the member is qualified, the Human Resources Division should arrange an interview between the candidate and the Department Director or designee who has the job vacancy.

(c) The candidate will be allowed time off with pay for job interviews related to the transfer and will not be required to use personal leave time.

(d) The Department Director with the job vacancy will make the final transfer decision.

(6) Pay for transferred members will be handled as follows:

(a) Members transferred to a job in the same salary range will continue to receive their existing rate of pay.

(b) Members voluntarily transferring to a job in a lower salary range may continue to be paid at their former rate providing that rate is not over the maximum of the new salary range. They may be paid a lower rate at the Department Director's discretion.

(c) Members transferred involuntarily to a job in a lower salary range may be paid at a lower rate not to exceed the maximum of the salary range.

(d) Members should receive a performance evaluation at the time of transfer.

(e) The anniversary review date will be adjusted for members whose rates of pay change at the time of transfer.

(7) Transfer/Constitutional Officers

(a) The transferring member's date of hire shall remain the same provided there is no break in service.

(b) The transferring member will serve the prescribed probationary period.

(c) The transferring member, if employed by other than the Board of County Commissioners, may carryover six (6) days of accrued annual leave and twenty (20) days of accrued sick leave.

308.0 PROMOTION

POLICY:

It is the policy to provide training and development for members and to offer members promotions to higher level positions when appropriate. Management, when possible, will promote from within and will first consider current members with the necessary qualifications and skills for a vacant position, unless outside recruitment is deemed to be in the County's best interest.

COMMENTS/ PROCEDURES:

(1) All members are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, Department Director/Division Manager and/or the Human Resources Division.

(2) A member's basic eligibility for promotion will be determined by the minimum requirements of the new job.

(3) Job vacancies and promotions for which management seeks candidates from within the County will be posted on the internal job list. When job vacancies or promotion opportunities are posted, interested members must complete a Seminole County Job Opportunities form and submit it to the Human Resources Division prior to the advertised closing date.

(a) As regular vacancies occur, the hiring authority is expected to review the position requirements and determine the necessity of filling the position.

(b) It is determined that a position must be filled, the hiring authority then reviews the position duties, responsibilities and minimum qualifications, including the essential functions of the job, and updates and revises the job description with the assistance of the Human Resources Division's staff, if necessary.

(c) Qualifications of the Seminole County work force may then be reviewed by the hiring authority to determine if any current regular members are qualified for the position.

(d) If a pool of qualified members is available, the hiring authority may elect to first post the vacancy in-house for at least five business days.

(e) If internal recruiting efforts are unsuccessful or if the hiring authority determines that no viable internal candidates exist, the position may then be posted externally. (See HIRING for procedures.)

(4) Current member candidates for promotion will normally be considered and selected on the basis of job-related qualifications, tests where appropriate (demonstrated ability), attendance, work records, and performance evaluation. In addition, to the extent permitted by law, such members may be required to have a medical examination.

(5) A member who is promoted may receive an increase in pay not to exceed the maximum of the new pay grade. The anniversary review date will be adjusted accordingly.

309.0 HOURS OF WORK/OVERTIME

POLICY:

It is the policy to establish the time and duration of working hours as required by workload, productivity, customer service needs, the efficient management of human resources and any applicable laws.

COMMENTS/PROCEDURES:

(1) The normal workweek for all members shall be forty hours. Exceptions may be made in accordance with the law at the discretion of the Department Director or their designee. All time which is to be taken for meals shall consist of either one-half hour or an hour. This time is not to be included in the total hours worked for the workweek, and is not intended as a means for members to make up time for reporting to work late or leaving early.

(2) The official workweek shall commence at 12:01 a.m. Sunday and end at 12:00 midnight Saturday except as follows:

(3) The schedule of hours for members will be determined by each Department Director or designee who will inform members of their daily schedule of hours of work, including meal periods, break periods, and any changes deemed necessary or desirable by the County. Breaks are not intended to be combined with meal periods nor to be used to make up for late arrival or early departure.

(4) There are no provisions for breaks or rest periods for any member during their regular workday other than designated meal times. Breaks and rest periods may be given at the discretion of the Department Director, Division Manager, or their designee, as long as such breaks do not interfere with the operation of the work section to effectively meet operational goals. Breaks and rest periods shall not be longer than fifteen (15) minutes. However, the frequency and duration of breaks and rest periods is dependent upon the judgment of the supervisor with the concurrence of the Department Director.

(5) Department Directors, Division Managers or their designee may schedule overtime or extra shifts when necessary. Supervisors will assign overtime to members in the job for which overtime is required. Non-exempt members are eligible to receive overtime compensation at the rate of time and one-half for all hours worked in excess of forty hours in one week. Non-exempt members are not permitted to work overtime without the prior approval of their supervisor, Division Manager or Department Director. For the purposes of overtime calculation, hours worked and holiday pay hours, including the Personal Day (employee birthday), in excess of forty hours during a workweek will be counted towards overtime compensation. Hours worked excludes paid time off leave and other leaves. Compensatory time may be granted at the discretion of the supervisor, Division Manager, or Department Director.

(6) Members are required to be present at their assigned work location for the total designated hours in their prescribed workweek unless their absence is authorized and documented by an approved leave request form. All absences shall be properly recorded and charged to the member’s leave record.

(7) Members in classifications exempt from overtime payment shall be compensated by a regular salary on the basis that extended workdays and/or workweeks may be required to accomplish the assignments of their positions. Such members are expected to work whatever reasonable hours are necessary to complete assignments and successfully execute the duties and responsibilities of the position.

310.0 PERSONNEL RECORDS

POLICY:

It is the policy that individual employee personnel files maintained by the Human Resources Division shall be the official personnel file.

COMMENTS/PROCEDURES:

(1) It is the responsibility of each member to keep all information in his/her personnel file up to date, current and accurate by notifying the Human Resources Division of any information changes.

(2) The Human Resources Division and the County are not responsible when incorrect withholdings, wrong beneficiaries, or loss of member benefits result from the failure of a member to keep personnel records current.

(3) Pursuant to Florida law relating to public records, the records and files of the Human Resources Division are generally considered to be open for inspection and copying by any person provided that such review is conducted in the physical presence of the custodian of records or designee during regular operating hours. Some records may be exempt by law. It shall be the responsibility of the member to notify the Human Resources Division Manager if he/she believes that he/she is eligible for a public records exemption in accordance with State law.

All requests from sources outside of Seminole County Government pertaining to inspection of personnel files, or to employment verification or reference checks on any current or former employees, should be referred to the Human Resources Division.

311.0 TEMPORARY AND ON-CALL MEMBERS

POLICY:

It is the policy to supplement the regular work force with temporary or on-call members, or other forms of flexible staffing when needed, because of periods of peak work load, member absences or other situations as may be determined by management.

COMMENTS/ PROCEDURES:

(1) A temporary member is an individual who is hired either part-time or full-time for a limited period. An on-call member is an individual who is hired for an indefinite period, but who normally works less than a 40 hour workweek. Other flexible staffing job titles or arrangements may be added as needed.

(2) Temporary and on-call vacancies need not be advertised.

(3) Regular full-time members who are given temporary transfers are not considered temporary members unless their jobs have been eliminated and only temporary employment is available.

(4) The County may utilize students, volunteers and other similar applicants for flexible staffing purposes, if not prohibited by law. When deemed necessary, such applicants will be required to provide a certificate of age.

(5) Temporary and on-call members are not eligible for paid absences. A member whose status changes from full-time to on-call will receive payment of all unused accrued paid time off leave, subject to a 960 hour maximum. A member whose status changes from temporary or on-call to full-time will be considered as hired on the date of the change of status for purposes of eligibility for personal time off. Information concerning eligibility of temporary and on-call members for other County benefits, such as the Florida Retirement System, is available from the Human Resources Division.

(6) Temporary and on-call members are to be paid no less than the salary range minimum for their job title.

(7) At the Department Director’s discretion, on-call and temporary members may be able to compete for internally posted positions for regular full and part-time vacancies in the same classification.

312.0 DUAL EMPLOYMENT

POLICY:

It is the policy to allow members to serve in a dual employment relationship within the County in those instances where no overtime liability results, as defined by the Fair Labor Standards Act (FLSA).

Therefore, members may only secure dual employment in temporary and on-call (meaning infrequent, irregular or occurring in scattered instances or when not scheduled to work) positions that are substantially different in capacity than their normal job duties.

COMMENTS/ PROCEDURES:

(1) When a current member applies for a second position with the County of a temporary or an on-call nature, the member should complete the Current Member Application for Employment form. The Human Resources Division will review the member's current job description to determine that the work to be performed in the second position is in a substantially different capacity than the member's normal job functions. If so, the application will be reviewed and handled in accordance with approved employment procedures.

(2) Any disciplinary action taken on the member in either position may affect the employment status of the member in both positions.

313.0 SEPARATION FROM EMPLOYMENT

POLICY:

It is the policy to separate employment because of member's resignation, termination or retirement, the expiration of an employment contract or a reduction in the work force. Termination can be for any reason not prohibited by law.

COMMENTS/PROCEDURES:

(1) Members are requested to give written notice of their intent to resign. The following guidelines are suggested:

(a) Management members should give four weeks notice;

(b) All other members should give at least two weeks notice.

(2) Members who are absent from work for three consecutive days without being excused or without giving proper notice will be considered as having voluntarily quit.

(3) Supervisors should send notices of resignation or recommendations for termination with a Status Change form to the Human Resources Division for processing. These notices should be accompanied by any needed supporting documents such as notices of corrective action, disciplinary reports and letters of resignation. All involuntary terminations must be reviewed by the Human Resources Division before any final action is taken.

(4) Supervisors should ensure that all County property is returned by the member prior to separating employment. This can be accomplished by using a checklist that itemizes what must be relinquished by the member.

(5) Requests for employment references should be made in writing to the Human Resources Division and should include an authorization by the member for the release of the requested information.

314.0 LAYOFF

POLICY:

It is the policy that any member may be laid off when it becomes necessary by reason of, but not limited to: shortage of funds, lack of work, the abolition of a position or changes in job duties or organizational structure, or for other reasons within the discretion of the County.

COMMENTS/PROCEDURES:

(1) In the event the County determines that a reduction in the work force is necessary, temporary and newly hired probationary members in the affected classifications and Department shall be laid off first. If further reductions are necessary, regular members in the affected classification shall be laid off from the classification and Department affected.

(2) The order of such layoffs in most cases will be based on length of service with the County, the members' ability to perform the required work and the members' performance evaluations for the past three (3) years. The County's Equal Employment Opportunity Plan and Veteran's Preference will be reviewed prior to any layoffs. In the event of the relative inequality of these factors between members in the same classification and Department, the member with the higher values rating will be retained as determined by the County.

(3) Severance pay may be authorized by the Board of County Commissioners. If approved it will be paid according to the following schedule:

Length of Service*	Amount of Severance
Less than 6 months	None
6 months to 3 years	one (1) week regular pay
4 to 6 years	two (2) weeks regular pay
7 to 9 years	three (3) weeks regular pay
10 years or more	four (4) weeks regular pay

(4) The decision to layoff members shall not be grievable in accordance with the grievance procedure as outlined in these policies and procedures.

(5) Discrimination against any member in the layoff process because of race, color, religion, sex, age, national origin, political affiliation, or disability, except when such physical disability is job related, shall be prohibited.

(6) The Human Resources Division will provide members affected by a layoff with the following services:

- Job Counseling
- Assistance in preparing resumes
- Placement assistance
- Assistance in referrals to other employers

315.0 RECALL

POLICY:

It is the policy that laid off members shall be recalled to County employment based on the need of the County. Laid off members shall be eligible for recall for a period of one (1) year. Members affected by a layoff will be eligible to apply for internal job listings for up to two (2) years.

COMMENTS/PROCEDURES:

(1) All members separated during a reduction in force shall be listed for reinstatement consideration in reverse order of layoff.

(2) Upon selection for the same or similar job held before the reduction in force, the member will be eligible for a reinstatement appointment.

(3) Members affected by a reduction in force and recalled to a County position will have their anniversary and performance review dates adjusted appropriately.

400 SALARY/PAY

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401.0 SALARY ADMINISTRATION

POLICY:

It is the policy to pay compensation which is non-discriminatory and competitive with rates being paid for similar jobs by other employers in the labor market. However, all compensation policy decisions must take into consideration the County's overall economic condition, competitive position and fiscal policies of the Board of County Commissioners.

COMMENTS/PROCEDURES:

(1) New members generally will be hired at the starting rate assigned to their salary range. Supervisors may recommend higher starting rates depending on an applicant's experience or skill level or on other competitive considerations. These recommendations should be approved by the appropriate Department Director and will be reviewed by the Human Resources Division before implementation.

(2) Members promoted into new positions generally will receive promotional increases at least to the minimum of the new salary range. No increase will be granted which brings member's base salary above the maximum of the new range. Promotional increase recommendations should be approved by the Department Director and will be reviewed by the Human Resources Division before implementation.

(3) Members transferring laterally from one job to another in the same salary range generally will not receive an increase.

(4) Considerations for reclassifications or transfers to lower level positions will be handled by the Department Director and the Human Resources Division prior to any discussion with the member. The salary of any member transferred or reclassified to a lower level position should not, in most cases, exceed the maximum of the new salary range.

(5) When a position is reclassified to higher salary range and job title as a result of a significant change in job duties, the member's salary will be increased to at least the minimum of the new salary range.

(6) Special adjustments to salary may be granted to correct internal or external equity problems with the approval of the Department Director and review by the Human Resources Division.

(7) If a member is temporarily appointed full-time to a higher-level position for more than 30 days, the member will receive a temporary increase of 5% or the minimum of the higher pay grade, whichever is more, but not to exceed the maximum of the higher salary grade, effective the first day in the temporary appointment.

(8) Annual merit increases will be considered as a means to recognize and reward permanent members for their performance, encourage careers within the County, and recognize contributions to County service.

(9) Member may be appointed to a trainee position at a salary below the salary range minimum of the assigned classification for a training period not to exceed 12 months.

(10) Newly hired members may be eligible for a merit increase after they complete their career service probation. This merit increase would be based on the merit matrix and pro-rated for the number of months of probation. For example, members completing a six month probation period could receive 50% of the award calculated on the merit matrix; members completing a 12 month probation could receive the entire award.

402.0 PERFORMANCE MANAGEMENT/EVALUATION

POLICY:

It is the policy that managers and supervisors provide each member with formal feedback on their performance using systems aligned with the County's strategies, values and vision.

COMMENTS/PROCEDURES:

(1) Management personnel should complete written performance evaluations according to the following schedule:

- A mid-probationary evaluation at 3 months is recommended.
- At the end of the member's initial probationary period, normally the first six months of employment.
- The annual anniversary date of employment for Department Directors, Division Managers and other management members as identified by the County Manager.
- At the beginning of the fiscal year for all members who have completed one year of employment other than management members identified above.
- At any time deemed appropriate to recognize improved performance.
- When member is transferred or demoted.
- When, in the opinion of the immediate supervisor, performance has dropped below acceptable standards. This evaluation will be the monitoring tool used when a member is placed on special probation for up to 90 days.

(2) The written performance evaluation of each member should include the supervisor or manager's comments on the member's performance throughout the period of evaluation and recommendations for the member's continuous growth and development. Performance goals and objectives should also be included for the next evaluation period.

(3) A *One-over* signature (the reviewer's manager or supervisor) is required on each performance review. This individual should review and sign each written evaluation to help insure the quality, consistency and fairness of each evaluation administered.

(4) After the written evaluation has been reviewed and signed, the manager or supervisor and member should meet and discuss the evaluation, assess the member's strengths and areas for improvement in a constructive manner and set objectives and goals for the upcoming period. The member should be given the opportunity (five working days) to examine the evaluation and make written comments about any aspect of the review. The member and the supervisor should then sign and date the evaluation and forward it through the appropriate lines of supervision to the Human Resources Division for processing.

(5) Members who wish to review their evaluation may request a review through the line of supervision up to the level of Department Director. This request must be in writing and submitted within five working days of receiving the performance evaluation.

(6) Performance evaluations may be considered when making decisions regarding training opportunities, pay, promotion, transfer and/or continued employment.

403.0 JOB EVALUATION

POLICY:

It is the policy to evaluate all jobs in order to establish a consistent basis for measuring and ranking the relative worth of each job. Further, it is the intent of the County to maintain salary ranges, current job titles and job descriptions in accordance with sound compensation practices.

COMMENTS/PROCEDURES:

(1) The Human Resources Division is responsible for coordinating the continuing internal review of all compensation and for making sure that each job is evaluated and assigned a salary range which accurately and fairly reflects each job's responsibilities and performance.

(2) The Human Resources Division will participate in compensation surveys covering other employers with similar jobs. This and other available information will be used to determine the relative competitive position of the County's pay structure and merit system and to make recommendations to the Board.

(3) The Pay Plan contains salary ranges with a minimum and a maximum rate for each job title. The Human Resources Division may recommend changes in salary range assignments as needed for administrative effectiveness and based on organization and market changes. These changes are to be approved by the County Manager or his/her designee.

(4) Member compensation within any salary range is based on such factors as length of service, experience, individual productivity and external market factors. All members shall be paid at rates which fall within the approved salary ranges, unless otherwise exempted.

(5) The Human Resources Division should evaluate all new positions and review, on a periodic basis, all job descriptions to ensure that they accurately reflect current conditions. An authorized position may not be filled until it has been classified in accordance with the Pay Plan. If a suitable job title does not exist, the Human Resources Division may recommend the establishment of a new classification and salary range for approval by the County Manager or his/her designee.

(6) The Human Resources Division is responsible for the development and administration of the job evaluation program. This includes responsibility for revising/updating job descriptions, changing job titles, deleting job titles that are no longer needed, and reclassifications. Recommendations will be submitted to the County Manager for final approval.

404.0 PAY PROCEDURES

POLICY:

It is the policy to pay members on a regular basis and in a manner which ensures that the amount, method and timing of such payments complies with any applicable laws or regulations.

COMMENTS/PROCEDURES:

(1) Members normally will be paid biweekly. If the regular payday occurs on a holiday, members will be paid on the last working day prior to the regular payday.

(2) Members will receive with their payroll check a statement showing gross pay, deductions and net pay. Members who discover a mistake in their paycheck, lose their paycheck or have it stolen should notify Payroll immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, Payroll will attempt to stop payment on the check and issue a new one to the member. However, the member is solely responsible for the monetary loss and the County is not responsible for the loss or theft of a check.

(3) Members who are eligible for leave may receive an advance on their pay so long as an approved request is submitted to Payroll at least one pay period prior to the commencement of the leave. Such requests shall be in workweek increments only.

(4) Overtime for non-exempt members shall be paid, at the discretion of the Division Manager, by either: (1) paying the member time and one-half his or her regular rate of pay for all overtime hours, or (2) permitting the member to take compensatory time for all overtime hours worked at a rate of not less than one and one-half hours for each hour of overtime worked.

(5) Accrued compensatory time must be used within 11 months of when it is earned. Members who have requested the use of their compensatory time off shall be permitted to use such time within a reasonable period after making the request provided it does not unduly disrupt the operations of the County. Any time unused at the end of 11 months will be paid to the member.

(6) Upon separation from employment with the County all unused compensatory time will be paid to the member.

405.0 PAY FOR WORK DURING EMERGENCIES OR DISASTERS

POLICY:

It is the policy to fairly compensate members when any natural, technological or human-caused emergency or disaster requires a State of Local Emergency Declaration by either the Board of County Commissioners or in accordance with the provisions of Seminole County Code and normal County operations are closed. This policy does not cover Division Managers or their equivalent, or above.

COMMENTS/PROCEDURES:

(1) County personnel in either the non-managerial exempt or non-exempt pay plans who are designated by their Department Director and who are assigned to work during emergencies, will be compensated for time worked. These members will receive full pay for hours worked during the emergency in addition to their normal pay for the workday or workweek only in the event that County operations have been closed down due to the disaster and State or Local Emergency has been declared in accordance with the provisions of the Seminole County Code.

(2) It is the Department's responsibility to verify any emergency hours worked and approve all payment.

(3) When County operations are closed down before the start of a scheduled workday, members normally scheduled to work who are instructed not to report to work will receive full pay for the workday.

(4) When County operations are closed down during a scheduled workday, members who report to work and are subsequently released by the County Manager will receive full pay for the workday.

(5) Members already on official leave will not receive any additional paid time off and will be paid according to their original leave request.

406.0 RETIREMENT

POLICY:

It is the policy, in accordance with Florida Retirement System rules, that members are eligible for retirement on the first day of the month following the month in which they are vested. The County Manager has the option of appointing selected executive level members to the Senior Management Service based on a ratio of the total number of members, as set by the Florida Retirement System.

COMMENTS/PROCEDURES:

(1) Members planning to retire under the Florida Retirement System or the Florida Retirement Deferred Retirement Option Program (DROP) are requested to give the Human Resources Division as much advance notice of their intent as possible, or at least six months.

(2) Members who qualify for retirement under this policy become eligible to receive retirement, health and various other benefits in accordance with the provisions of the State of Florida and County's member plans. All member benefit plans and programs are subject to amendment or termination, even after retirement, at the County's sole discretion.

(3) Retiring members are eligible to receive pay for unused leave in accordance with County policies.

(4) Retired members will continue to receive member discounts and are welcome at all Member functions.

500 MEMBER BENEFITS

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501.0 PAID TIME OFF LEAVE

POLICY:

It is the policy to grant paid time off leave to permanent members in accordance with established guidelines.

COMMENTS/PROCEDURES:

(1) Paid time off hours are accrued based on the member's length of service.

(2) Permanent members will accrue paid time off leave hours according to the following schedule:

Full Time	***40-Hour Members Hours Per Weekly Accrual***	***56-Hour Non-bargaining Members Hours Per Weekly Accrual***
0 - 5 years	3.1	7.4
5+ - 10 years	3.6	8.8
10+ - 15 years	4.1	10.2
15+ - 20 years	4.6	11.6
20+ years	5.1	13.0

Part Time	***Hours Per Weekly Accrual***
0 – 5 years	1.6
5+ -10 years	1.8
10+ -15 years	2.0
15+ -20 years	2.2
20+ years	2.4

(3) Permanent members may use paid time off leave for any reason including vacation, illness, medical appointments, personal business, etc. Members are required to arrange and obtain prior/advance approval of paid time off leave. Supervisors can consider same day request for illnesses.

(4) Paid time off leave shall not be accrued by or granted to temporary members.

(5) No member shall be granted paid time off leave unless the time granted shall have already accrued prior to the leave period. Paid time off leave shall not be used in increments of less than one quarter hour (fifteen minutes).

(6) Full-time members, upon separation with six month's service, will receive payment of all unused accrued paid time off leave up to a maximum of 960 hours. Part-time members, upon separation with six month's service, will receive payment of all unused accrued paid time off leave up to a maximum of 480 hours.

(7) Members participating in the Florida Retirement System Deferred Retirement Option Program (DROP) may receive payments of all unused accrued paid time off up to a maximum of 500 hours upon entering the DROP. The hours paid out at that time shall be deducted from the maximum number of hours which may be paid out at the time the members separates.

(8) Upon implementation of the Paid Time Off Benefit Program, sick leave hours in excess of hours converted to paid time off may be retained by the member. Such hours may be used for absences of 40 or more consecutive hours which are due to the illness of the member or the member's immediate family. Immediate family shall mean Father, Mother, Brother, Sister, Wife, Husband, Son, Daughter, Daughter-in-Law, Son-in-Law, Father-in-Law, Mother-in-Law, Stepfather, Stepmother, Stepson, Stepdaughter, Stepbrother, Stepsister, Grandfather, Grandmother, Grandchild, Foster Child or Guardian, Brother-in-Law, Sister-in-Law. (Note: Such sick leave hours are NOT eligible for payment upon separation and shall be forfeited.)

(9) A balance between work life and personal life is essential for maximum productivity. Therefore, members with one year up to five years of service shall be required to utilize a minimum of 40 hours of paid time off leave per fiscal year. (56 hours for 56-hour non-bargaining members) Members who have more than five years of service (five years plus one day) shall be required to utilize a minimum of 80 hours of paid time off leave per fiscal year (112 hours for 56-hour non-bargaining members).

(10) Part time members with one year up to five years of service shall be required to utilize a minimum of 20 hours of paid time off leave per fiscal year. Part time members who have more than five years of service (five years plus one day) shall be required to utilize a minimum of 40 hours of paid time off leave per fiscal year.

(11) Members may receive payment of up to 40 hours of paid time off leave each fiscal year if all required leave usage has occurred and the member has a balance of at least 240 hours of accrued leave. Fifty-six (56) hour non-bargaining members may receive payment of up to 56 hours of paid time off leave if they maintain a balance of at least 336 hours of accrued leave. Such payment will be processed, if requested by the member, during the first quarter (October 1 to December 31) of the following fiscal year.

(12) Part time members may receive payment of up to 20 hours of paid time off leave each fiscal year if all required leave usage has occurred and the member has a balance of at least 120 hours of accrued leave.

502.0 SICK LEAVE BANK

POLICY

Sick Leave Bank is provided for employees who meet the established guidelines, and who are experiencing serious illness or injury requiring an extended absence from work.

COMMENTS/PROCEDURES:

(1) Permanent employees are eligible to contribute up to one week of paid time off leave to the Sick Leave Bank during open enrollment as long as they have a minimum balance of one week (40 hours) of accrued paid time off leave. Contributed sick leave bank hours are deducted from the contributing employee's paid time off leave balances or personal sick leave bank and are not refundable to the contributing employee.

(2) Permanent full-time employees who are away from their job due to their own personal illness or injury, and have completed at least one year of continuous service, are eligible to withdraw up to 240 hours from the Sick Leave Bank within a twelve (12) month period. These hours may be used once all paid leaves and Compensatory time earned are exhausted. Once all paid leaves have been exhausted, including compensatory time earned and Sick Leave Bank hours, paid time off leave accrual ceases. Accrual will be reinstated when the employee returns to a full-time status.

(3) Permanent part-time employees and permanent employees who have not completed at least one year of continuous service, may be eligible to withdraw hours from the Sick Leave Bank, provided the Bank has a balance of at least 2000 hours at the time the request to withdraw is received by the Human Resources Division. The maximum hours these employees would be eligible to receive are as follows:

	Hours Eligible to Withdraw	
Term of Employment	Full Time	Part Time
6 Months	40 Hours	20 Hours
7 Months	60 Hours	30 Hours
8 Months	80 Hours	40 Hours
9 Months	100 Hours	50 Hours
10 Months	120 Hours	60 Hours
11 Months	140 Hours	70 Hours
12 Months or more	240 Hours	120 Hours

(4) All requests for withdrawals from the Sick Leave Bank must be submitted on the appropriate application and be accompanied by a physician's statement indicating the nature and probable duration of the illness or injury. Such requests for withdrawal shall be submitted through the requesting employee's Department Director for comments and recommendations before it is forwarded to the Human Resources Division.

(5) The Sick Leave Bank shall not be used for accident, illness or injury in the line of duty for which Worker's Compensation has been applied for or is being received, whether it is Seminole County employment or outside employment.

(6) The Sick Leave Bank may be utilized for temporary partial disability, for up to twelve (12) weeks from the date of return to part-time work, so long as it is related to an eligible temporary total disability. Appropriate medical documentation must be presented supporting the employee's return to work, including the medical necessity to limit the return to only part-time and the expected duration of same. At no time shall the employee's total hours paid exceed the number of hours in the employee's regular workweek.

(7) An employee must be a member of the Sick Leave Bank to be eligible to receive Sick Leave Bank hours. Employees become Sick Leave Bank members by contributing an annual deposit of four (4) hours of leave to the Sick Leave Bank during open enrollment.

(8) Upon separation, an employee may donate any or all accrued PTO/Sick Leave balance hours to the Sick Leave Bank.

(9) The Sick Leave Bank committee shall have final authority in considering, approving or disapproving requests to withdraw hours from the Sick Leave Bank. The Committee shall consider the requesting employee's prior leave balance, usage rate, and seriousness of the illness or injury in recommending approval for withdrawal of hours from the Sick Leave Bank.

503.0 HOLIDAYS

POLICY:

It is the policy to designate and observe certain days each year as holidays.

COMMENTS/PROCEDURES:

(1) All permanent members are entitled to the following paid holidays on an annual basis:

New Years Day	January 1
Memorial Day	Last Monday n May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	As designated
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday
Christmas Day	December 25
Martin Luther King's Birthday	As designated
Personal Day (Birthday)	Designated as the member's birthday, to be observed on the birthday, or within 12 months thereafter with sufficient prior notification to the supervisor.
Work/Life Day	One (1) calendar day to be taken in a full-day increment, with prior supervisory approval, to encourage a healthy balance between personal and professional needs.

According to the day of the week on which Christmas falls, an extra holiday will be granted. The schedule is as follows:

Day Holiday Falls On	Days Off
Monday	No additional day off
Tuesday	Monday & Tuesday
Wednesday	No additional day off
Thursday	Thursday & Friday
Friday	No additional day off

(2) Temporary and on-call members and members on an unpaid leave of absence are not eligible to receive holiday pay. Permanent members are eligible to receive their regular rate of pay for each observed holiday.

(3) A holiday that occurs on a Saturday or Sunday will be observed the preceding Friday or following Monday for all members who normally work Monday through Friday.

(4) To be eligible for holiday pay, the member must be on the active payroll for his/her scheduled workday before and after the designated holiday.

(5) The County recognizes that some members may wish to observe, as periods of worship or commemoration, certain days which are not included in the County's holiday schedule. Accordingly, members who would like to take a day off for such reasons may be permitted to do so if the member's absence from work will not result in an undue hardship on the conduct of the County's business and if prior approval has been obtained from the member's supervisor. Members may use accumulated days of paid time off on such occasions, or they may take such time off as an unpaid, excused absence.

(6) The County reserves the right to schedule work on an observed holiday. Non-exempt members who work on an observed holiday will be paid for the hours worked plus holiday pay.

504.0 MEMBER AWARDS

POLICY:

It is the policy to recognize extended service to the organization and acknowledge member accomplishments and contributions which improve County government and service to our citizens.

PROCEDURES/COMMENTS

(1) Formal Awards

(a) To recognize the accomplishments of members who demonstrate dedication, achievement, and excellence in performance of their duties, the County has established a Member of the Month Award, by Department.

(b) An annual service and value awards program is held to recognize and reward outstanding achievement, length of service and retirement.

(2) Informal Awards

The County has established an informal awards program to allow for spontaneous recognition and reinforcement of outstanding job performance. Members are rewarded for excellent performance in areas such as teamwork, customer service, and going beyond the call of duty.

(3) Special Achievement

The County has established a policy for special achievements and activities. The recognition includes acknowledgement for customer service, creativity, and educational accomplishments. It also provides for periodic events designed to show appreciation, encourage teamwork and exchange ideas.

505.0 BEREAVEMENT/JURY DUTY/WITNESS DUTY/VOTING/OTHER PAID LEAVE

POLICY:

It is the policy to provide time off to members for bereavement, jury duty, witness duty and voting.

COMMENTS/PROCEDURES:

(1) Bereavement

Members may, upon request, be granted up to one workweek of bereavement leave with pay within a fiscal year due to death in his/her immediate family. Such request must be approved by the Department Director. Immediate family shall mean Father, Mother, Brother, Sister, Wife, Husband, Son, Daughter, Daughter-in-Law, Son-in-Law, Father-in-Law, Mother-in-Law, Stepfather, Stepmother, Stepson, Stepdaughter, Stepbrother, Stepsister, Grandfather, Grandmother, Grandchild, Foster Child or Guardian, Brother-in-Law, Sister-in-Law.

(2) Jury Duty

When a member is required to serve on jury duty, the member will be granted the time off with pay. All members who are required to serve on jury duty shall notify their supervisor or Department within twenty-four (24) hours of receiving such notice, or no later than the beginning of the next work shift. When member is finally released or is excused from jury duty, the member shall, as soon as possible, notify his or her supervisor of their availability for work.

(3) Witness Duty

Any member who during his/her normal work shift, upon the request and for the benefit of the County, attends any legal proceedings involving the County, or is subpoenaed to any court proceeding involving the County, or for a civil or criminal matter in which the member is not personally or monetarily interested, shall be paid as if engaged in the member's normal work.

(4) Time off to Vote

Members may be granted one hour time off with pay to vote on all designated federal, state and local election days. Time off to vote must be requested in advance and then scheduled by each member's supervisor.

(5) Other Paid Leave

Members may be placed on other paid leave when it is in the best interest of the County and when the member must be removed from the work site but with no suspension of compensation. Such circumstances may include (1) pending conclusion of an investigation of an alleged violation of County policy, (2) to remove member from a work location following notice of separation. The Human Resources Division Manager shall be notified prior to member being placed on Other Paid Leave.

506.0 WORKERS' COMPENSATION

POLICY:

It is the policy to pay Workers' Compensation benefits to all members who are disabled because of any injury arising out of, and in the course of, performance of their duties with the County. Payment shall be made according to Florida Statutes 440 (as amended). A member who is injured, disabled, or becomes ill as a result of his/her outside employment shall not be eligible for workers' compensation benefits from the County.

COMMENTS/PROCEDURES:

(1) All members who are injured on the job or in the course of performing their official County duties are responsible for immediately advising their supervisor and completing a "First Report of Injury or Illness Form". Failure of the member to file this report may result in their ineligibility for Workers' Compensation benefits.

(2) The Insurance, Benefits & Training Division must be advised by the Department as soon as possible with the appropriate paperwork completed within 24 hours of the date of injury. Any time lost by the member must be authorized by the authorized physician treating the member.

(3) Beginning with the date member is absent due to a compensable injury, the member will receive the following:

- The first seven (7) calendar days are paid in full by the County.
- Starting the eighth (8th) calendar day, the member will receive 66 2/3% of their wages from the Service Company and 33 1/3% from the County.
- Beginning on the 31st calendar day, the member's accrued paid leaves, if any, will be utilized for the 33 1/3%.

NOTE: The total of payments from the Service Company and the County should equal the member's net income prior to the injury.

- If the member exhausts all paid leaves, they will be placed on Leave Without Pay (refer to Personnel Policies Section on Leaves Without Pay).

(4) Under no circumstances will accrued paid leaves be deducted from the member's accumulated leave during the first thirty (30) calendar days. All time lost from work due to service connected disability must be noted on official payroll.

(5) Member shall not perform outside employment while receiving workers' compensation benefits from the County. The Human Resources Division Manager may approve exceptions when member is on medical restriction and the County is unable to provide restricted duty and such outside employment does not impair the member's medical recovery to return to work.

507.0 ON-CALL TIME

POLICY:

It is the policy to compensate all non-exempt members who are required to perform on-call duties as assigned by a supervisor and to be immediately available for work situations arising on the member's off-duty time. This generally includes nights, weekends, and holidays. On-call time is defined as the time period when a member is required and designated to remain available for duty during non-business hours, but is permitted to engage in most personal activities as long as he or she is able to respond to calls promptly and efficiently.

COMMENTS/PROCEDURES:

(1) All non-exempt members may be required to perform on-call duties as assigned by the immediate supervisor and approved by the Division Manager and/or Department Director. Division Managers and/or Department Directors shall have the authority to establish the need for on-call services and enforce Division/Department policies and procedures governing its use.

(a) Compensation. All non-exempt members who are designated to perform on-call duties shall be compensated at a rate of one (1) straight hour for each day of the week, including weekends and Holidays regardless of actual hours worked. This compensation is not considered as "hours worked" for the purpose of overtime pay eligibility. When responding to the first call out during non-business hours, members shall be paid a two (2) hour minimum. These hours are considered "hours worked" for the purpose of calculating overtime. Subsequent calls while on the first two (2) hour minimum shall not be eligible for an additional two (2) hour minimum and the member will be paid for the actual time worked beyond the first minimum. Additionally, successive calls separated by less than two (2) hours idle time shall not be subject to the two (2) hour minimum; and member will be paid for the actual time worked (at the overtime rate when eligible).

(b) Performance Requirements. When members perform work as a result of the on-call procedures or other similar emergencies during the non-business hours preceding or following their regular shift, a rest period may be required by the immediate supervisor or by the member. If necessary, the member's regular work schedule may be changed by the immediate supervisor to allow a period of rest. Upon approval of their immediate supervisor, members may elect to forfeit a portion or the entire regular work schedule or re-schedule their regular shift if time and business necessity permit.

(c) Members designated for on-call duty may be authorized to take home a County vehicle and the necessary service equipment while on on-call duty in accordance with the Division/Department policies and procedures. The Division Manager and/or Department Director shall have the authority to implement additional requirements governing these procedures for on-call duty, as deemed appropriate.

600 ABSENCE

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601.0 ATTENDANCE AND PUNCTUALITY

POLICY:

It is the policy to require all members to report for work punctually as scheduled and to work all scheduled hours and any required overtime.

COMMENTS/ PROCEDURES:

(1) Excessive tardiness and poor attendance disrupt workflow and customer service and will not be tolerated.

(2) The Department Director is authorized to establish the time and duration of working hours during the workweek. The Department Director may approve alternative flexible schedules that meet the needs of the Department.

(3) Supervisors are to notify members of their starting, ending and break times. Members are expected to be engaged in carrying out their duties during all scheduled work periods.

(4) It is the member's responsibility to notify their supervisor as far in advance as possible whenever they are unable to report to work, know they will be late or must leave early. Such notification should include a reason for the absence and an indication of when the member can be expected to report for work.

(5) Failure to notify the supervisor properly of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action.

(6) Failure of a member to report to work, or make timely notification to the immediate supervisor to obtain approval for leave, shall be grounds for denial of paid leave and possible disciplinary action, up to and including termination.

(7) Members who fail to report to work or call in for three (3) consecutive workdays shall be considered to have voluntarily resigned without notice.

(8) Members must report to their supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and may be required to certify that they are fit to return to work. When appropriate, the supervisor should counsel the member on the importance of good attendance and warn that excessive tardiness or absences, regardless of the cause, will lead to disciplinary action, up to and including termination.

602.0 LEAVES WITHOUT PAY

POLICY:

It is the policy to grant members leave without pay under the following circumstances:

- Any absence or part of an absence under the Family and Medical Leave Act when the member has exhausted all paid leaves.
- Temporary disability, including disability under Workers' Compensation, of the member where such absence or part of such absence is not covered by the Family and Medical Leave Act.
- Educational leave for the purpose of furthering the member's education if it is the Department Director's determination that such education shall be of foreseeable benefit to the County.
- Personal leave provided the requesting member has given justification for the request, and the Department Director deems such justification to be reasonable.
- Military leave for a member entering active military service.

Leaves without pay are absences without pay which exceed 14 calendar days within a 30-calendar-day period.

Upon approval of the Department Director, leave without pay not to exceed twelve (12) calendar months (Exception: military leave) may be granted to permanent full- and part-time members who have satisfactorily completed six months of continuous acceptable service.

COMMENTS/PROCEDURES:

(1) The member must submit to the Department Director a written request for the leave indicating the reason for the request and the total anticipated period of time away from work.

(2) The Department Director should notify the Human Resources Division as soon as it is known that a leave without pay situation exists or is pending.

(3) The Department Director will determine whether approval of leave without pay would be detrimental to the operations of the Department or Division and whether the member's position will be held or the member required to apply and compete for vacant positions when the member is once again available to work. (Exceptions: military leave without pay, Workers' Compensation leave without pay, and leave without pay covered under the Family and Medical Leave Act).

(4) In cases of military leave without pay, leave covered under the Family and Medical Leave Act, and Workers' Compensation leave without pay, where the member is assured of the same or a comparable position should he/she return to work, the Department Director may fill the position with the stipulation that such appointment may terminate upon return of the regular member.

(5) Members must use all paid leaves before being placed on leave without pay (Exception: military leave).

(6) All leave without pay (except military leave) shall be deducted from the member's continuous service, thereby adjusting the member's performance evaluation/review date(s).

(7) Members on leave without pay will not accrue paid leave benefits nor receive holiday pay.

(8) While on leave without pay, a member may be eligible to make monthly premium payments to maintain group health insurance benefits for self and/or dependents as provided by the Federal COBRA (Consolidated Omnibus Budget Reconciliation Act) regulations. Should a member elect not to maintain insurance benefits, the member and dependents will not be eligible for group insurance benefits beyond the end of the calendar month in which the member reaches 14 calendar days of absence without pay.

(9) Members on leave without pay may not be permitted to obtain, accept or work at outside employment, other than military service, during the approved leave without pay period without prior written authorization from the Department Director and the Human Resources Division Manager.

(10) Should a member's position be held during a leave without pay and the member not return to work at the end of the approved leave period nor request an extension of the leave period prior to its expiration, the member will be considered as having voluntarily resigned.

(11) All members returning to work following leave without pay due to the serious health condition of the member must provide physician certification of fitness for return to work before the member may begin work.

(12) A permanent full- or part-time member who enters the Armed Forces voluntarily or involuntarily may be granted leave without pay for up to 90 calendar days beyond the date of separation from military service.

- The member must present a copy of the official military orders.
- Accrued leaves with pay not paid out shall be retained by the member and credited to the member's record upon application for reinstatement to employment.
- Upon return from military leave without pay and request for reinstatement to employment, the member will be assured of the position formerly held or a comparable position in County service with no reduction in pay.
- The member must request reinstatement to employment within 90 calendar days following separation from military service.
- The County may require the member to submit to a medical examination to determine the member's fitness to perform the duties of the position to which he or she may be returning.
- A member volunteering for an additional tour of duty will forfeit reinstatement rights.

603.0 FAMILY AND MEDICAL LEAVE

POLICY:

It is the policy to grant to eligible members up to 12 weeks of Family and Medical Leave in a one-year period, in accordance with the Family and Medical Leave Act of 1993 (FMLA).

COMMENTS/PROCEDURES:

(1) Members are eligible for Family and Medical Leave if they have been employed by Seminole County for at least one year, and have worked at least 1,250 hours during the one-year period immediately preceding the date the leave will begin. Seminole County also offers this leave to members who have worked at least 1,040 hours (20 hours per week) during the preceding year.

(2) Leave may be granted for any of the following reasons:

- To care for the member's child after birth or placement for adoption or foster care;
- To care for the member's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the member unable to perform the member's job.

(3) The member ordinarily must provide written notice at least 30 days in advance when the leave is foreseeable.

(4) Medical certification will be required to support a request for leave due to a serious health condition. A second or third opinion (at the County's expense) may also be required.

(5) The member's health insurance coverage under the group health plan will be maintained during FMLA.

(6) Upon return from Family and Medical Leave, the member will be restored to the original or equivalent position with equivalent pay and benefits.

(7) Members on Family and Medical Leave are required to use all paid leaves before going on absence/leave without pay.

(8) Where leave is for the serious health condition of the member, physician certification of fitness for return to duty will be required before the member may begin work.

604.0 MILITARY LEAVE

POLICY:

ACTIVE SERVICE:

Revised 10/9/01

All regular employees of the County who are officers or enlisted personnel in the National Guard or a reserve component of the Armed Forces of the United States may, subject to certain conditions, be granted leave of absence from their respective duties to perform active military service (as defined in Section 115.08, Florida Statues). The normally schedule work days within the first thirty (30) day period of any such leave of absence may be with full pay, and thereafter, the County may supplement the difference between an employee's military compensation (excluding travel expenses) and their regular rate of County pay, to include incentives and benefits for up to one (1) year (provided the amount of military compensation does not exceed their regular County pay).

COMMENTS/PROCEDURES:

(1) Members are eligible for paid military leave any time following date of hire.

(2) A copy of the member's official orders should be submitted as much in advance of the leave as possible.

(3) Absences exceeding the respective caps may, upon request of the member and approval of the Department Director, be charged to paid leave and/or leave without pay.

700 PERSONAL CONDUCT

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701.0 CITIZEN INTERACTION

POLICY:

It is the policy to be citizen and service oriented, and to require members to treat citizens and other members in a courteous and respectful manner at all times.

COMMENTS/PROCEDURES:

(1) Members must understand that the citizen comes first. All members have an obligation to represent the County in a positive fashion and to make citizens feel as comfortable as possible in dealing with the County.

(2) Members with citizen contact are expected to know the County's programs and services, and to learn the wants and needs of citizens. Such members should attempt to educate citizens about the use of County services and should seek new ways to serve the citizen.

(3) Members are encouraged to report recurring citizen related problems to their supervisor and/or make suggestions for changes in County policies and/or operating procedures to solve problems.

(4) Members should be prepared to listen carefully to citizen inquiries and complaints and then deal with them in a responsible, professional manner. If a controversy arises, the member should attempt to explain County policy in a clear, yet deferential manner. If a citizen becomes unreasonable or abusive and the member cannot resolve the problem, the citizen should be referred to the member's supervisor.

(5) Members should be particularly careful to exercise courtesy and thoughtfulness when using the telephone. A positive telephone contact with a citizen can enhance goodwill while a negative experience can destroy a valuable relationship.

(6) Members must realize that they are ambassadors for the County, regardless of their position. The more goodwill promoted by members through their interaction with the citizens, the more our citizens will respect and appreciate the services provided by the County.

702.0 SOLICITATION/DISTRIBUTION

POLICY:

It is the policy to prohibit solicitation and distribution on County premises by non-members, unless they have prior approval of the County to do so. Solicitation and distribution by members is only permitted as outlined below.

COMMENTS/ PROCEDURES:

(1) The County limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the County, can be detrimental to member efficiency and can pose a threat to security. This includes the personal use of electronic means.

(2) Persons who are not employed by the County are prohibited from soliciting funds or signatures conducting membership drives, distributing literature or gifts, offering to sell merchandise or services or engaging in any other solicitation in any area on any part of the County property that is not open to the general public.

(3) Members of the County are prohibited from engaging in solicitation of fellow members during the working time of any member involved in the solicitation. Working time shall not be construed to apply to break periods and mealtimes, whether paid or unpaid, or other specified periods during the workday when members are not engaged in performing their work tasks.

(4) The County Manager may authorize fund drives on behalf of charitable organizations or special causes. However, members are not to be discriminated against because of their willingness or unwillingness to participate.

(5) Distribution of literature by members during working hours or in areas where the actual work of members is performed is prohibited. However, members are allowed to view literature or items for sale during their breaks in a location designated for such.

(6) The County maintains bulletin boards in designated work areas to communicate County information to members and to post notices required by law. These bulletin boards are for the posting of County information and notices only, and only persons designated by the Department Director or a designee may place notices on or remove material from the bulletin board.

(7) Florida Statutes govern political activity of members. Members are encouraged to be politically aware and active, and to exercise regularly their right to vote. Active political campaigning or solicitation for political contributions while on duty or in County uniform is prohibited.

703.0 DISCIPLINARY CORRECTIVE PROCEDURES

POLICY:

Seminole County is deeply committed to the work philosophies and expectations (outlined in the Code of Conduct) which serve as guidelines for our behavior and performance. If performance or behavior is inconsistent with these philosophies and expectations, management is expected to address these issues through a progressive discipline process. The process begins with an understanding that problem-solving inconsistent behavior changes should be the primary emphasis and disciplinary actions the final resort. The focus of the disciplinary process is corrective action through individual member responsibility rather than punishment.

COMMENTS/PROCEDURES:

(1) Consistency is very important. However, given the diversity of the work processes within our organization, leaders are expected to use their best judgment for the appropriate application of discipline. The County's values, policies and procedures, as well as the organizational and departmental missions and accountabilities serve as the foundation for disciplinary decision making. All problems should be addressed and solved as quickly as possible and at the lowest possible level.

(2) The County retains the right to administer discipline in any manner it sees fit and to modify or delete these procedures at its sole discretion.

(3) It is the member's responsibility to correct performance and behavior problems on which disciplinary action is based.

(4) Depending upon the circumstances of the offense, disciplinary action may include, but is not limited to some or all of the following:

- Discussion of the issue
- A Tips on Performance
- A verbal warning
- A written warning
- A written reprimand
- Placement on probation (used for performance improvement and misconduct)
- Suspension
- Termination

(5) There may be offenses which are considered so unacceptable that termination is the appropriate course of action regardless of a member's length of service, prior conduct, and/or performance record. Lesser offenses, even for the first offense, do not preclude termination.

(6) Some examples of a major offense are:

- Insubordination
- Physical Harm/Assault
- Theft or Pilfering
- Malicious or willful destruction (abuse) of county property
- Fraud or Dishonesty
- Drug/Alcohol Use and/or Possession
- Violation of the Law
- Pleading guilty or nolo contendere or being found guilty of a felony, job-related misdemeanor or misdemeanor involving moral turpitude.
- Failure to notify supervisor that information has been filed against you by a prosecuting official.
- Conflict of Interest
- Carrying a weapon

(7) Removal of disciplinary action forms

(a) It shall be considered that corrective action has been accomplished by the member, and records of some types of disciplinary action may be removed from the Division, Department and Human Resources Division official personnel files, under the following provisions:

- The member has committed no offense requiring any disciplinary action for the period of time following the initial offense as indicated below:

Verbal Warning/Written Warning	One (1) year
Written Reprimand	Three (3) years
Suspension Level I	Five (5) years

- The affected member submits a written request to the Human Resources Division to initiate clearing of a specified disciplinary action according to the provisions of this section.

(b) The Human Resources Division will notify the member whether or not removal of the disciplinary action is appropriate.

(c) Should the disciplinary action be eligible for removal, the Human Resources Division will also notify the member's Department and Division to return to the Human Resources Division any copies of the disciplinary action, along with attachments, which may be filed in the Department/Division files.

(d) In accordance with State-mandated regulations that govern personnel records, cleared disciplinary actions shall not be destroyed; rather, the Human Resources Division will maintain a file separate from members' personnel files of all disciplinary actions. All such records shall be retained in accordance with the State of Florida records retention requirements.

800 APPEAL/GRIEVANCE

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802.0 POLICY AGAINST SEXUAL HARASSMENT _____ 73

801.0 APPEAL/GRIEVANCE

POLICY

It is the policy that members should have the right to respond to or express dissatisfaction or disagreement with specific job-related actions taken by supervisory members.

COMMENTS/PROCEDURES

(1) Grievances concerning discrimination based on race, color, religion, sex, age, national origin, political affiliation, handicap or disability may be initiated by any full-time or part-time member. Grievances concerning non-selection, suspension without pay or termination may be initiated by any full-time or part-time member who has successfully completed the probationary period.

(a) It is recommended that the grievance be reviewed, considered and resolved informally, when feasible, and in all cases at the lowest possible level.

(b) No action is stayed pending conclusion of any appeal filed.

(2) The Grievance Hearing Board shall consist of seven voting members:

(a) one (1) permanent position, the Deputy County Manager (to serve as chairperson and who may vote only in case of a tie), and six (6) floating positions with staggered 24-month terms including:

(i) one (1) Department Director or Division Manager with a term commencing January 1 of odd years;

(ii) two (2) supervisor or professional members, with one term commencing January 1 of even years and one term commencing January 1 of odd years; and

(iii) three (3) non-supervisory members, with two terms commencing January 1 of even years and one term commencing January 1 of odd years.

(b) No member serving on the Hearing Board shall serve as a voting member of the board to hear a grievance filed by a member in the same Department.

(3) Appeal/Grievance Process

(a) A member shall submit a written grievance to management personnel in the following order:

(i) immediate supervisor
(ii) Division Manager
(iii) Department Director
(iv) Hearing Board
(v) County Manager (or designee)

(b) Should the grievance pertain to the immediate supervisor, the member may submit the initial written grievance to the supervisor's supervisor.

(c) In cases where verbal attempts at resolution have failed, a formal written grievance may be initiated. At each level, grievances must be submitted to management within five (5) working days. Management must provide written responses back to the member within five (5) working days.

(c) If the member is still dissatisfied, all information may be submitted to the Hearing Board through the Human Resources Division Manager. The Board must meet within forty-five (45) calendar days of receipt of grievance and issue a response to the County Manager or designee within fifteen (15) calendar days thereafter.

(e) If desired, the appellant may submit a statement for the County Manager's consideration within five (5) calendar days of receipt of Hearing Board's recommendations. The County Manager, or designee, will review the findings of the Hearing Board and the appellant's statement, and make a final determination within fifteen (15) calendar days of the meeting.

(f) Once all grievance procedures have been exhausted and the County Manager or designee has issued a determination, the appeal shall be considered concluded and the appellant shall have no further right of appeal under these Personnel Policies and Procedures.

802.0 POLICY AGAINST SEXUAL HARASSMENT

POLICY:

All individuals have the right to work in an environment free from discrimination, including sexual harassment. The County prohibits any form of sexual harassment involving its members, contractors, volunteers, guests and visitors. To this end, the County will take prompt and appropriate action to prevent and correct behavior that violates this policy.

COMMENTS/PROCEDURES:

(1) Requirements/Responsibilities

(a) All members, contractors, and volunteers shall strictly adhere to this and all other County policies concerning sexual harassment and discrimination. It is the duty of all members, contractors, and volunteers to familiarize themselves with this and all other County policies concerning sexual harassment and discrimination. Any questions regarding this and/or any other County policies concerning sexual harassment and discrimination should be directed to the County's Human Resources Division. Violation of this and/or any other County policies concerning sexual harassment and discrimination shall result in disciplinary action up to and including termination.

(b) Managers and supervisors shall be responsible for eliminating any sexual harassment and discrimination of which they are aware or should be aware. It shall also be the responsibility of the managers and supervisors to immediately report any actual or suspected violations of this policy to the Human Resources Division Manager. The failure by a manager or supervisor to satisfy these responsibilities shall result in disciplinary action up to and including termination.

(c) Individuals who witness or who have knowledge of actual or suspected acts of sexual harassment or discrimination are required to immediately notify their Department Director or the Human Resources Division Manager.

(2) Definition – Sexual harassment is defined as unwanted contact of a sexual nature, or other conduct based upon sex affecting the dignity of the recipient. It includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

(a) Submission to such conduct is made, either expressly or implicitly, a condition of the recipient's employment; or

(b) Submission to or rejection of such conduct is used as a basis for an employment decision affecting the recipient; or

(c) The harassment has the purpose or effect of unreasonably interfering with the recipient's work performance or creating an environment that a reasonable person would find intimidating, hostile, abusive, or offensive.

(3) Sexual harassment may occur through verbal comments, physical contact, written media, pictures, or electronic mail. Unacceptable verbal conduct includes unwelcome advances or propositions, inappropriate personal questions, innuendo,

jokes, teasing, lewd or abusive comments, sexist comments, or comments which belittle individuals because of their gender. These may be specific remarks directed at an individual or general comments of a sexual or sexist nature. Unacceptable non-verbal conduct includes sexually suggestive or offensive gestures, leering, violations of personal space, non-cooperation with individuals because of their gender, and the display of pornographic, indecent, or debasing materials, films, pictures, magazines, or objects. Unacceptable physical conduct includes unwanted sexual touching, pinching, massaging, patting, and rubbing against the recipient's body.

(4) Procedures – A complaint of sexual harassment may be initiated by any member or any applicant who believes that he or she has been sexually harassed.

(a) Informal -Individuals who believe that they are being sexually harassed should not feel that they are at fault or that they have to tolerate the harassment. If you are being harassed, you should immediately (or as soon as possible after being harassed) inform the harasser, as clearly and assertively as possible, that his/her behavior is offensive and unwelcome and that it should be stopped immediately. Additionally, you should document all activities/actions associated with the harassment (e.g., dates, times, witnesses, situations). If you do not feel comfortable approaching the harasser, you should immediately (or as soon as possible after being harassed) contact their Department Director or the Human Resources Division Manager to discuss alternative ways to informally remedy the harassment.

(b) Formal - If informal attempts to remedy the harassment have failed, or if you do not believe that the harassment can be addressed informally, you may file a formal, written complaint with your Department Director or the Human Resources Division Manager. All complaints shall be promptly investigated, written findings shall be made, and appropriate remedial action shall be taken if it is determined that a violation has occurred.

(c) A record of the complaint and the findings will become a part of a complaint investigation record, and the file will be maintained in a separate investigation file in the Human Resources Division. Any resulting disciplinary action will become part of the permanent personnel file.

(d) All complaints will be handled confidentially, except as may otherwise be required by law or as may be necessary to conduct a complete and thorough investigation of the allegations. Individuals filing a complaint should recognize that the allegations may have to be discussed with witnesses and other persons concerned, including the alleged harasser, as part of the investigatory and/or disciplinary process.

(4) Non-Retaliation

(a) Individuals shall not be retaliated against for raising informal or formal complaints of sexual harassment or discrimination. Likewise, witnesses shall not be retaliated against for disclosing information regarding sexual harassment or discrimination. However, individuals should be aware that County policy prohibits the raising of false claims and/or the providing of false information in an investigation. Individuals found to have knowingly made a false claim or knowingly given false

information in an investigation shall be subject to disciplinary action up to and including termination.

In summary, the County will not tolerate sexual harassment, discrimination, or retaliation. Violators of this policy will be subject to disciplinary action up to and including termination. For the County to effectively enforce this policy, it is important that complaints of sexual harassment, discrimination, or retaliation be raised promptly and that they be accompanied by as much detailed information and documentation as possible.

900 MISCELLANEOUS

901.0 UNION POLICY _____ 77

901.0 UNION POLICY

POLICY:

It is the policy that all members have the right to deal directly with their supervisor or manager with reference to all working conditions. Therefore, the County is opposed to an outside third party, a union, in our working relationship with members.

COMMENTS/PROCEDURES:

(1) When management and members work toward common goals, unions are unnecessary. The County recognizes and accepts its obligation to provide members with good working conditions, good wages and benefits, fair treatment and personal respect, which each member deserves.

(2) Seminole County does not and will not discriminate against any member because of his or her membership or nonmembership in any organization. However, it is not necessary for members to belong to a union or any other organization in order to hold a job with the County.

(3) It is our belief that a union would not benefit members, the County, nor the public we serve. It is therefore Seminole County's intention, as permitted by state law, to oppose by lawful means any union which may seek to organize members.

FORMS

Forms have not been included in this Code. Actual forms may be obtained by contacting Human Resources.

These forms may be amended from time-to-time and are not subject to Board of County Commissioners' approval or adoption.

- Application for Leave
- Certification of Receipt of Personnel Policies
- Disciplinary Action: Verbal Warning, Written Warning/Reprimand, Suspension Without Pay
- Disciplinary Action: Suspension Level II
- Disciplinary Action: Termination
- Statement of Financial Interests [provided by the State of Florida, Commission on Ethics]
- Job Opportunities Application
- Notice of Injury [provided by Risk Management]
- Performance Management Process
- Employee Status Change

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