

Personnel Policy & Procedure Manual

**Pasco County Board of County
Commissioners**



Table of Contents

INTRODUCTION.....	5	<i>Policy.....</i>	<i>23</i>
GENERAL PROVISIONS.....	6	<i>Procedure.....</i>	<i>23</i>
<i>Purpose.....</i>	<i>6</i>	HOLIDAY DISPLAYS.....	24
<i>Positions Covered.....</i>	<i>6</i>	<i>Policy.....</i>	<i>24</i>
<i>Career Service.....</i>	<i>6</i>	<i>Procedure.....</i>	<i>24</i>
<i>Administration and Amendment.....</i>	<i>7</i>	CONFLICT OF INTEREST.....	25
<i>Department Policies.....</i>	<i>9</i>	<i>Policy.....</i>	<i>25</i>
CODE OF EMPLOYMENT.....	9	<i>Procedure.....</i>	<i>25</i>
<i>Policy.....</i>	<i>9</i>	OUTSIDE EMPLOYMENT.....	27
<i>Procedure.....</i>	<i>9</i>	<i>Policy.....</i>	<i>27</i>
EQUAL EMPLOYMENT OPPORTUNITY.....	10	<i>Procedure.....</i>	<i>27</i>
<i>Policy.....</i>	<i>10</i>	POLITICAL ACTIVITY RESTRICTIONS.....	28
<i>Procedure.....</i>	<i>10</i>	<i>Policy.....</i>	<i>28</i>
MANAGEMENT RIGHTS.....	11	<i>Procedure.....</i>	<i>28</i>
<i>Policy.....</i>	<i>11</i>	SOLICITATION.....	29
<i>Procedure.....</i>	<i>11</i>	<i>Policy.....</i>	<i>29</i>
RECORDS AND REPORTS.....	12	<i>Procedure.....</i>	<i>29</i>
<i>Responsibility.....</i>	<i>12</i>	COMMUNICATION.....	29
<i>Records Retention and Disposition.....</i>	<i>12</i>	<i>Policy.....</i>	<i>29</i>
.....	13	EMPLOYMENT & EMPLOYEE DEVELOPMENT.....	30
POLICIES AND PERSONAL CONDUCT.....	13	FILLING VACANCIES.....	31
CODE OF CONDUCT.....	14	<i>Policy for Filling Vacancies.....</i>	<i>31</i>
<i>Procedure.....</i>	<i>14</i>	<i>Processing Applicants.....</i>	<i>31</i>
HARASSMENT AND DISCRIMINATION POLICY.....	15	<i>Types of Appointments.....</i>	<i>32</i>
<i>Policy.....</i>	<i>15</i>	<i>Reinstatements.....</i>	<i>33</i>
<i>Prohibited Conduct.....</i>	<i>16</i>	EMPLOYMENT OF RELATIVES.....	33
<i>Procedure.....</i>	<i>16</i>	<i>Policy.....</i>	<i>33</i>
<i>Investigation and Discipline.....</i>	<i>17</i>	JOB DESCRIPTION/CLASSIFICATION.....	33
<i>Penalties.....</i>	<i>17</i>	<i>Policy.....</i>	<i>33</i>
<i>Retaliation.....</i>	<i>17</i>	<i>Procedure.....</i>	<i>34</i>
DRESS CODE.....	17	ADJUSTMENT PERIOD.....	34
<i>Policy.....</i>	<i>17</i>	<i>Policy.....</i>	<i>34</i>
<i>Procedure.....</i>	<i>17</i>	<i>Procedure.....</i>	<i>34</i>
UNIFORM POLICY.....	19	<i>Disciplinary Probation.....</i>	<i>35</i>
<i>Procedure.....</i>	<i>19</i>	ORIENTATION AND TRAINING.....	35
TOBACCO POLICY.....	22	<i>Policy.....</i>	<i>35</i>
<i>Policy.....</i>	<i>22</i>	<i>Procedure.....</i>	<i>35</i>
<i>Definitions.....</i>	<i>22</i>	EMPLOYEE SUPERVISION.....	36
<i>Procedure.....</i>	<i>22</i>	<i>Policy.....</i>	<i>36</i>
HEARING PARTICIPATION/REFUSAL.....	21	<i>Procedure.....</i>	<i>36</i>
<i>Policy.....</i>	<i>21</i>	PERFORMANCE EVALUATIONS/ANNUAL APPRAISAL.....	37
<i>Policy.....</i>	<i>22</i>	<i>Policy.....</i>	<i>37</i>
CUSTOMER RELATIONS.....	22	<i>Procedure.....</i>	<i>37</i>
<i>Policy.....</i>	<i>22</i>	EMPLOYEE RECOGNITION.....	38
<i>Procedure.....</i>	<i>22</i>	<i>Policy.....</i>	<i>38</i>
WORKPLACE VIOLENCE.....	23	<i>Procedure.....</i>	<i>38</i>
		EMPLOYEE INNOVATION PROGRAM.....	39

<i>Policy</i>	39	<i>Procedure</i>	69
<i>Procedure</i>	39	WELLNESS LEAVE	72
PROMOTION	42	<i>Policy</i>	72
<i>Policy</i>	42	<i>Procedure</i>	72
<i>Procedure</i>	42	BEREAVEMENT LEAVE	72
DEMOTION	43	<i>Policy</i>	72
<i>Policy</i>	43	<i>Procedure</i>	73
<i>Procedure</i>	43	CIVIL LEAVE	73
RECLASSIFICATION	44	<i>Policy</i>	73
<i>Policy</i>	44	<i>Procedure</i>	74
<i>Procedure</i>	44	MILITARY LEAVE	74
TRANSFER	45	<i>Policy</i>	74
<i>Policy</i>	45	<i>Definitions</i>	74
<i>Procedure</i>	45	<i>Procedure</i>	75
RESIGNATION/SEPARATION	46	ADMINISTRATIVE LEAVE	76
<i>Policy</i>	46	<i>Purpose</i>	76
<i>Procedure</i>	46	<i>Policy</i>	76
LAYOFF	46	<i>Procedure</i>	76
<i>Policy</i>	46	PTO/LEAVE DONATION	77
<i>Procedure</i>	47	<i>Policy</i>	77
NON-DISCIPLINARY SEPARATIONS	48	<i>Procedure</i>	77
<i>Policy</i>	48	PTO/MEDICAL LEAVE HARDSHIP POOL (MLP)	78
<i>Procedure</i>	48	<i>Purpose</i>	78
EMPLOYMENT REFERENCES	49	<i>Policy</i>	78
<i>Policy</i>	49	<i>Procedure</i>	78
COMPENSATION	50	PARENTAL LEAVE	79
PASCO COUNTY EMERGENCY PAY POLICY	51	<i>Purpose</i>	79
<i>Policy</i>	51	<i>Policy</i>	79
<i>Procedure</i>	51	<i>Procedure</i>	79
HOURS AND COMPENSATION	53	EDUCATIONAL INCENTIVE PAY	80
<i>Policy</i>	53	<i>Purpose</i>	80
<i>Procedure</i>	53	<i>Policy</i>	80
OUT OF TITLE/STEP UP PAY	59	<i>Procedure</i>	80
<i>Policy</i>	59	DEGREE ALTERNATIVE PROGRAM (DAP)	82
<i>Procedure</i>	59	<i>Purpose</i>	82
COMPENSATION PLAN	59	<i>Policy</i>	82
<i>Policy</i>	59	<i>Procedure</i>	82
<i>Procedure</i>	59	TUITION REIMBURSEMENT	82
BENEFITS	62	<i>Policy</i>	82
PAID HOLIDAYS	63	<i>Definitions</i>	82
<i>Policy</i>	63	<i>Procedure</i>	82
<i>Procedure</i>	63	RETIREMENT BENEFITS	84
<i>Eligibility for Holiday Pay</i>	63	<i>Policy</i>	84
<i>Scheduled Workday on a Holiday</i>	64	<i>Procedure</i>	85
<i>Holiday on a Leave Day</i>	64	<i>Deferred Compensation – 457(B) Plan</i>	85
PAID TIME OFF	64	DROP	85
<i>Policy</i>	64	<i>Policy</i>	85
<i>Procedure</i>	64	<i>Procedure</i>	85
ACCRUAL TABLES	65	GROUP INSURANCE	87
FMLA/PERSONAL LEAVE	69	<i>Policy</i>	87
<i>Policy</i>	69	<i>Procedure</i>	87
		EMPLOYEE ASSISTANCE PROGRAM	88
		<i>Policy</i>	88

<i>Procedure</i>	88
EMPLOYEE REFERRAL PROGRAM.....	90
<i>Policy</i>	90
EMPLOYEE HEALTH & SAFETY	92
DRIVING RECORDS	92
<i>Policy</i>	92
<i>Procedure</i>	92
PASCO COUNTY VEHICLE/EQUIPMENT ACCIDENT PROCEDURES	93
<i>Policy</i>	93
<i>Purpose</i>	93
<i>Procedure</i>	93
DRUG FREE WORKPLACE	94
<i>Policy</i>	94
<i>Definition</i>	94
<i>Procedure</i>	94
MEDICAL PROCEDURES	99
<i>Policy</i>	99
<i>Procedure</i>	99
WORKER'S COMPENSATION LEAVE.....	101
<i>Policy</i>	101
<i>Procedure</i>	102

EMPLOYEE RELATIONS.....	106
DISCIPLINARY PROCESS	107
<i>Policy</i>	107
<i>Procedure</i>	107
DISCHARGES, SUSPENSIONS, APPEALS AND HEARINGS	111
<i>Policy</i>	111
<i>Procedure</i>	111
EMPLOYEE GRIEVANCE POLICY	116
<i>Policy</i>	116
<i>Procedure</i>	117
<i>Policy</i>	119
<i>Procedure</i>	119
ADMINISTRATIVE POLICES & PROCEDURES	120
ADMINISTRATIVE POLICIES AND PROCEDURES	121
INDEX & GLOSSARY OF TERMS	122
ALPHABETICAL INDEX.....	123
GLOSSARY OF TERMS.....	123

Introduction



General Provisions

Purpose

These rules and regulations set forth the personnel policies of Pasco County. This is a guideline to familiarize everyone with some of the basic policies of the County. None of the policies are fixed terms of employment, and Pasco County reserves the right to modify any such policies or to make exceptions to them, at any time, without notice.

Pasco County makes a substantial investment in its employees and appreciates how valuable each individual is to the team. The County will make every effort to work with members of the team in an attempt to apply its policies fairly and to resolve job performance or other problems. It, therefore, hopes that discharges from employment will rarely, if ever, prove necessary. By holding members of management accountable for fairness to others, Pasco County feels that its goal of being a good and fair place to work for everyone will be achieved. These rules are not intended to, and do not create a contract of employment, nor does any policy statement herein or otherwise constitute a guarantee of future employment. Additionally, these policies do not guarantee a promise of specific treatment or any particular term of employment.

Positions Covered

The following provisions contained in this manual shall apply to all full-time employees unless otherwise superseded by a collective bargaining agreement, with the exception of Elected Officials; those appointed to fill vacancies in elected offices; members of advisory boards, commissions, committees; the County Attorney; the County Administrator, Chief Assistant County Attorney, and Assistant County Administrators or other contracted positions.

Rules and regulations related to general conduct shall apply to all positions in Pasco County including volunteers.

Career Service

- (1) The Personnel Policy & Procedure Manual shall apply to all positions in the County; however, the following employees are considered at will:
 - (A) County Commission Secretaries and clerical staff.
 - (B) The heads of departments and divisions appointed by the County Administrator.
 - (C) Employees designated as Professional-Mid-Management or Management and identified as such on their respective pay plans.
 - (D) County Attorney's and County Administrator's secretaries and clerical staff.
 - (E) Part-time employees who work less than 30 hours per week.
 - (F) County employees assigned to work within the Judicial System.
 - (G) Persons employed in casual employment for brief periods, but not in excess of 180 days because of temporary increase in volume of work or emergency conditions.
 - (H) Attorneys, physicians, or dentists.
 - (I) Persons under contract to conduct special studies or perform special surveys or services.
 - (J) Members of advisory boards, commissions, and committees appointed by the Board of County Commissioners or the County Administrator.
- (2) Temporary and part-time employees shall be appointed in accordance with the provisions of the Rules and

Regulations but shall not be entitled to the benefits afforded full-time/permanent employees.

- (3) There shall be no requirement of residence for filing applications; however, all exempt employees are encouraged to establish residence and actually reside during their period of employment in the County.
- (4) The County Administrator, Assistant County Administrator, and County Attorney are required to maintain County residency.

Administration and Amendment

- (1) The Board of County Commissioners determines the County budget and therefore the number of current positions covered by the Personnel Policy & Procedure Manual.
- (2) The County Attorney shall be the appointing and administrative authority for all assistants and staff of the County Attorney's Office. In applying the Personnel Policy & Procedure Manual to the County Attorney; assistants, and staff, all references in the manual to the County Administrator shall be deemed to mean the County Attorney for his office.
- (3) The County Administrator:
 - (A) Has the Authority to amend the rules and regulations from time to time as necessary to sustain County operations.
 - (B) Is responsible for the preparation and maintenance of the Personnel Policies and Procedures in Cooperation with the Human Resources Director.
 - (C) Is empowered to promulgate, adopt, and implement all administrative and procedural rules that relate to personnel and employment matters. This includes but is not limited to the following:
 - 1. Promote the orderly or efficient operation of County Government.
 - 2. Promote or improve employee relations with County administrative and policy-making personnel.
 - 3. Establish a fair and expeditious program for processing grievances and disciplinary actions in a manner that comports with relevant principles of due process of law.
 - 4. Establish an efficient method for administering employee benefits and compensation programs, within the budget, established by the Board of County Commissioners, including vacation, sick leave, or paid time off benefits.
 - 5. Establish hiring practices to be followed by County administration and management personnel.
 - 6. Establish hiring and leave practices relating to exempt administrative and management personnel under the control of the County Administrator.
 - 7. Establish hours of work, attendance, overtime, and compensatory time practices.
 - 8. Establish practices concerning promotion, demotion, classifications, reclassification, title changes, and vacancies.
 - 9. Establish methods for determining the standing and/or the discipline, assignment, and regulation of employees, which matters may be solely within the jurisdiction and discretion of the County Administrator.
 - 10. Establish procedures for the suspension, removal, or termination of employees.
 - 11. The authority to suspend, remove, or terminate, with, or without cause, and without the approval of the Board of County Commissioners, any employee or officer in the Exempt Service under the

control of the County Administrator.

12. Amendments to any procedural or administrative rule when it is necessary to promote the efficiency of County government and remove ambiguities in interpretations. Such amendments shall be compiled in writing and made available to any interested employee or person.

- (D) Makes the final decisions regarding acceptance, rejection, or modification of advisory opinions from the Personnel Advisory Board.
 - (E) Performs such other duties and exercises such other powers in the personnel administration as may be prescribed by law or the personnel policies and procedures.
- (4) The County Administrator shall appoint a Human Resources Director who shall be responsible for the administration and technical direction of the Personnel System. The Human Resources Director shall be chosen on the basis of professional training and experience in personnel administration and shall be appointed in the same manner as the heads of other County departments and divisions. The Human Resources Director shall:
- (A) Administer the Human Resources rules and regulations, and issue operating instructions and interpretations of the rules to employees.
 - (B) Develop and administer recruitment and examination programs to obtain an adequate supply of competent applications to meet the needs of Pasco County.
 - (C) Prepare and recommend to the County Administrator a Classification Plan and amendments to the plan so that it will reflect on a current basis the duties being performed by each position in the County Service and the classification to which the position is allocated.
 - (D) Administer the Compensation Plan, including the periodic study of wage and salary levels in the labor market, and make recommendations to the County Administrator for amendments to the Compensation Plan.
 - (E) Prepare and recommend such rules or amendments to the Personnel Policy & Procedure Manual to the County Administrator as necessary to carry out the intent and purposes of the personnel administration system.
 - (F) Establish and maintain a roster of all employees in the County Service under the Board of County Commissioners.
 - (G) Develop and implement, at the direction of the County Administrator, appointing authorities, employees, and others, such training and educational programs for the purpose of improving the quality of services rendered to the citizens and of aiding employees to equip themselves for advancement in the Career Service System.
 - (H) Consult with the Personnel Advisory Board on appropriate matters requiring their advice and opinions.
 - (I) Provide staff support to the Personnel Advisory Board. The Human Resources Director shall also present evidence and question witnesses before the Personnel Advisory Board during hearings.
 - (J) In conjunction with the annual budget process, submit an annual written report to the County Administrator covering the accomplishments of the Human Resources Department and the major areas of personnel administration during the preceding year.
 - (K) Perform such other duties and activities with reference to personnel administration, as may be necessary or desirable to enforce the provisions of these Rules, as the County Administrator may direct or as may be required.

- (L) The Assistant County Administrators, department and division heads, and all supervisory personnel will be responsible for the proper and effective administration of these Rules and Regulations within Their respective jurisdictions.

Department Policies

- (1) Departmental/Divisional policies and procedures shall serve as supplements to these Rules and Regulations. In the event of conflict in any section, the Personnel Policy & Procedure Manual shall prevail.
- (2) Departmental/Divisional policies and procedures will be reduced to writing and submitted through the appropriate Assistant County Administrator to the Human Resources Department for approval with regard to conformity to the Personnel Policy & Procedure Manual.

Code of Employment

Policy

In order to communicate to all employees the fundamental principles and mutual rights and obligations comprising the relationship of employment between Pasco County Board of County Commissioners (BOCC) and its personnel, it is the policy of the County to employ people on the basis of their qualifications and with assurance of equal opportunity and treatment regardless of an individual's race, religion, creed, color, national origin, ancestry, medical condition, mental and/or physical disability, marital status, gender, age, veteran status, or any other status protected by federal, state, or local law.

Procedure

- (1) In its continuing effort to implement fair and effective personnel policies, guidelines and practices, the County:
 - (A) Employs people on the basis of their qualifications and with assurance of equal opportunity and treatment regardless of race, religion, creed, color, national origin, ancestry, medical condition, mental and/or physical disability, marital status, gender, age, or veteran status or any other status protected by federal, state, or local law.
 - (B) Provides salaries and employee benefits which bear a fair and reasonable relationship to the work performed.
 - (C) Establishes reasonable hours of work.
 - (D) Maintains safe and healthful working conditions.
 - (E) Provides systematic work-related training during normal duty hours whenever possible, for those whose needs, capabilities and desires warrant such training.
 - (F) Welcomes constructive suggestions which relate to methods, procedures, working conditions and the nature of the work performed.
 - (G) Establishes procedures for employees to discuss freely any matter of interest or concern with their immediate Supervisors or Department Managers.
 - (H) Permits each employee as much discretion and responsibility in performing their duties as is consistent with a well-coordinated and effective operation.
- (2) The County expects all employees:
 - (A) To perform a productive day's work.

- (B) To arrive at their departments or work assignments on time.
- (C) To demonstrate a considerate, friendly, and constructive attitude toward all people.
- (D) To adhere to the Policies and Guidelines adopted by the County.
- (E) To conduct themselves in accordance with Pasco County Core Values:
 1. Integrity- We are honest. We do the right thing when no one is watching. We stand up for what is right. We own mistakes and learn from them.
 2. Respect- We earn this. We treat everyone with courtesy, consideration, and compassion. We appreciate all regardless of position or title. We resolve conflicts to help others and improve team unity.
 3. Service Excellence- We serve to make our community better. We place our citizens' and customers' interests first. We deliver at the highest standards. We are always learning and improving.
 4. Innovation- We are open to change. We minimize complexity and simplify processes. We embrace creativity and encourage participation. We implement cost-effective solutions.

Equal Employment Opportunity

Policy

Pasco County will not discriminate in employment or employee development because of an individual's race, religion, creed, color, national origin, ancestry, medical condition, mental and/or physical disability, marital status, gender, age, or veteran status or any other status protected by federal, state, or local law.

Procedure

- (1) The County is morally and ethically committed to a policy of fairness and equity for all employees and will give every employee the opportunity to achieve maximum potential as an employee and as a human being.
 - (A) People with disabilities will be given full consideration for employment in all departments and divisions. Every effort shall be made to employ and retain people with disabilities in positions where the disability will not impair performance with reasonable accommodations. Physical standards will be fair, reasonable, and adapted to the realistic requirements of jobs. Such standards will be based on complete information regarding working conditions, hazards and essential physical requirements of each job. Physical standards will not be used to arbitrarily eliminate people with disabilities from consideration.
 - (B) The Human Resources Director is designated the Equal Employment Opportunity (EEO) Officer to administer, coordinate, and supervise all equal employment opportunity projects and concepts.
 1. As the EEO Officer, the Human Resources Director is responsible for the following functions as part of the administration of the EEO plan.
 - A. Ensuring that all required Federal and State EEO materials and postings are disseminated to the departments and displayed in areas where employees have access to such postings (such as break rooms, etc.)
 - B. Conducting Training on EEO policies and procedures with managers, supervisors, and employees on a periodic basis to ensure compliance with all rules and guidelines.
 - C. Meeting at least twice a year with the County Administrator to discuss the EEO program, update senior management on any claims or shortfalls, and ensure the implementation of the program is compliant with all rules and regulations.
 - D. Ensuring that all new hires are trained on EEO and harassment free workplace during new hire

Orientation or within 90 days of their employment with Pasco County.

- E. Ensuring that all recruiting ads meet the EEO guidelines and state that Pasco County is an Equal Opportunity Employer.
- F. Overseeing the Preparation of both the Annual EEO-4 plan and the Bi-Annual Federal EEO plan in order to ensure that tracking is completed on the basis of sex and race for both new hires and promotions and that any potential barriers to employment are identified, addressed, and corrected.
- G. Assisting the County Administrator in the preparation of Employee Surveys to ensure that employees have input on their work environment in order to gauge the success of EEO and other developmental programs.
- H. Ensuring that all contracts with sub-contractors and vendors contain language ensuring their compliance with EEO rules and regulations.
- I. Tracking disciplines in Human Resources in order to ensure that there is no discrimination with respect to the administration of disciplinary action on the basis of race, sex, or any other protected status.
- J. Monitoring and responding to any complaints related to EEO compliance.
- K. Updating the EEO plan as necessary to address any shortfalls if identified by audits including the EEO-4 report.

Management Rights

Policy

In order to communicate to all employees, the fundamental principles and mutual rights and obligations comprising the relationship of employment between Pasco County BOCC and its personnel, it is the policy of the County to establish certain managerial rights and responsibilities.

Procedure

- (1) The County retains the following rights, in accordance with applicable laws, regulations, and Human Resources rules and guidelines including, but not limited to, the following:
 - (A) To assign, supervise, discipline, and dismiss employees.
 - (B) To determine and change work hours.
 - (C) To determine and change the size of and qualifications of the work force.
 - (D) To establish and change its policies, guidelines, practices, rules, and regulations.
 - (E) To determine and change methods by which its operations are to be carried out.
 - (F) To assign duties to employees in accordance with the County's needs and requirements and to carry out all ordinary administrative and operational functions.
 - (G) To designate special hours and work rules which may be in conflict with these policies and guidelines for the person performing critical job functions such as Emergency Services or a job that directly affects public health and safety.
 - (H) To determine the organization of County Government and the purpose of each of its constituent

agencies.

- (I) To exercise control and discretion over the organization and efficiency of operations of the County.
- (J) To set standards for services to be offered to the public.
- (K) To hire, examine, classify, promote, train, transfer, assign, schedule, and retain employees in positions with the County.
- (L) To suspend, demote, discharge, or take other disciplinary action against employees for cause.
- (M) To increase, reduce, change, modify, or otherwise alter the composition and size of the work force, including the right to relieve employees from duties because of lack of work, funds, or other legitimate reasons.
- (N) To determine the number of employees to be employed by the County.
- (O) To establish, change, or modify the number, types, and grades of positions or employees assigned to an organization, unit, department, division, or project.
- (P) To establish, change, or modify duties, tasks, responsibilities, or job requirements, in the interest of efficiency, economy, technological change, or operating requirements.

Records and Reports

Responsibility

The Human Resources Department is responsible for establishing and maintaining comprehensive, central personnel records of all County employees.

- (1) All personnel records of employees of the County Government covered under the Personnel System and all other records and materials relating to the administration of the system shall be considered the property of the County. The decision of the Human Resources Director relating to the use, maintenance, and disposition of such records and material, and as to whether or not any information contained therein may be disclosed in accordance with applicable laws shall be final.
- (2) Employees should be aware of the importance of keeping their personnel records current. This means immediately notifying the Human Resources Department of any changes, such as changes of address (even if temporary); telephone number; beneficiary; number of dependents; divorce; marriage; or any change of status not previously reported that was originally given at time of employment. This is the responsibility of the employee and failure to comply may result in loss of employee benefits.
- (3) The Human Resources Department should be informed of any special training courses completed by an employee. Copies of diplomas or certificates are to become a permanent addition to the employee's personnel file.

Records Retention and Disposition

Human Resources shall determine the time limit that any personnel records shall be kept on file and will carry out the final disposition of such records, in accordance with applicable state and federal laws.

Policies and Personal Conduct



Code of Conduct

Pasco County expects all of its employees to remember that they are public employees and conduct themselves in a manner that exemplifies Pasco County Government, its public officials, fellow employees, and themselves. The policy will be in direct compliance with the Florida Statutes, Chapter 112.

All employees are responsible for becoming aware of and familiar with the policies and procedures which govern their employment with the Pasco County BOCC.

Employees are prohibited from promoting or conducting personal or private business for gain or personal benefit within any County building or property or on County time.

It is the responsibility of the employee to conduct him/herself in a professional manner and to adhere to established policies and procedures. Failure to meet government standards and follow established procedures, may lead to disciplinary action up to and including termination of employment.

Procedure

General Conduct Statement – This code of conduct applies to all employees employed by the Pasco County BOCC.

- (1) All Employees are expected to remember that they are public service employees and to conduct themselves accordingly. The County expects its employees to comply with the following conduct provisions:
 - (A) Employees will not act in any manner that may discredit Pasco County BOCC County Government, its public officials, fellow employees, or themselves.
 - (B) Employees will avoid conduct and speech which may undermine the efficiency and/or reputation of fellow employees and County departments, divisions, offices, policies, programs, and actions; or that interferes with the reasonable supervision or proper discipline of the County.
 - (C) Employees will direct and coordinate their efforts to establish and maintain the highest level of efficiency, morale, and achievement.
 - (D) Employees will conduct themselves in such a manner that promotes the greatest degree of harmony among various departments/agencies in the County.
 - (E) Employees will not make any false statement or certification of these policies, or in any manner, commit or attempt to commit any fraud preventing the impartial execution of the provisions of these policies with regard to employment, promotion, or any other terms or conditions of employment.
- (2) Employees found in violation of this policy will be subject to disciplinary action up to and including termination.
- (3) Employee Responsibility for Human Resources Policies/ Public Personnel Files:
 - (A) All employees are responsible for becoming aware of and familiar with the policies and procedures which govern their employment with the Pasco County Board of County Commissioners.
 - (B) Employee Responsibilities - Each employee has the following responsibilities:
 1. To be familiar with Human Resources policies and procedures that affect and govern his/her employment with Pasco County and their relationship with fellow employees, supervisors, County management/administration and the public.

2. To maintain updated and accurate information contained in his/her personnel file, such as: name, address (actual place of residence and/or mailing address), home telephone number, emergency contact, beneficiary designations, dependents eligible for family coverage of insurance, copies of certificates, diplomas, transcripts, other educational records, arrests and/or convictions, driver's license status, employment by the County of relatives, and any/all other information previously provided to the County (e.g., information contained in job applications).
 3. If necessary, revise his/her applications when applying for an internal position to assure that all information on the application is current.
 4. To be familiar with any updates and/or revisions to the Pasco County Personnel Policy and Procedure Manual.
 5. To be aware of the County's posting and promotional process for filling positions by competitive selection for career advancement.
 6. Liability for Accurate Personnel Records Act & Personnel Records/Files
- (C) Neither the Human Resources Department nor the County is liable if incorrect withholding, erroneous beneficiary designations, loss of employee benefits or promotional opportunity result from an employee's failure to keep personnel records/files current.
- (2) Florida Public Records Act & Personnel Records/Files
- (A) Pursuant to the provisions of the Florida Public Records Act, records and files of the Human Resources Department are considered open for a personal inspection by anyone; however, the review must be conducted in the physical presence of the custodian of records or designee during regular operating hours, and upon reasonable notice for arranging inspection.
 - (B) The County respects the privacy of its employees and, in this regard, will keep all information in its personnel files confidential to the extent permitted under Florida Law.

Harassment and Discrimination Policy

Policy

It is the policy of Pasco County to provide a work environment, which is free from verbal or physical conduct that unreasonably harasses, disturbs, or interferes with an employee's work performance or that creates an intimidating, offensive or hostile work environment.

Pasco County is committed to fostering positive business practices that are designed to ensure that all employees are treated with respect and dignity. An important objective of these policies is to prevent prohibited conduct that interferes with an employee's work or is intimidating, hostile or offensive. Pasco County prohibits harassment and discrimination based on an individual's race, religion, creed, color, national origin, ancestry, medical condition, mental and/or physical disability, marital status, gender, age, or veteran status or any other status protected by federal, state, or local law.

Any sexually harassing or offensive conduct, whether by managers, supervisors, employees, or non-employees who enter the County's workplace, is prohibited. Such prohibited conduct includes, but is not limited to:

- (1) Unwanted physical contact or offensive conduct of a sexual nature, including flirtations, advances, or propositions.

- (2) Verbal harassment about an individual's sex, sexual interest or orientation, sexual innuendos, and offensive jokes or descriptions of personal sexual conduct.
- (3) Demeaning, degrading or insulting comments about a person's physical appearance.
- (4) Displaying in the workplace photos or other materials which are demeaning, insulting, intimidating, or sexually suggestive.
- (5) Demeaning, insulting, sexually suggestive, or otherwise offensive written, recorded, telephonic or electronically transmitted messages.

Prohibited Conduct

- (1) Quid Pro Quo – Using a person's response to a request for sexual favors as a basis for an employment decision. Examples include but are not limited to, the following:
 - (A) Requesting or demanding sexual favors in exchange for employment opportunities.
 - (B) Submitting unfair or inaccurate job evaluations, or denying training, promotion, or access to any other employment opportunity, because sexual advances have been rejected.
- (2) Hostile Work Environment – Unwelcome conduct either of a sexual nature or based on another protected status such as an individual's age, race, disability, gender, or national origin, that is severe or pervasive and that a reasonable person would find abusive, intimidating, or hostile.
- (3) Sexual or other offensive comments, teasing, or jokes; sexual slurs, demeaning epithets, derogatory statements, unwanted sexual advances, invitations, or comments, or other verbal abuse.
- (4) Graphic or sexually suggestive comments about an individual's attire or body.
- (5) Inquiries or discussions about sexual activities.
- (6) Visual conduct such as displaying derogatory and/or sexually oriented posters, photography, cartoons, drawing, or gestures.
- (7) Sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling.
- (8) Retaliation for having reported or threatened to report harassment.

Procedure

Pasco County Employees are required to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

An employee who experiences or witnesses any of the prohibited conduct mentioned above, or who believes he or she may be experiencing such conduct, is required to report the incident or conduct as soon as possible, either verbally or in writing, to his or her supervisor, manager, department director or to contact Human Resources directly (or the County Administrator, if the complaint involves HR). There will be no retaliation for reporting harassment.

The supervisor, manager, or department director receiving notice of a complaint of discrimination or harassment is to report it immediately to the Director of Human Resources, or the Director's designee. Employees are able and encouraged to report any harassment activity to outside agencies authorized by law to investigate unlawful employment activities, including the Equal Employment Opportunity Commission, www.eeoc.gov.

Investigation and Discipline

Reports of violations of the County's Harassment Policy will be treated seriously and investigated promptly. The Pasco County Human Resources Department is hereby designated as the agency authorized to conduct investigations of alleged violations under this policy. The County Administrator may authorize an alternative investigative unit as necessary.

At a minimum, once the Human Resources Department Director or designee becomes aware of a complaint of harassment under this policy, a directive will be issued requiring no further contact between the alleged harasser and the alleged victim until an investigation has been concluded. However, no adverse action will be taken against an alleged victim in order to accomplish the directive.

To ensure fairness to all parties, an investigation will include the taking of oral and written statements from the parties involved and any witnesses. Any alleged harasser will be provided with the opportunity to respond to allegations of harassment. To the extent possible, the investigation will be conducted in a confidential manner. Any refusal by an employee to cooperate in a harassment investigation by the designated County official will be considered in violation of this Policy and may result in disciplinary action, as will any complaint which is found to have been made in bad faith without any basis in fact. Violations of this policy may result in discipline up to and including termination under the pertinent County Personnel Policy.

Penalties

If it has been determined that unlawful harassment has occurred, effective remedial action will be taken as appropriate. Any employee determined to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination.

Retaliation

Pasco County expressly forbids retaliation of any form against any individual who alleges discrimination or harassment against themselves or others. The County also forbids retaliation against any individual who is closely related to or associated with a person who participates in any reasonable opposition to discrimination and/or harassment carried out in good faith. Acts of retaliation shall be reported immediately and will be promptly investigated and addressed.

An employee's protests against alleged discriminatory employment practices will not release the worker from appropriate discipline or discharge. Opposition to perceived discrimination or harassment does not serve as a license for the employee to neglect job duties.

Dress Code

Policy

All employees will be required to dress appropriately while on the job, as determined by County and department standards.

Procedure

- (1) Non-Uniformed Employees: Employees required to wear apparel appropriate to the area in which they are assigned.
- (2) Personal Grooming

- (A) Employees should be sensitive to the fact that customers and other employees may have sensitivity to aftershaves, colognes, and perfumes and they should be used in moderation.
- (B) When wearing jewelry to work, employees should select jewelry that projects a professional image.
- (C) Tattoos must not be offensive. Tattoos should contain no nudity or obscenities nor promote any racial or ethnic slurs or criminal behavior. Tattoos of this nature must be covered at all times with clothing or bandages.
- (3) Because performance requirements vary in each department, the determination of Employees' specific dress and personal appearance standard will be appropriate to the work and services provided by the position, as determined by the Department Director.
- (4) All employees must maintain a personal appearance that is clean and appropriate for their positions, (i.e., office attire or uniforms). Individual judgment must be exercised when determining proper use of assigned uniforms (or any other County issued property). Uncertainties can be verified with either supervisors or the Human Resources Department. Proper personal appearance also includes good, proper hygiene.
- (5) Employees who work between a variety of work locations shall wear County issued identification ID Badges which is visible while at work.
- (6) Clothing worn by County employees while on duty must be appropriate for their position. However, the following are examples of what is not considered appropriate while on duty:
 - (A) Tight fitting slacks, trousers, or pants.
 - (B) Sweatpants, sweatshirts or workout attire.
 - (C) Shorts (unless part of a uniform that meets the uniform standards with regard to length and color) and jeans unless approved by the supervisor due to the work and services provided in that department.
 - (D) Sun dresses, dresses or tops with low cut front or back, or halter tops.
 - (E) "Mini" or extremely short skirts or spandex in lieu of slacks or a skirt.
 - (F) Tee shirts, unless part of a uniform or issued by the County and approved by the Department
 - (G) Footwear: all footwear will be clean and should be sturdy, stable and safe (no flip-flops); footwear should be appropriate to the duties and responsibilities of the employee.
- (7) Casual Friday - County Employees may participate in casual Friday. Employees may wear jeans (without holes, tears, etc.) to work on Friday, unless otherwise instructed by their department manager or supervisor. However, if employees have a job-related commitment or are required to attend scheduled meetings where jeans are not appropriate, they should otherwise dress appropriately.
- (8) Employees who fail to follow the proper dress code will be counseled and subject to disciplinary actions, including leaving the premises (if necessary). Employees sent home to change will not be compensated for their time. They may use "unscheduled PTO" if their supervisor approves it.
- (9) Authorized Access; ID/Access Badge

Employees are prohibited from going into a work area or other restricted area without authorization, this includes being at work during unauthorized hours, going into areas without required authorization, using someone else's name badge to gain unauthorized access, or violating state or federal law by going into areas restricted by state or federal law (i.e. going into locker rooms or restrooms designated for the opposite sex).

- (A) The County will issue ID/Access badges to all full-time, part-time, and temporary employees by the Human Resources Department, at the time of orientation; however, no access permissions are initially provided by HR.

- (B) Door access permissions are granted on an as-need basis and can be altered or revoked at any time to maintain the principle of “Least Privilege”, in the interest of security and safeguarding of personal information.
- (C) Access shall be requested using an Access Request Form, located under Administrative Policies and Procedures, section 300-01. The form must be completely filled out and submitted through an employee’s chain of command to the Access Control System Administrator.
- (D) An ID badge will be on the employee at all times while on County property or executing job duties.
- (E) In the event a badge is lost, employees must notify their supervisor immediately, who must promptly notify the Access Control System Administrator to suspend access. Every attempt must be made to locate the lost badge; however, if the badge cannot be located within 24 hours, a new badge will be issued at the employee’s expense of ten (10) dollars through payroll deduction, using the lost badge/payroll deduction form. This form is available through Human Resources.
- (F) ID badges will not be re-issued without a complete and signed lost badge/payroll deduction form.
- (G) When an employee terminates employment with the County, the employee must return his/her identification card to the Human Resources Department.
- (H) Employees who access work or restricted areas without authorization will be counseled and subject to disciplinary action.

Uniform Policy

Policy

It is the policy of the County that certain positions, as designated in each department, may be required to wear a uniform while on the job.

Procedure

- (1) General Guidelines
 - (A) Each Department Director will identify the positions within their respective department for which the wearing of a uniform is required. Department Directors should ensure that uniforms are absolutely necessary.
 - (B) Employees filling positions that require the wearing of a uniform must wear issued uniforms on the job on a daily basis once the employee receives his/her supply of uniforms.
 - (C) Each department requiring employees to wear uniforms must include funds for new issues and replacement of uniforms in their respective department annual budget.
- (2) Uniform Issuance: Employees may be required to wear specific colored or styled uniforms which may or may not be furnished by Pasco County.
 - (A) When an employee is assigned to a position which has been designated as requiring a uniform, the employee’s Department Director/Assistant County Administrator will authorize the issuance of uniforms to the employee using a Uniform Inventory Form. The employee must sign for all issued uniforms.

NOTE: Employees should be aware that the IRS mandates that uniforms which can be considered “street clothing” are taxable as a benefit to employees. Street clothing includes jeans, jean shorts or other shorts, khaki

or cargo pants, t-shirts and hats. Safety apparel such as t-shirts with reflective striping are excluded. Uniform taxation rules apply to taxable items whether purchased or leased by the County. The method of payment, including credit card purchases, does not affect whether the items are taxable or not under IRS regulations, including IRS Code Section 61(a) (1). For taxable items, the County will calculate the fringe benefit valuation using IRS regulations and represent the amount as gross taxable wage on the employee's paycheck quarterly.

Uniform purchases may be audited by Human Resources and the Department of Financial Services to ensure compliance with tax requirements.

- (B) This Department Director will determine the number of shirts and pants to be issued commensurate with the employee's expected field time.
- (C) Employees who are required to wear a uniform are expected to wear it properly and in its entirety. Uniforms must be clean and neatly maintained.
- (D) Employees that are required to wear steel toe safety shoes or boots as part of their job shall receive a stipend annually to purchase the safety shoes or boots.
- (E) Alcoholic beverages shall not be purchased or consumed while in a County uniform, even if off-duty. All non-County related activities (e.g., mowing a friend's lawn after hours while in a County uniform) are considered improper use of County-issued property, and could lead to disciplinary action.

(3) Care and Maintenance of Uniforms

- (A) Employees are personally responsible for the proper care, cleaning, alterations and repair of uniforms issued to them. As a convenience and to provide assistance in maintenance of uniforms, a cleaning service may be available through the County.
- (B) If uniform item(s) becomes unserviceable (torn beyond repair, unpresentable, overly worn, etc.) the employee must launder the item and request a replacement.
- (C) If an employee loses a uniform item, the employee will be charged the current cost for the item for a replacement. The employee may make payment for the item over the counter or have the cost withheld from his/her pay.

(4) Termination of Employment

- (A) When an employee terminates employment with the County or is transferred into a position for which wearing a uniform is not required; the employee must return all uniform items to their immediate supervisor no later than the date of termination or reassignment. All returned items must be laundered and in good condition.
- (B) When an employee terminates employment with the County, the employee must return his/her identification card to the Human Resources Department.
- (C) If the employee fails to return any uniform item(s), the cost of the unreturned item(s) will be deducted from the employee's final payment in accordance with the Fair Labor Standards Act (FLSA).

(5) Policy Violation and Revision

- (A) An employee who does not wear the uniform specified, without a reason acceptable to the immediate supervisor will be subject to disciplinary action, up to and including termination of employment.
- (B) Employees may not wear County uniforms in any capacity other than when they are performing official business for the County.
- (C) Failure to comply with the guidelines established in this policy may lead to disciplinary action up to and including termination of employment.

- (D) Employees and volunteers shall exercise caution in their conduct when wearing apparel with insignia, logos, or language indicating an affiliation with Pasco County in order to not bring discredit or reflect negatively upon the County.

Tobacco Policy

Policy

The County encourages employees to make healthy lifestyle choices by choosing not to smoke, and avoiding the use of tobacco and tobacco substitute products.

In addition, it is the policy of the County to regulate the smoking of tobacco and tobacco substitute products in facilities operated and maintained by the County, in compliance with the Florida Clean Indoor Air Act (FCIAA) Florida Statutes Sections 386.201.

The FCIAA creates and protects areas that are free from the hazards of tobacco smoke.

Definitions

- Tobacco- cigarettes, cigars, pipe tobacco, chew, dip, or snuff
- Tobacco substitute- vapor pipes, electronic cigarettes, herbal chew or snuff

Procedure

The Florida Clean Indoor Air Act (FCIAA) provides specific requirements for the regulation of smoking in all government buildings and facilities (Including County vehicles).

- (1) The Act is applicable to all County owned, operated, maintained, leased, or otherwise controlled facilities.
- (2) Use of tobacco or tobacco substitute products is expressly prohibited in both employee and public use areas including, but not limited to waiting rooms, lobbies, lounges, rest rooms, elevators, hallways or any other areas of common use by the public.
- (3) Use of any tobacco or tobacco substitute product in a County vehicle is strictly prohibited.
- (4) This policy is meant to protect the health, comfort, and environment of County employees and of the general public using County facilities.
- (5) Each Department Manager shall post no-smoking signs as required by this policy. The Act provides substantial penalties against the person in charge of a public area who does not comply with the Act.

Hearing Participation/Refusal

Policy

As a condition of employment, any employee may be required, upon due notice, to cooperate with any job-related hearing or inquiry/investigation conducted by any person authorized by law to conduct such hearing or inquiry, and, in particular by the Pasco County BOCC, or any person, committee, board or body authorized to act on its behalf. Prohibited conduct includes:

- (1) Willfully refusing to appear.
- (2) Appearing, but refusing to answer any questions, except where the 5th Amendment to the United States Constitution may apply.
- (3) Willfully and knowingly giving false answers to any questions.
- (4) Any interference with an investigation or hearing.

Duty to Notify

Policy

As a condition of employment with Pasco County Board of County Commissioners, employees are required to notify their immediate supervisors, not later than the next working day, when an employee has been arrested or when information has been filed by a prosecuting official against him/her for an offense or violation of law (including moving traffic violations) and/or when the employee is indicted by a Grand Jury.

Procedure

- (1) The County will conduct its own independent investigation taking into consideration the Employee's testimony and will review any police report or other available documents. The County will evaluate each arrest/indictment on a case-by-case basis taking into consideration multiple factors including the charge, performance, employment record of the employee, length of service, or any other factors the County, in its sole discretion, deems relevant.
 - (A) If the employee pleads nolo contendere or guilty, enters into a plea agreement including pre-trial intervention or is tried and found guilty of any felonious charge and/or crime involving dishonesty or moral turpitude, the employee may be immediately terminated from Pasco County BOCC employment. In the event such person is tried and acquitted, or the information or indictment is dismissed or quashed, the affected employee's Department Director and the Human Resources Director will review his/her employment status to determine whether reinstatement, re-employment, or continuing employment is appropriate.
 - (B) Employees arrested or indicted by a Grand Jury or on whom information has been filed by a prosecuting official for a felonious offense, a crime involving dishonesty or moral turpitude, or a charge that could be related to their work, may be placed on Administrative Leave with or without pay with approval of the Department Director and Human Resources Director.
 - (C) If an incident or charge is directly work related, or the offense is of a serious nature, nothing shall preclude the County from initiating disciplinary action independent of any judicial hearing or proceeding.

Customer Relations

Policy

It is the policy of the County to provide members of the public with the best possible service. Employees are expected to treat members of the public in a courteous, respectful manner at all times.

Procedure

- (1) Employees should always remember that members of the public come first and are entitled to the same thoughtful treatment that the employee would like to receive. Members of the public should always be treated in a polite and courteous manner.
 - (A) When a member of the public approaches an employee with a question or complaint, the employee will give the matter his/her immediate attention. If a member of the public becomes abusive or argumentative and the employee cannot properly handle the situation, the employee should contact their supervisor immediately. If the employee feels threatened, the proper authorities should be contacted.

- (B) Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. Unless department procedures dictate otherwise, the following procedures are to be followed:
 - 1. When answering the telephone, give the name of the department and the identity of the speaker.
 - 2. If the person with whom the caller wishes to speak is on another line, ask the caller if they wish to be placed on hold.
 - 3. If a caller has already been placed on hold, offer to have the call returned if the person with whom he wishes to speak is not available within a reasonable time.
 - 4. When a caller leaves a name, number, or message, make sure it is recorded correctly with date, time, call back information and name of employee taking the message. Ensure the intended recipient receives the message.
 - 5. When placing calls, all employees should take and place their own calls.
- (C) When an employee is in the field or needs to enter the residence of a citizen, the employee should: always show his/her identification, state the nature of his/her business, and always treat the citizen in a polite and courteous manner.
- (2) When an employee is in the field or needs to enter the residence of a citizen, the employee should: always show his/her identification, state the nature of his/her business, and always treat the citizen in a polite and courteous manner.

Workplace Violence

Policy

It is Pasco County's policy to provide a safe work environment for its employees. In order to facilitate this, Pasco County has zero tolerance for workplace violence. Workplace violence includes any act or threatened act of assault, battery, stalking, kidnapping or other hostile act that could result in bodily harm to another employee, visitor, or guest. Violation of this policy will result in disciplinary action, up to termination of employment and referral to a local law enforcement agency for investigation.

Procedure

- (1) All employees are responsible for fostering a safe work environment by maintaining situational awareness and adhering to a climate of dignity and respect. Employees must report all workplace violence related activity to their immediate supervisor.
- (2) Supervisors play a key role in recognizing potential workplace violence and taking proactive measures to de-escalate situations before they become hostile. Supervisors must promote a climate of dignity and respect and investigate all reports of workplace violence.
- (3) Conflicts should be resolved at the lowest level possible whenever the situation permits and is reasonable. Conflict resolution should always be conducted in a professional manner using the following guidelines:
 - (A) Cool off—take some time to allow emotions to calm down; it is very difficult to have a civil conversation when people are angry.
 - (B) Assess the situation—ensure both parties feel safe and secure in the environment. Choose a location where both parties feel free to leave. Avoid an audience; however, use a neutral mediator if necessary.
 - (C) Listen—do not just wait to talk, listen! Active listening allows one to understand how actions and behaviors are perceived by others. Listening to someone lets them know that you care, and is the

key to conflict resolution.

- (4) Any threatening or intimidating communication, conduct, or gesture, including the brandishing of a weapon, directed toward another employee or citizen that causes a reasonable belief of physical harm to a person or property is strictly prohibited. Those in violation of this paragraph will be subject to disciplinary action up to and including termination.

Holiday Displays

Policy

The First Amendment to the United States Constitution provides that “Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof.” This amendment applies to all governmental entities, not merely the Federal government or Congress, and has been interpreted to mean, in its most basic form, that government should neither sponsor nor endorse any religious activity, nor discriminate against religion or religious expression.

Some religious displays on public property have been found by courts to violate the First Amendment. The legal test to determine whether such displays are permissible is whether the display has a secular purpose, whether the display has as its primary or principle effect the advancement of religion, or a particular religious belief, and whether the display fosters an excessive entanglement of government with religion.

(1) General Guidelines

- (A) An overall display that is understood to convey secular recognition of different traditions for celebrating a holiday or season is allowed. Those items erected or displayed by the County should be of a purely secular nature.
- (B) For example, in the winter season, garlands, wreaths, snowflakes, Santa Clauses, gingerbread houses, reindeer, snowmen, lights, etc., may be displayed in the workplace. A traditional evergreen-type tree may be displayed, but the ornaments may not be of a religious nature. Angels and nativity scenes should not be displayed in the workplace.
- (C) In the spring season, bunnies, chicks, baskets, and eggs may be used. Symbols of a Religious significance, such as a cross or crucifix may not be displayed in the workplace.
- (D) Government resources should not be used in erecting a holiday or seasonal display.
- (E) Within the portions of County buildings not designated for expressive activities by the public, such as offices, staff may erect holiday displays of whatever nature for their personal enjoyment, subject to determination by the County Administrator or designee if the displays are distracting to other employees or pose a safety hazard.

Procedure

The following procedures should be followed to obtain approval for holiday displays:

(1) Private Office

- (A) No approval Required.
- (2) An area where the public is admitted, but not a private office and not an area made available to the public to erect displays (e.g., foyers.)

- (A) As long as secular items are the only items displayed, no approval is required.
- (3) An area where the public is traditionally allowed to erect displays (e.g., courthouse lawn), an area made available to the public to erect displays, but not a traditional public forum (e.g., Holiday Card Lane): or a room/building reserved for private use (e.g., Elderly Nutrition Dining Hall):
 - (A) The County will not sponsor or erect any displays in these areas. If an outside organization wishes to erect a display, they must request approval to do so from County Administration in writing (e-mail is an acceptable request form). Any type of holiday display is acceptable as long as the display has signage signifying the organization. The request only needs to mention the requesting organization, location of the display and the dates/times the display will be available for viewing. If the organization is requesting the use of County resources, the organization must also include this in the request (the County will attempt to minimize the use of any County resources).
- (4) If any questions arise on the interpretation of the above policies, the department head should address individual concerns with the County Attorney's Office.

Conflict of Interest

Policy

No County Employee shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties in the public interest (F.S. 112.311 (5).)

Procedure

- (1) Conflicts of Interest - "Conflict" or "Conflict of Interest" means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest. This is inclusive of all outside personal or business relationships that afford present or future financial benefits to an employee, an employee's family, or to individuals that the employee has financial/business ties with, which may be determined by the County Administrator or designee as a conflict of interest.
- (2) The following situations shall be considered as potential areas of "conflict" and may be considered as a "conflict of interest" for Pasco County BOCC employees:
 - (A) Employees which may be in a position to influence County decisions must refrain from relationships that may adversely affect their judgment in dealing with County vendors/suppliers or with other public agencies.
 - (B) To engage in a private business or financial relationship that may secure advantage for goods, services or influence due to the employee's position with Pasco County BOCC.
 - (C) To perform any services, either as an officer, director, agent, sole proprietor, partner, stockholder (if owning in excess of 10% of securities outstanding), employee, paid consultant or advisor, for another person or entity that is doing or seeking to do business with Pasco County BOCC or another public entity, except with the knowledge and consent of Pasco County BOCC in written form signed/approved by the County Administrator or designee.
 - (D) To purchase, rent or lease any realty, goods and/or services (including equipment, facilities, etc.) on behalf of Pasco County BOCC from persons or entities which s/he is related or in which s/he has an interest; or to make any such purchase or lease otherwise than generally on the basis of price, quality, and service.

- (E) An employee, or any member of the employee's immediate family, owning a financial interest in an entity that is doing or seeking to do business with Pasco County BOCC, except when such interest consists of ownership of widely held and traded securities in corporation.
- (F) An employee or his/her immediate family, acting in a private capacity, renting, leasing, or selling any realty, goods or services to Pasco County BOCC or any political subdivision thereof.
- (G) To corruptly use or attempt to use his/her official position or any property or resource that may be within his/her trust, or to perform his/her official duties, to secure a special privilege, benefit, or exemption for themselves or others.
- (H) Engaging in an inappropriate relationship with a subordinate, whose work is evaluated, and whose pay is determined by the nature of the supervisory role.

(3) Responsibilities for Conflict of Interest

- (A) If any of these potential conflicts are possible, the employee is obligated to advise his/her immediate supervisor and fill out the appropriate conflict of interest form as soon as they have knowledge of the potential conflict.
- (B) If the department director and/or County Administrator is of the opinion that said conflict is of such a nature that it hinders the operations of the Department and/or the County, then a decision will be made, and appropriate action will be taken to correct the situation.

(4) Gifts and Gratuities

- (A) No employee shall solicit or accept, directly or through any other person anything of value to the recipient including but not limited to a gift, payment, loan, reward, promise of future employment, favor, or service, when the employee knows or with the exercise of reasonable care, should know, that it is given to influence the employee in a vote, decision, recommendation or other act to be taken by the employee in the course of their employment with Pasco County BOCC.
- (B) No Employee shall accept gifts, gratuities or loans, other than that of a minimal value, from non-governmental organizations, business concerns, or individuals with whom the employees or Pasco County has an official relationship regarding the business of County government. No employee may accept any gift, loan, etc. of any dollar amount from one of these entities if the employee knows, or with the exercise of reasonable care, should know, that it is given in order to influence the employee in a vote, decision, recommendation, or other act to be taken by the employee in the course of their employment with Pasco County.
- (C) Any gift received by an employee other than that of minimal value and which is intended as an expression of appreciation to Pasco County BOCC shall be deemed to be the property of Pasco County BOCC and shall be treated as public property. All such gifts shall be deemed to have been accepted in the employee's capacity as a Pasco County employee.
- (D) This gift policy shall not prohibit employees from accepting social courtesies at functions which they attend in an official capacity as invited guests because of their official position with Pasco County BOCC or social courtesies at receptions hosted by private entities at meetings of government officials at Florida Association of Counties events and similar meetings. The term "Social courtesies" encompasses food and beverages generally shared by the larger group attending such function.
- (E) Nothing in this policy shall alter the responsibilities for employees who are subject to the requirements of Chapter 112, Florida Statutes.
- (F) The term "gift" shall have the meaning ascribed to it in Section 112.312 F.S.
- (G) The term "minimal value" for the purpose of this policy is defined as \$25 or less.

(5) Violations/Conflicts of Interest

- (A) Employees found in violation of this policy and/or those employees found to have a conflict of interest, not previously declared and approved (in written form by the County Administrator or designee), may be subject to disciplinary action up to and including termination.
- (6) Financial Disclosure to the Florida Commission on Ethics/Secretary of State
 - (A) In accordance with the Florida Statutes, Chapter 112 and Article II, Section 8 of the State Constitution, full and public disclosure of financial interests and clients represented will be required of all County employees in the following positions:
 - 1. County Administrator
 - 2. Assistant County Administrator, County/Assistant County Attorneys
 - 3. Any designated employee that has the authority to make any purchase on behalf of Pasco County that exceeds the threshold in accordance with Florida law.
 - (B) Forms – Forms for compliance with the full and public disclosure will be provided for the employees outlined above by the State of Florida Secretary of State. Notification, Instructions, requirements for/of disclosure, and deadlines for filing the disclosure will be provided to the individuals by the Secretary of State with the forms for compliance.
 - (C) Penalties - Penalties are outlined within the Florida Statutes, Chapter 112.317. The provisions state that “any failure to file any disclosures” required within Chapter 112 by an employee can constitute grounds for disciplinary action up to and including termination. The provisions also state that employees found in violation can be subject to “forfeiture of no more than one-third salary per month for no more than 12 months; civil penalty not to exceed \$5,000 and/or restitution of any pecuniary benefits received because of the violation committed.”
 - (D) Determination of Violations – Violations and penalties will be determined by the State of Florida, Commission on Ethics. If the Commission on Ethics recommends a civil penalty or restitution, the Attorney General will bring a civil action to recover such penalty.

Outside Employment

Policy

The County will establish guidelines for employees seeking employment during their off-duty hours.

Full time employees are discouraged, but not restricted, from engaging in other employment during their off-duty hours. However, County employment must be considered the primary employment and employees may not engage in outside employment which would interfere with the performance of their County duties or be in conflict with County interests.

Procedure

- (1) Employees seeking engagement of outside employment during their off-duty hours must submit a written request to his/her Department Director through his/her immediate supervisor. The request to engage in outside employment must include the following information:
 - (A) Type of employment.
 - (B) Hours involved in employment.
- (2) A copy of the request will be forwarded to the Human Resources Department to be reviewed in terms of a

conflict of interest and once approved or denied placed within the employee's personnel file.

- (3) Medical leave or unplanned leave of any type may not be used while seeking hours at an outside employer.
- (4) Employees shall keep the County notified of any changes to their outside work status.
- (5) Employees who do not follow this policy may be subject to disciplinary action.

Political Activity Restrictions

Policy

It is Pasco County BOCC's intent to promote more efficient public service by relieving public employees of political pressure and to protect against a clear, substantial, and direct threat to the efficiency, integrity, or morale of County employees, by regulating the political activities of its employees.

The use of Pasco County BOCC employee work time, equipment, supplies or funds to assist political parties or candidates for public offices is prohibited.

Procedure

- (1) This section shall not apply to members of the County Commission or any other elected County official or to members of any County Board or Commission.
- (2) Department heads, and Assistant County Administrator's should conduct themselves using the guidelines established by ICMA with respect to political activity.
- (3) No County employee shall directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his salary, or any money or anything else of value to any party, committee, organization, agency or person for political purposes. Contributions which are strictly voluntary in nature for political purposes are permitted.
- (4) No County employee shall directly or indirectly coerce or attempt to coerce, command or advise any such officer or employee as to where he might purchase commodities or to interfere in any other way with the personal right of said officer or employee.
- (5) Employees may express opinions on candidates or issues and participate in political campaigns only during off-duty hours. No employee can take part in any political campaign while on duty, in uniform, or while wearing Pasco County BOCC insignia, or within any period of time during which the employee is expected to perform services for which the employee receives compensation from the County.
- (6) No employee, official, or other person shall solicit orally, by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from any employee during hours of duty, service, or work with the County.
- (7) Nothing herein contained shall be construed to restrict the right of the employee to hold membership in and support a political party, to vote as they choose, to express opinion on all political subjects and candidates, to maintain political neutrality, to attend political meetings after working hours, or to campaign actively during off-duty hours in all areas of political activity.
- (8) An employee who wishes to accept or seek election to any elected position representing Pasco County, must resign from County employment immediately upon indicating such intention by formal declaration or other evidence of candidacy subject to State Statutes dealing with elections.

Solicitation

Policy

Employees are prohibited from promoting or conducting personal or private business for gain or personal benefit within any County building or property on County time. The County may authorize fund drives by a limited number of charitable organizations. Managers and employees may volunteer to assist these organizations by conducting their drive (Girl Scout Cookie sales, etc.) with approval of the department director. Each employee may decide whether or not to contribute. Participation is strictly voluntary and there will be no discrimination against employees because of their willingness or unwillingness to participate.

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 or similar activity on County property, except as otherwise allowed by law.

Procedure

- (1) Employees are permitted to engage in solicitations or distributions of literature for any group or organization, including charitable organizations, only in accordance with the following restrictions.
 - (A) The sale of merchandise is prohibited on County premises. The only exception to this rule pertains to children of employees who, within reason, sell fund raising items for school such as candy, Christmas items, etc. within the employee's own department and with the approval of the department director.
 - (B) Solicitation and distribution of literature are prohibited during the working time of either the employee making the solicitation or distribution, or the targeted employee. The term "working time" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.
 - (C) Distribution of literature is prohibited in work areas at all times unless authorized by the Human Resources Director or County Administrator or designee.
- (2) The distribution of literature in such a manner as to cause litter on County property is prohibited.

Communication

Policy

Information that is obtained in the course of the official duties of an employee shall not be released by any employee unless the employee is charged with the responsibility as a part of his/her official duties.

Employees may not, either directly or indirectly, use their official position with the County or information obtained in connection with their employment for private gain or personal benefit.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination.

The County maintains bulletin boards to communicate only official County information to employees 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 County Administrator may place notices on or take down material from the bulletin boards.

Employment & Employee Development



Filling Vacancies

Policy for Filling Vacancies

- (1) Departments can fill vacancies using three types of requisitions:
 - (A) Intradepartmental—Departments may advertise vacancies open exclusively to their department employees.
 1. Candidates must meet minimum requirements, as listed on the job description, to be considered for the job opportunity.
 2. HR will refer all qualified applicants.
 3. Department reviews all qualified applicants, conducts interviews, and selects candidate.
 - (B) Interdepartmental— Departments may advertise vacancies open to all current County employees.
 1. Candidates must meet minimum requirements, as listed on the job description, to be considered for the job opportunity.
 2. HR will refer all qualified applicants.
 3. Department reviews all qualified applicants, conducts interviews, and selects candidate.
 - (C) External— Departments may advertise vacancies open competitively to the public and current County employees.
 1. Candidates must meet minimum requirements, as listed on the job description, to be considered for the job opportunity.
 2. HR will refer all qualified applicants.
 3. Department reviews all qualified applicants.
 4. All qualified Veteran candidates should be interviewed and are provided an articulated preference for employment.
 5. All qualified internal candidates are interviewed and considered for employment.
 6. Selected external applicants are interviewed and considered for employment
 7. Department selects candidate.
- (2) Applicant Pool—If an existing applicant pool exists from a previous requisition, and the applicant pool is less than 90 days old, departments are encouraged to revisit the existing applicant pool to seek qualified candidates. For example, if an applicant is a runner up in an interview, and the same position becomes available within 90 days, the department can return to that applicant without having to re-advertise the position.

Processing Applicants

- (1) When it has been determined that a successful applicant has the necessary qualifications, an interview may be scheduled with the appropriate department/division head or designee.
- (2) The department/division head will notify the Human Resources Department if the applicant is or is not to be employed.
- (3) Before final processing, the applicant:

- (A) May be required to pass an appropriate physical examination relative to job requirements.
 - (B) Must present acceptable document(s) in accordance with I-9 form.
 - (C) May be required to present proof of education.
 - (D) May be required to present certificate of separation from the Armed Forces.
 - (E) May be required to present verification of date of birth.
 - (F) Will have personnel history reviewed and verified.
 - (G) Will have workers' compensation record verified.
 - (H) Will have to produce a valid and appropriate Florida Drivers' License or Florida State ID card.
- (4) Any exception to this procedure must be approved by the Human Resources Department.
 - (5) All personal identifiable information (PII), with respect to applicants, will only be stored and safeguarded in Human Resources, with limited need-to-know access. In the event that a department receives this information, they shall forward it to HR immediately upon receipt.

Types of Appointments

- (1) Adjustment- Any new or promotional appointment made from a certified eligible list shall be a probationary appointment subject to the completion of a satisfactory probationary period.
- (2) Regular- A County employee who has satisfactorily completed the probationary period of service as required by Paragraph A above.
- (3) Temporary- Positions (whether part-time or full-time) anticipated to be of comparatively short duration or definitely limited in duration for special projects or programs. Appointments to temporary positions will not exceed a six-month period unless specified by the project program. All persons in this category will meet the requirements as set by the HR Department.
- (4) Part-Time- Such appointments may be granted for work which requires the services of an employee for less than 30 hours per week.
- (5) Substitute- Such appointments may be allowed to fill regular, vacant positions open due to extended leave of absence. Such appointments shall be made from appropriate eligible registers or, in the case of a promotional position, from the lower related class. The substitute appointment shall confer no status, appeal, or related provision under these rules. The substitute appointment shall be for a period not to exceed six months upon approval of the HR Department.
- (6) Seasonal- Employees are appointed in the same manner and subject to the same procedure as regular employees, except that they will be terminated at the close of the season for which they were appointed.
- (7) Student/Intern- Student/Intern appointments have the purpose of affording students of public administration and other professional areas an opportunity to gain actual work experience. Such appointments are for a definite period of time and require the approval of the County Administrator, or designee.
- (8) Emergency- In order to prevent stoppage of public business or loss or serious inconvenience to the public, emergency appointment of employees on a temporary basis may be authorized by the County Administrator. In no event shall the emergency appointment continue for more than 90 calendar days in any 12-month period, unless approved for an additional 90 days by the County Administrator.

Reinstatements

- (1) An employee who has resigned with a good record may be rehired, if a vacancy exists, to the same position by the same department/ division from which the employee resigned within one year of the date of resignation. Such action originates only from department/division request and must be submitted to the HR Department for approval by the HR Director.
- (2) An employee may be reinstated at the same pay rate previously received or may revert to a lower rate within the range, at the recommendation of the department/division head and with the approval of the HR Director.
- (3) Unless otherwise authorized by the HR Director, reinstated employees are considered new employees for the purposes of PTO, longevity, and salary increases.

Employment of Relatives

Policy

The County is bound by the provisions of Florida Statutes, Section 112.3135, regarding restrictions on employment of relatives. If one or more of the eligible candidates for hire falls within the provisions of this statute, that person(s) shall be removed from the list of consideration.

In accordance with Florida Statutes, Chapter 112.3135, Pasco County BOCC will not permit the employment of family members in positions in which either family member would be directly or indirectly supervised by or supervising, influenced by or influencing the activities or employment conditions of the other.

Family member shall include father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Job Description/Classification

Policy

It is the policy of the Pasco County BOCC that all employees will have accurate, written, and signed job descriptions in their personnel file. Job descriptions will reflect duties of the positions within each department.

Departments will be responsible for writing and updating their respective job descriptions and forwarding them to Human Resources following established procedures.

For all new positions and any positions in which job duties have significantly changed, it will be the responsibility of the department to write a new job description, which will then be forwarded to Human Resources for approval and classification. No changes will be made to job descriptions without approval from Human Resources.

Human Resources will be responsible for the classification of the job description and for ensuring the accuracy of each job description, including compliance with the Americans with Disabilities Act (ADA) and other regulatory guidelines.

Procedure

- (1) Once graded and approved by Human Resources, the job description will be sent back to the department in order to be signed. The written job description with original department signature will be kept in the Human Resources Department as well as a computerized back-up version. Each department is encouraged to keep copies of their job descriptions.
- (2) If a new job description is a reclassification of a position, currently filled by an employee, the employee(s) will sign the new job description- a copy will be given to the employee, and one will be placed in the employee's personnel file. If a payroll action is necessary because of the reclassification, it will be effective the first day of the following pay period, unless another date is determined by the HR Director. Departments will be responsible for submitting the Payroll Change Form to Human Resources in a timely manner.
- (3) All newly hired employees will sign a job description as part of the selection/new hire process. A copy will also be given to the employee.
- (4) The Human Resources Department will be responsible for issuing job descriptions, to include qualifications. Departments will direct all job description requests to Human Resources.

Adjustment Period

Policy

Unless otherwise authorized by the County Administrator, all new employees and all present employees transferred or promoted to a new job shall serve an adjustment period that can vary by department but typically is 6 months. Upon completion of the adjustment period the employee will be provided a written evaluation. Regular status will be determined based on the outcome of the evaluation.

Procedure

- (1) During the adjustment period the employee's job performance will be carefully observed by the supervisor, who will keep written documentation on the employee's performance. Weakness in performance or attitude shall be brought to the employee's attention in a manner appropriate for understanding and self-correction.
- (2) The adjustment period may be extended by the number of days the employee is absent from scheduled work while in adjustment status.
- (3) After completion of the adjustment period the supervisor shall prepare a written evaluation of the employee's job performance. The evaluation should include a recommendation on the employee's continued employment. Copies of the evaluation shall be forwarded to the Department Director and the Human Resources Department for inclusion in the employee's personnel file.
- (4) The Department Director may grant regular status to the employee after the sixth month of the adjustment period if the employee's job performance is satisfactory. A new or transferred employee may be granted an extension up to three months if there is a need for additional time to achieve and observe satisfactory job performance.
- (5) New employees, whose job performance is deemed by their supervisors to be unsatisfactory after reasonable efforts to have been made to improve their performance, may be terminated at any time prior to completion of the adjustment period. Employees terminated during their adjustment period shall have no rights of appeal.

- (6) If an employee who is serving an adjustment period, due to a promotion in the organization, is found to be unqualified to perform the duties of the higher classification, every effort will be made to return the employee to the classification and pay status held immediately prior to promotion, if the position is vacant and with the approval of the Department Director. If the previous position is filled, the employee may be transferred to a vacant position with the same or similar level job classification for which they are qualified, subject to the approval of the Department/Division Director. Employees transferred to another department under these provisions shall serve a probationary period of three months. If there are no vacancies, and the employee is not able to be placed, the employee will be released and placed on the reinstatement eligible list for one year.
- (7) New employees will accrue PTO time from the beginning of their employment; however, they may not use PTO leave until after 6 months of employment, unless otherwise authorized by the Department Director. Those employees who use PTO leave during the adjustment period must re-pay the County should the employee be terminated or resign during the adjustment period.
- (8) Health insurance, dental insurance, short term disability, long term disability, vision care and other health benefits, for new full-time employees will begin on the first day of the month following sixty calendar days of employment.
- (9) An employee will attain regular status only after the period of adjustment has been satisfactorily completed.

Disciplinary Probation

- (1) Whenever an employee's performance becomes questionable, due to any violation of this manual, or evidenced by a low evaluation score (less than 2.5) the employee may be placed on a Disciplinary Probation for a period of three months.
- (2) During a Disciplinary Probation Period, the employee will not be eligible to receive a merit increase; the employee must be given a Performance Improvement Plan and must demonstrate performance in order to remain employed.

Orientation and Training

Policy

It is the intent of the County to conduct orientation and training programs to familiarize employees with the County and enable them to learn their assigned jobs and to develop the skills required for efficient job performance.

All employees must attend a general orientation in Human Resources which includes an orientation to the organization as well as a benefits orientation, when applicable.

Procedure

- (1) It is the responsibility of the County Administrator in conjunction with Department Managers and Human Resources, to foster and promote in-service training of employees. Approval will be granted for training and education which applies to Departmental activities only. The purpose of this training is to improve the level of service rendered to the public, to improve the quality of personnel and to assist employees in preparing themselves for advancement in County Service.
- (2) Human Resources will establish standards for training programs, assure that training is carried out as approved, and prepare certificates or other forms of recognition of persons who satisfactorily complete approved courses and programs.

- (3) Human Resources will provide assistance to Department Managers in developing and conducting training to meet specific needs of their Departments/Divisions and to assure that supervisory and management training is available to all Departments/Divisions.
- (4) An orientation program will be conducted for all newly hired employees. The primary purpose of the orientation program is to acquaint new employees with County Policies and Guidelines in addition to the explanation and selection of benefits. Additional subjects to be covered and the scheduling of the orientation program shall be determined by Human Resources.
- (5) Employees will be required to participate in continuing education and training programs when those programs are considered necessary for satisfactory job performance.
- (6) Supervisors will be responsible for on-the-job training involving new methods, systems, techniques, and equipment.
 - (A) Employees assigned as on-the-job trainers will be provided with instructional aids.
 - (B) On-the-job training will be conducted during normal working hours.
- (7) Supervisory and Management Development Programs will be conducted for prospective and present supervisors and managers.
- (8) Self-instructional programs and materials may be made available for employee use. The use of these materials will be voluntary.

Employee Supervision

Policy

It is the policy of Pasco County BOCC that all employees will ordinarily have one supervisor. The supervisor represents the link between management and non-management employees and their role is to communicate the goals and policies of management to the employees under his or her supervision and to communicate to management the behaviors, suggestions, and complaints of employees.

The work performed by employees of Pasco County BOCC shall be assigned, directed, and reviewed by supervisory personnel.

Procedure

- (1) Effective supervision depends primarily on the ability of supervisors to get employees to do what is necessary to complete the mission of the organization – with enthusiasm. Supervisory techniques such as the following are frequently utilized by successful supervisors:
 - (A) They treat their employees and the public as individuals, with respect and in a professional manner.
 - (B) They give recognition for good performance as well as correcting mistakes.
 - (C) When changes are necessary, they explain in advance and ask for suggestions.
 - (D) They recommend good employees for promotion even if it means losing them from their own department.
 - (E) They show their integrity by admitting mistakes instead of shifting the blame to others.
 - (F) They are impartial and let their employees know the reasons for any decisions that might be interpreted as unfair.
 - (G) They avoid the appearance of favoritism by not engaging in inappropriate personal relationships.

- (H) They communicate a desire for good performance by setting performance goals and standards for their employees.
- (I) They develop a feeling of teamwork among their employees.
- (2) It is the responsibility of each supervisor to ensure that the goals regarding work output established by management are achieved, and that the established Personnel Policies and Procedures are followed. Included in the latter category of responsibilities are the following:
 - (A) Training employees in specific job duties and recommending special training.
 - (B) Keeping employees fully informed on all factors relating to their work assignments, work progress, and opportunities for advancement.
 - (C) Evaluating the performance of adjustment period employees, regular employees, and employees who are being terminated.
 - (D) Recommending salary adjustments, promotions, transfers, and termination of employees.
 - (E) Scheduling vacations, lunch and rest breaks.
 - (F) Controlling absenteeism and tardiness, and approving requests for time off.
 - (G) Verifying employee time sheets and approving overtime when necessary.
 - (H) Recommending the hiring of additional personnel or the elimination of any position.
 - (I) Protecting the safety and health of employees and reporting injuries to the HR Department.
 - (J) Maintaining neat and orderly work areas.
 - (K) Implementing suggestion, disciplinary, and problem review procedures.
 - (L) Ensuring that all policies and regulations are observed by employees.

Performance Evaluations/Annual Appraisal

Policy

It is the policy of Pasco County that all employees have a clear understanding of the responsibilities of their current position and that an evaluation of those responsibilities is done in a timely, fair and equitable manner.

Procedure

- (1) Employee Position Description
 - (A) All Employees must have a current, complete and signed job description in accordance with the current format and practice as defined by the Human Resources Department. The job description will be incorporated in the performance evaluation form.
- (2) Performance Appraisal
 - (A) A performance evaluation will be completed on each new employee at the completion of three (3) months of the adjustment period and upon completion of the six (6) month Adjustment period for that position. If during that time the employee's performance is determined to be below standards, the employee maybe terminated, or the manager may opt to extend the Adjustment Period up to an additional ninety (90) days.

- (B) On or before the due date of an evaluation, the manager or immediate supervisor will complete the evaluation form by assessing the employee's performance relative to each of the position responsibilities and performance criteria and assigning a score for each.
- (C) Each year, an annual performance evaluation will be completed on each employee. Upon completion of that evaluation a compensation adjustment based on the score of that evaluation as well as approved merit or cost-of-living increases may be recommended by the reviewing manager or supervisor.
 - 1. Any employee who does not meet standards will not receive an increase. Additionally, employees who do not meet standards will be placed on a Performance Improvement Plan for 90 days. During this period, the employee's manager will closely monitor the employee's work performance and provide frequent documented feedback sessions with the employee. At the end of the 90 days, the employee will be re-evaluated.
 - 2. If the employee's performance Meets Standards the employee will receive any COLA increase based upon the 90-day re-evaluation. The Increase is effective the next pay period after which the re-evaluation was performed. If, on the 90-day evaluation, the employee's performance does not meet/does not consistently meet standards, the employee will not receive a COLA increase and is subject to disciplinary action up to and including termination.

Employee Recognition

Policy

It is the intent of the Pasco County BOCC to recognize long and faithful service to the organization by presenting service awards to eligible employees.

Procedure

- (1) All regular full time and part-time employees shall receive a service award upon completion of five years of continuous service and at the end of every five years of continuous service thereafter.
- (2) The Human Resources Department or designee will be responsible for both identifying those employees to be honored and for ordering the awards.
- (3) Additional awards County employees may be eligible for are:
 - (A) STAR- an individual award for performance-based actions which clearly represent the County's Core Values.
 - (B) Constellation- a team award for performance-based actions which clearly represent the County's Core Values.
 - (C) Point of Light- awarded to recognize volunteer or humanitarian accomplishments that occur outside of an employee's normal work duties.
 - (D) Perfect Attendance- awarded to an employee who does not use any medical leave during their annual evaluation period, does not use any annual leave for medical purposes during their annual evaluation period, and does not have any unscheduled absences or leave without pay.

Employee Innovation Program

Policy

It is the policy of the County to have an incentive program to promote the development of innovative ideas that lead to better quality service through increased effectiveness and efficiency of operations.

Pasco County Board of County Commissioners employees are eligible to receive awards under the employee incentive program. Exceptions are as follows:

- Members of the Board of County Commissioners, members of advisory boards or commissions, the County Administrator, and Assistant County Administrators.
- Any employee or work group conducting research and/or development or assigned to a job requiring the solution of a specific problem where the suggestion submitted is found by the Committee to be within the scope of his/her assignment is not eligible to receive an award.

Awards are made for ideas and proposals yielding positive results, either tangible or intangible. The amount of the award will be based on the schedule as follows:

The range of awards is from \$50 for annual savings to Pasco County BOCC County of at least \$500 to awards of \$500.00 for annual savings of at least \$20,000. Awards for savings of more than \$75,000 shall be determined by the County Administrator in conjunction with the Budget Director, Human Resources Director, and Department Director whose department benefited from the savings.

Intangible Results shall be eligible for a cash award not to exceed \$50.00 upon the adoption and/or successful implementation of the suggestion.

All suggestions submitted in accordance with this program shall be deemed to confer on Pasco County the unrestricted right to the use and benefit thereof. The acceptance of an award, including recognition thereof by an employee constitutes a waiver of any and all claims by the employee(s) and their heirs against the County as a consequence of the adoption and implementation of their suggestion(s). This shall not preclude the employee from seeking a patent or copyright.

Pasco County reserves the right to change or terminate the employee Innovation Program at any time.

Procedure

(1) Suggestions/Ideas

(A) Criteria

1. In order for a suggestion to become eligible for an award it should be of such a nature as to accomplish one of the following objectives.
 - A. An identifiable savings in time, material or cost.
 - B. Significant improvement in procedures.
 - C. Improvement in tools or equipment.
 - D. Increase in efficiency.

- E. Elimination of hazard to personnel.
- F. Improvement in working condition.
- G. Improvement in public relations.
- H. Improvement in public service without increased cost.

(2) The suggestion must concisely identify a problem or area in which productivity or efficiency can be improved and recommend a solution for that problem or area.

(A) A suggestion pertaining to the following will not be eligible (Please note: This list is not all inclusive):

1. Opinion or suggestion which does not offer a specific solution or procedure for implementing the suggestion.
2. A request for additional equipment of a common nature or for obvious replacement, repair or maintenance.
3. Improving or correcting conditions which exist only because established policy and procedure are not being followed.
4. Petition or anonymous suggestion.
5. Suggestions for changes in procedures, new buildings, equipment, and installations in operation less than 12 months, since such ideas generally cover items that are part of the normal trial-run adjustment which ordinarily are made within that time.
6. Personal grievances, position classification, salary recommendations.
7. Revenue generating efforts unless they result in better procedures or practices.
8. Matters governed by state or federal safety regulations.
9. Those that propose materials or methods which require costly testing before acceptance and implementation.
10. Employee Incentive Program.
11. Contributions that fall within the employee's job specifications.
12. Routine maintenance or housekeeping.
13. Experimental installations, procedures, or forms.
14. Errors in drawings, regulations, or specification that would be corrected routinely.
15. Ideas already under active consideration.
16. Ideas that are not original.
17. Hours and other conditions of employment.
18. Ideas resulting from assigned studies, surveys, research or audits.
19. Matters requiring legislative or court action or intergovernmental agreements.
20. Suggestions that do not relate to County activities.

(3) Procedure for Evaluation and Processing Suggestions

(A) Suggestions must be submitted on the form designed and provided by the Committee. Supplemental data as the suggester feels is necessary may be attached. All suggestions must be submitted to the Human Resources Department. Upon receipt, the suggestions shall be stamped, dated and numbered. The Human Resources Department shall acknowledge receipt of all suggestion by sending a form letter

to the suggester(s). The Human Resources Department will coordinate with the County Administrator to process and evaluate the suggestion.

- (B) In those instances, in which the intent or the purpose of the suggestion is not clear, the Committee may request additional information.
- (C) The Human Resources Director will refer the suggestion for evaluation to the department most affected by this proposal. The department director will then evaluate the suggestion and report on the following:
 - 1. Is there actually a problem?
 - 2. Is it of sufficient magnitude to justify expensive evaluation time and implementation costs?
 - 3. Will the suggested solution actually solve the problem?
 - 4. What individual or individuals need to be contacted to obtain a full and fair evaluation of this suggestion?
 - 5. Other considerations include the:
 - A. Estimated implementation costs of the suggestion.
 - B. Results of consultation with County Attorney, if required.
 - C. Cost savings estimate.
 - D. Estimate of benefits derived from Implementing the suggestion.
- (D) The department director will review the evaluation and use the information in support of the department's analysis. Departments shall be responsible for providing analysis of tangible savings in expenditures or increases in revenue for suggestions implemented in their department(s). The department director(s) will forward the evaluation, the analysis and a recommendation for approval or disapproval of this suggestion to the Human Resources Director who will present it to the Suggestion Committee within 15 working days.
- (E) The Committee will then review the suggestions and the department director's recommendations. They will then vote on the suggestion.

(4) Award Guidelines

- (A) An individual will be entitled to an award consideration even though the suggestion may be adopted in a modified form.
- (B) Awardable suggestions include those ideas that meet one or more of the established criteria.
- (C) Awards are made for ideas and proposals yielding positive results, either tangible or intangible.
 - 1. Tangible Results: Suggestions, when implemented, yield tangible results when the benefits can actually be measured in "before and after" costs.
 - 2. Intangible Results: Suggestions, when implemented, yield intangible results when an overall benefit exists, but cannot be measured in dollars.
- (D) The amount of award varies depending upon the degree of positive impact upon the County and whether or not the results are tangible or intangible.
- (E) The County Administrator shall have final approval as to the granting of all awards.
- (F) Any award granted for a suggestion submitted over the names of two or more suggesters shall be equally divided among the suggesters unless such other division is requested by the persons making the suggestions. The Committee shall, upon the request of multiple suggesters, recommend the appropriate division to the County Administrator.
- (G) If a suggester resigns in good standing or retires between the time, they submit the suggestion and

the award presentation, they are still eligible for the award. In the event of death of the suggester, any award granted will be paid to the estate beneficiary.

- (H) It is acknowledged that cash rewards are expressly contingent upon there being available funds budgeted by the Board of County Commissioners for the purpose of this program.

Promotion

Policy

It is the policy of the Board of County Commissioners to encourage promotions from within, whenever possible, in keeping with professional standards and in the best interest of the County. Every employee, regardless of race, color, religion, national origin, age, sex, disability, marital status, or citizenship status as set forth in the Florida Statutes (F.S.760.01), will have the opportunity for advancement based solely on the individual's abilities and qualifications.

Procedure

(1) Filling Promotional Opportunities

- (A) When promotional opportunities occur, the Human Resources Department will prepare either an intradepartmental bid or an Interdepartmental vacancy notice—allowing County employees to request consideration for the position.
- (B) The Department Director will have the right to conduct intradepartmental bids to fill career promotional opportunities from within. The scope and length of the bid process will be determined by the department.
- (C) Departments may choose to advertise internal to the County. Requests for interdepartmental consideration of the position may be made through a NEOGOV requisition. Requests for Interdepartmental postings shall be responded to and filled using the regular applicant process through NEOGOV.
- (D) If an employee is not selected from the County employee applications, the Human Resources Department will immediately advertise the job opening to the public in accordance with recruitment procedures. Departments always have the discretion to post a position externally concurrent with any internal posting.

(2) Effect of Promotion on Pay Grade, Pay Rate, and Qualification Period

- (A) A regular full-time employee or, in the absence of available qualified regular employees, an adjustment period employee may be promoted to a job classification with a higher rate of pay after having successfully met any applicable requirements. In addition, any employee who meets the requirements of Chapter 295, Florida Statutes, (laws pertaining to Veterans), shall be promoted in accordance with the statute.
- (B) Upon selection for promotion, the employee shall have his/her pay grade, pay rate, anniversary date and adjustment period changed in accordance with the following procedures:
 1. Upon promotion, an employee shall receive at least the minimum pay rate of the paygrade established for the job classification to which the promotion is made.
 2. Pay rates for promotions will be as follows:
 - A. Promotions to a pay grade of one (1) grade higher will result in an increase of 5% or the minimum of the new grade, whichever is higher.
 - B. Promotion to a pay grade two (2) grades higher will result in an increase of 7.5%, at the

discretion of the Department Director, or the minimum of the new pay grade, whichever is higher.

- C. Promotion to a pay grade three (3) grades or higher will result in an increase of 10%, at the discretion of the Department Director, or the minimum of the new pay grade, whichever is higher.
- D. Exceptions to the above guidelines will require written justification and the approval of the Human Resources Director or the County Administrator.

Demotion

Policy

It is the policy of the County to provide Department Managers with authority to demote employees for reasonable cause. The demotion may be in the form of: (a) a reduction in pay; and/or (b) a lesser job classification.

Procedure

- (1) Demotion for inability to perform job: Any regular or adjustment period employee, who demonstrates an inability to satisfactorily perform the duties and responsibilities required of their position, may be demoted to a job classification with a lower maximum pay rate in the pay grade assigned to such job classification. A demotion may be made upon the employee's written request with the approval of the Appointing Authority.
- (2) Voluntary demotion: Demotions may also be made in lieu of layoff or on a voluntary basis at the election of the employee and with the approval of the Appointing Authority.
- (3) Effect of demotion for inability or voluntary demotion.
 - (A) Pay Grade and Pay Rate: an employee will generally receive a decrease in salary between 3% and 15% unless otherwise authorized by the Human Resources Department. Human Resources in conjunction with the Department Director will determine the appropriate pay rate, based on equity, the department's budget, and the number of pay grades the employee is being reduced.
 - (B) Adjustment Period: an adjustment period employee shall serve the balance of his adjustment period, but a regular employee will not be required to serve another adjustment period upon inability or voluntary demotion.
 - (C) Anniversary Date: Employees shall retain their current anniversary date whenever this type of demotion occurs.
- (4) Disciplinary Demotion: A regular or an adjustment period employee may be demoted for disciplinary reasons by his Appointing Authority. Such demotion may be accomplished by a reduction in the pay rate of the employee's present pay grade or the employee's reduction to a job classification which has a lower pay grade established.
- (5) Effect of Disciplinary Demotion
 - (A) Pay Rate and /or Job Classification Reduction: An employee may be reduced to any lesser pay rate in the pay grade of the job classification to which the demotion is made, as determined in conjunction with the Department Director and approved by the Human Resources Department.
 - (B) Adjustment Period: For disciplinary demotions, an adjustment employee shall normally serve only the balance of his/her adjustment period and a regular employee may not be requested to serve another adjustment period.

Reclassification

Policy

It is the intention of Pasco County BOCC that departments assign work within the scope of allocated positions and their classifications. However, when a position's duties change substantially due to reasons beyond the control of the department, the job will be re-evaluated by Human Resources and a determination will be made whether the position needs to be classified to another grade.

Procedure

- (1) If a position is reclassified to a higher grade, the employee's new salary shall be at a rate within the designated higher pay grade resulting in a pay increase of 5% or an adjustment to the minimum of the higher pay grade. Adjustments lower than 5% may be implemented due to budgeting constraints or other factors.
- (2) If a position is reclassified to a lower grade and the incumbent's present salary is above the maximum of the new pay grade, any adjustment to his/her present salary will be determined on department budgetary restrictions. In the case where an employee's position is reclassified to a lower grade and the employee's salary remains above the maximum of the new pay grade, the employee will not be eligible for merit increases, cost of living increases or any other salary adjustment until the employee's salary falls within the range established for the position.
- (3) If a position is reclassified to a lower grade and the incumbent's salary is within the new pay range, no salary adjustment will be made unless the department director deems it necessary for budgetary purposes.
- (4) If a position is classified either higher or lower, the incumbent will not be required to serve another adjustment period nor will the employee's anniversary date change.
- (5) Department directors should submit all reclassification requests to Human Resources during the budget process. If due to unforeseen circumstances it is necessary to reclassify a position mid- year, all reclassifications must be approved by the Human Resources Director or the County Administrator or designee.

Transfer

Policy

It is the intent of the County to provide for the transfer of employees from one job to another, either at their own request or as a result of a decision by management when it is mutually beneficial to the organization and the employee.

Procedure

- (1) Definition of Transfer: When an employee moves from one position to another of equal pay grade.
- (2) Management shall make every opportunity to ensure that every qualified employee has the opportunity to transfer and/or compete for promotional opportunities.
 - (A) Reasons for transfer may include, but shall not necessarily be limited to, fluctuations in department workloads, more efficient utilization of personnel, increased career opportunities, personality conflicts, health, and personal situations.
 - (B) Temporary transfers may be made for periods of up to six months. They may be extended for an additional three months when the reasons for the original transfer continue to be applicable.
 - (C) An employee's eligibility for transfer is determined by the requirements of the new position. In addition, an employee must have been performing in a satisfactory manner in his or her current position. Employees are considered as candidates for transfer in the following order:
 1. Eligible employees who are being considered for layoff due to a reduction in force in their present positions or due to the elimination of their position.
 2. Eligible employees in the same department as the position opening.
 3. Eligible employees in other departments who have submitted requests in accordance with this manual to transfer to or to be considered for position openings in the particular department.
 - (D) When an employee desires a transfer to another position, the following procedure will be followed:
 1. The employee will submit a written request for transfer to his or her Department Manager. The request must include the reason for the transfer. If the employee desires a transfer to a specific position, this also must be included in the request. The Department Manager will forward the request to Human Resources recommending approval or disapproval.
 2. Human Resources will determine whether the desired position or another suitable opening exists. If a suitable position is available, Human Resources will arrange an interview between the employee and the head of the department in which the position exists.
 3. Employees will be allowed time off with pay for interviews related to transfers.
 4. The decision whether to affect the transfer will be made by the head of the department in which the opening exists, with the consultation of Human Resources.
 5. Transferred employees will be given six (6) months as an adjustment period. During this period, they will be assisted in adjusting to their new position. Unsatisfactory performance will be cause for returning a transferred employee to his or her original position or to a layoff status.
 - (E) Transferred employees will retain their existing seniority until satisfactorily completing their adjustment period. When the adjustment period has been completed, their existing seniority will be transferred to the new position.

- (F) Openings which management intends to fill from within the County will be posted regularly on the employee bulletin board and announced in employee publications.
- (G) A transferred employee will not be eligible to apply for another position until he or she has been in the new position for at least six (6) months, except when a transfer is made by a Department Director or authorized by Human Resources.
- (3) The County Administrator or designee may temporarily assign an employee to another department when it is determined to be in the best interest of the County.

Resignation/Separation

Policy

It is the intent of the County to provide a formal and systematic procedure for resignation (to include retirement) from County service.

Any employee wishing to leave County Service in good standing shall submit to his supervisor or department manager a written resignation stating the date the employee is leaving and the reasons for leaving. Under normal circumstances the resignation should be submitted providing at least two (2) weeks' notice. Failure to comply with this procedure may jeopardize the good-standing status, the payment of accrued leave time and re-employment by the County.

Procedure

- (1) Involuntary Resignation: Employees are expected to notify the County of their intended absence, if possible. Un-notified absences (i.e., no-call, no-show) from work for a period of three (3) consecutive working days may be considered the employee's voluntary resignation by the supervisor or department manager.
- (2) Date of Separation: The effective date of separation from County Service shall be at the close of business on the last day an employee reports for duty. Unless otherwise approved by the Human Resources Director, an employee will not be allowed to use leave to extend a separation date and the termination date shall be the last day the employee physically worked.
- (3) Unless otherwise requested by the department director and approved by the Human Resources Director, employees who separate employment from Pasco County in good standing will be paid out on their accrued PTO time at 80%. Additionally, if applicable, accrued annual leave will be at 100%, and accrued medical leave at 25%.
- (4) Employees who do not leave in good standing will not be paid out on PTO, vacation or medical leave. Reasons for not leaving in good standing include but are not limited to gross misconduct; failure to turn in keys, equipment, uniforms or supplies; serious offenses; or an outstanding Tuition Reimbursement debt.

Layoff

Policy

It is the policy of the County to provide a fair and systematic procedure in the event that a layoff of staff or a Reduction-In-Force (RIF) becomes necessary.

Layoffs shall be determined by giving due consideration to the status (e.g., temporary, adjustment period, regular) of the employee, the seniority of an employee, and the relative efficiency of the employee. Reduction-

in-Force (RIF) may occur due to budgetary constraints or if the position is no longer needed.

Procedure

(1) Jurisdiction and Order of Layoff

- (A) Whenever it becomes necessary because of lack of work, lack of funds, changes in organization or for other reasons, to separate employees from County Service, the County Administrator shall determine the organizational unit and the class under his/her jurisdiction in which the reduction can best be accomplished. Layoffs shall occur only within the organizational units designated by the County Administrator pursuant to operational recommendations by the affected Department Directors. The order in which the layoff will be made is temporary employees, adjustment period employees, then regular employees.
- (B) The order of layoff of all employees within a particular status of employment shall be determined by the Department Director after giving due consideration to all relevant factors which shall include, but not be limited to, seniority and the relative efficiency of the employee (including certifications held, CDL licenses, etc.) For purposes of this paragraph, seniority shall be defined as the total length of continuous service in classification immediately prior to layoff.

(2) Displacement

- (A) Unless otherwise approved by the County Administrator or Human Resources Director, displacements may not occur across departmental units. Subject to the approval of the County Administrator or designee, any regular status employee who would otherwise be laid off may displace an employee of lesser seniority in the same or lower pay grade within his/her own department under the following circumstances:
 - 1. The employee has previously served satisfactorily in the classification of the displaced employee and is certified as capable of continuing to perform in that classification by the Department Director.
 - 2. The classification of the displaced employee is at a lower level in the same job series as the classification occupied by the senior employee.
 - 3. The classification of the displaced employee is at a lower level in a normal promotional path leading to the classification occupied by the senior employee and the Department Director approves displacement of the lower employee.
- (B) The certification of the capability to perform in the class of the displaced employee and normal promotional path shall be determined by the Department Director. For purposes of displacement, seniority shall be determined as an employee's length of continuous regular employment under the Personnel System classification in the same job series or normal promotional path.

(3) Rights of Laid Off Employees

- (A) Any employee who is to be laid off will be given a minimum of ten (10) working days written notice of the pending layoff.
- (B) All employees who are laid off, except regular employees, shall have their names reinstated for no more than six (6) months to the applicant register from which they were employed.
- (C) Regular status employees shall be placed on the layoff section of the class from which they are laid off for a period of one (1) year, and they shall be given first opportunity for re-employment in the class from which they are laid off in the reverse order from which the layoffs occurred.
- (D) Laid off employees with one or more years of service shall be paid for one quarter of their accumulated

medical leave in accordance with the appropriate provision.

- (E) Laid off employees who are re-employed within one (1) year from the date of layoff shall be credited with the remaining three-quarters medical leave balance accrued at the time of layoff and shall not have their eligibility for earning longevity annual leave interrupted.

(4) Severance

- (A) Under certain circumstances, severance may be provided in lieu of requiring the employee to continue to work until the termination date. All severance pay must be approved by the Human Resources Director and County Administrator or designee.
- (B) Where severance is approved in lieu of continuation of work, a letter shall be provided to the employee advising them of the amount of their severance and their benefit termination date, which shall be determined by the Human Resources Director. A copy of such letter shall be provided to payroll and the department shall designate it as severance on the payroll sheet.

- (5) The Department Director will have the County Administrator's approval prior to initiating any layoff and will work directly with the Human Resources Director during the layoff procedure.

Non-Disciplinary Separations

Policy

It is the intent of the County to provide a formal and systematic procedure for Non-Disciplinary Separations from County service.

Procedure

- (1) Retirement: Employees will be considered retired if they request retirement and meet the eligibility requirements as determined by FRS.
- (2) Disability: An employee deemed disabled may be eligible for either Long Term Disability or disability retirement.
 - (A) Pasco County will assist employees with a temporary disability. The employee will be allowed a specified period of time to have it corrected. This period of time is the time allowed by the physician, subject to the approval of the Human Resources Director. If the employee fails to take steps to have the disability corrected within the specified time allowed by the physician, the employee shall be subject to dismissal.
 - (B) If, in the opinion of the examining physician, the disability cannot be corrected, the County will attempt to place the employee in another position which he/she is qualified to hold and which he/she can perform satisfactorily. If that step cannot be accomplished successfully, the County shall take steps to separate the employee from the County Service either through retirement, dismissal or LTD.
- (3) Death: Separation shall be effective as of the date of death. All compensation and benefits due to the employee as of the effective date of separation shall be paid to the beneficiary, surviving spouse, or to the estate of the employee as determined by law or by executed forms in the employee's personnel folder.
- (4) Exit Interviews: Where possible, each employee who resigns from the County will be interviewed by Human Resources Department staff and must complete an Exit Interview form. The purpose and intent of the Exit Interview is to provide the County with information as to why and in what areas employees are leaving their jobs. This information will be used to improve the County and reduce the turnover rate.
- (5) Return of Company Property: At the time of separation and prior to receiving any final payment, all records,

insurance, and prescription I.D. cards, books, uniforms, keys, tools, and other items of County property in the employee's custody shall be provided to the department/division, and certification to this effect shall be by the department/division supervisors. Any payment due the County because of any shortages shall be collected through appropriate action.

Employment References

Policy

It is the policy of the Pasco County BOCC to standardize the information that may be disclosed in responding to inquiries concerning former employees.

Managers and supervisors are not authorized to provide reference and other information concerning former employees without permission from the Human Resources Director. All such requests for information are to be referred to the Human Resources Department.

This policy limits the disclosure of information to specific items, such as length of employment and positions held. Requests for any additional information will require a signed waiver from the former employee.

Compensation



Pasco County Emergency Pay Policy

Policy

It is the policy of Pasco County to set up special compensation provisions for employees who work during an “emergency.” “Emergency” shall include, but not be limited to, natural disasters such as hurricanes, floods, storms, etc. It is also the policy of Pasco County to outline the responsibilities of its employees before, during, and after the existence of an emergency.

All employees of Pasco County will be required to work before, during, or after an Emergency. All employees are required to call their Supervisor, Department Director, or the Emergency Operations Logistics supervisor at the Emergency Operations Center in order to receive instructions on where and when to report. Employees who fail to contact one of the above during an emergency will be subject to immediate disciplinary action up to and including termination.

Procedure

- (1) All full-time and part-time employees will be required to be available to work before, during or immediately after an emergency occurs. Emergency duties are assigned based on an employee’s regular work duties and skillsets, and the work and skillsets required by an emergency event. Shelter work will be assigned in accordance with Shelter Staffing Policy 800-24. Exactly when and where an employee shall be required to work will be determined by their Supervisor, Department Director, Human Resources Director, their Assistant County Administrator, or the County Administrator or designee. All non-exempt employees who are required to work shall be paid their regular rate of pay for all hours worked unless those hours result in overtime, in which case payment will be at time and one half for all hours worked above 40 hours per week.
 - (A) All employees will be required to complete an Emergency Preparedness Form between May 1 and May 31, each calendar year. This form will include information about special skills an employee possesses (e.g., CDL, forklift operator, etc.). Additionally, employees will list what their anticipated plan is during an emergency for them and their immediate family. This form will also allow employees to request a waiver for certain medical or family related issues. In order for a waiver to be valid, the form with the waiver request must be turned in to Human Resources no later than May 31 of each year and approved by the Human Resources Director.
 - (B) If an employee and their spouse both work for the County, they may both be required to work; however, the County shall allow them to work different shifts if requested. This also applies to employees whose spouse works for the Sheriff’s Department or another first responding agency, as determined by Human Resources or Public Safety.
- (2) In the case of any government closings that result from an emergency, all employees will be required to contact either their supervisor, Department Director, or call the Emergency Operations Center and speak to the logistics supervisor in order to find out when and where they will be working. Employees should not assume that they are not required to work based solely on any media or news reports regarding closings. All employees, regardless of current position, will be expected to work at least one shift immediately before, during, or immediately after an emergency. Employees may be required to perform their normal duties before, during or after the emergency; or they may be required to perform work specific to an emergency event (e.g., Working inside the Emergency Operations Center, Evacuation Shelters, etc.).
 - (A) All employees will be given a time and a location where they are to report in the event of an emergency. This information will either be distributed prior to an event if time allows or may be conveyed to employees after they call their supervisor, department director or the Emergency Operations Center Logistics supervisor. Full-time and part- time employees will be expected to put in their normal hours during the week of any emergency event.

- (B) Employees may be required to work flexible hours in order to ensure that they are able to complete a full work week. Working a flexible schedule may be necessary in order to accommodate the needs of the County during the Emergency. Accrued leave will be charged for any hours worked less than 40 hours, unless the County Administrator deemed it unsafe to work, in which case employees that are short of 40 hours and are not able to accomplish 40 hours of work, will be paid emergency closure leave. All hours worked will be paid at the regular rate. The overtime rate will be applied for hours over 40 worked in one week.
 - (C) Non-exempt employees who had their shift modified with less than 24 hours-notice and were forced to work either a weekend shift (Saturday or Sunday); or a shift other than their normal shift where the majority of hours were between 11PM and 7AM, shall be paid a \$1.00 per hour emergency activation rate for those hours. This differential will not apply if the employee was given more than 24 hours-notice or worked their regular shift.
- (3) In the event an employee signs up or is instructed to report at a certain time and then is later ordered not to report, the employee shall not be docked those hours if that cancellation results in the employee working less than their regularly scheduled number of hours during the week. Employees who fail to show up for a shift or who do not sign up to work will be charged leave hours and may be subject to disciplinary action up to and including termination in accordance with County policy.
- (4) The County Administrator may at any time during an emergency, make a declaration "Suspending All Government Operations". The County Administrator or his/her designee may "suspend all government operations" when conditions are such that no work is able to be performed due to the nature of the emergency. (e.g., During a Hurricane type of Emergency, the County Administrator may declare "operations suspended" when wind speeds reach in excess of 40 mph and conditions outside are not safe for travel and/or work). Non-exempt, non- "emergency response personnel" ("Emergency response personnel" is defined as Fire Rescue, Emergency Communications, Emergency Management) who are working during this designated time period, will receive time and one half for all hours worked during the time in which "All Government Operations are Suspended" regardless of other hours worked during the pay period. County government operations being closed to the public alone does not satisfy this requirement, nor does any media report regarding a government closure.
- (5) Under certain emergency or disaster conditions, Exempt Employees may be required to work extended hours due to the nature of the emergency. Exempt employees¹ may be authorized for additional payment in such situations. The duration as well as the circumstances under which such payment will be made, will be at the discretion of the County Administrator under the following guidelines:
- (A) The County Administrator shall determine, on a case-by-case basis, whether exempt employees are to be reimbursed for additional hours worked during an Emergency. As part of the County Administrator's deliberation, he or she shall include such factors as the hours spent working on the event, the extent of damage incurred in Pasco County from the event, whether or not the event occurred mainly during normal business hours, and other extenuating circumstances that may come to his or her attention.
 - (B) For a qualified emergency event, exempt employees may be compensated as follows:
 - 1. At the employee's regular rate of pay for the additional hours worked.
 - 2. Compensatory time off (which must be requested using the normal leave approval process) at the employee's discretion.
 - (C) Department Managers are to track all hours worked by all exempt employees within their department and submit those hours to payroll.

- (D) All compensated hours worked during the event will be paid along with the regular biweekly paychecks but will be coded on the check stub as a separate item.
- (6) Employee Waiver: No later than May 31st of each year, County employees will be able to apply for a waiver for certain emergency activation hours. If approved, this waiver is good for up to one (1) year.
 - (A) Examples of situations that may qualify for a waiver include but are not limited to:
 - 1. Personal health condition.
 - 2. Care of a family member.
 - 3. Care of minor children.
 - (B) In a case where two employees are first responders, and share the responsibility of care, employees will not work the same shift, and will be given a minimum of one (1) hour overlap between shifts to transfer the responsibility of care.

Hours and Compensation

Policy

It is the policy of the County to pay employees within the funds available in an equitable manner both internally and externally while complying with all applicable laws and regulations.

Pay policy and guidance is developed by the Human Resources Department and approved by the County Administrator. This policy will be in accordance with the Fair Labor Standards Act, Florida Statutes Chapter 119, and the General Records Schedule for local Government Agencies issued by the State of Florida.

Procedure

- (1) Work, Hours, and Compensation
 - (A) In order to be compensated for hours worked, employees must report all hours worked.
 - (B) "Normal work hours" are those hours which the employee is regularly scheduled to work.
 - (C) Employees are classified as being part-time when normal work hours scheduled are less than 30 hours a work week. Employees are classified as being full-time when normal work hours scheduled are 30 hours or greater per work week.
- (2) Scheduling of Hours
 - (A) Employees may be called to work beyond their normal work hours or have their schedule changed due to operational needs.
 - (B) All County employees may be required to work overtime if necessary.
 - (C) It is the responsibility of management to notify employees as soon as possible of a scheduling change, when possible, and vice versa (employees to notify management).
 - (D) The work week will begin at 12AM on Sunday and end at 11:59 PM the following Saturday. Those employees who are normally scheduled to work hours that are split between Saturday and Sunday will split their hours between work weeks accordingly, unless an alternative method is approved by Human Resources.
 - (E) Department Directors may authorize the use of flextime. Flextime allows employees to select from a

range of starting and ending times for the workday. Flextime must account hour for hour of the normal amount of work hours within the standard work week.

- (F) Department Directors may authorize a compressed work week that includes the normal hours worked in the regularly scheduled work week.

(3) Hours of Work

- (A) The County Administrator shall establish the hours of work, which, as practicable, shall be uniform within occupational groups, shall be determined in accordance with the needs of the County Service, and shall take into account the needs of the public who may be required to do business with various departments/divisions. Flexible work hours may be implemented upon approval of the County Administrator or designee.
- (B) Lunch breaks are scheduled at the discretion of the department/division director.
- (C) The normal business hours for County offices are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- (D) Employees working on a shift basis will work the hours as determined by departmental/divisional policy.

(4) Regular Pay

- (A) Regular pay is received for scheduled hours worked when an employee actually works those hours.
- (B) The Pay Plan, including regular rate of pay, will be prepared by the Human Resources Director and approved by the County Administrator.
- (C) The scheduling of work is the responsibility of the department, division or area in which the employee works. No employee is guaranteed any fixed number of hours per work week.

(5) Attendance

- (A) Each department/division director shall be responsible for the punctual attendance of all persons in the department.
- (B) All employees are required to report for duty at their scheduled time.
- (C) If an employee is unable to work for any reason, the employee must notify his immediate supervisor within 30 minutes of the scheduled reporting time, where possible.
- (D) Where applicable, departments may require notification prior to the beginning of a shift.
- (E) Habitual or unjustified absenteeism or lateness is sufficient cause for disciplinary action.

(6) Fair Labor Standards Act Status

- (A) Employees in positions that are classified as being Exempt according to the Fair Labor Standards Act will be compensated on a salary basis and are therefore not subject to on-call, call-out or overtime pay. This does not preclude employees from being on-call or called-out.
- (B) Employees in positions that are classified as being Non-exempt according to the Fair Labor Standards Act are compensated on an hourly basis and are therefore subject to on-call, call-out, and overtime pay. Such pay will be paid in addition to the employee's base wage/pay rate. All hours must be recorded and submitted for each pay period.
- (C) Unless otherwise authorized by management, non-exempt employees will not work or conduct work related activities outside of their normal scope of compensable hours. This includes but is not limited to checking work emails from any electronic device, making or receiving work related phone calls, sending or receiving faxes, or operating County owned equipment. In such cases where this activity is deemed

necessary and authorized by management, hours of work will be logged and appropriately compensated in accordance with the employee's regular hourly or overtime hourly rate of pay. Non-exempt employees, who conduct unauthorized work outside of their normal work hours, may be subject to disciplinary action up to and including termination.

(7) Call-Out Pay

(A) Due to the nature of the County's services, it may be necessary to call-out employees. To be eligible for call-out pay, all callouts must be generated and approved by the proper authority.

(B) Types of Call-Out:

1. Non-exempt employees, who are called out and who physically report for duty, will be compensated two (2) hours of pay, or pay for actual hours worked during the on-call period, whichever is greater.
2. Non-exempt employees, who are called out and only perform remote/virtual work, will be compensated one (1) hour of pay, or pay for actual hours worked during the on-call period. When the actual time worked is greater than one (1) hour, the employee will be paid for those actual hours worked in fifteen (15) minute increments. Multiple call out instances, during the on-call period, that do not exceed one (1) hour of actual time, will be treated as one call out and compensated at one (1) hour of pay.
3. For non-exempt employees called-out to work during an official holiday, pay will be calculated at the rate of time and one-half for the number of hours worked, in addition to their earned holiday pay.
4. If an emergency requires an employee to be called into work during a pre-approved leave request (vacation, funeral, etc.), pay will be calculated at the regular straight time and/or appropriate overtime rate and leave will be adjusted accordingly.

(8) Stand By

- (A) In order to provide services during off-duty hours, it may be necessary to assign and schedule certain employees to standby duty. A standby duty assignment is made by an Assistant County Administrator/department/division director who requires an employee to be available for work due to an urgent situation on off-duty time which may include nights, weekends, or holidays.
- (B) The department/division will seek volunteers whenever possible, to serve standby duty, consistent with equitable distribution of standby time within a work area, classification, shift, and consistent with skill and ability. In the event volunteers are not available, qualified employees will be required to serve standby duty in order to maintain effective, proper, and superior service to the community.
- (C) Employees assigned to standby duty by their supervisors are entitled to standby pay of one hour's pay at their regular straight time hourly rate for each eight-hour increment of standby time assigned. Standby pay will be in addition to any pay received for call out work. Employees assigned to standby duty for less than an eight-hour increment are entitled to standby pay in the same proportion.
- (D) Any employee, who is on standby duty and fails to respond to a call to work, will be subject to disciplinary action. Standby duty time away from work shall not count as hours "worked" for the purpose of computing overtime pay.

(E) Shift Differential Pay

1. A shift differential of five percent (5%) of base pay shall be paid to those employees who work a shift wherein a majority of the hours worked fall after 5:00 p.m. The five percent (5%) shift

differential shall be paid for all hours worked on the assigned and regularly worked shift.

2. A shift differential of ten percent (10%) of base pay shall be paid to those employees who work a shift wherein a majority of the hours worked fall after midnight and before 6:00 a.m. The ten percent (10%) shift differential shall be paid for all hours worked on the assigned and regularly worked shift.
3. Public Safety Communications employees who are assigned to and regularly work 6:45 p.m. to 7: 00 a.m. with an hour for lunch will be paid +7.5% shift differential pay.

(9) Overtime Pay

(A) Definitions:

1. Overtime: Hours worked in excess of forty (40) per week.
2. Overtime Pay: Money paid at the rate of one- and one-half times the regular hourly rate of pay for hours worked in excess of forty (40) per week.

(B) Excluding firefighters, overtime pay will be paid at a rate of one and one-half times the regular hourly rate of pay for each hour worked in a work week in excess of forty (40) hours per week.

(C) Holidays that occur during an employee's normally scheduled work week and are not worked will be used in the calculation of the overtime rate of pay. In the case where an employee works on a holiday, either the holiday pay or the actual hours worked, whichever is greater, will apply towards the calculation of overtime, but not both.

(D) Leave hours (other than planned Annual Leave and planned PTO) will not be used in calculating the overtime rate of pay.

(E) Unpaid leave, disability pay, worker's compensation, the holiday differential rate, and holiday overtime itself will not be used in calculations of overtime.

(10) Inclement Weather Pay - If there is an inclement weather day which interferes with operations of a department/division or unit, then the employees may be given one of the following options. Upon approval from the supervisor the employee:

- (A) May remain at the work site, reassigned to other duties/functions and receive the appropriate compensation.
- (B) May be allowed to go home, utilize annual leave, and receive the appropriate compensation and adjustment to leave balance.
- (C) May be allowed to go home and take leave without pay.

(11) Compensatory Time

(A) Accumulating extra work time from one pay period to another, commonly called compensatory time, will not be permitted, unless written authorization is obtained from the Department Director and HR Director.

(12) Record Keeping

- (A) Payroll records (time sheets) and leave forms for exempt and non- exempt personnel are maintained by the Departments.
- (B) Each individual is responsible for keeping/logging their own time.
- (C) Exempt Personnel

1. Exempt personnel will not be required to keep time sheets for payroll purposes as determined by the Fair Labor Standards Act. However, individual departments can (if desired) track time of exempt personnel for their own interdepartmental operations/procedures.
2. Exempt personnel must request and submit the necessary leave request forms when utilizing leave time. A photocopy of the leave request form should be retained by the payroll clerk for auditing purposes.

(D) Non-Exempt Personnel (This section does not pertain to firefighters. Firefighters should refer to inter-departmental standard operating procedures.)

1. Non-exempt personnel may be required to keep time sheets for payroll Purposes as required by the Fair Labor Standards Act. Those time sheets may be maintained within each department until the end of each calendar year.
2. Non-exempt personnel must request and submit the necessary leave request forms when utilizing leave time. A photocopy of the leave request form should be retained by the payroll clerk for auditing purposes.

(13) Travel

(A) Travel during the workday

1. Employees may be required to report to a different work location. Travel time from home to work is not compensable.
2. Travel by an employee from one job site to another job site during the workday is compensable working time.
3. Required travel from an outlying job at the end of scheduled workday to County premises is compensable working time.
4. When an employee must report to County premises to receive instructions, perform work, or pick up tools or equipment and then travel to a job/work site, the travel time between County premises and the job/work site is compensable working time.

(B) Call-back or Emergency Calls

1. When an employee is in an official "on-call" status, travel time is compensable and considered hours worked from the time the employee leaves their home for an emergency call.
2. In general, if an employee is called from their home to an emergency job, where the work is outside of the employee's normal/regular workplace and involves traveling a substantial distance to get there, all time spent in such travel is compensable working time. However, when the employee is called back to their normal/regular job site for emergency work, the travel time to and from the job site is not compensable working time.

(C) Out-of-County Travel

1. Home to Work - on Special One Day Assignment in Another County - When a non- exempt employee(s) who regularly works at a specific location is required to travel out of the County on a special one-day assignment, e.g., training class, seminar, performance of duties, etc., travel time is considered compensable. All of the hours that the employee spends traveling are considered hours worked. All travel for one- day assignments is compensable for non-exempt employees, even when they are a passenger on an airplane, train, boat, bus or automobile. The usual mealtime would not be compensable.

(D) Travel Away from Home

1. Definitions

- A. Active Travel Status- an employee who is operating a motor vehicle, boat, or plane enroute to or from an away from home or work location.
- B. Passive travel status- an employee who is a passenger in a motor vehicle, boat, or plane enroute to or from, an away from home or work location.
- C. Regular work schedule- an employee's normally scheduled workdays and hours, if not otherwise specified, the normal work schedule will default to M-F, 8am to 5pm.

2. When employees are required to travel away from their homes, and that travel spans more than one workday, the County will adhere to the following guidelines:

- A. Travel during regular working hours- will be considered hours worked in lieu of normal duties, regardless of whether the employee is in an active or passive travel status. For example, if an employee is scheduled to attend a conference on a Tuesday, and executes travel at 8am on Monday, the travel day will be considered a normal working day.
- B. Travel during non-working hours- will only be paid travel if the employee is in an active travel status or is performing routine duties as outlined in the employee's job description. For example, if an employee begins to travel home at 5pm and arrives home at 9pm, those 4 hours will only be compensated if the employee was in an active travel status or was performing respective job duties.
- C. Travel on non-workdays- When an employee is required to travel on non-workdays, such as weekends or holidays (For those scheduled M-F, 8am – 5pm), the travel time will be considered hours worked regardless of what time the travel was executed.
 - a. Supervisors should make every attempt to flex and balance time. For example, if an employee normally works M-F, 8am – 5pm, and travels to a conference on Sunday and returns home on Thursday, the employee should be given that Friday off to compensate for time worked on Sunday.
- D. If an employee is offered transportation by way of government conveyance, public transportation, or as a passenger in another County employee's personally owned vehicle, and the employee chooses to drive their own vehicle, the County is not required to classify the operation of their personal motor vehicle as active travel for the purpose of compensation.
- E. Travel time will be calculated using the most reasonable and efficient route to work location and return. This will be verified through mapping software, and historical data.
- F. Usual mealtimes will be deducted from the time worked calculation and will be dictated by employee's normal meal schedule.
- G. Policy Violation
 - b. An employee found in violation of this policy will be subject to disciplinary action up to and including termination

*For additional details regarding County travel, please refer to the Travel Policy 400-15:

<https://content.civicplus.com/api/assets/b42e6ae8-f7af-406f-a4dc-b48ef247795b>

Out of Title/Step Up Pay

Policy

It shall be the policy of the Pasco County Board of County Commissioners to compensate employees who take on the majority of the responsibilities of a higher-level position for an interim or temporary period.

Procedure

- (1) When additional responsibilities are anticipated to last more than 30 days, the employee may receive supplemental payment for the duration of the temporary or interim assignment. The payment during this temporary period will be between 5% -15% above his/her base rate unless otherwise approved by the Human Resources Director. The additional compensation shall be determined by the Department Manager but shall be approved by the Director of Human Resources.
- (2) All interim or temporary assignments of this nature should not last more than six (6) months. When the assignment ends, the supplemental payment will cease.

Compensation Plan

Policy

It is the intent of the County to maintain a Pay Plan which shall provide the basis of compensation for employees. The Pay Plan shall be constructed with consideration of the following:

- Relative difficulty and responsibility between various positions.
- Prevailing rates of pay for similar types of work in private and public employment.
- Availability of candidates for recruitment to various positions.
- Economic conditions of the area.
- Financial policies of the Board of County Commissioners.

Procedure

- (1) Composition of the Pay Plan - The Plan shall include a schedule of salary ranges for each job classification in the Plan, consisting of minimum rates, mid points and maximum rates. The salary ranges shall provide administrative flexibility in recognizing individual differences between positions, recognizing meritorious service and providing incentive to employees. The plan will be developed through the use of generally accepted techniques of job analysis, evaluation and pricing.
- (2) Adoption of the Pay Plan - Human Resources shall prepare the Pay Plan and submit it to the Board of County Commissioners for approval each fiscal year.
- (3) Amendment of the Pay Plan
 - (A) Amendments to the Pay Plan shall be considered by the Human Resources Department when changes of responsibilities of work, availability of labor supply, prevailing rates of pay, the County's financial condition and policies, or other pertinent economic considerations warrant such action.

- (B) Amendments shall be made in the same manner as the original adoption of the Pay Plan. Whenever new positions become a part of the Plan, the salary for those positions shall be adopted in the same manner as the overall plan.

(4) Administration of the Pay Plan

- (A) All Pasco County BOCC employees shall be paid in accordance with the rates of pay set forth in the Pay Plan for the job classification to which the appointment is made.
- (B) Initial appointment pay rates will be established by Human Resources, taking into consideration past experience and qualifications. Due to the budgetary impact and other departmental factors, Department Directors/Managers will have input into the pay rate; however, Human Resources will determine the maximum rate of pay for all newly hired employees of Pasco County BOCC. Any pay rates that deviate from or exceed the established pay plan rate must be approved by the Human Resources Director, and the County Administrator.
- (C) Merit Pay Increases- merit pay increases within an established grade shall not be automatic but shall be recommended by the Department Director, based upon standards of performance as indicated by performance ratings and other pertinent data. Merit Increases may occur as follows:
 - 1. A Department Director/Manager may recommend merit increases based on the employee's exceptional performance and the unusual employment conditions that make such action necessary as long as there is approval by the Human Resources Director, County Administrator or designee, and funding is available by the Board of County Commissioners.
 - 2. As specified by the Board of County Commissioners.
 - 3. In conjunction with the annual evaluation process as part of the approved annual budget.
- (D) Appointment and Starting Rate
 - 1. The minimum salary established for a position is considered the normal appointment rate for new employees.
 - 2. Appointments above the minimum salary may be authorized by the Human Resources Director or the County Administrator if the applicant's training, experience, or other qualifications are substantially above those required for the position, or the department is unable to fill the position with qualified applicants at the minimum salary established in the pay plan.
- (E) Adjustment of employees into a new pay grade - Upon a Pay Grade change of an existing job classification, rates of pay for incumbent employees affected by pay grade changes shall be adjusted in the following manner with approval from the Human Resources Director.
 - 1. Upon implementation of a pay grade change, an employee, whose job classification has been assigned to a higher pay grade, shall be adjusted to a pay rate that is at least the minimum of the new range, or up to 5% higher if the employee's pay rate is currently higher than the minimum of the new range.
 - 2. An employee, whose current rate of pay is at or above the maximum pay rate of the new paygrade shall continue to receive their current rate of pay and shall not receive any increase in pay until the maximum rate of pay for their job classification is changed so as to provide a higher rate of pay for which they may qualify.
 - 3. An employee, whose job classification has been downgraded for reasons other than demotion shall continue to receive their current rate of pay, and there shall be no change in the anniversary date of the employee.

4. Effect of pay grade change on recommended merit increase - Should the effective date of a pay grade change be the same as the date an employee's Appointing Authority has granted them a merit pay increase, the merit pay increase shall be awarded and the employee shall be adjusted into the new pay grade in accordance with the guidelines above.
5. Effect of pay grade change on adjustment period - Pay grade changes shall not impose an additional probationary period on those employees serving their adjustment period, nor shall a pay grade change impose an adjustment period of service on those employees who have satisfactorily completed an adjustment period of service.
6. Effect of pay grade change on anniversary date - There shall be no change in the employee's anniversary date.

(F) Trainee

1. When an applicant for any position does not meet the minimum qualifications but is otherwise qualified for the position, the department/division director may request the appointment as a "trainee". In these cases, the employee will be hired at a rate 10% below the minimum salary until the minimum qualifications have been satisfied.
2. This category is to be used only when no qualified applicants are available to train, on- the-job, such as those who have the potential to do the work but lack some of the skills, experience, licenses, or certifications required.
3. The time a person remains in a trainee category will depend on the skills or experience needed in each individual cases. Length of the training period will be requested by the Assistant County Administrator to the Human Resources Director for approval. Training periods will normally be six months but may be extended based upon circumstances.

(G) Language Incentive Pay

1. Those employees who are able to read, write, speak, and interpret a second language, to conduct County business, may be eligible for an additional .25 per hour (\$520 annually) incentive pay.
2. This program is available to eligible employees, based on the needs of the County, and is currently open for the following languages:
 - A. Spanish
 - B. French
 - C. Vietnamese
 - D. Sign Language
 - E. Other Languages as determined by the HR Director
3. Qualified employees who wish to apply for this program will submit a request form, through their chain of command, to Human Resources. Once the request form is received by HR, the employee will be set up to take a competency exam; the exam will evaluate the ability to communicate fluently in the second language for the purpose of conducting County business. If it is determined that a need exists, the incentive pay will be processed effective the first day of the next pay period, following favorable exam results.

****The language incentive pay program can be rescinded at any time****

Benefits



Paid Holidays

Policy

It is the policy of Pasco County BOCC to observe certain holidays throughout the year. The holiday schedule is approved by the County Administrator and presented to the Board of County Commissioners at the beginning of each year.

Procedure

- (1) The following are official holidays which will be observed by all departments operating under the Board of County Commissioners in which functions can be discontinued without adversely affecting required services to the public:
 - (A) New Year's Day (January 1)
 - (B) Martin Luther King, Jr. Day (3rd Monday in January)
 - (C) Floating Holiday (New Hires starting after September 30 will receive in next calendar year)
 - (D) Memorial Day
 - (E) Independence Day (July 4)
 - (F) Labor Day (1st Monday in September)
 - (G) Veteran's Day (November 11)
 - (H) Thanksgiving Day (4th Thursday in November) Day after Thanksgiving Day (Friday after Thanksgiving)
 - (I) Christmas Day (December 25)
 1. Holidays falling on a Saturday will be observed on the Friday proceeding the holiday and those falling on Sunday will be observed on the Monday following the holiday. If an employee is normally scheduled to work Saturday and/or Sunday, the holiday will be observed on the day of the occurrence.
 2. The County Administrator will determine the holiday schedule for each calendar year and may authorize the day before or the day after a holiday, if it creates a 4-day weekend (i.e., if Christmas falls on a Tuesday, he/she may authorize the Monday before the holiday as part of the holiday schedule).
 3. Department Directors may designate those holidays be observed on the actual day of the holiday based on operational needs. Any holiday observed on the actual holiday instead of the day observed by the County must be clearly defined by the department director, including an indication of which job classification(s) and divisions observe the actual holiday. Affected employees should be notified prior to the beginning of the calendar year.

Eligibility for Holiday Pay

- (1) All regular full-time and part-time employees who are scheduled to work on a holiday, and who are told not to work, shall receive pay for their normally scheduled hours for each of the holidays earned.
- (2) Seasonal and temporary employees will not be entitled to holiday pay regardless of the number of hours worked.
- (3) In order to receive pay for an observed holiday, an employee must not have been absent without pay

and/or absent without approved leave either on the workday before, after, or during the holiday, unless otherwise approved by the Department Director and Director of Human Resources. If an employee calls in sick on the holiday, the employee will be charged the equivalent hours of medical leave or PTO and will not be paid for the holiday.

- (4) Unless the employee is obligated by their department to regularly work more than an 8-hour shift, all Full-time (40 hour) employees will receive 8 hours of holiday pay for an approved County holiday. Those employees who choose to work a flexible schedule (e.g., four 10-hour days) can time shift the additional hours or use PTO/Annual Leave to make up the difference.
- (5) If an employee's regularly scheduled day off falls on the designated holiday, an alternative day off will be scheduled by the supervisor for the employee to be taken within thirty (30) calendar days unless the employee and supervisor agree on another date within the next six (6) months. Supervisors will attempt to schedule as many employees off on the board designated holiday as possible. Scheduling of time off will be subject to approval of the Department Manager. In the event that the Department Manager is not able to schedule the employee for the day off within the next thirty (30) calendar days, the employee shall be compensated with holiday pay not to exceed 8 hours, unless otherwise approved by the HR Director.
- (6) Unless otherwise approved by the Human Resources Director employees will not be eligible for holiday pay if the employee is receiving workers' compensation, on a suspension, receiving disability pay or on an extended approved FMLA or Leave of Absence, or receiving income from another governmental source related to employment.

Scheduled Workday on a Holiday

- (1) All regular full- and part-time nonexempt employees who are scheduled to work on either the official holiday or the day observed by the County as a substitute holiday shall be paid at the rate of time and one-half for the number of hours worked, in addition to their earned holiday pay. Holiday pay will be paid based on scheduled hours for that day.
- (2) An employee who was scheduled to work on a day observed as a holiday and calls out sick will be credited with holiday time for that day. This time will not be counted as time worked in computing overtime.

Holiday on a Leave Day

- (1) Employees on annual leave, funeral leave, or military leave must use the holiday on the day it is earned. Holidays that occur during such leave will be compensated as holiday time and not as leave.

Paid Time Off

Policy

It is the policy of Pasco County to establish specific guidelines on leave accrual and appropriate usage of leave for all County employees.

All employees of the Pasco County Board of County Commissioners earn Paid Time Off (PTO). PTO replaced Annual Leave and Medical Leave as of January 2018.

Procedure

- (1) Paid Time Off (PTO)

(A) Eligibility for PTO

1. Regular full-time employees will be allowed to earn and accrue paid time off.
2. Temporary and seasonal employees will not be eligible for PTO.
3. Part-time employees will be allowed to earn prorated PTO based on the number of hours worked per week.
4. New employees who have not completed their initial six (6) month (or one year if applicable) employment probationary period will earn and accrue Paid Time Off in accordance with this policy but will not be eligible to use accumulated leave until their probationary period is satisfactorily completed, unless otherwise approved by the Human Resources Director or provisions within this policy. Employees who are granted permission to use PTO during their initial probationary period will have to repay any leave used if they fail to successfully complete their probationary period.
5. Promoted, demoted or transferred employees will retain all PTO privileges and accrued balances accumulated in their prior position and/or department.
6. Paid Time Off will not be earned by an employee during an unpaid leave of absence or when an employee has been placed in a non-pay status, (e.g., suspension)
7. Regular full-time employees will earn and accrue PTO immediately upon employment as follows:

Accrual Tables

<u>N grade Employee Table</u>	40 hours per week	
Continuous Employment	Biweekly Accrual	Annual Amount
Date of Hire - End of 3rd Year	6.15	160
Start of 4th Year - End of 8 th Year	7.38	192
Start of 9th Year - End of 15th Year	8.31	216
Start of 16 th Year and forward	9.23	240

<u>P grade Employee Table</u>	40 hours per week	
Continuous Employment	Biweekly Accrual	Annual Amount
Date of Hire - End of 2 nd Year	6.15	160
Start of 3 rd Year - End of 5 th Year	7.38	192

Start of 6 th Year - End of 10 th Year	8.31	216
Start of 11 th Year and forward	9.23	240

<u>M Grade Employee Table</u>	40 hours per week	
Continuous Employment	Biweekly Accrual	Annual Amount
Date of Hire - End of 1 st Year	6.15	160
Start of 2 nd Year - End of 3 rd Year	7.38	192
Start of 4 th Year - End of 6 th Year	8.31	216
Start of 7 th Year and forward	9.23	240

(B) Paid Time Off (PTO) is an employee benefit which combines traditional vacation and sick leave programs into one plan with two components. This type of program provides both employees and the County a flexible method of scheduling time off with pay. As a result, PTO time may be used at the employee's discretion, provided that approvals are obtained for this leave as stated in this manual. Since PTO hours will replace traditional sick and vacation time, access is unrestricted provided the employee has been employed for 180 consecutive days and has supervisor approval. Employees may be granted up to two (2) days of PTO use after 90 days of employment for their own personal illness with the approval of their Department Director. Any additional PTO usage prior to six (6) months of employment will require approval by the Department Director and Director of Human Resources. PTO may be used for items including, but not limited to:

1. Vacation
2. Sick Leave
3. Absence for transaction of personal business which cannot be conducted during off-duty hours.
4. Religious holidays other than those designated by the Board of County Commissioners.
5. Supplement income for time loss due to work related personal illness, injury, or disability where statutory workers' compensation payments are being received. In no instance shall this combination exceed one hundred percent (100%) of the employee's regular base rate.
6. Maternity or paternity leave purposes.
7. Supplement income for time loss due to disability not related to work, where employee is receiving disability insurance benefits/payments. In no instance shall this combination exceed one hundred percent (100%) of the employee's regular rate of pay.
8. Absences from work not covered by other types of leave provisions established by the Board of County Commissioners' policies.

(C) Request for Paid Time Off

1. Requests for PTO leave should be submitted in writing on the "Leave Request Form" by employees to department manager, via the employee's direct supervisor for approval, at least one (1) week prior to requested leave when possible. Alternately, requests may be submitted using Employee Self Service (ESS) at the department's discretion with at least one (1) week notice.
2. Departments may establish a departmental policy for operational needs which may be more restrictive or provide exceptions to the one (1) week advance requirement.
3. Paid Time Off requests will be granted at the sole discretion of the Department Director or designee; however, every effort will be made to accommodate employees. Employees are responsible for maintaining a sufficient balance of PTO to cover vacations, illness, etc. If an adequate balance of PTO is not available to cover the employee's requested time off, the employee's request for time off may be denied.
4. When PTO is for an employee's own personal illness, or the illness of a family member, employees shall notify their immediate supervisor or department manager as soon as the employee knows that they will be unable to work. Notice must be given no later than the first day of absence and preferably before the starting time for employee's scheduled shift. Employees failing to notify and report (no-call, no-show) to the department within three (3) consecutive workdays will be considered as having resigned (quit without notice) and employment may be terminated.
5. A doctor's statement as proof of illness may be required by a department manager if leave extends beyond three (3) consecutive workdays or at any other time that a department manager has reason to believe that the employee is abusing Paid Time Off. A false claim of illness, injury, or disability will be cause for dismissal.
6. Paid Time Off may be used only after it is accrued and will not be allowed in advance of the PTO being earned or accrued.
7. Paid Time Off will be charged at a minimum of one-half (1/2) hour increments.

(D) Abuse of Paid Time Off

1. Excessive unscheduled use of Paid Time Off will be grounds for disciplinary action. When an employee's absences are such that the County has reasonable grounds to believe that abuse exists, the employee will be notified in writing, by their department manager, of the suspected abuse, and thereafter may be required, regardless of the duration of the absence, to submit a satisfactory doctor's certificate or affidavit indicating the specific nature of the disability and its duration to the employee's department manager before such absence may be charged against the employee's accumulated PTO balance.

Reasonable grounds of abuse include a pattern of numerous one-day absences throughout the year, particularly if unplanned leave is regularly taken on Mondays, Fridays, days before or after a scheduled weekday off, or before or after a holiday; frequency of absences; low/zero accumulated PTO balance; and other patterns of abuse.

2. Further disciplinary action, up to and including termination, may be taken by the department manager when an employee's attendance continues to be unsatisfactory.
3. Abuses in leave will be included on the employee's annual performance evaluation.

(E) Carry-Over and Cash Payment of Paid Time Off

1. It is the intent of this policy that all employees take their Paid Time Off annually for the period in which it has been earned.

2. The maximum amount of Paid Time Off which can be carried forward from one (1) calendar year (January 1 through December 31) to the next is as follows; however, no employee, regardless of length of service or number of scheduled hours may cash out more than 720 hours upon termination of employment. (This includes leave used during the last 30 days, or at any time, to prolong a retirement/termination date).

YEARS OF CONTINUOUS EMPLOYMENT	TOTAL HOURS
Date of Hire to End of 3 rd Year	420
Start of 4 th Year to End of 6 th Year	520
Start of 7 th Year and Over	720

3. An employee may request cash payment for portions of accrued PTO once annually from the County in accordance with the provisions of this policy.
4. Employees with a PTO balance over 80 hours will be eligible to cash-out up to 50 hours of PTO (employee must have 80 hours remaining after cash-out) annually, at their rate of pay at the time of the cash-out. Compensation shall be contingent upon budgetary restrictions and may be terminated by the Board of County Commissioners through the budget process.
5. Prior to November 1, each qualified employee must request reimbursement in writing on the PTO reimbursement form to the Human Resources Department for annual reimbursement. This form must be certified and approved by the Department Director. The Human Resources Department will provide further approval. Employees approved for reimbursement will receive the compensation in the first full payroll in December.

(F) Payment of Unused Paid Time Off

1. Employees who voluntarily resign or are separated from employment in good standing will receive payment for 80% of their accrued and unused Paid Time Off at the time of separation. Employees who are eligible for and retire from Pasco County will receive 100% of their accrued and unused Paid Time Off at the time of their retirement. Employees in the DROP program will follow the additional provisions listed in the DROP policy. Employees dismissed for misconduct will not receive the accrued time, unless specifically recommended by the department manager and approved by the Director of Human Resources.
2. Employees placed on layoff status will receive 100% pay for accrued Paid Time Off up to time of the layoff.
3. New employees who have not completed their initial six (6) month (or one year) probationary period will not be eligible for payment of leave, upon separation, and will have to pay back any PTO used during their initial six months (one year) out of their last paycheck in accordance with Federal law.

(G) Right to Contribute Paid Time Off Hours

1. In the event that an employee's own illness or physical incapacity should continue beyond a point where his/her Paid Time Off has been exhausted, or short/long term disability does not apply, other employees may contribute accumulated PTO to employee with the appropriate approvals. Contingent upon the approval of the Department Director and the HR Director, in certain circumstances, employees will be allowed to donate PTO time to an employee when the injury or illness is for the minor child of the employee.
2. Employee contributions must be done in multiples of at least (4) hours per employee. The donation of time must be completed on the appropriate donation of time form and approved by both the Department Director and the Human Resources Director or designee.

(2) Initial Implementation – January 2018

- (A) Upon Initial Implementation of PTO time, employees shall retain their existing vacation time and must continue to use the hours pursuant to the previous policy until all vacation hours are exhausted. Employees will no longer accrue vacation leave due to the implementation of the PTO time; therefore, once the employee has exhausted their existing vacation balance, and a zero balance exists, it will no longer show as an available balance on the paycheck stub.
1. All existing employees currently carrying a vacation leave balance shall be able to retain their balance until the hours are utilized or cashed out upon separation pursuant to this policy.
 2. For the annual cash out of PTO hours, as well as determining the amount of hours to be carried over each year, the vacation leave balance and the PTO balance will be combined only for the purpose of determining the total number of hours available to be cashed out or carried over. Vacation hours will be utilized first for the purposes of cashing out, up to the maximum of 50 hours allowable by the policy.
 3. Employees taking time off will need to exhaust their current vacation balance prior to the use of any PTO.
- (B) Employees shall retain their existing sick leave balances and may continue to use sick hours pursuant to the previous policy. Employees will no longer accrue sick leave due to the implementation of PTO; therefore, once the employee has exhausted their current sick leave balance and a zero balance exists, it will no longer show as an available balance on the paycheck stub.
1. All existing employees currently carrying a sick leave balance shall be able to retain their balance until the hours are utilized or cashed out upon separation pursuant to this policy
- (C) All new employees hired after January 7, 2018, will accrue only PTO.

FMLA/Personal Leave

Policy

It is the policy of the Pasco County BOCC to establish procedures on family leave, medical leave, and personal leave and to ensure that all eligible employees are treated fairly under the provisions of the Family Medical Leave Act (FMLA) of 1993.

Procedure

(3) Eligibility for FMLA

- (A) Regular employees who have worked for Pasco County BOCC at least twelve (12) months and worked at least 1250 hours in the last twelve (12) months prior to the beginning date of leave may be entitled to

twelve (12) work weeks of paid/unpaid leave in any rolling twelve (12) month period.

(B) FMLA may be granted for the following reasons:

1. To care for a newborn child or for placement of a child with the employee through foster care or adoption.
2. To care for a child, parent or spouse who has a serious or terminal health condition.
3. To attend to a personal serious health condition which renders the employee unable to perform the essential functions of their job.

(C) An employee who takes an extended leave for any FMLA qualifying reason may be deemed by Pasco County BOCC to be on FMLA for the purpose of calculating time using the rolling twelve months. Failure to complete FMLA paperwork or to receive official notification of leave approval will not automatically disqualify an employee's leave from being considered FMLA. FMLA will also run concurrent to workers' compensation leave when an employee is out for a work-related illness or injury.

(4) Request for FMLA

- (A) Request for FMLA, paid or unpaid, shall be submitted in writing on the "Leave Request Form" to the employee's supervisor and must be approved by the Human Resources Director or designee.
- (B) Documentation qualifying the FMLA leave must be submitted to the Human Resources Department so that approval may be granted. In the case of an employee's own personal illness or injury, the FMLA physician's certification form must be filled out by the employee's treating physician.
- (C) Employees must use all of their vacation leave; sick leave and/or PTO leave, if applicable, during the course of the FMLA. When the duration of the leave is known, with approval of the Human Resources Director, accrued leave hours may be stretched out over the course of the entire leave in order to cover insurance benefit premiums during the twelve (12) weeks of FMLA. Use of the paid leave (i.e., sick, vacation or PTO) will apply toward the twelve (12) week entitlement and is not in addition to this entitlement.
- (D) Leave may be requested on an intermittent basis or on a reduced work week schedule if medically necessary. The employee must provide medical certification within twenty-five (25) days of the date requested. The employee must attempt to schedule their intermittent or reduced leave so as not to disrupt the organization's operations. The employee may be required to transfer temporarily to a position with equal pay and benefits that better accommodates recurring periods of leave or a reduced work schedule.
- (E) Upon returning from FMLA the employee is entitled to return to the same position held when the leave began or to a similar position with equivalent benefits and pay, unless the position would have been eliminated had the employee not been on leave. In such circumstances, the employee may apply for any other vacant position for which they are qualified. Should the leave continue beyond the twelve (12) work week period, reinstatement rights are at the discretion of Pasco County BOCC.
- (F) An employee granted FMLA will continue to be covered under the County's insurance plans under the same conditions and coverage as would have been provided if the employee had been actively employed during the leave period. An employee is not entitled to leave accruals during the period of unpaid leave. The employee will have the option of continuing health care coverage by paying their portion of all

health insurance premiums for any period beyond the initial twelve (12) weeks if granted.

- (G) An employee who fails to return to work on the date specified on the leave request form without receiving an extension in advance is subject to disciplinary action up to and including termination. Employees who do not return from FMLA leave must reimburse Pasco County BOCC for any health insurance payments made on their behalf during the duration of the leave, unless the employee is physically unable to return to work.

(5) Eligibility for Personal Leave

- (A) Regular employees, having satisfactorily completed the initial six (6) months probationary period, may be granted personal leave without pay.
- (B) Personal leave may be granted for a period not exceeding six (6) months, provided that the department manager deems such leave to be justified and not detrimental to the operations of the department.
- (C) Personal leave, if approved, will run concurrent to any approved FMLA and the total leave shall not exceed six (6) months. In exceptional cases, leave may be extended, upon approval by the department director and the Director of Human Resources.
- (D) Personal leave is intended to be used for health, education, pregnancy or extenuating and/or extraordinary personal reasons.

(6) Request for Personal Leave

- (A) Request for personal leave, without pay, shall be submitted in writing on the "Leave Request Form" to the employee's supervisor and approved by the Department Director.
- (B) The employee must utilize any/all accrued sick leave, vacation leave and/or PTO leave, if approved for personal leave.

(7) Benefits while on Personal Leave

- (A) Group life, health, and dental insurance coverage, for both the employee and dependents, maybe continued while on approved personal leave without pay, provided that premiums for coverage (both employee and dependents) are paid and kept current by the employee. Employees may have the right to continue these insurance benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. Retaining insurance benefits must be made by the employee through the Human Resources Department.
- (B) Employees will not receive holiday pay, or earn PTO leave while on personal leave without pay.
- (C) An employee's position is not guaranteed while on personal leave.

(8) Return to Regular Employment

- (A) An employee's position will be held only as set forth in the provisions of the FMLA for the first twelve (12) weeks of leave if the employee qualifies for FMLA. Employees not granted FMLA, or whose FMLA time has expired, will no longer be guaranteed their position, but may return at the discretion of the Department Director if a job is still available.
- (B) Employees granted personal leave without pay shall contact their supervisor or department manager two (2) weeks prior to expiration of granted personal leave without pay in order to facilitate the reinstatement process.
- (C) Employees that do not contact their supervisor or department manager and do not return to work upon expiration of granted personal leave will be considered absent without leave. Absence without leave for

three (3) consecutive workdays (no-call, no-show) is considered job abandonment where the employee has resigned without notice and will be handled as such. Absence without leave for less than three (3) days can be grounds for disciplinary action, in accordance with the policy.

- (D) The County will make a reasonable effort to return the employee to their former position or a similar position in the same classification in another department, if possible. If no opening exists, the employee may apply for any open posted positions that become available for which they are qualified.

Wellness Leave

Policy

Regular full-time employees can utilize one (1) hour of wellness leave to attend one of the County run clinics:

- New Port Richey: 7421 Ridge Road, Unit 110, Port Richey, FL 34668
- Land O' Lakes: 4111 Land O' Lakes Blvd, Suite 301, Land O' Lakes, FL 34639
- Dade City: 36739 State Road 52, Suite 104, Dade City, FL 33525

Regular Full-Time: An employee regularly scheduled for 30 hours or more per week and eligible for benefits.

Procedure

(1) Eligibility/Use of Wellness Leave

- (A) All regular full-time employees.
- (B) Only available to use during normal work hours (does not count towards overtime).

(2) Request for Wellness Leave

- (A) Employees must submit a request for wellness leave in writing on the "Leave Request Form" to the employee's supervisor, with Department Director approval.

(3) Payment of Civil Leave

- (A) Employees will be paid in full their normal rate of pay without loss of vacation leave or benefits, up to an hour per use of wellness leave.

Bereavement Leave

Policy

Regular full-time and part-time employees shall be granted three (3) days bereavement leave in accordance with this policy for death of a member of the employee's immediate family.

Regular full-time and part-time employees shall be granted one (1) day bereavement leave, in accordance with this policy, for death of a member of the employee's extended family.

Regular Full-Time: An employee regularly scheduled for 30 hours or more per week and eligible for benefits.

Regular Part-Time: An employee regularly scheduled for more than 20 hours but less than 30 hours per week

and eligible for benefits.

Procedure

(1) Bereavement Leave

- (A) Eligibility for Bereavement Leave – Regular full-time and part-time employees, including those employees on initial six (6) month probation, shall be granted bereavement leave, in accordance with this policy, for death of a member of the employee’s immediate or extended family.
 - 1. Immediate family shall be defined as spouse, parent, child, grandparent, grandchild, sister, brother, legal guardian, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, stepchild or any relative living in same household.
 - 2. Extended family is defined as grandparent-in-law, brother-in-law, sister-in-law, aunt, uncle or fiancé or others as approved by the department and the HR Director.

(B) Request for Bereavement Leave

- 1. Employees must submit a request for bereavement leave in writing on the “Leave Request Form” to the employee’s supervisor, with Department Director approval immediately. Employee must state their relationship to the deceased on the Leave Request Form and department Timesheet.
- 2. When the request cannot be made in writing, the employee should contact their supervisor immediately for advanced approval. If approval is granted, a formal written request should be completed upon employee returning to work.

(C) Payment for Bereavement Leave

- 1. Employees will be paid in full their normal rate of pay without loss of vacation leave or benefits, when bereavement leave has been granted, in accordance with this policy.
- 2. Regular full-time employees may be granted maximum bereavement leave as follows:
 - A. Three (3) paid workdays for an immediate family member
 - B. One (1) paid workday for an extended family member
- 3. Bereavement leave for regular part-time employees will be granted on a prorated basis.
- 4. If additional leave is required, employees must request approval of additional leave through their supervisor with Department Director approval. Any additional leave granted will be charged to the employee’s accrued PTO leave or granted as leave without pay. Employees may request additional sick, vacation or PTO leave up to a maximum of two (2) days, which may be granted at the discretion of the department director.

Civil Leave

Policy

All regular employees who are summoned to jury duty or who are subpoenaed to appear in court as a witness in relation to their position with the County will be granted civil leave and given time off with pay for the actual time spent on jury duty or court appearance.

Employees subpoenaed to court as a witness for reasons not connected to their official position with the County are not eligible for civil leave, unless otherwise approved by the HR Director. Time used will be charged to

employee's PTO or vacation leave or granted as leave without pay.

Procedure

(1) Eligibility/Use of Civil Leave

- (A) All regular employees who are summoned to jury duty or who are subpoenaed to appear in court as a witness in relation to their position with the County will be granted civil leave and given time off with pay for the actual time spent on jury duty or court appearance.
- (B) Employees subpoenaed to court as a witness for reasons not connected to their official position with the County are not eligible for civil leave. Time used will be charged to employee's vacation or PTO leave or granted as leave without pay.
- (C) At the discretion of the County Administrator or designee, civil leave may be granted to an employee who is subpoenaed to appear in court in relation to their previous position with another government agency.

(2) Request for Civil Leave

- (A) Employees must notify their supervisor or department manager immediately upon receiving a summons or subpoena.
- (B) Request for civil leave shall be submitted in writing on the "Leave Request Form" to the employee's supervisor, with approval by the department manager. The request must have attached a copy of a summons or subpoena. (NOTE: Departments may establish a departmental policy for operational needs which may not require the employee to request civil leave for court witness in relation to the employee's official position of employment.)

(3) Payment of Civil Leave

- (A) Employees will be paid in full their normal rate of pay without loss of vacation leave or benefits when civil leave has been granted.
- (B) Employees will submit to the County any payment received greater than \$20 per day from jury duty or witness fees, etc., when payment is for time that the employee has been/is compensated by the County.
- (C) Non-exempt employees, subpoenaed to court appearance in relation to their position with the County, will receive overtime pay for hours required over forty (40) or fifty-six (56) for firefighters during the work week.
- (D) If an employee is released or excused, they are required to report immediately to their supervisor for the remainder of the work shift (Overtime is applicable). Employees who fail to report once they are released or excused during normal working hours, may be subject to disciplinary action.

Military Leave

Policy

It is the policy of the County to support military service and comply with all State and Federal laws to allow service members to continue to serve in a military reserve capacity while maintaining their employment with the County.

Definitions

Armed Forces Service hereinafter referred to as military service duty, means the:

- Air Force

- Army
- Army and Air National Guard
- Coast Guard
- Marine Corps
- Navy
- Space Force
- Public Health Service Commissioned Corps
- Other categories designated by the President of the United States or a state governor in time of war or emergency.

Procedure

(1) Military Reserve and National Guard Leave

- (A) Full time County employees, other than temporary employees whose position has an expected duration of less than six (6) months, who are reserve commissioned officers (including warrant officers), or reserve enlisted personnel in the United States Armed Forces or National Guard are entitled to leave for any period during which they have been ordered to active/inactive duty training, state active duty (National Guard), or long-term active duty.
- (B) Florida statute recognizes two types of duties within the military for a leave of absence: active service and military training.
 - 1. Active service: active duty in the Florida defense force or civil service in training or on active duty with any branch of the Armed Forces or Reservists of the Armed Forces, the Florida National Guard, the Coast Guard of the United States, and service of all officers of the United States Public Health Service detailed by proper authority for duty with the Armed Forces.
 - 2. Military training: armed forces reserve or guard training for inactive service members.
- (C) Any County employee who is also a member of the National Guard or a reserve component of the Armed Forces of the United States may be granted leave of absence from their respective duties to enter active-duty status, the first thirty (30) days of any such leave will be with full pay. During such leave of absence, the employee shall be entitled to preserve all benefits and retirement privileges, and such time will be treated as continuous service.
- (D) Employees are authorized 240 paid hours annually for military training, e.g., weekend drill, annual two weeks training, or periods of instruction at military schools for military training. Training orders issued to the employee by the military shall be provided with reasonable notice to the employee's supervisor with a copy forwarded to Human Resources.
 - 1. Whether continuous or intermittent, such paid leave under this subsection shall not exceed 240 hours in any twelve (12) month period (October 1 to September 30). Unused hours do not carry over.
 - 2. Any absence in excess of 240 hours under this subsection may be covered by accrued and available PTO or be an excused absence without pay.
 - 3. Hours replenish annually on October 1.
- (E) Upon activation for long term active-duty military service, all employee benefits will be automatically terminated on date of activation. Certain benefits may be continued if requested by the employee, but premiums must be paid for the period in which benefits are active. Benefits will resume on actual return date of employment. Employee does not need to wait until open enrollment to re-enroll in

benefits.

(2) Reinstatement of employment

- (A) During the active military service leave, the employee shall be entitled to retain the same rights and privileges as any other County employee granted leave. Such employees are entitled to participate in the insurance and other County benefits programs.
- (B) All unused leave benefits shall be retained by the employee, who shall have the same credited to their record upon return to their assigned position.
- (C) Upon separation from military service the employee shall be eligible to return to the former position held or a comparable position in the same class. However, the Appointing Authority may require the employee to submit to a medical examination to determine the employee's fitness to perform the duties of the position to which the employee may be returning and, based upon such medical findings, place the employee in another class with duties the employee is able to perform, and which is the nearest approximation to the position held prior to military service.

(3) Reemployment Timetable:

- (A) To be eligible for protection under USERRA, the service member must report back to work or apply for reemployment within the following guidelines.
 - 1. One (1) to thirty (30) days of service- The employee should report to work by the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and after an eight (8) hour rest period. If this is impossible or unreasonable, then as soon as possible.
 - 2. Thirty-one (31) to one hundred eighty (180) days of service- The employee must apply for reemployment no later than fourteen (14) days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
 - 3. One hundred eighty-one (181) days or more of service- The employee must apply for reemployment no later than ninety (90) days after completion of military service.

References: <https://www.dol.gov/vets/programs/userra/> <https://esgr.mil/>
ESGR 1-800-336-4590

Administrative Leave

Purpose

To establish a Countywide, standardized procedure for administrative leave for salaried (exempt) employees who work beyond the standard 40-hour work week.

Policy

Administrative (Executive) and Management (Management and Professional Mid-Management) Personnel may be permitted additional leave time (up to 40 hours) at the discretion of the County Administrator or their designee.

Procedure

- (1) Positions designated as Administrative, Executive, Management, and Professional Mid- Management will be specified by the County Administrator or designee with a grade of M, P, or NEG.
- (2) Exempt employees may be granted up to 40 hours of additional administrative leave time each January for use during the year.

- (A) Those hired on or after July 1 and before October 1 may be granted 24 hours of additional administrative leave in their first year.
 - (B) Those hired on or after October 1 will not be granted administrative leave until the next January.
 - (C) Administrative Leave hours reset each January and are not eligible to carry over or for pay out upon separation.
- (3) Use of administrative leave must be approved in advance by the Department Director, according to internal department leave policies.

PTO/Leave Donation

Policy

It is the policy of Pasco County to provide a voluntary leave donation program that allows employees to donate leave to employees who are on qualified FMLA.

- (1) The annual or medical leave donation policy is a voluntary program designed to allow employees to donate accrued Annual Leave or PTO to another employee who is on leave under the Family and Medical Leave Act (FMLA).
- (2) Employees who experience a prolonged illness or non-work-related injury and have used all of their accrued medical leave, annual leave, and medical leave pool may receive donations of Annual Leave or PTO from other employees.
- (3) Recipient:
 - (A) Must be on approved FMLA during the applicable time period.
 - (B) Cannot be on worker's compensation while using donated leave.
 - (C) Must not have more than 40 hours of leave available in any accrual leave banks.
 - (D) Will not accrue annual or medical leave while using donated leave.
 - (E) Must be a full-time or part-time employee.
- (4) Donor:
 - (A) Must have a minimum of 80 hours of accrued leave of the type donated on the books after the donation.
 - (B) May donate a minimum of four (4) hours at four (4) hour increments and a maximum of 80 hours of accrued Annual Leave or PTO per calendar year to each eligible coworker.

Procedure

The recipient must complete a Leave Donation Request form and forward it to Human Resources to allow information regarding their eligibility to be disseminated to all employees. They may keep their name confidential.

- (1) Human Resources:
 - (A) Human Resources personnel will review the Leave Donation Request and make certain the number of hours requested does not exceed the amount of time remaining on that employee's FMLA.
 - (B) Human Resources personnel will also make certain the requesting employee indicated what information they want included in the email that will be sent to employees and that the form is signed.
 - (C) HR Personnel will verify the end date of the employee's FMLA.
 - (D) An email requesting donation is sent to Pasco County BCC employees, including only the information the employee wants released.

- (E) In order to donate hours, the donating employee must complete a Leave Donation Form and forward it to Human Resources for Processing.
- (2) Once the hours requested are met through donations, excess hours donated are returned to the donors in reverse order of receipt of the donations.
- (3) If the number of hours donated by all employees exceeds the number of hours a recipient needs or exceeds the maximum number of hours an employee may receive per rolling twelve (12) month period, the hours donated will be used in the order in which donation forms are received by Human Resources.
- (4) Once a donation is made, it cannot be rescinded.
- (5) No employee shall threaten, coerce, discriminate against, or attempt to coerce another employee for the purpose of interfering with participation involving the donation, receipt, or use of leave under this policy. Any violation will be considered misconduct and subject to disciplinary action.

PTO/Medical Leave Hardship Pool (MLP)

Purpose

The hardship Pool is a voluntary program designed to extend benefits to participating employees who experience an unforeseen prolonged illness or non-work-related injury. The Hardship Pool is not intended to be used for pre-existing conditions immediately upon an employee joining the County. The intent is to prevent a financial hardship for an employee due to circumstances beyond the employee's control.

Policy

Participant must be a full-time employee of Pasco County and have a minimum balance of 80 hours of accrued PTO. Participants must wait a minimum of 180 days, following the initial donation, before submitting a request for withdrawal.

Participants may contribute to the PTO Hardship pool at the following tiers:

- 20-hour contribution results in a maximum of 120 hours (3 weeks) of hardship leave granted.
- 40-hour contribution results in a maximum of 240 hours (6 weeks) of hardship leave granted. Employees may upgrade from the 120-hour tier to the 240-hour tier at any time.

Procedure

- (1) Participants who experience prolonged illness or non-work-related injury and have or will have exhausted all but 80 hours of their accrued PTO, must submit a written request providing the details of the situation and a current physician's statement of the illness with the estimated time frame of the employee's return to work. DROP related cash outs of leave cannot be used towards exhausting hours for MLP eligibility. MLP can not be used to extend Parental Leave or be used during FMLA due to pregnancy.
- (2) A committee consisting of three members, selected by the Human Resources Director or designee, will be established within five working days of receipt of the request to examine, verify, and act upon the request.
- (3) Should an emergency occur requiring an extension of the time originally granted by the ad hoc committee, the employee may petition the same committee members for the extension. The original grant and all extensions may not exceed 240 hours or 120 hours, depending on which tier the employee qualifies for. This is the maximum amount of time available to any employee under this program.
- (4) Transition Plan
 - (A) Those currently in the medical leave pool at 240 hours will remain in that pool.

- (B) Employees hired before 1/7/2018 may continue to use Medical Leave, or a combination of PTO and Medical Leave, to buy into the hardship pool at either tier.

Parental Leave

Purpose

The County will provide eligible employees up to a maximum of four (4) consecutive weeks (160 hours) of paid parental leave following the birth or adoption of a child. Paid parental leave is available to both male and female employees.

Policy

Qualified employees will be eligible for paid parental leave for a maximum of a consecutive 3 weeks (120 hours) within a rolling twelve (12) month period. The birthing mother may receive an additional 1 week (40 hours) of paid parental leave. Total parental leave will not exceed four weeks (160 hours) in a rolling twelve (12) month period and must be used consecutively.

Paid parental leave will run concurrently with any qualifying Family Medical Leave and be counted toward the 480 hours of job protected leave allowed within a rolling 12-month period under the FMLA. All requirements for FMLA (while running concurrently with paid parental leave) must be followed in accordance with federal law and in accordance with the Personnel Policy and Procedure Manual.

Procedure

(1) Eligibility

- (A) To be eligible for paid parental leave, an employee must have worked for the County at least twelve (12) consecutive months and have worked at least 1,250 hours during the 12-month period immediately before the date when paid parental leave is to start. If both parents work for the County, they are limited to a combined total of 12 weeks of FMLA leave. Employees are eligible for FMLA for the birth or adoption of a child for one (1) year following the child's birth or initial placement.
- (B) An eligible employee includes a mother, father, stepparent, legal guardian or individual who is *in loco parentis* at the time of the birth or date of the adoption. An eligible employee will be required to furnish proof of status of *in loco parentis* or legal guardianship.
- (C) If both parents work for the County, each is eligible for 3 consecutive weeks of leave (4 weeks for the birthing mother), which can be taken concurrently or separately, but must conclude within the first twelve (12) weeks immediately following the birth or adoption of a child/children. If both parents elect parental leave, the combined total of both parents cannot exceed 200 hours.
- (D) Surrogate mothers and sperm donors are excluded from coverage under this policy as are parents who elect to place their newborn child/children for adoption or whose newborn child/children is involuntarily placed in foster care.

- (2) Employees must provide their supervisor and the Human Resource Department with as much advance notice as possible of the request for paid parental leave but not less than thirty (30) days prior to the proposed date of the leave. The employee must complete the required FMLA forms including the "Request for Paid Parental Leave" and provide all documents as necessary to substantiate the request. Written notice is not required in the event of a medical emergency.
- (3) The County will maintain all benefits for eligible employees during the paid parental leave period just as if the employee were taking any other County paid leave such as PTO, Annual or Medical Leave. All applicable payroll deductions will continue during the leave.

- (4) If a holiday occurs during the paid parental leave, the employee will receive holiday pay in lieu of paid parental leave, but a holiday will not extend the duration of the leave.
- (5) An eligible employee will be required to furnish appropriate adoption documentation, such as a letter from the respective agency, or from the attorney in cases of private adoptions.
- (6) Employees are not authorized to work at any other employment during paid parental leave. Upon separation of employment, employees will not be paid for any unused paid parental leave.
- (7) An employee shall reimburse the County in an amount equivalent to the value of the paid parental leave taken either directly, or through deductions from his or her final paycheck if the balance is sufficient to cover the amount owed, or through a combination if they voluntarily terminate and fail to return to work for a period of time equivalent to the amount of paid parental leave taken. Example: An employee who receives paid parental leave for a period of four (4) weeks must return to work for a full four (4) weeks or will be responsible for re-payment of the difference.
- (8) The Director of Human Resources is authorized to make any necessary administrative changes to this policy, including but not limited to, notification requirements, eligibility and documentation requirements.

Educational Incentive Pay

Purpose

To establish a Countywide, standardized procedure to encourage employees to develop skills and seek formal training that will enhance their personal and professional development and add to their overall expertise within the organization.

Policy

Any employee who obtains a college degree or certification above their minimum education requirements as outlined in their current job description, may be eligible for a one-time increase in pay for an applicable degree. The degree or certification must be from an accredited institution and must be related to the employee's career field or a future career progression field within Pasco County Government.

Procedure

- (1) The employee must provide an official transcript to Human Resources within 60 days of having the degree or certification conferred upon them. A Certificate of Hire from the employee's department will accompany the degree or certification with the requested salary increase in accordance with the below table.

Education Required	Education Obtained	Salary Increase
High School/GED	Associate's	3-5%
Associate's	Bachelor's	3-7%
Bachelor's	Master's	3-10%
Master's	Doctorate	NEG

- (2) Department specific certifications, professional certificates or professional licenses must be outlined on a department memorandum and approved by the Human Resources Director to be eligible for the Educational Incentive Pay program.
- (3) An employee may not receive a salary increase for renewal of a certification for which they've already received a pay increase. Additionally, if an employee does not maintain an incentive certification, they may have their salary reduced by the amount of the increase granted for the respective certification.
- (4) The maximum salary increase that can be received in any fiscal year under the Educational Incentive Program

is 10%. Educational incentive pay will be capped out at 15%, unless approved by the Human Resources Director. Educational incentive pay must never exceed the employee's max range of pay for their pay grade.

Degree Alternative Program (DAP)

Purpose

To establish an alternative education track that would substitute for “minimum educational requirements” for designated job postings.

Policy

- (1) The successful completion of the Degree Alternative Program (DAP) may substitute for an educational degree that is “one level” higher than the education degree the employee currently possesses, up to and including a Bachelor’s degree (e.g., an employee already has a high school diploma, then the successful completion of the DAP would give them the equivalent of an AA degree, etc.). The DAP will not substitute for professional degrees, or other certifications required in the job description. It will not substitute for a degree required for department head or higher-level position.
- (2) The successful completion of the DAP will only apply toward the fulfillment of the “Minimum Education Requirements” posted on the Job Description (for the purposes of determining whether a candidate is considered “eligible” or “ineligible” for the respective vacancy). It shall not apply towards any other benefit or employment issues (e.g., shall not apply towards “education incentive pay” as referenced in the Education Incentive Pay policy).
- (3) Departments & Divisions will determine which of their respective positions are eligible for DAP substitution by notifying the Human Resources Department when requesting that a position vacancy be posted. HR must approve all DAP eligible positions.

Procedure

- (1) An employee will complete the DAP Application of Intent, and then request that it be authorized by their department or Division Head, the application is then submitted to the Training Manager or Human Resources Department.
- (2) An employee may appeal to the HR Director for a final determination if a DAP application is denied by the Department Director.

Tuition Reimbursement

Policy

It will be the policy of Pasco County BOCC to ensure a consistent method of applications for and disbursement of funds to assist employees who are continuing their education in order to facilitate recruitment and retention of the employee.

Definitions

Regular Full-Time Employee: An employee in a position regularly scheduled for 30 or more hours per weeks and eligible for benefits.

Regular Part-Time Employee: An employee in a position regularly scheduled for more than 20 hours but less than 30 hours per week and eligible for benefits.

Procedure

(1) Eligibility

- (A) Regular Full-Time and regular Part-Time employees who have completed their initial adjustment period and/or have not been suspended in the previous six months, may participate in the Tuition Reimbursement Program.
- (B) To qualify for Associate's or Bachelor's reimbursement, an employee must maintain regular full-time or part-time status during the entire semester/quarter. Entire semester/quarter is defined for this policy as the date from the first scheduled class to the date of the last scheduled class in the school's semester/quarter.
- (C) To qualify for Master's degree reimbursement, an employee must:
 - 1. Meet the above stated requirements.
 - 2. Currently be classified as an Exempt employee.
 - A. Exceptions may be granted to those Non-Exempt employees who can identify a position in the County which they would qualify for if they obtained a Master's Degree.
 - B. Exceptions must be approved by the Human Resources Director.
 - 3. The degree must be related to the employee's career path.
- (D) Degrees beyond a Master's level are eligible under this policy only if approved by the Human Resources Director and the County Administrator.

(2) School/Course Eligibility

- (A) The employee must attend a course/program offered by a professionally accredited or licensed institutions, such as universities, colleges, junior colleges, and/or vocation/technical schools that offer Associates, Bachelors and/or Master's Degrees. Certificate programs are not eligible under this program.
- (B) To be eligible for reimbursement, the course must be identified by the Department Director as contributing to skill enhancement for the employee's current position or as part of a developmental plan for a logical career path within the County. Elective classes will be reimbursed if the class is required as part of the degree program or if it is relevant to the employee's current position. The Human Resources Department determines reimbursement eligibility.
- (C) Tuition assistance will apply only to those courses for which the employee is not receiving other total financial aid such as fellowships, scholarships, private foundation grants, and governmental education assistance (GI Bill). Where tuition expenses are paid in part, an employee may apply for reimbursement for those tuition expenses not otherwise covered.
- (D) For Example: If an employee's tuition expense for the semester is \$5000, and the allowable amount for in-state tuition is \$2500, and the employee receives either a Grant or GI Bill totaling \$3000, they would not be eligible for any reimbursement from the County, since the cost of in-state tuition would have been 100% covered by the grant and/or GI Bill.
- (E) Expenses for management seminars, professional meetings and other external seminars/training are not reimbursable under this policy. While continuing education is encouraged, such training is reimbursable under the individual department's budget at the Department Director's discretion.

- (F) Correspondence courses may only be approved in the absence of any available traditional classroom courses or other unusual circumstances. Approval of correspondence course reimbursement requires the approval of the Human Resources Director or designee prior to enrollment in the course.

(3) Reimbursement

- (A) Eligible tuition costs to be reimbursed consist of the actual tuition fees, registration fees, and lab fees. Books, manuals, telecommuting fees, parking permits, uniforms, late fees, penalties, etc. are not tuition costs and are not considered for reimbursement under this program.
- (B) Reimbursement eligibility is based on performance in the course. The following reimbursement levels apply for Regular Full-Time employees:

A = 100%	C = 50%	Pass = 75%
B = 75%	D = 0%	Not Pass = 0%

*** Education reimbursement shall not be awarded if the course is not completed or a grade of "D" or lower is earned***

- (C) Employees whose applications are approved will be entitled to tuition reimbursement for each approved course, with a maximum reimbursement per calendar year of \$3,800 for Full-time employees pursuing an undergraduate level coursework and \$7,600 reimbursement for graduate level coursework. Part-time employees will be capped at \$2000 per calendar year regardless of coursework level.
- (D) Employees entitled to educational benefits under other programs or legislation; (e.g., G.I. benefits, scholarships, grants, etc.), shall not be approved for tuition reimbursement until these benefits have been expended. No employee will receive tuition refunds greater than actual expenditures paid by the employee.
- (E) This program covers tuition and scheduled lab costs only. No reimbursement shall be made for books, travel, or other materials.
- (F) Reimbursement is based on current University of South Florida tuition or PHSC tuition rates. Reimbursement per semester hour or equivalent will not exceed the published rates of these institutions.
- (G) The maximum reimbursement is determined on the year the reimbursement is paid, not the year the course was taken; however, reimbursement must be requested within 30 days of the grades being issued by the Institution in order to receive reimbursement for a class.
- (H) Reimbursement for tuition expenses is only subject to tax if it exceeds the amount established in Internal Revenue Service (IRS) Publication 970, or other currently application IRS regulations.

(4) Process/Procedure

- (A) An employee must submit an Application for Tuition Reimbursement Form containing Department Manager approval to the Human Resources department prior to each term and/or semester. A course description must accompany the Tuition Reimbursement Form. The Human Resources Department will determine course eligibility for reimbursement purposes or inform the employee if the course is deemed ineligible for reimbursement.
- (B) In the event that a class is canceled or rescheduled, an alternate class may be selected. The employee must repeat the approval process within two weeks after the course state date.
- (C) Employees are reimbursed upon submitting proof of satisfactory completion of the course. For

reimbursement purposes, an official record of the final grades as well as receipts for tuition payment must be submitted to the Human Resources Department within thirty (30) days from the date the course ends. Checks for education reimbursement may either be processed in conjunction with payroll checks or processed as a separate check.

- (D) Employees are only eligible for reimbursement of expenses actually incurred and paid by the employee—less any type of grant, scholarship, 529 prepaid plan, G.I. Bill benefit, or any other type of tuition benefit not listed in this policy. Failure to disclose receipt of any type of tuition benefit, will result in the employee's indefinite suspension from the tuition reimbursement program, and may lead to disciplinary action up to and including termination of employment.

(5) Use of County Property

- (A) An employee will not be permitted to utilize any space, personnel, equipment, or supplies of the County in the process of fulfilling any of the requirements imposed by course work for which the employee is being reimbursed per Florida Statute.

(6) Service Obligation

- (A) An employee who receives education tuition reimbursement from Pasco County BOCC must remain employed by the Pasco County BOCC for a period of one (1) year from receiving the reimbursement check. Separation of employment (including termination or non-voluntary separation) prior to completion of one (1) year of service, after receiving reimbursement, will require that the employee repay the County a prorated tuition reimbursement paid by the County during the employee's last year of service.
- (B) If an employee is laid off, they will not be required to pay back tuition reimbursement.
- (C) Upon the adoption of this policy, the record keeping service obligation will be maintained and tracked by the Human Resources Department.
- (D) When an employee is required to repay the County for tuition reimbursement, the amount owed by the employee may be withheld from final payment to the employee in accordance with the Fair Labor Standards Act.

(7) Separation/Change of Status

- (A) Employees shall agree to refund Pasco County BOCC on a prorated basis if resignation or change in status occurs before completion of the one-year exchange period. If the employee changes status to a lower reimbursement level within the one-year exchange period, the employee must refund the difference between the paid tuition reimbursement and the amount eligible for in the new status.
- (B) Pasco County BOCC reserves the right to discontinue the Education Reimbursement Program, at any time, based on operational or financial assessment during any given year. Any discontinuance of the program will not affect any course work previously approved for individual employees.

Retirement Benefits

Policy

Pasco County participates in the Florida Retirement System (FRS). All full-time and part-time employees, in regularly established positions, are members of the FRS. The County contributes the majority of the FRS retirement plan savings; however, a mandatory fixed 3% pretax contribution is made by all eligible employees via payroll deduction.

Procedure

- (1) Employees will have the option of two plans, an investment plan or a pension plan. Employees are encouraged to use the [Choose My FRS Retirement Plan Tool](#) and choose the plan that best suits their financial and career goals.
 - (A) Employees should be aware there may be important deadlines associated with selecting a retirement option and are encouraged to research this within their first 90 days of employment.
 - (B) For more information or to register please visit: <https://www.myfrs.com>
 - (C) My FRS Financial Guidance Line toll-free at 1-866-446-9377

Deferred Compensation – 457(B) Plan

- (1) For those who wish to contribute more to their retirement, employees have the option to participate in Deferred Compensation (457) retirement plans. These are 100% employee-funded plans which allow employees to have a set amount of money deducted from each paycheck and invest in a fund or funds of their choosing.
- (2) Employees can enroll at any time, throughout the year, in a Deferred Compensation plan with any of our participating companies:
 - (A) Nationwide: <https://www.nrsforu.com/rsc-web-preauth/index.html>
 - (B) Empower Retirement: <https://www.empower.com/massmutual-transition>
 - (C) ICMA/Mission Square: <https://www.missionsq.org/>
 - (D) VALIC: <https://www.corebridgefinancial.com/rs>

DROP

(Deferred Retirement Option Program)

Policy

In accordance with Florida Retirement System regulations and Florida Statutes, eligible employees will have the option to participate in the Deferred Retirement Option Program.

Procedure

- (1) The Deferred Retirement Option Program (DROP) is a retirement program that allows eligible employees to retire without terminating their employment for up to 8 years (96 months) while their retirement benefits accumulate and earn interest in a guaranteed fixed-interest fund. This program is available to eligible members of the Florida Retirement System (FRS) who are in the Pension Plan.
 - (A) Eligibility – For an employee to enter the DROP, he/she must meet the retirement eligibility requirements defined by the Florida Retirement System. These include, but are not limited to:
 1. Initially employed before July 1, 2011
 - A. 6 years of regular service at age 62
 - B. 30 years of regular service at any age.

- C. 25 years of special risk class service.
- 2. Employees initially hired on or after July 1, 2011
 - A. 8 years of regular service at age 65
 - B. 33 years of regular service at any age
 - C. 35 years special risk class service

(B) Election – The following rules apply once an individual becomes eligible for the DROP:

- 1. Once an employee becomes eligible for the DROP, she/he may make their election after their normal retirement eligibility date is met, unless the employee is eligible to defer their election. If an employee wishes to participate in DROP, the earliest he/she may make their election is up to six months before the date they plan to participate.
- 2. Each month the employee waits to enter the program, he/she loses that month of DROP benefit. For example, if an employee decides to enter the program 6 months after he/she is eligible, his/her maximum benefit will be 54 months (4½ years). This reduction applies only to the last period of eligibility in the program. If the employee does not apply for the DROP within their prescribed election window, she/he will lose their eligibility to participate.

(C) Process/Procedure – Eligible and interested employees should proceed in the following manner in order to participate in the DROP:

- 1. Employees choosing to enter the DROP should notify Human Resources of their intention to do so no later than the first of the month previous to the month they are eligible, in order to ensure that the proper forms are submitted to FRS in a timely manner so as to provide maximum benefit in the program.
- 2. While enrolled in DROP, employees will continue to accrue annual PTO leave.
- 3. At the time of the employee's decision to enter the DROP, an employee may choose to cash out their annual leave (this includes any remaining vacation leave or PTO leave). The following options are available:
 - A. The employee may be paid up to 100% of their annual leave on the date they enroll in DROP in accordance with County policy, for maximum cash out allowance. In accordance with FRS the amount of the employee's payment (up to 500 hours) will be included as part of the calculation of their retirement benefit. However, when the employee does terminate their employment with Pasco County BOCC any annual leave that has been accrued since then will not be paid. An employee must use any accrued annual leave before he/she terminates, or they will lose it. Under this scenario, If the annual lump sum payment received at the time the employee enters DROP was less than the maximum allowable amount of 720 total combined hours, (500 of which may count towards the retirement calculation) the employee may receive a second lump-sum payment at the end of the DROP period for the difference between the hours initially paid and the maximum allowable amount of 720. Employees that apply for and are granted a second lump-sum cash out should be aware that the second cash out does not apply to the calculation of their retirement benefit. Employees are encouraged to use any accrued annual leave before they terminate employment.
 - B. The employee, upon entrance into the DROP, may elect not to receive payment for their PTO/Annual Leave. If this option is chosen, when the employee terminates employment with Pasco County BOCC, any annual leave accrued will be cashed out in accordance with current

policy. However, in accordance with FRS, this payment will not be applied to the calculation of their retirement benefit.

4. Any employee currently in the DROP may decide to terminate employment earlier than his/her original program termination date. However, an employee will not be allowed to work beyond the pre-selected termination date once they are enrolled in the DROP.
- (D) DROP Benefits – DROP accounts earn interest compounded monthly. Your retirement benefits paid into DROP are also increased by the applicable annual cost-of-living adjustment (COLA), which applies to your normal retirement benefit each July 1. When the employee terminates employment, the proceeds of the DROP account will be distributed in one of three ways:
1. By lump sum payment.
 2. By direct rollover.
 3. By a combined partial lump sum payment and rollover.
- (E) Conclusion of DROP Participation – At the conclusion of the employee's DROP participation, he/she will begin receiving their lifetime monthly benefit and may be eligible to begin receiving the FRS Health Insurance Subsidy (HIS). Retirees will also be subject to the same re-employment limitations and renewed membership provisions that are applicable to other FRS Pension Plan retirees.

Complete guides to the Drop Program are available from FRS and can be obtained in Human Resources.

Although these guidelines represent the DROP system in affect at the publication of this policy, Pasco County is not responsible for any changes made to the DROP system by FRS.

Due to frequent changes to the FRS by the Florida Legislature, check with your Pasco County Human Resources Representative for the most up to date information available.

Group Insurance

Policy

All active full-time County employees (employees regularly scheduled for 30 hours or more per week) will be eligible for the County's insurance program on the first (1st) day of the month following a waiting period of sixty (60) days of full-time employment.

Procedure

(1) Coverage

- (A) Health, Dental, and Vision benefits will be administered in an array of coverage options to best suit the needs of the employee and their qualified dependents.
- (B) New employees will have 2 weeks, from their hire date, to elect the plan that best suits their needs and budget.
- (C) Changes to the plan may only be made during open enrollment unless a qualifying event occurs. If a qualifying event takes place, and the employee wishes to make changes to their coverage(s), the employee must contact Human Resources and provide supporting documentation within thirty (30) days of the event. Some examples of qualifying events include, but are not limited to:

1. Marriage/Divorce
2. Birth, adoption, or legal custody of a dependent child
3. Involuntary loss of other group insurance coverage
4. Death
5. Spouse's open enrollment

(2) Termination of Coverage

- (A) For resignations/terminations, all insurance coverage ends the last day of the month in which the termination/resignation was affected.
- (B) Employees will be given the option of continuing their applicable coverage under COBRA of 1985, as amended.
- (C) COBRA continuation information will be sent to the employee's home address indicating benefit costs for medical and dental coverage. See COBRA section for more information.

(3) Coverage as a Retiree

- (A) Pursuant to Florida statute, employees who retire from Pasco County will be eligible to continue certain County benefits, at their own expense; this includes group health insurance.
- (B) Employees with 30 years of service in Pasco County (including the Clerk of the Circuit Court, Supervisor of Elections, Tax Collector, and the Property Appraiser) will be allowed to continue their health insurance for \$150 per month. This amount is as of date of print for basic coverage. The County reserves the right to amend the amount, prior to open enrollment.

(4) Changes to Coverage

- (A) The County reserves the right to make any changes to plans and coverages from year to year
- (B) Employees will be notified of any benefit changes prior to open enrollment elections.

Employee Assistance Program

Policy

The County is committed to providing an Employee Assistance Program (EAP) which will promote the well-being of its employees and family members.

Procedure

- (1) Eligibility – Active employees who are regularly scheduled for more than 30 hours per week will be eligible to use the Employee Assistance Program. The eligibility waiting period is defined as completion of 60 days of full-time employment. The effective date of coverage would be the 1st of the month following completion of this waiting period. (Same as insurance coverage).
- (2) Functions of Employee Assistance Program (EAP)
 - (A) Counseling assistance for alcohol and drug abuse; emotional, marital, family, financial, and legal problems; and other related problems which can affect job performance, employee health, safety and morale.

- (B) Most problems can be successfully resolved if identified in early stages and if referral is made to appropriate resources for treatment. Employees are encouraged to voluntarily seek the services of the Employee Assistance Program to help them and their family.
- (C) While most employees will seek the services on a self-referral basis, referral to EAP can also be made by management based upon job performance difficulties.
- (D) Employees and their family members are allowed up to six (6) visits annually per incident at no charge. Payment for any visits to the EAP after the initial six (6) visits per incident will be the responsibility of the employee. These additional costs may be covered by the employee's medical insurance.
- (E) Everyday problems affecting the employee's work performance may also affect the employee's family. Therefore, the EAP is available to the employee's immediate family members.
- (F) All EAP client records will be kept strictly confidential and will not be noted in any official County record or in the employee's personnel file. Information from the EAP may only be released with the written permission of the employee or in response to state or federal statutes/regulations or by court order. In the event of a supervisory referral to the EAP, the supervisor will only be informed whether the employee is participating in the EAP. The supervisor will not be notified of any specific information about the employee's problem, unless specified written consent to do so is provided by the employee to HR.

Employee Referral Program

Policy

Beginning 1/1/2024, it is the policy of the Board of County Commissioners (BCC) to encourage the opportunity of employees to participate in the Employee Referral Incentive Program. A current full-time employee may receive sixteen (16) hours of leave with pay for referring an applicant for County employment who is selected, hired into a full-time County position, and successfully completes their probationary period.

Eligibility

- (1) Employees who are eligible for the incentive
 - (A) Full-time regular employees; both exempt and non-exempt
- (2) Employees who are NOT eligible for the incentive
 - (A) Contract, part-time or temporary employees
 - (B) Employees who refer someone hired as a temporary worker
 - (C) Employees who refer someone to work under their direct supervision
 - (D) Employees who were a direct supervisor of a volunteer later hired as an employee
 - (E) Elected Officials and their staff
 - (F) Appointed positions

Incentive Details

- (1) Eligible employees may refer up to two applicants every six months (maximum four applicants per calendar year).
- (2) Referring employee must still be employed with the County to redeem days off.
- (3) Referral leave cannot be used for payout.
- (4) Referral leave must be used, or they will be lost.

Procedure

- (1) Applicant
 - (A) The candidate must add the name of the employee referring them on the application including the reference section.
 - (B) Newly hired candidate must submit the completed referral form to Human Resources on the date of orientation or within two weeks of hire date.
 - (C) New hire must complete their probationary period for employee that made the referral to be granted incentive award.
- (2) Human Resources
 - (A) When the new hire turns in their referral form, HR will enter the referred employee's information into MUNIS.
 - (B) HR will track any referred employees whose candidate successfully completes their probationary period.
 - (C) HR will submit information to Payroll to process final incentive award.
- (3) Referring Employee
 - (A) Employee will see their awarded referral leave in the Employee Self Service portal.
 - (B) Employee must take time off scheduled in advance and used within six months of being awarded.

Employee Health & Safety



Driving Records

Policy

Any employee who is required as a condition of employment to possess and maintain a valid Florida operator's or commercial driver's license, must inform his/her direct supervisor immediately (no later than the employee's next workday) in the event that the driver's license is denied, expired, suspended, or revoked.

- If an employee that is required to drive for the County receives a driving offense on his/her license that makes him/her uninsurable by the County's automobile insurance carrier, (e.g., DUI, Reckless Driving) the employee will not be allowed to operate a County vehicle or drive for the County.
- Employees are required to report any traffic tickets received either on or off the job to the supervisor within 24 hours of receipt or their next shift whichever is first.

Procedure

- (1) The number and expiration date of the employee's operator's or commercial driver's license will be recorded within the HR Department with periodic reviews to verify compliance with this policy.
 - (A) For employment purposes, a valid license is defined as a Florida issued driver's license, as required for the employees' position, which has not expired, been denied, restricted, revoked, or suspended within the past three (3) years and with no DUI in the past five (5) years as required for particular positions. Compliance will be verified by the Human Resources Department. In general employees can:
 1. Have no more than two (2) moving violations and one (1) or more at-fault accidents in the prior three (3) years.
 2. Have not had three (3) or more moving violations in the past three (3) years.
 3. Have not had two (2) or more at-fault accidents in the past three (3) years.
 4. Have not had a major violation which results in their license being suspended or revoked in the past 3-5 years depending upon position.
 - (B) Any employee who does not meet the above requirements or his/her license has expired or been suspended or revoked, shall report that fact to his/her immediate supervisor at the earliest possible time, and not later than the beginning of the next work shift. Failure to do so will result in disciplinary action, up to and including termination of employment.
 - (C) Reviews of driver's license status will be conducted periodically by the Human Resources Department and/or the County's automobile insurance carrier. Any employee that is found not insurable by the insurance carrier will be relieved of his/her current driving position and may be demoted or apply for any open position for which he/she is qualified that does not require him/her to drive for the County. If no position exists for which they are qualified, the employee may be terminated.

Pasco County Vehicle/Equipment Accident Procedures

Policy

All accidents regardless of how minor must be reported immediately (no more than 1 hour) to a supervisor, manager, or Risk Manager. Post-accident substance testing shall be conducted, depending upon the accident, if ordered by the Risk Manager.

Purpose

This procedure outlines the process to follow in the event of a County vehicle/equipment-related accident or incidents, in order to ensure proper documentation and follow-up action is taken.

Procedure

- (1) Call Risk Management (727-847-8028) as soon as possible to report the accident/incident.
- (2) The Accident Report and the Supervisor's Report are completed by the employee and the employee's supervisor, signed by the employee's Department/Division head, and sent to the Risk Management Division, with copies to the Training & Safety Coordinator.
- (3) The Department Head or designee shall be responsible for the internal investigation of circumstances, completion of the proper forms, the appropriate action being taken, the distribution of documentation, and the determination of corrective action.
- (4) Department Heads shall also be responsible for ensuring any traffic citations issued to an employee for a moving violation while operating a County vehicle are reported to Human Resources using the forms in this procedure.
- (5) The Department may not impose any disciplinary action, which includes suspension, loss of pay, or termination, without first coordinating with the Human Resources Director or their delegate. Acceptable and appropriate courses of action include counseling, remedial training, equipment adjustments, workflow changes, safety meetings, and/or similar actions. These actions typically relate to a first-time Group I offense in this manual. If in doubt, consult with the Human Resources Director or their delegate before any action is taken.
- (6) The Training & Safety Coordinator may investigate motor vehicle and equipment accidents/incidents. The accident/incident will determine the extent of the investigation. Departments may also request assistance from the Training & Safety Coordinator in the event there is a need, and the Training & Safety Coordinator has not contacted the department.
- (7) All accidents are reviewed by Human Resources, Fleet Management Director, and Training & Safety Coordinator for prior incidents, that the recommended action by the department is consistent and appropriate, and to determine if any additional action is required.
- (8) All forms are located on Inside Pasco, Administrative Policies and Procedures, Section 800 Human Resources: Personnel/Risk Management, Section 800-15.

Drug Free Workplace

Policy

Pasco County is committed to a drug-free workplace and a drug-free work force. As a condition of employment, all employees are required to fully comply with the provisions of the County's Drug Free Workplace Policy. All employees shall receive and be asked to read the County's Policy with regard to alcohol and drug usage and sign a statement indicating their understanding of the Policy.

Definition

Safety-sensitive position - For purposes of this Policy, a "safety sensitive position" means a position in which drug impairment constitutes an immediate and direct threat to public health or safety, a position in which a momentary lapse in attention could result in injury or death to another person, or a position that otherwise meets the definitions contained in Section 440.102(1)(o) and (p), Florida Statutes for a "mandatory-testing position" or a "special-risk position".

Procedure

(1) Compliance with State and Federal Law

- (A) Pasco County's Drug Free Workplace Policy fully complies with federal and state law including the Drug-free workplace program requirements in Section 440.102 of the Florida Statutes and rules governing Drug-free workplace laboratories found in Florida Administrative Code Chapter (59A-24). This program is also implemented based on guidelines established by the Federal Drug Free Workplace Act of 1988, and the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) in 49CFR, and part 655 as amended. This program is intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol abuse programs for all facets of Pasco County's operations including Transit. Questions concerning the application or interpretation of the Policy should be directed to the Risk Manager.

(2) Notice of Implementation of Pasco County's Drug Free Workplace Policy

- (A) The implementation of the Drug Free Workplace Policy, contained within the confines of this document, constitutes a general notice to all employees of Pasco County that each individual is required, as a condition of their continued employment with Pasco County, to fully comply with the provisions of this Drug Free Workplace Policy, and to fully cooperate with the implementation and enforcement of this Policy, including execution of the necessary authorization form.
- (B) The implementation of this Policy further constitutes a general notice to all employees of Pasco County that it is a condition of employment for an employee to refrain from reporting to work under the influence of drugs or alcohol or working with levels in excess of those contained in Florida Administrative Code Chapter (59A-24).
- (C) A notice of this Policy is to be posted on the bulletin board at each work site and copies are available upon request at the Risk Management office.

(3) Types of Testing

- (A) Pasco County reserves the right to conduct employee drug and alcohol testing in accordance with the

law. The scope and description of each particular category of testing is set forth in further detail below.

1. Job Applicant Testing

- A. Pasco County requires all individuals hired by the County to safety sensitive positions to be free of alcohol and controlled substances. All job applicants who receive a conditional offer of employment into a safety sensitive position will be required to submit to a drug and/or alcohol screen. A refusal to submit to a pre-employment/post offer drug and/or alcohol test shall constitute a basis for Pasco County's refusal to hire that individual. All prospective employment candidates will be provided notice of the test and assurance that highly reliable testing procedures will be used. After testing, applicants are given an opportunity to confidentially report to a Medical Review Officer the use of any prescription or nonprescription medicines which may alter their test results by filling out a form. Additionally, applicants may consult with a Medical Review Officer for any further technical information regarding such medications.
- B. All offers of employment with Pasco County are conditioned upon the individual being qualified for work and any individual in a safety-sensitive position who tests positive for any drug described herein will not be considered qualified for employment with Pasco County.
- C. The results of the laboratory test will be restricted to whether or not the applicant's specimen tested positive for drugs or alcohol, the particular drug involved, and the amount found within the specimen tested.

2. Current Employee Testing- In addition to requiring prospective employment candidates to submit to substance abuse screening, Pasco County will utilize the following categories of employment related testing for its employees:

- A. Reasonable Suspicion Testing: Pasco County shall require an employee to submit to a drug or alcohol screening whenever there is reasonable suspicion to believe that the employee is under the influence of or otherwise using alcohol or a controlled substance.
- B. Reasonable suspicion requires a belief that can be articulated that an employee possesses or uses alcohol or controlled substances at the workplace and is either intoxicated or impaired by such substances. Where a Supervisor or Manager can reasonably conclude that there are objective facts indicative of the use of a prohibited substance, there is sufficient justification for testing. Whenever possible, the supervisor should have the employee observed by a second supervisor, manager, or member of Human Resources before requiring testing. Among other things, such facts and inferences may be based upon:
 - a. Observable phenomena while at work, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug or alcohol.
 - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - c. A report of drug or alcohol use, provided by a reliable and credible source. Evidence that an individual has tampered with a drug or alcohol test during his employment with the current employer.

- d. Information that an employee has caused, contributed to, or been involved in an accident while at work.
 - e. Evidence that an employee has used, possessed, sold, solicited, or transferred alcohol or drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- C. **Post-Injury/Accident Testing:** Pasco County shall automatically require substance abuse testing for any employee involved in a job-related accident that results in medical attention beyond basic first aid or minor property damage. Pasco County's concern for its workforce is paramount, therefore; it may be necessary to administer the appropriate medical treatment prior to obtaining specimens for testing. If the required specimens can be obtained at a medical treatment facility which is not a designated collection site, a physician, physician's assistant, registered nurse, nurse practitioner, licensed practical nurse, certified paramedic or licensed collection site person qualified by training and skills, may collect the specimens. If such an individual is not present, the injured employee, as soon as is medically permissible, shall be transported to a designated collection site to produce the required specimens.
- D. **Random Testing:** Random testing will be performed in accordance with the various bargaining unit contracts. Employees not covered by the various bargaining unit contracts are subject to random testing as set forth in this policy. Employees in safety sensitive positions are subject to random testing. For employees with special class licenses subject to DOT and/or FTA rules, random testing will be performed in accordance with those agencies' requirements.
- E. **Follow-Up Testing:** If Pasco County determines that an employee who has submitted confirmed test results which register positive for content of one or more controlled substances should not be terminated, the employee may be granted a Last Chance Agreement, to include follow-up testing.

Both job applicant and current employee testing procedures may provide for a second confirmation test of the remaining portion of an applicant/employee's initially tested specimen in the event the results of that individual's initial substance abuse test registers a positive result. The confirmation test shall be based upon a different scientific principle than that of the initial test as long as efficacy is equal to or greater than the initial test method.

If the employee enters an employee assistance program for drug-related problems, or a drug rehabilitation program, the employer must require the employee to submit to a drug test as a follow up to such program. If the employee voluntarily entered the program, the employer has the option to not require follow up testing. If follow up testing is required, it must be conducted at least once a year for a 2-year period after completion of the program. Advance notice of a follow up testing date must not be given to the employee to be tested.

(4) Drugs to be tested

(A) A list of drugs for which the employer will test job applicants and employees is as follows:

1. Alcohol: (Including a distilled spirit, wine, a malt beverage or intoxicating liquor.)
2. Amphetamines: (Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin)
3. Cannabinoid: (Marijuana, THC) COCAINE PHENCYCLIDINE (PCP) METHAQUALONE
4. Opiates: (Paregoric, Parepectolin, Donnegel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guafacene AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tuss-Organidin)
5. Barbiturates: (Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenalin, Triad)
6. Benzodiazepines: (Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax)
7. Methadone PROPOXYPHENE: (Darvocet, Darvon N, Dolene)
8. Metabolite of any of the substances listed above.
9. Synthetic Narcotics

(5) Rules of Conduct

(A) Pasco County strictly prohibits its employees from being on duty and possessing, manufacturing, using, dispensing/distributing or being under the influence of alcohol, marijuana, any drug illegal under state or federal law, or any prescription drug not prescribed for the employee. Further, Pasco County prohibits its employees from misusing alcohol or possessing, using or distributing illegal drugs or alcohol off the job to the extent that any off-duty possession, use or distribution impacts upon their effectiveness and ability to perform their employment duties, or adversely affects the interests of the Board.

(B) The penalty for violation of Pasco County's Substance Abuse Policy may include termination of employment or some other form of discipline, which Pasco County, in its discretion, deems appropriate, and loss of workers' compensation benefits.

(6) Penalties and Consequences of a Positive Drug Test/Employee's Refusal to Submit to testing.

(A) Any injured employee who refuses to submit to testing under this Policy may forfeit any medical and indemnity benefits he or she would otherwise be eligible for under Florida's Workers' Compensation Statute. Additionally, any employee, whether injured or uninjured, who refuses to submit to testing or tests positive under Pasco County's Drug Free Workplace Policy may be discharged or otherwise disciplined by Pasco County. Individuals who refuse to submit to testing procedures shall be asked to sign a Refusal to Submit Blood/Urine Form.

(B) Specimen Collection and Laboratory Procedures.

1. Pasco County is committed to following strict specimen collection and laboratory testing procedures to ensure the quality, integrity and authenticity of the specimen. Employees and job applicants have

a right to consult a Medical Review Officer for technical information regarding prescription and non-prescription medication. Further, employees and job applicants will be allowed to confidentially report the use of prescription or non-prescription medications to a Medical Review Officer after being tested.

2. Collection site security and specimen collection are unequivocally the responsibility of the collection site and its personnel. Pasco County assumes no responsibility for specimen collection or transmittal errors by a collection site, the laboratory or their respective staffs. Pasco County will pay the cost of all initial and confirmation substance abuse screening it requires from either its applicants or employees. However, all costs of additional, non-required testing and testing incurred during a rehabilitation period or program shall be borne by the employee.

(7) Common Medications That May Alter or Affect a Drug Test

(A) The following list includes the most common over the counter and prescription medications which may alter or affect a drug test:

1. Alcohol: All liquid medications containing alcohol (ethanol). Please, read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
2. Amphetamines: Obetrol, Biphedamine, Desoxyn, Dexedrine, Diddrex, Ionamine, Fastin.
3. Cannabinoids: Marinol (Dronabinol, THC)
4. Cocaine: Cocaine HCl topical solution (Roxanne)
5. Phencyclidine: Not legal by prescription
6. Methaqualone: Not legal by prescription
7. Opiates: Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin.
8. Barbiturates: Phenobarbital, Tuinal, Amytal, Nambutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad.
9. Benzodiazepines: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax.
10. Methadone: Dolophine, Metadose
11. Propoxyphene: Darvocet, Darvon N, Dolene, etc.

(8) Challenges to Test Results

(A) Within five (5) working days after receiving notice of a positive confirmed test result, the employee or applicant may contest or explain the result to a Medical Review Officer. If the explanation or challenge of the positive test result is unsatisfactory to the Medical Review Officer, the Medical Review Officer shall report a positive test result back to Pasco County. A person may contest the drug test result pursuant to law or to rules adopted by the Florida Agency for Health Care Administration.

(B) Within five (5) working days after receipt of a positive confirmed test from the Medical Review Officer, Pasco County will inform the employee or job applicant of such positive test result, the consequences of such results, and the options available to the employee or job applicant. Within five (5) working days after receiving notice of a positive confirmed test result, the employee or applicant may submit information to Pasco County explaining or contesting the test result and explaining why the result does not constitute a violation of Pasco County's Policy. If an employee's or job applicant's explanation or challenge of the test result is unsatisfactory to Pasco County, then within fifteen (15) days of receipt of the explanation or challenge, the County will issue a written explanation why the employee's explanation is unsatisfactory. Upon request, the report of positive results will be provided to the employee or applicant. Pasco County will keep all such documentation confidential.

(C) If applicable, an individual may have the right to challenge an adverse action as a result of a positive drug test in accordance with a collective bargaining agreement, in a workers' compensation proceeding or other civil or administrative proceeding. When an employee or applicant undertakes a challenge to the results of a test it shall be the employee's or applicant's responsibility to notify the laboratory and the sample shall be retained by the laboratory until the case is resolved. Applicants and employees are responsible for notifying the laboratory of any administrative or civil actions brought pursuant to the Workers' Compensation Act.

(9) Confidentiality/Employee Safeguards.

(A) All information, interviews, reports, statements memoranda, and drug test results, written or otherwise, received by Pasco County through this Drug Free Workplace Policy shall be treated in a confidential manner, unless otherwise required by Florida law.

(B) Pasco County, any collection sites, laboratories, drug and alcohol rehabilitation programs, and their agents who receive or have access to information concerning drug test results shall keep all information confidential, unless otherwise required by Florida law.

(10) Employee Assistance Plan

(A) The following contains the name, telephone number, and website of our Employee Assistance Plan providers.

1. ComPsych: 1-800-272-7255; <https://www.guidanceresources.com/groWeb/login/login.xhtml>
2. The Standard: 1-888-293-6948; <https://healthadvocate.personaladvantage.com/>

(B) The Risk Manager has been designated as the Pasco County official responsible for providing information and answering any questions concerning this Policy.

Medical Procedures

Policy

It is the intent of the County to require employees to be examined by a physician whenever conditions exist for the protection of the employees or the County. In addition, all employees are encouraged, but not required, to have physical examinations periodically during their employment and to participate in wellness programs.

Procedure

- (1) As a condition of employment, all applicants for employment in designated positions are required to pass a physical examination administered by a physician designated by the County. Physical disabilities or impairments will be noted on the applicant's file, and items that could affect job performance will be reported to Human Resources. In compliance with the Americans with Disabilities Act (ADA), every reasonable effort will be made to accommodate employees with such disabilities or impairments.
- (2) Employees who are using prescribed or non-prescribed drugs or narcotics which impair motor functions must disclose this condition to their immediate supervisor. Depending upon the circumstances, employees may be reassigned, or prohibited to work, while taking prescribed drugs or narcotics.
- (3) Employees may be required to have a physical examination on other occasions, such as transfer or promotion.
- (4) Physical examinations administered at the request of management shall be paid for by the County. The cost of physical examinations not made mandatory by this guideline shall be paid by the employee and may be administered by a physician selected by the employee.
- (5) Medical examinations paid for by the County are the property of the County, however their retention and distribution will comply with the Health Insurance Portability and Accountability Act (HIPAA). However, records of such examinations will be made available to public agencies or the employee's doctor, as required by law or regulation.
- (6) Whenever an employee is absent because of illness or injury for three (3) consecutive days, the County reserves the right to take whatever steps are necessary to confirm the nature and extent of such illness or injury. Employees returning from a sick leave, including maternity leave, may be required to have a physical examination or supply a fitness letter from a physician of their choice to determine their capability to perform satisfactorily their regular work without endangering themselves or their fellow employees.
- (7) Whenever the County requires a physician's report concerning an illness or injury suffered by an employee the examination shall be at the expense of the County and performed by a physician selected by the County. Employees who are not satisfied with the physician's determination may submit, at their own expense, a report from a physician of their own choosing. In the event of conflicting opinions, the County's physician and the employee's physician shall designate a third physician to examine the employee, the third physician's report shall be binding on both parties. The expense of the third examination shall be shared equally by the County and the employee.

- (8) First aid kits and other limited emergency supplies are provided by the County in hazardous areas, such as where machinery or utility equipment is located.
- (9) Employees who become ill on the job or suffer any work-connected injury, regardless of severity, shall report to a medical facility for examination, treatment, and recording of the incident. Time spent by an employee waiting for and receiving medical attention may be considered hours worked for pay purposes; however, depending upon the nature of the illness or injury, those hours may not count towards the calculation of overtime. Whenever possible, employees should notify their supervisor before leaving their work location for medical reasons.
- (10) Employees who are exposed to an unexpected occupational health hazard, such as toxic materials or fumes, are required to have a physical examination immediately after the exposure. The physician shall determine whether exposed employees require medical treatment, whether they may be permitted to continue on their jobs or whether they should be assigned to other jobs.

Workplace Safety

Policy

It is the policy of Pasco County BOCC that the County will maintain a safe work environment for its employees.

Since the well-being of its employees is a primary concern, the County aspires to pursue the highest standards in the employee's assigned job activities and responsibilities. This, in turn, provides protection of the County's physical resources.

The County's goal is to perform the tasks of government operation and public service without incidents/accidents. No job assignment is so critical that time cannot be taken to do it safely. Safety procedures must be adhered to by all employees, at all levels and at all times.

Procedure

(1) Safety

(A) Safety Program and Monitoring:

- 1. A safety program is designed to accomplish the primary purpose of preventing accidents. It must provide safety for its employees and also protect the public by preventing unsafe acts or conditions from being created by the County.
- 2. A safety program must have the continuous and active support of all employees and particularly of those in a supervisory position.
- 3. The Pasco County BOCC provides for the continuous monitoring of the working conditions and equipment of its employees for observation of safety requirements.

(B) Safety Rules and Regulations:

- 1. Employees will observe all safety rules and regulations established through departmental policies and procedures, and otherwise provided within the County's Personnel and Safety Manual's. Employees will report all unsafe conditions or practices to their immediate supervisor.

2. Elements of a Safety Program:

- A. The individual responsibility of each employee to act in a safe and prudent manner thereby avoiding injury to him/herself and others and damage to equipment and supplies.
- B. The assignment of responsibilities to persons for safety activities, designating one person in each department as a safety liaison.
- C. Assure that equipment, work areas and the working methods are safe.
- D. Assign personnel to jobs for which they are physically qualified to perform safely.
- E. Examine the workplace for hazards and eliminate them immediately.
- F. Aim for employees to develop and maintain good and safe work habits, including job awareness.
- G. Provide proper protective equipment and require its use to be mandatory.
- H. Educate and train employees as to the specific hazards of their jobs.
- I. Review of accidents to determine cause and to prevent a repeat performance.
- J. Prepare and maintain complete incident/accident records.
- K. Adhere to all safety guidelines as specified in the Standard Operating Procedures (SOP's) of each department.

(C) Safety Equipment:

- 1. The County will provide, at its expense, certain items of safety equipment (e.g., safety glasses, back belts, hard hats, etc.), that must be worn by the employees when necessary to perform their job function.
- 2. The individual SOPs of the departments will identify what safety equipment is necessary for the job duties performed.
- 3. Failure of an employee to use issued safety equipment may result in a reduction of the Workers' Compensation benefits in the event of an injury.
- 4. Failure of an employee to use issued safety equipment and/or failure of an employee to file a written report of injury sustained on the job, may result in disciplinary action up to and including termination.

(2) Safety Committees:

- (A) Safety committees may be created in the individual departments to review safety incidents and infractions to assist the departments to identify safety concerns and suggestions for improvement.

Worker's Compensation Leave

Policy

Employees who experience an injury/illness in the line of duty shall be entitled to workers' compensation benefits. In order to be eligible to receive compensation for lost time, an authorized physician must document the injury/illness. An employee cannot elect to stay home and receive workers' compensation benefits; they must be relieved of duty by an authorized provider. There are no exceptions.

Procedure

- (1) The following procedures must be followed in the event of a work-related injury. ALL employees are hereby advised of their responsibility to immediately report all injuries, even those not requiring medical attention, **to their supervisor.**

It shall be the responsibility of the immediate supervisor or designated representative to report to the County's Risk Management Division via email at riskmanagement@pascoCountyfl.net or phone at (727) 847-8028 that the individual has been injured and/or taken to a medical facility for treatment. If the accident/injury occurs when the offices are closed, the call must be made the first thing the next business day morning. This verbal report MUST be followed by the forms outlined below. They must be submitted to the Risk Management Office within two days (preferably sooner) from the date of accident or immediately following a holiday or weekend. This must be done expeditiously so that the carrier, as well as the State of Florida, Division of Workers' Compensation, will be placed on notice. If the carrier does not have the notice within seven calendar days of the injury, the employer (Pasco County) will be fined an amount up to \$1,000.00. If the department fails to send the reports to Risk Management in a timely manner and fines are imposed, the fines may be referred to the offending department for payment.

AN EMPLOYEE INJURY REPORT, SUPERVISOR'S INJURY INVESTIGATION, AND THE NOTICE OF INJURY MUST BE COMPLETED FOR ANY INJURY, EVEN IF THE EMPLOYEE DOES NOT WISH TO SEEK MEDICAL ATTENTION AT THE TIME OF THE INJURY.

The reports are required in the event the employee later seeks medical attention. Failure to promptly report injuries may result in denial of the claim and penalties from the State.

- (2) The forms listed must be completed as described below. All forms are located on Team Pasco, Forms & Policies, HR 800, Section 800-14.
 - (A) Employee Injury Report - completed by employee
 - (B) Supervisor Report of Injury Investigation - completed by supervisor
 - (C) Notice of Injury - completed and signed by department Administrative Assistant or designee. Note: obtain employee signature, if possible, but do not delay submission to Risk Management.
- (3) The injured employee shall be referred to the most appropriate medical facility and may be required to submit to a post-accident drug/alcohol test. The facilities are listed on Team Pasco, Forms & Policies, HR 800, Section 800-14, [Medical Facilities for the Injured Worker](#). **The first option is always the Employee Wellness Center**, if appropriate for the injury, during operating hours, and within a reasonable distance. The second option would be an urgent care facility, and lastly an emergency room, or call 911 if necessary.

(A) Should the employee require medical treatment, the Risk Management Division, having been notified as referenced above, will be able to verify/authorize treatment by a physician or a hospital for **initial treatment only**.

(B) Any further treatment to the injured employee must be authorized by the County's Third-Party Administrator (TPA). After conferring with the County's Risk Management Division regarding any particular claim, the TPA will then be able to authorize an approved specialist in the relevant field of medicine in order to affect the proper and beneficial care that our employees deserve. Only Commercial Risk Management (the County's TPA) can authorize follow-up or continuing treatment. **Any medical treatment given by an unauthorized source shall NOT be covered by Workers' Compensation or the County's health insurance program**

- (4) Employees absent on workers' compensation will continue to be covered by benefits afforded under group insurance. However, it will be the responsibility of the employee to coordinate with Risk Management to continue health insurance for any dependent(s) as well as any additional voluntary, employee paid benefits.
- (5) An employee is NOT to use his/her Florida Blue insurance card for prescriptions related to an on-the-job injury. They are to tell the pharmacy that they are an employee of Pasco County Board of County Commissioners and that this is related to a workers' compensation claim.
- (6) The provider should give the employee a DWC-25 form which details their medical disposition and will determine return to full duty, light duty, or if the employee must remain out of work. Page 2, Blocks 21 - 23, of the form will detail the duty status/restrictions related to the injury. This form should be provided to their supervisor prior to returning to work and then should be forwarded to Risk Management for filing.
- (7) If the employee is not cleared to return to full duty without restrictions, they are to contact their supervisor or workers' compensation adjuster, (813) 289-3900, to coordinate case management, work status, and doctor appointments.
- (8) The employee should submit intermittent reports from the attending physician on his/her status as provided at their periodic visits. It will be the responsibility of the employee to furnish this information to the County's Risk Management Division, **via their supervisor**, as long as the employee is off work.
- (9) We have in place an Early Return to Work Program (ERTW) which, in many cases, will allow the employee to return to work in a light-duty status prior to a "no restrictions" release from the attending physician. The following outlines the program and the requirements:
 - (A) Each ERTW is to be decided on a case-by-case basis, with the needs of the department identified, and precipitated by a recommendation of a physician concerning the employee's abilities to perform modified job duties.
 - (B) It is expected that the employee's department can find suitable work within the stated restrictions, even if it is not in the employee's field of work. For example, filing or answer phones, or assisting with back log of work in another area. Employees may be assigned light duty in another department if nothing is available in their home department; however, the **home department will be charged on their payroll**. In this case, Risk Management will coordinate their assignment, or assign them to a pool as available potential assignment with outside agencies.
 - (C) It will be **expected and assumed that an employee can return to work in their department** UNLESS Risk Management is notified that they are not able to work, or light duty is not available in the department.

- (D) The department MAY NOT maintain a policy of refusing to allow employees to return to work on a light-duty basis. The decision must be based on the essential functions of the job description.
- (E) ERTW is encouraged and expected whenever possible, but only if practical and further injury can be avoided. Employees should present the DWC-25 form **to their supervisor** and a manager or above will coordinate with Risk Management. The modified job duties, along with the physical requirements and the period requested, should be discussed/approved prior to the employee's return to work. Risk Management will annotate the file accordingly.
- (F) In accordance with Florida Statutes, an employee on light duty, working outside the scope of their normal job description, may incur a pay reduction of up to 20 percent of their normal pay.
- (G) Refusal by an employee to accept light duty may result in a denial of temporary benefits for pay purposes.
- (H) The limitations of the ERTW should be considered to be similar to "reasonable accommodation" as related to the Americans with Disabilities Act (ADA).
- (10) If the employee has reached maximum medical improvement (referred to as MMI) and can no longer perform the essential job duties of his/her position, the Human Resources Director or their delegate will work to assure compliance with the ADA and workers' compensation statutes, and/or possible alternatives.
- (11) An employee may **NOT** return to work after an injury resulting in a need for either medical attention and/or absence without a signed release (light duty or full duty) from the treating physician. It should be noted that the department/division is not to retain medical information, including a physician release; this information must be forwarded to Risk Management, in accordance with the Health Insurance Portability and Accountability Act regulations.
- (12) Pasco County allows for the first **seven working days following injury** missed due to a work-related injury or illness to be coded as "pre-workers' compensation" time on the employee time record. The day of injury and doctor visit should be coded as regular hours if employee returns to work, or injury is at end of shift; seven days for IAFF bargaining unit fire-rescue personnel; or 14 days if injured in the line of duty on scene or during training. In order for this time to be payable, a notice of injury and physician visit is required. If employee is released from work status, then code time as pre-workers' comp.
- (13) In accordance with Chapter 440, Florida Statutes, workers' compensation is not payable until the eighth day the employee is out of work due to a work-related injury. Once an employee has returned to work but requires time off to attend doctor visits and/or physical therapy (PT), the employee must lose greater than 20 percent of their wages/hours in one week before they will be paid by workers' compensation. For a 40-hour-per-week employee, the first eight hours lost in one week after returning to work would not be compensated by the workers' compensation carrier; the remaining hours would be compensated at the employee's compensation rate.
- (14) When an employee returns to work but must have time off for doctor visits and/or PT, they will be compensated by the County without having to utilize sick or vacation time, **up to four hours maximum** per occurrence. THIS IS CONDITIONED UPON REASONABLE USE; EMPLOYEES WILL NOT BE COMPENSATED FOR A FULL DAY TO ATTEND A DOCTOR APPOINTMENT OR A PT APPOINTMENT, NOR WILL THEY BE ELIGIBLE FOR OVERTIME IF THE APPOINTMENT EXTENDS BEYOND THEIR NORMAL WORKING HOURS. APPOINTMENTS SHOULD BE SCHEDULED EITHER EARLY IN THE MORNING OR LATE IN THE AFTERNOON,

WHENEVER POSSIBLE, TO MINIMIZE THE AMOUNT OF TIME UTILIZED.

- (15) The employee will be required to produce documentation for the doctor visit or for PT (as applicable) in order to be paid for this time. THIS WILL NOT COUNT TOWARDS OVERTIME OR PTO ACCRUALS BASED ON THE LIGHT-DUTY, PAID LEAVE HOURS.
- (16) A workers' compensation timesheet is posted in Finance, Section 400-14, on Team Pasco. Complete the timesheet as follows:
 - (A) Pre-workers' compensation is payable for the first seven working days missed.
 - (B) Light-duty, paid leave is for up to four hours maximum, for appointments.
 - (C) Workers' compensation will code time when an employee is not in a duty status, not working, beyond the pre-workers' compensation initial period.
 - (D) Upon completion of the timecard, forward through supervisor to department's workers' compensation contact for review.
- (17) Details regarding work status and accruals are as follows:
 - (A) While on pre-workers' compensation (first seven workdays in an out of work status after injury), status is as paid leave and PTO will accrue.
 - (B) While out of work on workers' compensation, status is in a leave without pay (LWOP) status for payroll purposes and medical and annual leave do not accrue. Commercial Risk Management will issue a check and mail it to employee's residence, when applicable.
 - (C) While in a work status (light-duty, paid leave), attending doctor/PT appointment status would be in a paid status for a maximum of four hours, but no medical or annual leave accrues.
 - (D) While in any paid status, both individual and County contributions are made to the Florida Retirement System (FRS).
 - (E) While out of work on workers' compensation in a LWOP status, no individual or County contributions would be made to FRS, however, if/when the employee returns to work for a full calendar month, the County would make them whole by contributing both the three percent and the County contributions. Employees do not have to pay the FRS three percent for that period, due to being in workers' compensation status.

Employee Relations



Disciplinary Process

Policy

It is the policy of the Pasco County BOCC to establish general guidelines to assist Managers or designees in administering employee discipline. In order for the discipline process to be as effective as possible, discipline should be timely. This policy is not to be interpreted as a promise of specific treatment.

The discipline process is a means of solving performance problems and encouraging good performance. It is the responsibility of the employee to conduct him/herself in a professional manner and to adhere to established policies and procedures. Failure to meet government standards and follow established procedures may lead to disciplinary action up to and including termination of employment.

The discipline policy applies to all employees; however, employees referenced in General Provisions, section 1.1, Paragraph A are "employees at will" whose employment may be terminated at any time and for any reason, with or without cause.

Procedure

- (1) Disciplinary actions should be appropriate to the offense and be taken in a timely manner. The Human Resources Director or designee shall be consulted prior to the administration of disciplinary measures at a suspension or termination level. An employee may only be discharged after consultation with and concurrence of the Human Resources Director or designee. Disciplinary actions may include any of the following:
 - (A) Corrective Discussion - This is a positive approach to correction of problems and is not considered a formal disciplinary action. The following are guidelines for administering a corrective discussion.
 1. Discuss with the employee the specific behavior and/or problem which needs corrective action.
 2. Allow the employee an opportunity to explain his/her understanding of the situation and offer a solution.
 3. Provide a clear definition of expectations. Mutually set goals for performance improvement and agree on when improvements are expected
 4. Make a written summary of the topics discussed and improvements expected. Retain in department file or forward to Human Resources for filing in the individual's personnel file.
 - (B) Verbal Warning - An action taken to formally advise an employee of discipline problems. This step should be taken for less serious offenses that have not been repetitive in nature. The following are guidelines for administering a verbal warning:
 1. Inform the employee that the problem constitutes a verbal warning and provide clear reasons for the measure being taken, in writing.
 2. Explain in detail the offense or nature of the problem. Cite dates, incidents and previous reminders, where applicable and appropriate.

3. Discuss with the employee the specific behavior and/or problem which needs corrective action and review job performance standards.
 4. Advise the employee that a failure to improve performance will result in further disciplinary action. Specify the time allowed for expected improvement.
 5. Require that the employee sign the original Employee Counseling Record (or written summary of verbal warning) to acknowledge receipt. Retain a copy for departmental records and forward the original to the Human Resources department for inclusion in the employee's Personnel Record.
- (C) Written Warning - An action taken for a more serious offense or repeated offenses. The following are guidelines for administering a written warning.
1. Prepare the written warning, explaining in detail the offense or nature of the problem. Cite dates, incidents and previous reminders, where applicable and appropriate.
 2. Discuss with the employee the specific behavior and/or problem which needs corrective action and review job performance standards.
 3. Advise the employee that a failure to improve performance will result in further disciplinary action. Specify the time allowed for expected improvement.
 4. Require that the employee sign the original Employee Counseling Record (or written summary) to acknowledge receipt. Retain a copy for departmental records and forward the original to the Human Resources department for inclusion in the employee's Personnel Record.
- (D) Suspension - An action taken for serious offenses or as a last effort to improve repetitive disciplinary problems. Disciplinary suspensions are limited to a maximum of ten (10) consecutive workdays unless additional time is required to complete an investigation. As determined on a case-by-case basis, disciplinary suspensions may or may not be paid. The Human Resources Director or designee must be involved in all suspensions.
1. Definitions:
 - A. Decision Making Suspension: A decision making suspension may be warranted in situations where previous disciplinary measures have failed to correct performance. In these cases, the employee will be expected to decide whether to continue working for the County, which means following County policy and meeting expected standards. If the employee agrees to remain in the employ of the County and to meet expectations, he/she must be advised that further disciplinary problems may lead to termination. If the employee does not return from the suspension or opts not to meet standards, the employee's separation will be considered a voluntary resignation.
 - B. Investigatory Suspension: An investigatory suspension may be warranted in circumstances where an employee is suspected of an offense serious enough in or out of the workplace to indicate possible termination. In this instance, the employee will be suspended pending the outcome of the investigation. If the case against the employee is dropped, or if the investigation concludes that no disciplinary action is indicated, the employee is entitled to reinstatement with retroactive pay for the work hours missed (if applicable). If the investigation results conclude that disciplinary action is warranted, disciplinary action will be taken.
 2. Procedure:
 - A. Determine if suspension is the appropriate disciplinary response.
 - B. Prior to the pre-disciplinary hearing: prepare a written summary of the suspension, explaining in

detail the offense or nature of the problem. Cite dates, incidents and previous reminders, where applicable and appropriate.

- C. Issue to the employee a pre-disciplinary hearing notice indicating the intent to recommend a suspension.
 - D. Prior to the pre-disciplinary hearing: require that the employee sign the original Employee Counseling Record (or written summary) to acknowledge receipt. Retain a copy for departmental records and forward the original to the Human Resources department for inclusion in the employee's Personnel Record.
 - E. Discuss with the employee the specific behavior and/or problem which needs corrective action and review job performance standards. Ask the employee for an explanation.
 - F. Consider the employee's explanation and decide, in conjunction with the Human Resources Director, the appropriate level of suspension.
- (E) Termination- An action taken when the employee has proceeded through all other disciplinary steps and no improvement has resulted; OR when an employee commits a serious offense and their continued employment is not in the best interest of Pasco County BOCC, regardless of previous disciplinary problems or actions.
- 1. Prior to any termination, the Human Resources Director or designee must be consulted, and the circumstances thoroughly reviewed. The procedure for effecting the termination will be determined at that time.
- (F) Examples of conduct that are subject to disciplinary action include, but are not limited to:
- 1. Non-Scheduled absence from his/her work schedule and/or work location.
 - 2. Failure to comply with departmental notification requirements in cases of absences and tardiness.
 - 3. Non-scheduled absences and/or tardiness preceding and/or following scheduled days off.
 - 4. Unauthorized presence in non-job-related areas of Pasco County BOCC.
 - 5. Unauthorized distribution of printed material in work areas.
 - 6. Unauthorized solicitation or sale of merchandise during working hours.
 - 7. Unauthorized posting or removal of notices.
 - 8. Projection of a negative image of Pasco County BOCC through actions and/or comments which may be detrimental to the operations of the organization.
 - 9. Violation or failure to comply with any County Policy, departmental rule, official regulation or order.
 - 10. Documented job performance which is substandard or not in compliance with the employee's job description.
 - 11. Substandard performance or nonperformance of duties that endanger a fellow employee or citizen.
 - 12. Smoking in "non-smoking" areas.
 - 13. Unauthorized accepting or offering gifts from or to vendors or other persons or organizations who do business with Pasco County BOCC.
 - 14. Non-compliance with departmental dress code or code of conduct.

15. Gross neglect of duty.
16. Insubordination, including refusal to perform assigned tasks or showing blatant disrespect to supervisor.
17. Lying to a supervisor or manager.
18. Theft, damage or destruction of Pasco County BOCC or employee property.
19. Falsification of any records, including time records for oneself or another employee (i.e., timeclock fraud).
20. Disclosure of any confidential information.
21. Use or possession of narcotics or other unauthorized controlled substances while on the premises of a Pasco County BOCC worksite or while wearing a County uniform with County insignia, either on duty or off duty.
22. Authenticated intoxication or under the influence of alcohol or drugs while on duty; or consumption of alcohol or other unlawful drugs during working hours or during breaks or lunch periods then operating vehicles or heavy equipment upon returning to work.
23. Use or possession of firearms, other weapons, or explosives on a Pasco County BOCC County worksite.
24. Personal conduct detrimental to County operations, image or morale, that interferes with the proper cooperation of employees or impairs the efficiency of the County service. This includes but is not limited to gambling, fighting, horseplay, loafing, sleeping while on duty, sexual harassment, obscene language, or antagonism towards superiors, fellow employees, or the public, including demonstrating a complete lack of respect through actions or words.
25. Physical or verbal assaults or threats.
26. Pleading guilty, no contest, or entering into pre-trial intervention regardless of adjudication of guilt for a felony or misdemeanor, or being convicted of such, if the crime is deemed relevant to the employee's position.
27. Failure or inability to complete a required training program, or to maintain a required license or certification or failure to comply with any requirement listed in either the employee's job description or department policy.
28. Being subject to an excessive number of accidents resulting in personal injury or injury to others while engaged in County employment.
29. Failure to disclose an arrest or conviction of a felony or misdemeanor, including serious driving offenses.
30. Failing to assist in or hindering an ongoing investigation being conducted by the County or by a law enforcement agency assisting the County.
31. Please see "Discharges, Suspensions, Appeals and Hearings" section for further disciplinary action information.

Discharges, Suspensions, Appeals and Hearings

Policy

It is the Policy of Pasco County BOCC to provide a fair and systematic procedure for progressive discipline when necessary.

In recognition of the fact that each instance differs in many respects from somewhat similar situations, the County retains the right to treat each occurrence on an individual basis without creating a precedent for other cases which may arise in the future. The County retains the right to suspend any disciplinary action which it may take, during good behavior for a specified term, at its exclusive discretion.

Procedure

(1) Pre-disciplinary hearing

- (A) Prior to any suspension, demotion, or dismissal, an employee shall be given a pre-disciplinary hearing to grant due process. This hearing shall take place within five (5) working days after the Department Head's notice of intent to suspend, demote, or dismiss an employee unless otherwise mutually agreed to by both parties.
- (B) All pre-disciplinary hearings shall be heard by the Human Resources Director or designee, and determination given within three (3) working days.

(2) Suspension, Discharge, and Appeals

- (A) Any County employee may be suspended without pay or discharged for any cause which will promote the efficiency of the County Service as provided for under the following sections concerning disciplinary actions.
- (B) Ultimately, the decision and determination of a suspension without pay or dismissal must be made by the Department Manager, with the approval of the Human Resources Director or designee; however, the Department Manager may formally designate a supervisor to inform an employee of a decision for suspension or dismissal.
- (C) Any affected regular status employee may grieve the disciplinary action within ten (10) working days from the effective date of such action, in accordance with the grievance procedure.

(3) Appeals and Hearings

- (A) The Personnel Advisory Board shall be the final recommending authority in all matters relating to personnel actions.
- (B) Any affected regular status employee entitled to an appeal shall have the right to a fact-finding hearing.
- (C) Within ten (10) calendar days from the conclusion of an appeal hearing by the Personnel Advisory Board, the Board shall render its findings.
- (D) Upon a finding that evidence presented supported the suspension or discharge, the Board shall affirm the disciplinary action taken.
- (E) Upon a finding that the evidence presented did not support the suspension or discharge, the Board may

recommend the reinstatement of the employee, with back pay.

(4) Suspensions Pending Judicial Review

- (A) At the discretion of the Department Director or HR Director, any employee may be suspended without pay pending a judicial review associated with his/her action.
- (B) Regardless of the disposition of any criminal case, the County will rely on its own investigation to determine all issues related to employment. This includes but is not limited to reinstatement, back pay, termination, or other disciplinary action.

(5) Cause for Warning/Suspension, Suspension/Dismissal, and Dismissal - This policy represents guideline, not a promise of specific treatment. The employer at all times retains the ability to administer disciplinary action that is in the best interest of the County without regard to any policy or procedure contained in the Pasco County BOCC Human Resources Policy and Procedure Manual. Although the following do provide a guideline to managers regarding disciplinary action, the appropriate discipline remains at the sole discretion of Pasco County BOCC, which may range from verbal counseling to termination of employment.

(6) Group 1 Offense (discipline guidelines)

(A) Offenses:

1. 1st Offense- Instruction and a written counseling
2. 2nd Offense- up to a one (1) day suspension
3. 3rd Offense- up to a five (5) day suspension
4. 4th Offense- up to and including discharge

(B) The following violations are classified as Group 1 offenses:

1. Operating, using, or possessing tools, equipment, or machines to which the employee has not been assigned, or performing other than assigned work.
2. Washing up or changing clothes during working hours without specific permission of supervisor.
3. Taking more than specified time for meals or rest periods.
4. Productivity or workmanship not up to required standards of performance.
5. Posting or removal of any material on bulletin boards or County property unless authorized.
6. Distributing written or printed material of any description on County premises unless authorized.
7. Discourtesy to persons with whom the employee comes in contact while in the performance of duties.
8. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, "catcalls," demonstrations on the job, or similar types of disorderly conduct.
9. Creating or contributing to unsafe or unsanitary conditions.
10. Causing loss of time and effort to the County or County employees because of failure to pay just debts due or failure to make reasonable provision for the future payment of such debts.
11. Failure to report the loss of a County identification card immediately to the department/division director.

12. Failure to keep the department/division and the Human Resources Department notified of proper address or telephone number (if any).
13. That the employee has violated the Personnel Policy with regard to political activity.
14. That the employee has been (habitually) tardy in reporting for duty in accordance with departmental rules.
15. That the employee has not met the conduct code or dress code, as outlined in the Personnel Manual.

(7) Group 2 Offense (discipline guidelines)

(A) Offenses:

1. 1st Offense- Instruction and/or up to two (2) days suspension.
2. 2nd Offense- Employees guilty of a second Group 2 Offense may receive a suspension or dismissal, with the HR Director's approval.

(B) The following violations are classified as Group 2 offenses:

1. That the employee has absented himself frequently from duty during regular hours.
2. That the employee has refused to perform a reasonable amount of (emergency) work after working hours when directed to do so by their supervisor.
3. That the employee, during non-duty hours, has engaged in an employment activity conflicting with his duties, functions, and responsibilities as a County employee.
4. That the employee has operated a County owned or other vehicle utilized in the service of the County in disregard for the safety of others.
5. That the employee has violated or failed to obey any Personnel Policy, departmental rule, or official regulation.
6. Violating a safety rule or safety practice.
7. Reporting to work or working while unfit for duty, either medically, mentally, or physically.
8. Quitting work, wasting time, loitering, or leaving assigned work area during working hours without permission.
9. Smoking in a County vehicle.
10. Failure to work overtime, special hours, or special shifts after being scheduled according to overtime and standby duty policies.
11. Leaving their post at the end of the scheduled shift without being relieved by the supervisor or the relieving employee on the incoming shift, for those units operating on a 24-hour basis.
12. Negligence or omission in complying with the requirements as set forth in departmental rules and standards of conduct.
13. Absent without permission or leave.
14. Mistakes due to carelessness which affect the safety of County personnel, equipment tools, the public, or property.
15. Failure to report a request for information or receipt of a subpoena from a law firm or an attorney on a matter relating to County business.

16. Vending, soliciting, or collecting contributions for any purpose whatsoever at any time on County premises, unless authorized.
17. Violation of any or all of the steps outlined in the grievance procedure.
18. Knowingly harboring a serious communicable disease which may endanger other employees.
19. Disregarding job duties by loafing or neglect of work during working hours.
20. Failure to punch own timecard, where applicable.
21. Tardiness. (Guide: Three times in a 30-day period.).
22. Chronic absenteeism. (Guide: Three times in a 45-day period.)

(8) Group 3 Offenses (major offenses)

(A) Employees guilty of the following may receive a suspension or dismissal, with the HR Director's approval:

1. The employee has been absent without approved leave or has failed to report after leave of absence has been revoked or canceled by the Appointing Authority or Human Resources; provided however that such absence or failure to report is excusable, Human Resources may, upon the recommendation of the Appointing Authority, dismiss the action.
2. That it has been authenticated that the employee has been intoxicated or under the influence of alcohol or other drugs while on duty; has consumed alcohol or other unlawful drugs during work hours or during breaks or lunch periods and will be operating equipment or vehicles upon returning to work; or has consumed alcohol or unlawful drugs off duty while wearing a County uniform with County insignia.
3. That the employee is offensive or disrespectful in his conduct; antagonistic toward superiors, fellow employees, or the public; criticizes orders, rules, and policies; if such conduct interferes with the proper cooperation of employees or impairs the efficiency of County service.
4. That the employee has been subject to an excessive number of accidents, resulting in personal injury or injury to others while engaged in County employment.
5. That the employee, whose position requires the operation of a motor vehicle in the performance of his duties, has had his/her driver's license suspended and fails to advise his/her supervisor that the driver's license has been suspended or revoked or fails to immediately advise of any conviction under the Florida Statutes (driving under the influence). This may result in termination for a first offense if the employee is no longer insurable by the current insurance carrier.
6. That the employee has violated Section 104.31 of Florida Statutes, (Election Code) or any subsequent amendments thereto or any other related, applicable Florida Statute. That the employee has violated Section 447.505 of Florida statutes, (Labor Organizations) or any subsequent amendments thereto or any other related, applicable Florida Statutes, or has induced or attempted to induce, or aided or abetted any employee of the Pasco County BOCC to engage in any strike against Pasco County BOCC or any organizational department or unit thereof.
7. Fails to obey any lawful and reasonable direction given by a supervisor.
8. Substantiated Violation of Sexual Harassment policy.

9. Substantiated Violation of the Code of Conduct policy.
10. Lying to or intentionally deceiving a supervisor or department manager.
11. That the employee has solicited or taken for personal use a fee, gift, or other thing in the course of his work or in connection with it, when such fee, gift, or other thing so solicited or given him might be construed to be a means of receiving a favor or obtaining better treatment than that accorded other persons either on a present or future basis, including holiday gifts.
12. That the employee is consistently incompetent or inefficient in the performance of his duty. This may include wanton or willful neglect.
13. That the employee has some permanent or chronic physical or mental ailment or defect which incapacitates him from proper performance of his duties.
14. That the employee has been convicted of a felony, or a misdemeanor of the first degree which a conviction would adversely affect the efficiency or morale of the County service or that the employee has pled no contest to or entered into pre-trial intervention on such an offense.
15. That the employee through negligence or willful misconduct has misused, destroyed or caused damage to public property or waste of public supplies.
16. Falsification of personal or County records including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record or application.
17. That the employee has misappropriated County funds, appropriated County property for personal use, or illegally disposed of County property.
18. That the employee cannot obtain a surety bond when applied for as a qualification for employment with the County.
19. That the employee refuses to have his fingerprints or photograph taken when directed to do so in relation to County employment.
20. Possession of a weapon on County property (gun, switchblade knife, etc.) unless authorized by proper authority.
21. Unauthorized punching of another persons' timecard, having one's timecard punched, or a supervisor condoning such action.
22. No longer being able to meet the requirements of the employee's job description.
23. Testing positive during a random drug/alcohol test or reasonable suspicion drugs/alcohol test or refusing to submit to a said test.
24. Physical abuse or threats to the public or other employees.
25. Failing to assist in or hindering an internal investigation of any kind.
26. Provoking or instigating a fight or fighting on County property.
27. Failure to report an accident or personal injury in which the employee was involved while on the job.
28. Deliberate misusing, destroying, or damaging any County property or property of an employee. Making false claims or misrepresentation in an attempt to obtain sickness or accident benefits or workers' compensation.
29. Insubordination by the refusal to perform work assigned or to comply with written or verbal

instructions of a supervisor.

30. Theft or removal from County locations without proper authorization of any County property or property of any employee.
31. Immoral, unlawful, improper conduct or indecency, either on or off the job, which would tend to affect the employee's relationship to their job, coworkers, reputation, or goodwill in the community.
32. Being absent from duty for a period of three consecutive working days without proper authorization and notice (job abandonment).
33. Misuse or alteration of a County I.D.
34. Use or attempted use of political influence or bribery to secure an advantage of any manner.
35. Concerted curtailment, restriction of production, or interference with work in or about the County workstations including, but not limited to, instigating, leading, or participating in any walkout, strike, sit-down, stand-in, slowdown, or refusal to return to work at the scheduled time for the scheduled shift.
36. Threatening, intimidating, coercing, or interfering with fellow employees or supervision at any time, including abusive language.
37. Sleeping during duty hours, unless otherwise authorized, as in some public safety occupations.
38. Gambling, lottery, or engaging in any other game of chance at County workstations at any time.
39. Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, the County, or its operation.

Employee Grievance Policy

Policy

It is the policy of the Pasco County BOCC to encourage employees to bring to the attention of management any concerns about work related situations. Employees shall be provided with an opportunity to present their concerns and have the decision of management reviewed through a formal complaint and grievance procedure. All complaints and grievances shall be resolved fairly and promptly.

In order to do this, guidelines are established in order to provide all employees with the opportunity to secure consideration of a grievance dealing with any of the following employment areas:

- Any presumed violation of Personnel Policies and Procedures may be grieved through step 3.
- Disciplines of a 3-day suspension or higher may be grieved through step 4.

Items listed below are not applicable for a grievance under this policy:

- Harassment, sexual harassment (Please refer to the harassment policy)
- Layoffs and reductions-in-force
- Budget Appropriations
- Changes in the workforce due to restructuring and/or reorganization

- Changes in County Policies
- Dismissal or demotion of an adjustment period employee

The submission of a grievance by an employee shall in no way adversely affect the employee or his/her employment with the County.

Procedure

(1) The following procedure shall be followed by an aggrieved employee.

- (A) If needed, a member of the Human Resources Department staff may assist the aggrieved employee in the formulation of the grievance statement and in advising the affected employee of all rights and responsibilities in the grievance procedure.
- (B) The Human Resources staff member shall not act as a representative or advocate for the aggrieved employee.
- (C) The aggrieved employee shall have reasonable time to consult with the Human Resources Department and participate in the grievance process, and that time shall not be charged against the employee when it falls during the employee's normal duty hours. If consultation time falls outside of the employee's normal duty hours, it shall not be considered as time worked.
- (D) An aggrieved employee may be represented by another person, if desired. The employee must submit, in writing, the name of their representative to the Human Resources Department and fill out any required authorizations. Any financial or other compensation for representation shall be the sole responsibility of the aggrieved employee.
- (E) At any point in the grievance process after a grievance has been filed, an employee may request, in writing, a cancellation or a continuance of up to ten (10) working days. The request must be approved by the Human Resources Director.

(2) Process

(A) Step One: Immediate Supervisor.

1. The supervisor is defined as the employee's Rating Authority in the Employee Performance Review Program.
2. The aggrieved employee has the right to first bring his/her grievance personally, in writing, to his/her immediate supervisor within 10 calendar days of the situation or issue being grieved. The supervisor shall acknowledge receipt by signing and including the name and title of the supervisor along with the date and time received.
3. After receiving the grievance in writing from the employee, the supervisor shall consult with management and within 10 calendar days from the date the grievance was received, will answer the grievance, in writing (Section B of the Employee Grievance Form), and attempt to resolve the matter in a manner which is satisfactory to the employee, and which is consistent with the Personnel Policies and Guidelines or other County policies that may be involved.
4. The employee shall refer to the next step of the procedure only if he/she disagrees with the solution or explanation provided by the immediate supervisor or if a response is not received within the policy time frame.

(B) Step Two: Department Director

1. If the grievance is not adjusted to the satisfaction of the employee, the employee shall have 14

calendar days to fill out Section C of the grievance form and present it to his/her Department Director. A copy may be forwarded to Human Resources, if desired.

2. The Department Director will notify the employee of his/her decision within 14 calendar days from the receipt of the grievance form. This notification shall be made in writing by completing Section C of Employee Grievance Form.
3. The employee shall refer to the next step of the procedure only if he/she disagrees with the solution or explanation provided by the Department Director or if a response is not received within the policy time frame.

(C) Step Three: Human Resources Director

1. If the employee is not satisfied with the results received in Step Two, within seven (7) calendar days, from the date the answer is received, the employee will have the right to appeal to the Human Resources Director. Any appeal shall be made in writing by completing Section D of the Employee Grievance form.
2. The Human Resources Director will notify the employee of his/her decision within 14 calendar days from the receipt of the grievance form. This notification shall be made in writing by completing Section D of Employee Grievance Form.
3. The employee shall refer to the next step of the procedure only if he/she disagrees with the solution or explanation provided by the Human Resources Director or if a response is not received within the policy time frame.

(D) Step Four: Personnel Advisory Board (Only for disciplinary grievances)

1. The Personnel Advisory Board shall hear all testimony and in the presence of the grievant at the conclusion of the hearing, shall render a decision which will be forwarded in writing by the Chair of the Personnel Advisory Board to the County Administrator for final approval.
2. The County Administrator shall make the final decision and shall notify the employee of the results of his/her decision, in writing, within 14 calendar days from the date the recommendation is received.
3. In the case where the County Administrator or a direct report of the County Administrator is the grievant, the recommendation of the Personnel Advisory Board shall be forwarded to the Board of County Commissioners where it shall be placed on the Board agenda within 3 weeks. Each Board member will be provided copies of the Personnel Advisory Board meeting tapes in order to listen to the entire hearing. The Board shall then decide either to uphold or overturn the decision of the Personnel Advisory Board. No arguments will be presented to the Board of County Commissioners as the Board is only determining whether or not to uphold the decision of the Personnel Advisory Board. At the conclusion of the Board meeting, the County Administrator or designee shall notify the employee of the results of the Board's decision within 14 calendar days.
4. The decision of the County Administrator is final, and no reconsideration is available.
5. In the case of Department Directors or other direct reports of the County Administrator, the decision of the Board of County Commissioners is final, and no reconsideration is available.

(3) Disposition

- (A) Termination/Suspension Reinstatement - The employee may be compensated retroactively if he/she is reinstated as a result of the decision of management arising from the grievance procedure.

- (B) Records - Upon conclusion of the formal proceeding, all notes, documents, minutes of the procedure and materials shall be forwarded to Human Resources to be included and retained in the grievant's personnel file.

Personnel Advisory Board

Policy

It is the policy of Pasco County BOCC to establish guidelines to define the role and function of the Personnel Advisory Board which provides advisory support to the County Administrator on matters relating to authorized grievances for disciplinary actions.

Procedure

- (1) The Personnel Advisory Board's purpose is to act as an unbiased review and advisory committee to make recommendations to the County Administrator in the grievance procedure.
- (2) The Personnel Advisory Board shall be composed of five (5) citizens of Pasco County. Members will be appointed in accordance with County ordinances and policies.
- (3) The Human Resources Director or designee shall be the advisor to the Personnel Advisory Board. A legal advisor shall also be available.
- (4) The Personnel Advisory Board shall convene when a disciplinary grievance has reached the appropriate step of the grievance process. The Director of Human Resources shall be responsible for ensuring that all Personnel Advisory Board members are notified of the meeting time and given an agenda with the appropriate back-up documentation.
- (5) The Personnel Advisory Board is governed by the Florida Sunshine Law and meetings will be open to the public and noticed appropriately.
- (6) The Personnel Advisory Board may adopt its own set of procedures to be used during grievance hearing.
- (7) Please see the Pasco County BOCC Grievance Policy for further information relating to the Personnel Advisory.

Administrative Policies & Procedures



Administrative Policies and Procedures

Submission of Pasco County BCC Agenda Items: <https://content.civicplus.com/api/assets/ecd5b4e1-4e32-44e8-aa43-2f1b2cb00152?cache=1800>

Budget Amendment/Resolution Policy: <https://content.civicplus.com/api/assets/f53e032f-dc54-4ef2-9afb-359371248bcc>

Press Release Policy: <https://content.civicplus.com/api/assets/346e4754-a67d-44ef-9731-4c18ad42172e>

Proper Disposal of Official Public Records: <https://content.civicplus.com/api/assets/241c4163-80e0-4c51-909d-0bee07ea8fb6>

Public Records Requests: <https://content.civicplus.com/api/assets/ff4bff3c-33cc-41dc-a00f-12cf90697ae3>

BCC Facilities Access Card Procedure: <https://content.civicplus.com/api/assets/2de6f1e4-d779-4c51-8a50-f3f355d40361>

Property Management: Acquisition Tracking & Disposition of Surplus Real Property: <https://content.civicplus.com/api/assets/02fb2c20-8786-4796-8d40-74114961d9ac>

Remote Usage and Access Request: <https://content.civicplus.com/api/assets/ac898223-0baa-4fc5-bdc6-66909fe3b9c9>

Internet Access Policy: <https://content.civicplus.com/api/assets/c4b2e1ee-ccb3-4f88-b576-605965b7f56d>

Social Media Policy: <https://content.civicplus.com/api/assets/d5bdb73d-2f52-4a9a-b409-ed388e9f4f98>

Cell Phone Policy: <https://content.civicplus.com/api/assets/8ba100ca-5325-47dc-b7ea-f8e327c50caa>

Acceptable Use of County Vehicles: <https://content.civicplus.com/api/assets/f66c0e8a-bc3a-40bf-bfcd-2b9d156cd9b5>

Requesting Vehicle/Equipment or Employee Fuel Card for Use at County Fuel Pumps: <https://content.civicplus.com/api/assets/f73ff96a-5393-4190-b89d-44597b1d173f>

Pool Car Request: <https://teampasco.pascocountyfl.net/asset/a6d45a63-bae7-4df7-b5a0-c014282aa2d0>

Moving Expenses: <https://content.civicplus.com/api/assets/fd5fbc72-396f-4c77-acec-23e89ec4994f>

Standby coverage for P-grade employees: <https://content.civicplus.com/api/assets/75c1565a-a2f1-439e-8d5b-6662309a0b7a>

Index & Glossary of Terms



Alphabetical Index

Access, 18, 19, 121	Employment References, 49
Adjustment Period, 34, 37, 43, 44	Equal Opportunity, 11
Administrative Leave, 22, 76	Florida Retirement System (FRS), 84, 85, 105
Annual Leave, 56, 64, 77, 86	FMLA/Personal Leave, 69
Bereavement Leave, 72, 73	General Provisions, 6, 107
Civil Leave, 72, 73, 74	Group Insurance, 87
Code of Conduct, 14, 115	Harassment Policy, 17
Code of Employment, 9	Hearing Participation/Refusal, 21
Conflict of Interest, 25, 26	Holiday Displays, 24
Customer Relations, 22	Internet, 121
Deferred Compensation, 85	Job Description/Classification, 33
Deferred Retirement Option Program, 85, 124	Layoff, 46, 47
Demotion, 43, 44	Leave, 56, 64, 66, 67, 70, 71, 72, 73, 74, 75, 77, 78, 79, 102
Disciplinary Process, 107	Management Rights, 11
Dress Code, 17	Medical Leave, 78
Driving Records, 91	Non-Disciplinary Separations, 48
Drug Free Workplace, 93, 96, 98	Orientation, 11, 35
Duty to Notify, 22	Outside Employment, 27
Educational Incentive, 80, 124	Paid Holidays, 63
Email/Texting, 122	Personnel Advisory Board, 111, 118, 119
Emergency Pay, 51	Political Activity, 28
Employee Assistance Program, 88, 89, 124	Press Release Policy, 121
Employee Grievance Policy, 116	Promotion, 42, 43
Employee Innovation Program, 39	Records, 12, 15, 53, 119, 121
Employee Recognition, 38	Safety, 19, 51, 56, 92, 93, 100, 101
Employee Supervision, 36	Tobacco Use/Smoking, 22
Employment of Relatives, 33	Training, 10, 35, 37, 61, 81, 92

Glossary of Terms

ACA- Assistant County Administrator
 BOCC- Board of County Commissioner's
 CA- County Administrator
 DAP- Degree Alternative Program
 DROP- Deferred Retirement Option Program
 EAP- Employee Assistance Program
 EIP- Educational Incentive Program
 FMLA- Family Medical Leave Act
 HR- Human Resources
 NOI- Notice of Injury
 PPPM- Personnel Policy & Procedure Manual
 PTO- Paid Time Off