



***CITY OF OCALA***

***EMPLOYEE HANDBOOK***

Proposed to City Council for adoption on 2/21/12



Dear City of Ocala Employee,

Welcome! You have the privilege of serving in one of the finest cities in the country. In excess of 50,000 people call Ocala home and we want them to love living here. Our role is to serve. Everything we do and say must be aimed at providing high quality, value driven services. The residents who live in Ocala deserve nothing less than our best.

This handbook has been prepared to help you understand the basic guidelines associated with working for the City of Ocala. The following pages outline the City's mission, core values, and policies. It is important that you review these carefully. They establish the standards and practices expected of every City employee. If you have any questions about this book or have suggestions to make it better, please contact the Human Resources Department.

Thanks for your good work,

Matthew J. Brower, City Manager

---

Mayor Reuben Kent Guinn  
Council President Suzy Heinbockel  
Council Member Daniel Owen  
Council Member John McLeod  
Council Member Mary Sue Rich

City Manager Matthew J. Brower

151 SE Osceola Avenue, Ocala FL 34470  
Telephone (352)629-CITY / Fax (352)629-8317  
e-mail: [Cityhall@ocalafl.org](mailto:Cityhall@ocalafl.org) <http://ocalafl.org>

# **TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>TOPIC</u></b>	<b><u>PAGE</u></b>
<b>SECTION 1</b>	<b>INTRODUCTION</b>	
	At-Will Employment Disclaimer	1.1
1-01	Mission Statement	1.2
1-02	Core Values	1.3
1-03	City of Ocala Government	1.4
1-04	Policy Implementation	1.5
<b>SECTION 2</b>	<b>EMPLOYMENT PRACTICES</b>	
2-01	Recruitment	2.1
2-02	Employment Classifications	2.4
2-03	Performance Evaluations	2.7
2-04	Employee Reduction in Force Policy (RIF)	2.8
<b>SECTION 3</b>	<b>COMPENSATION, LEAVES &amp; BENEFITS</b>	
3-01	Compensation	3.1
3-02	Leaves	3.6
3-03	Employee Benefits	3.24
3-04	Workers Compensation	3.28
<b>SECTION 4</b>	<b>EMPLOYEE CONDUCT</b>	
4-01	Employee Code of Conduct	4.1
4-02	Sexual Harassment/Unlawful Harassment Policy	4.5
4-03	Alcohol/Drug-Free Workplace	4.8
4-04	Tobacco-Free Workplace	4.14
4-05	Crime-Free Workplace	4.15
4-06	Employee Discipline	4.16
4-07	Employee Grievance Procedures	4.21
<b>SECTION 5</b>	<b>FINANCIAL POLICIES &amp; PROCEDURES</b>	
5-01	Purchasing, Credit Card, and Travel Policy	5.1
<b>SECTION 6</b>	<b>SAFETY &amp; RISK MANAGEMENT</b>	
6-01	General Safety Policy	6.1
6-02	Building Security	6.3
6-03	Accident Reporting	6.4
6-04	Risk Management	6.5
<b>SECTION 7</b>	<b>VEHICLE USE</b>	
7-01	Vehicle Use	7.1
7-02	Driver/Operator Duties and Responsibilities	7.2
7-03	Use of Personal Vehicles for City Business	7.5
7-04	General Liability Provisions	7.6

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

<b>SECTION 8</b>	<b>SOCIAL MEDIA POLICY</b>	
8-01	Terms of Use	8.1
8-02	Scope	8.1
8-03	Policy Statement	8.1
8-04	Definitions	8.2
8-05	Responsibilities	8.3
8-06	General Guidelines	8.4
8-07	Effective Date	8.5

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## AT-WILL EMPLOYMENT AND GENERAL DISCLAIMER

The policies and guidelines covered in this Handbook are not intended to create an express or implied contract of employment between the City of Ocala and any employee. You are employed **at-will**, meaning that as an employee, you are completely free to leave employment with the City of Ocala whenever you choose, with or without cause. The City of Ocala has the same right to end the employment relationship.

This Employee Handbook is provided for general guidance only. The policies and procedures expressed in this Employee Handbook, as well as those in any other personnel material, or other types of material that may be issued from time to time, do not create a binding contract or any other obligation or liability on the City. The City reserves the right to change its policies and procedures at any time, formally or informally, with or without notice, for any reason.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **SECTION 1 INTRODUCTION**

### **1-01 MISSION STATEMENT**

The City of Ocala Mission Statement:

The City of Ocala provides fiscally responsible services consistent with the community's current and future expectations.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **1-02 CORE VALUES**

### **City of Ocala Core Values:**

- **To astonish the customer, not just to satisfy the customer**
- **The best team polices itself**
- **Expectation + Ownership = Ultimate Motivation**
- **All employees have to understand the business**
- **Build a team of innovative thinkers**
- **Stay small as we grow**
- **Be a champion of positive change**

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **1-03 CITY OF OCALA GOVERNMENT**

- 1-03 (1) The City of Ocala operates under a Council-Manager form of government. Hence, it is governed by a five-member Council comprised of five elected Council Members, and an elected non-voting Mayor. The City Manager is hired by the City Council to manage all day to day operations of the City. The City Manager is the Chief Administrative Officer (CAO) of the City.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **1-04 POLICY IMPLEMENTATION**

- 1-04 (1) The information contained in this handbook is to give employees a better understanding of the responsibilities and obligations of employment with the City. Employees shall be required to read, understand, and comply with all provisions of this manual.
- 1-04 (2) The City of Ocala reserves the right to revise, supplement, or rescind any policy or portion of a policy from time to time as deemed necessary by the City Manager. A complete copy of the employee handbook is located online and is available to all employees. Every employee is responsible for becoming informed of changes as they occur.
- 1-04 (3) The policies and procedures stated in this manual and in other personnel statements or materials issued by the City do not create a contract or agreement, actual or implied of any kind or nature whatsoever, between the City and its employees.
- 1-04 (4) In addition to the policies and procedures contained in this manual, employees are responsible for understanding and abiding by policies and procedures of their respective service group, department, and/or division.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **SECTION 2    EMPLOYMENT PRACTICES**

### **2-01 RECRUITMENT**

2-01 (1)    General Policy – The City of Ocala desires to fill all positions with the most suitable applicant. Further, it is the intent of the City to consider qualified in-house applicants when appropriate.

- a.    Anti-Nepotism – The City prohibits any person holding any position, to appoint, vote for the appointment of, directly supervise, or be directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. Volunteers providing services to the City are excluded from this provision.
- b.    Employment of Minors – It is the policy of the City of Ocala that no one under the age of 16 shall be hired or allowed to volunteer for any position.

2-01 (2)    Equal Employment Opportunity – The City of Ocala is an "Equal Opportunity Employer" and selects, hires, promotes, and compensates employees without regard to race, religion, pregnancy, age, disability, gender, color, national origin, military status, genetic information, or any other protected status. The City evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position.

- a.    The City of Ocala complies with the provisions of the Americans with Disabilities Act (ADA), and will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- b.    The City will make reasonable accommodations as necessary for all employees or applicants with disabilities, provided that the individual

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

is qualified to safely perform the essential duties of their job and provided that the accommodations do not impose an undue hardship on the City. Such requests must be made to either the employee's direct supervisor or made to the Director of Human Resources and Risk Management. While the City cannot make all requested accommodations, we will work with the employee to define reasonable terms and supply such terms to the employee. If the employee cannot perform the essential functions with the requested accommodation, the employee may be terminated from the City.

2-01 (3) Job Postings – In general, notices of all job openings are posted, although the City of Ocala reserves its discretionary right to not post a particular opening. Job openings may be posted in the following locations:

- Employment agencies
- Professional staffing services
- Trade journals
- Newspapers
- Internet
- Bulletin boards
- Intranet

Other recruiting sources may be used to fill open positions in the best interest of the organization.

2-01 (4) Application Requirements – In general, the following application process is followed for all job postings. City employees are encouraged to apply for any posted position.

- a. All applicants for employment with the City of Ocala shall complete a City application and are required to comply with the specific application process for each position. The applicant must submit all applications to the Human Resources Department by the closing date and time of the posted position.
- b. The City accepts applications from all interested parties and evaluates applicants based upon job related criteria.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- c. Falsification of any information required in the application process is grounds for immediate disqualification.

2-01 (5) Selection Procedures.

- a. Skill Based Testing – Job applicants may be required to take tests which the City deems necessary for a specific position.
- b. Job Offer Requirements – Once a candidate is selected and a conditional offer has been approved as to form by Human Resources, approved by the respective Cabinet member, and signed by the candidate, the candidate will be required to submit to drug testing (see section 3-02), a background check, and a driver’s license check (if required). The Personnel Action Form shall be signed by the respective Cabinet member.
- c. Veteran’s Preference – Eligible veterans and their spouses shall be given preference in the hiring process in accordance with State and Federal laws. The City employment application shall have a section to claim veteran’s preference.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## 2-02 EMPLOYMENT CLASSIFICATIONS

### 2-02 (1) Employment Status

- a. Full-time/Regular: An employee hired to work a minimum of 40 hours per week or applicable full-time work schedule, is eligible for City benefits, but the employee or the City may end the employment relationship at any time, with or without cause or explanation.
- b. Full-time/Seasonal: An employee hired to work 40 hours or more per week to a maximum of 1560 hours during a rolling year, are at-will, and not eligible for City benefits.
- c. Full-time/Temporary: An employee hired to work 40 hours or more per week for a temporary period of time, eligible for City benefits. The employee or the City may end the employment relationship at any time, with or without cause or explanation.
- d. Part-time/Regular: An employee hired to work less than 40 hours a week on a regular, year-round basis, are at-will, and not eligible for City benefits, other than a pro-rated share of safety hours.
- e. Part-time/Seasonal: An employee hired to work less than 20 hours per week to a maximum of 1560 hours during a rolling year, are at-will, and not eligible for City benefits.
- f. Part-time/Intern: An employee hired to work for not more than 1560 hours during a rolling year, are at-will, and not eligible for City benefits.
- g. Volunteer: Any person who donates service without pay or other compensation, except community service workers.
  - 1) Department Directors shall provide required volunteer information to the Human Resources/Risk Management Department, prior to the rendering of any volunteer services, to insure worker's compensation and liability coverage.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

2-02 (2) Introductory Period

- a. Introductory Period – Except for employees specifically designated as executive and senior management staff”, all recently hired employees shall fulfill an introductory period. During introduction, such employees may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all.
  - 1. Full-time/Regular and Part-time/Regular employees, excluding bargaining unit employees, are subject to a six month introductory period.
- b. Extensions – In some circumstances, introductory periods may be extended beyond the initial introductory period as authorized by the respective Cabinet member. Introduction extensions shall be documented and notice given to the employee prior to the conclusion of the original introductory period.
- c. No supervisor or manager has the authority to enter into any type of contract or agreement (verbal, written, or otherwise) with job applicants or employees for any employment-related benefit without the approval of the City Manager.

2-02 (3) Corrective Action Plan

As part of a disciplinary action, an employee may also be placed on a corrective action plan, the length of which shall be determined by the supervisor.

2-02 (4) Employment Classification – In accordance with the Fair Labor Standards Act (FLSA), employees shall be classified as either exempt or non-exempt with respect to eligibility for payment of overtime.

- a. Exempt employees are those in managerial, administrative, or professional positions as prescribed by the Fair Labor Standards Act and do not receive overtime for hours worked in excess of a 40 hour work week or other applicable work period. If an exempt employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to their direct supervisor, or to Human Resources/Risk

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

Management. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

- b. All other Fair Labor Standards Act covered employees—are paid overtime for hours worked in excess of a 40 hour work week or other applicable work period.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **2-03 PERFORMANCE EVALUATIONS**

- 2-03 (1) Designated managers shall conduct performance evaluations of Full-time/Regular and Part-time/Regular employees at a minimum annually, with quarterly reviews, to assist employees in performing their job duties.
- 2-03 (2) Such employees may receive merit and/or performance increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.
- 2-03 (3) Electronic copies of annual performance evaluations are placed in the employee's personnel file kept in the Human Resources Department. Each employee will receive a copy of their annual performance evaluation. Quarterly reviews will also be maintained electronically.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **2-04 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)**

Due to budgetary restrictions, reduction in workload, or reorganization, the City Manager may determine that an employee reduction in force (RIF) is necessary. When it becomes necessary to reduce the work force, full-time/regular employee(s) with the positions to be eliminated shall, when possible, be notified in writing of the reduction in force at least two weeks before the planned reduction in force. At the supervisor's discretion, the affected employee may be paid for no more than two weeks of severance pay, in lieu of the two-week notice.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **SECTION 3    COMPENSATION, LEAVES, & BENEFITS**

### **3-01    COMPENSATION**

- 3-01 (1)      Classification - The City assigns each position a classification pay grade and salary range, as established by the City's pay plans. The pay plan reflects internal and external equities, based upon assigned duties and responsibilities, and market comparisons.
- 3-01 (2)      Payroll - All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period or applicable work period.
- a.      Employees and supervisors are responsible for accurately recording and reporting time worked on their timesheets that must be signed by the employee and the supervisor.
  - b.      Employees are responsible for ensuring that the wages they receive are correct (including incentives, allowances, stipends, authorized deductions etc.).
  - c.      Employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in City approved programs. Employees should review any discrepancies in payroll deductions with the payroll office.
  - d.      Upon receipt of a valid garnishment, the City shall withhold wages from an employee's paycheck. The City shall continue to withhold the garnishment wages until a court order is received indicating satisfaction of the indebtedness or until the City is ordered to surrender the monies to the court or its agent.
- 3-01 (3)      Merit Increases – Employees may receive merit increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.
- 3-01 (4)      Cost of Living Adjustments (COLA) – Employees may receive a COLA as determined appropriate and according to availability of funds as allocated by the City Council through the budget process.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

---

- 3-01 (5)      Performance Increases – Employees may receive performance pay increases based on the accomplishment of established goals, and according to availability of funds as allocated by the City Council through the budget process.
- 3-01 (6)      Overtime Provisions – It is the general policy of the City of Ocala to not have employees work overtime. However, employees may be required to work overtime as deemed necessary and pre-authorized by the City Manager, a cabinet member, department director, or their designee.
- a.      Overtime is paid at the rate of one and one-half times the regular rate of pay.
  - b.      Overtime is calculated based on actual time worked.
    - 1)      Time worked does not include vacation leave, sick leave, paid military leave, or compensatory time.
  - c.      Overtime is payment received for time worked in excess of 40 hours per week for non-exempt employees.
  - d.      Funding received per federal and state grants stipulated for time and a half compensation will be paid as such.
  - e.      In situations where the City Council has declared a “Local State of Emergency,” or in the event of a FEMA or other qualifying declared emergency, FLSA non-exempt employees whose work assists the response during the designated emergency will be paid time and a half for any emergency hours worked, starting at the time they arrive at the worksite. Compensatory time will not be accrued.
- 3-01 (7)      Compensatory Time Provisions – When it is in the best interest of the City of Ocala, the City reserves the right to grant compensatory time in lieu of overtime wages to FLSA non-exempt employees. Compensatory time must be pre-authorized by a cabinet member, department director, or their designee.
- a.      Compensatory time accrual and time worked calculations are the same as overtime provisions.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- b. An employee with accrued compensatory time leave that requests use of the time will be permitted to use it within a reasonable period after making the request if it does not unduly disrupt the operations of the department.
- c. The City may require an employee to use accrued compensatory time.
- d. The maximum amount of compensatory time which may be accrued is 40 hours. After 40 hours have been accrued, compensatory time accrued will be deducted prior to any use of requested vacation leave.
- e. The accrued compensatory time of an employee transferred between divisions or moving to FLSA exempt status shall be compensated prior to such action.

3-01 (8) Call Back Compensation – Any FLSA non-exempt employee called back to work will be entitled to call back compensation for actual time worked. The minimum call back compensation shall be two hours at the overtime rate. The two hours of call back time must be exhausted and the employee must have been relieved from duty and returned to their home before an additional two hours of call back time will be awarded.

3-01 (9) On Call Compensation – As required, a schedule of on call FLSA non-exempt employees may be prepared in advance and maintained by a department director or their designee.

- a. Any position requiring an on call status shall be on a one week rotation basis.
- b. On call employees must be able to respond to the work site within a one hour time frame, and in compliance with the City's Drug/Alcohol Policy.
- c. On call employees shall be credited with one-half hour, at the straight time rate, for each 8-hour period during which they are required to remain in an on call status beyond their normal work schedules.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

3-01 (10) Longevity Award: **[NOTE: Longevity is currently under review due to changes in the Florida Statutes. The options previously presented will continue to be discussed as we develop the FY 2013 budget. Those options are as follows:**

- 1. Transfer an amount commensurate with the current Longevity budget to augment or otherwise provide a merit award pool to reward employees for meritorious performance; or**
- 2. Roll current longevity into current base pay (one-time); or**
- 3. Elimination of longevity if not financially feasible to continue**

When financially feasible, a yearly longevity award shall be paid to all eligible full-time/at-will employees at a time as determined by the City Manager. Employees hired on or after September 1, 2008, shall not be eligible for longevity awards. Those hired prior to September 1, 2008, shall continue to be eligible for longevity awards as follows:

- a. Employees with more than 1, but less than 5 years of continuous service as of November 1, shall receive 1% of their annual salary. *(Example: The employee hired on November 2, 2007 is eligible for the first longevity in 2009.)*
- b. Employees with more than 5, but less than 10 years of continuous service as of November 1, shall receive 1.5% of their annual salary.
- c. Employees with more than 10, but less than 15 years of continuous service as of November 1, shall receive 2% of their annual salary.
- d. Employees with more than 15, but less than 20 years of continuous service as of November 1, shall receive 2.5% of their annual salary.
- e. Employees with more than 20 years of continuous service as of November 1, shall receive 3% of their annual salary.
- f. Effective November 1, 2011, all eligible employees shall be capped at their then current years of continuous services as it relates to the percentage used for calculation of longevity awards.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- g. Any employee who is absent from work excluding vacation leave time, time lost due to a compensable work-related injury or approved FMLA leave, shall have the longevity award pro-rated, i.e., credit shall be given for those months present for work. (Example: An employee misses 3 months work due to conditions beyond his control. The employee will receive a longevity award equal to 75% of the normal longevity award since he was present for work 75% of the calendar year.) For purposes of computation, an employee must be present for duty more than half a month in order to receive credit for that month.
  - h. To qualify for the appropriate longevity award, the employee must be in compensable status on November 1.
  - i. Should a City employee with more than one year of service die while in compensable status, the designated beneficiary on the employee's Life Insurance Policy will be paid 1/12 of the appropriate longevity award for each month that the employee was in compensable status for one or more days.
- 3-01 (11) Interim Appointments: When assuming the role and responsibilities of a higher classification due to a temporary vacancy for a period of 30 or more days, an employee shall be compensated at the minimum of the higher classification or a negotiated increase as approved by the cabinet member. Departments must ensure that their budget will support the temporary pay adjustment.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.



Full-time/Regular employees:

<u>Accrual Rate</u>	<u>Maximum Allowed</u>
3.08 hrs/pay period	80 hours
4.62 hrs/pay period	120 hours
6.15 hrs/pay period	160 hours

For 24-hour shift employees, the maximum carry forward for vacation time is:

<u>Accrual Rate</u>	<u>Maximum Allowed</u>
4.62 hrs/pay period	228 hours
7.38 hrs/pay period	300 hours
10.15 hrs/pay period	372 hours

- 3) Other employees shall not be eligible for annual vacation leave.
- 4) Vacation leave shall be requested on a leave request form and pre-approved by the employee's supervisor.
- 5) At the discretion of the City Manager, for purposes of Senior Management recruitment, credit may be given to an eligible employee for previous time served in like or similar service related to the rate of vacation or PTO accrual.
- 6) Upon termination of employment, employees will be paid for 100% of their accrued vacation time.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

**3-02 (2) PAID TIME OFF**

Paid Time Off (PTO) combines vacation and sick leave into a single bank of leave days. Any leave time previously taken from vacation and/or sick time will be taken from the PTO accrual. For employees who elect to participate in the PTO program, the following will apply:

Full-time/Regular employees shall earn Paid Time Off on a biweekly basis in accordance with the following schedule:

<b>Year of Service</b>	<b>PTO Hours Earned Annually</b>	<b>PTO Hours Earned Bi-Weekly</b>	<b>Maximum Carry forward</b>	<b>Maximum Payout</b>
<b>40-Hour Week Employee hired prior to Implementation</b>				
Up to 5 years	144	5.538	144	80
>than 5 to 6 years	144	5.538	240	200
>than 6 years, <than 15 yrs	184	7.077	320	300
>than 15 years	224	8.615	480	400
<b>40-Hour Week Employee hired on or after Implementation</b>				
Up to 5 years	128	4.92	128	80
>than 5 to 6 years	128	4.92	176	120
>than 6 years, <than 15 yrs	168	6.46	256	200
>than 15 years	208	8	416	300
<b>*24-Hour Shift Employee hired prior to Implementation</b>				
Up to 5 years	216	8.308	216	100
>than 5 to 6 years	216	8.308	356	300
>than 6 years, <than 15 yrs	288	11.077	475	400
>than 15 years	360	13.846	594	500

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

<b>*24-Hour Shift Employee hired on or after Implementation</b>				
Up to 5 years	192	7.385	144	80
>than 5 to 6 years	192	7.385	260	200
>than 6 years, <than 15 yrs	256	9.846	350	300
>than 15 years	320	12.307	450	400

- a. Seasonal and other part-time employees are not eligible to earn Paid Time Off.
- b. The City Manager or designee has discretion to carry forward PTO time up to 60 days into the next calendar year in the event time off is cancelled due to an unplanned significant event as declared by the City (e.g. disasters, hurricanes, etc.)
- c. Employees who have a combined total that exceeds the maximum accruals indicated above are encouraged and will be given the opportunity to utilize the time to get the balance down to become in compliance with the maximum carry forward. The excess PTO balance at the time of conversion will be tracked as a separate accrual balance.
- d. Extended Leave Bank (ELB) - To provide additional security, an Extended Leave Bank (ELB), consisting of the remaining 40% of sick leave and any accrued sick leave in excess of 720 hours will be established for each employee. The ELB shall continue to accrue 1.54 hours of ELB time per pay period with no maximum accrual level. At the end of the calendar year, hours that exceed the maximum carry forward for PTO, shall be transferred to the ELB. The ELB has no cash value and there shall be no payout of ELB time upon termination of employment.
- e. Employees can utilize time from the ELB for an extended illness or injury for themselves or an immediate family member once 40 hours of time for each occurrence has been used from the regular PTO bank.
- f. Leave Requests - Scheduled PTO Leave must be requested and approved by the department head or designee in accordance with the notification required by the respective department. Length of leave periods must be approved by the department head in keeping with the needs of the City. Every effort should be made to schedule PTO leave. Employees must provide notification of unscheduled absences in accordance with departmental policies.
- g. Separation Pay - PTO balances shall be paid at the current rate of pay up to the maximum allowed.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- h. Employees terminating from the City without giving a two-week notice or employees who have been dismissed from employment as the result of a disciplinary action shall not be entitled to payment for banked paid time off.
- i. In case of death of an employee, payments shall be made to the employee's beneficiary, estate or as provided by law at the current rate of pay.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

3-02 (2) Holiday Leave – The City of Ocala recognizes the following holidays for purposes of paid holiday leave:

New Year’s Day	January 1 <sup>st</sup>
Dr. Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Veterans’ Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Thanksgiving Day (day after)	4 <sup>th</sup> Friday in November
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup> *
(*subject to be switched to the 26th depending how the holiday falls)	
Floating Holiday	As approved by Dept. Head

- a. If the holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the city manager. Employees who are required to work on the actual holiday will receive holiday pay on the actual holiday or be allowed to use accrued holiday hours on a floating basis. Holiday leave used on a floating basis shall be requested and pre-approved by the employee’s supervisor.
- b. Full-time/Regular employees are eligible for their regularly scheduled work shift hours of holiday pay per holiday listed above.
- c. Employees are not eligible for holiday pay when in an unpaid leave status, either before or after a holiday, including but not limited to unpaid leaves of absences or unpaid suspensions.
- d. Unused holiday hours may not be carried from one calendar year to another unless approved by the City Manager; however, they must be used by the end of January of the ensuing calendar year.

3-02 (3) Sick Leave – *This section only applies to employees who opted to remain in the traditional vacation and sick leave program.* Sick leave time off with pay is available to eligible employees for periods of temporary absence due to illness, injury, or to obtain necessary medical care for

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

themselves, or their immediate family as defined as the employee's parents, spouse, children, in-laws, all levels of grandparents and all levels of grandchildren and stepchildren. Note: Under certain conditions, the non-biological, non-adoptive person who reared the employee may qualify as a "parent". Consult with Human Resources/Risk Management if you have questions. Sick leave hours are intended primarily to provide income protection in the event of illness or injury, and shall not be used for any other absence. An employee is prohibited from working secondary employment during the actual hours of sick leave. Sick leave is not counted as time worked.

- a. Full-time/Regular employees shall accrue 3.69 hours of sick leave per pay period, until a maximum of 720 hours have been reached. Sick leave accruals may not exceed 720 hours. Employees who have accrued sick leave hours in excess of 720 hours will be reduced to the maximum of 720 hours upon implementation of these revised policies and procedures.
- b. Employees who work 24-hour shifts shall accrue 5.53 hours of sick leave per pay period until a maximum of 1100 hours has been reached. Sick leave accruals may not exceed 1100 hours. Employees shall be charged hour for hour when taking sick time. Employees who have accrued sick leave hours in excess of 1100 hours will be reduced to the maximum of 1100 hours upon implementation of these revised policies and procedures.
- c. Other employees shall not be eligible for sick leave.
- d. Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.
- e. Employees unable to fulfill normal work assignments due to illness or injury may or may not be allowed transitional duty assignments depending on availability. Transitional duty is normally limited to employees with a prognosis for return to full duty and for no more than six weeks. All transitional duty assignments will be coordinated with the Human Resources/Risk Management Department.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- f. Upon meeting the eligibility requirements for City retirement, an employee would be entitled to the following sick leave payout:

<u>Years of Service</u>	<u>Accrued Sick Leave Entitlement</u> <u>(based on a maximum of 720 hours)</u> <u>(based on a maximum of 1100 hours)</u> <u>for 24-hour shift employee)</u>
25 or more	60%
20 to 24	45%
15 to 19	40%
10 to 14	35%
Less than 10	25%

Employees who buy back service time in accordance with the pension ordinance do not receive credit for additional years of service for the accrued sick leave entitlement.

3-02 (4) Bereavement/Funeral Leave – An employee may receive a maximum of 24 hours bereavement leave per occurrence to be charged to sick leave or PTO following the death of a member of the employee’s immediate family. Upon the employee's request, the department director may approve up to two (2) additional days of sick leave or PTO, depending upon the circumstances of each case.

- a. Immediate family means the following relatives of the employee or spouse (including in-laws or step-relatives):

- 1) spouse,
- 2) parents,
- 3) siblings,
- 4) children,
- 5) all levels of grandparents, or
- 6) all levels of grandchildren.

3-02 (5) Military Leave – A military leave is time-off granted to eligible employees who are members of the National Guard or any reserve branch of the United States Armed Forces.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- a. Military leave will be administered in accordance with Florida Statute Chapter 115 and Florida Administrative Code. Paid military leave may not be carried over from one year to the next.
- b. Employees on qualifying active military leave will be reinstated in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- c. Additional unpaid military leave shall be granted consistent with Uniformed Services Employment and Reemployment Rights Act (USERRA).
- d. An employee must notify their supervisor and the Human Resources/Risk Management Department of their military orders as soon as possible.

3-02 (6) Jury or Witness Duty - The City recognizes the duty of every employee, as a citizen of the United States, to perform jury duty or serve as a witness in court on behalf of another party.

- a. The City pays an employee's full salary when the employee is absent during a regularly scheduled shift, but requires the employee to remit any jury or witness fee(s) received to the City.
- b. Any mileage expenses paid by the court to reimburse the employee for travel to and from the courtroom may be retained by the employee.
- c. The requirement for employees to remit any jury or witness fee(s) received does not apply to court appearances falling upon the employee's personal time, or court appearances when the individual is appearing in court on their own behalf.
- d. An employee must show the Jury or Witness Duty summons to their supervisor as soon as possible so the supervisor may make arrangements to accommodate their absence.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

3-02 (7) Family and Medical Leave

Eligible employees may take up to 12 workweeks of paid, unpaid, or a combination of paid and unpaid job-protected leave each year for specified family and medical reasons.

The National Defense Authorization Act for FY 2010 expands the Family and Medical Leave Act of 1993 requirements with respect to qualifying exigency leave for family of military members and military caregiver leave. Military caregiver leave permits a spouse, son, daughter, parent, or next of kin to take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran who did not receive a dishonorable discharge, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Qualifying exigency leave provides for up to 12 weeks of unpaid FMLA leave for spouses, parents, and children of any member of the armed forces who is either serving in a foreign country on active duty or is called to service in a foreign country. Qualifying exigency leave is available for short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities. The provisions of this act will be administered in accordance with the Department of Labor guidelines.

- a. Employee Eligibility: To be eligible for family and medical leave, the employee must meet both of the following conditions:
  1. Employee must have worked at least 12 months for the City.
  2. The employee must have worked at least 1,250 hours over the previous 12 months.
- b. Type of Covered Leave: To qualify for FMLA leave, the eligible employee must take the leave for one or more of the following reasons:
  1. The birth of a child and the care of a newborn child, or placement of a child with the employee for adoption or foster care.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

2. To care for the serious health condition of the employee's spouse, parent (not parent-in-law), child under 18 years old, or a child over 18 years old who is incapable of self-care because of a mental or physical disability. Note: Under certain conditions, the non-biological, non-adoptive person who reared the employee may qualify as a "parent". Consult with Human Resources/Risk Management if you have questions.
  3. Because of the employee's serious health condition which makes the employee unable to perform the essential functions of the job.
- c. Serious Health Condition: The law defines "serious health condition" as an illness, injury, impairment, or physical or mental condition which involves any of the following:
1. An overnight stay for inpatient treatment in a hospital, hospice, or residential medical care facility.
  2. A period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days and that also involves continuing treatment by or under the supervision of a health care provider.
  3. Continuing care by or under the supervision of a health care provider for prenatal care or a chronic or long-term health condition which is incurable or so serious that, if not treated, would result in a period of incapacity of more than three (3) calendar days.
  4. Employees with questions about what illnesses are covered under this FMLA policy should consult with the Human Resources/Risk Management Department.
- d. Duration of Leave: Eligible employees may receive up to 12 or 26 workweeks of leave during any "rolling" 12 month period (depending on the type of leave taken), measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

Eligible employees may take family and medical leave intermittently – which means taking leave in blocks of time, or by reducing the normal weekly or daily work schedule – whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. Intermittent leave is not normally permitted for the birth of a child or placement of a child for adoption or foster care.

- e. Use of Paid and Unpaid Leave: Eligible employees must exhaust all available paid leave (accrued vacation, compensatory leave, sick leave, PTO, or holiday leave) before going on a leave without pay status. Supervisors will be responsible for submitting the employee timecard to payroll and the Human Resources/Risk Management Department while an employee is on FMLA leave. Paid and unpaid leave will be counted against the eligible 12 or 26 weeks of FMLA leave.
- f. Maintenance of Health Benefits: The City will maintain coverage for the employee and (if applicable) the employee's family under the group health plan during family and medical leave. This coverage will be provided if the employee or the employee's family were covered under the plan at the time the leave was taken and on the same terms as if the employee had continued to work. Employees must make arrangements with the Human Resources/Risk Management Department to pay the family health plan premiums while on unpaid FMLA leave.

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

The City will also continue paying 100% of the employee's basic life and accidental death and disability insurance.

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

---

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- g. Job Restoration: Upon returning from a family and medical leave, the employee will normally be restored to the original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family and medical leave.

- h. Notice and Medical Certification: When seeking FMLA leave, the employee will be required to provide thirty (30) working days' advance notice of the need to take the leave, if the need is foreseeable.

When seeking FMLA leave, the employee will be required to provide medical certifications to the Human Resources & Risk Management Department supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. Second or third medical opinions (at the City's expense) and periodic re-certifications may also be required.

When seeking FMLA leave, the employee may be required to provide:

1. Periodic reports by phone or in person during the leave regarding status and intent to return to work.
2. Medical certification of fitness for duty before returning to work, if the leave was due to the employee's health condition. Certification is to be given to the Human Resources/Risk Management Department.

When leave is needed to care for an immediate family member or for the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so that it will not unduly disrupt the City's operations.

- i. Outside Employment: Employees who wish to obtain new outside employment or retain presently approved outside employment while on FMLA leave must submit the standard "Request for Outside Employment" form to their immediate supervisor for consideration.
- j. Long-Term Disability: In the event an employee is on FMLA leave due to that employee's own serious health condition, that employee

---

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

may become eligible for LTD. In this instance, it is the employee's responsibility to file a claim under the LTD procedures with Human Resources/Risk Management.

- k. Additional Information: If an employee fails to provide 30 days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave request may be denied until at least 30 days from the date the City received notice.

If a husband and wife both work for the City, they are entitled to a combined total of 12 workweeks of FMLA leave for the birth of a child, the adoption of a child or placement of a child in foster care.

To qualify for pre-childbirth FMLA leave, the eligible employee must provide written medical certification issued by a licensed physician to the Human Resources/Risk Management Department supporting the need for leave due to a serious health condition affecting the mother or the unborn child.

Employees who fraudulently obtain FMLA leave are not entitled to job restoration or maintenance of employee benefits.

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

- l. FMLA/Worker's Compensation – Employees who lose time from work for a work-related injury or illness that constitutes a serious health condition will be placed on Family and Medical Leave, if eligible.

### 3-02 (8) Administrative Leave

- a. Administrative leave with pay may be assigned by a cabinet member, department director, or their designees under the following circumstances:

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

1. Pending the outcome of an investigation to determine possible disciplinary action against the employee.
  2. With regard to incidents resulting in extreme stress.
  3. To protect City interests during an end of employment process.
- b. An employee shall not engage in secondary employment during the actual hours designated as administrative leave. The City may, at its discretion, additionally restrict the activities of an employee on administrative leave with pay. Examples include being required to remain at the employee's residence during designated working hours (except to obtain medical care, to fulfill religious obligations, or as specifically authorized), remain readily available and immediately respond to phone contact or return to work, modification of working hours, or restrictions on secondary employment outside administrative leave hours.
- c. After review by the City Attorney and with the authorization of the City Manager, an employee charged with a job related felony may be placed on administrative leave without pay.

3-02 (9) Leave of Absence - Unauthorized absence after an employee has exhausted all accrued leave will be considered a voluntary resignation.

- a. Leave of absence without pay must be requested by the employee, and approved by the department director, in writing.
- b. Under special circumstances, employees may request leave without pay for a reason other than exhausting leave accrued, FMLA, or military leave.
- c. Full-time/Regular employees are eligible to request leave for up to 12 months as described in this policy.
- d. Eligible employees interested in a leave of absence must submit a written request to their department director detailing the nature of the leave.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

1. Requests for leave of absence will be considered based on criteria such as the nature of the request, the impact to the organization, and the benefit to the employee and/or the City. The City does not grant a leave of absence without pay, unless it is believed the employee will remain employed by the City at the end of the leave. The City may end an approved leave of absence at its discretion, upon reasonable notice to the employee.
2. Prior written approval must be obtained from the employee's department director, cabinet member and the city manager.
3. Vacation leave, sick leave, holiday leave, and other City benefits will not continue to accrue during the approved leave of absence period.

- 3-02 (10) Breaks and Meal Periods – The City offers breaks and meal periods as work allows. Employees under the age of 18 (minors) are entitled to a meal period of at least 30 minutes not later than 4 hours from the beginning of their shift. Minors are not permitted to work more than six (6) consecutive days in one week. Contact Human Resources/Risk Management for additional details or if you have questions.
- 3-02 (11) Break Time for Nursing Mothers – The City will provide a reasonable break time for nursing mothers to express breast milk for up to one (1) year after the birth of a child. In accordance with law, the City will provide a functional location for the mother's use. Break times will be handled according to the FLSA in determining if they are compensable or non-compensable.
- 3-02 (12) Domestic Violence Leave - Eligible employees may take up to three (3) working days of unpaid job-protected leave in a 12-month period if the employee or a family or household member of the employee is the victim of domestic violence. The leave will be designated as unpaid until such time as the employee provides documentation to substantiate the need for leave in accordance with the provisions of this policy. Upon receipt of proper documentation, the employee, if eligible, may be allowed to use sick or vacation time for the absence(s). The use of sick time for domestic violence leave will not be counted against accrual of special vacation time or as an increment.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

a. Definitions:

1. "Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
2. "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.
3. "Victim" means an individual who has been subjected to domestic violence.

b. Employee Eligibility: To be eligible for domestic violence leave, the employee must have been employed by the City for a minimum of three (3) months.

c. Types of Covered Leave:

1. To seek an injunction for protection against domestic violence or an injunction of protection in cases of repeat violence, dating violence, or sexual violence;
2. To obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. To obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

program or a rape crisis center as a result of the act of domestic violence;

4. To make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
  5. To seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.
- d. Requesting Leave - An employee must immediately notify his or her supervisor or a representative of the Human Resources/Risk Management Department of the need for leave, except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member. Whenever possible, the employee is to provide a minimum of one week's notice of the need for leave under this policy. Initial notification may be verbal, but should be substantiated with written documentation.
- e. **CONFIDENTIALITY** - To maintain employee confidentiality, employees are to submit documents substantiating the request for leave to the Human Resources/Risk Management Department. The Human Resources/Risk Management Department will notify the department that the request for leave has been substantiated. The documents will be maintained in a file separate and apart from the employee personnel file.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

### **3-03 EMPLOYEE BENEFITS**

3-03 (1) The following benefits and/or programs will be provided and/or offered to all full-time/regular and regular full-time temporary employees:

1. Health Insurance
2. Term Life Insurance
3. Dependent Life Insurance
4. Long Term Disability
5. Short Term Disability
6. Vision Insurance
7. Accidental Death and Dismemberment Insurance
8. Dental Insurance
9. Pension
10. Mileage reimbursement for approved City-related travel
11. Vacation Leave
12. Sick Leave
13. Paid Time Off
14. Holidays
15. Section 125 – Premium Conversion & Flexible Spending Accounts
16. Safety Award
17. Savings Bond Deduction
18. Direct Deposit

In addition to the benefits and/or programs listed in Section A above, the following benefits will be provided and/or offered to employees designated as eligible for Modified Executive Benefits, as defined by the City Manager:

1. Term Life Insurance, plus additional \$50,000
2. Deferred Compensation Contribution (3%)
3. Vehicle Allowance or Assignment (Upon approval of cabinet member)

In addition to the benefits and/or programs listed in Section A above, the following benefits will be provided and/or offered to employees designated as eligible for Executive Benefits, as defined by the City Manager:

1. Term Life Insurance, plus additional \$100,000

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

2. Vehicle Allowance or Assignment (upon approval of City Manager)
3. Deferred Compensation Contribution (5%)

3-03 (2) Training/Continuing Education – Employees are encouraged to obtain training and continuing education through attendance at job related seminars, classes, etc. The employee’s cabinet member must pre-approve all leave for training and education purposes.

- a. When the City requires an employee to attend a training activity, the City will provide the necessary time off with pay, and will reimburse the employee for all associated travel costs and participation fees.
- b. Employees are encouraged to further their education in areas that will enhance their job performance. Upon pre-approval by the employee’s cabinet member and upon successful completion of relevant education courses, employees may be reimbursed for tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts. Proof of successful completion shall include one of the following:
  - 1) A certificate indicating successful course completion, if applicable.
  - 2) Documentation of receiving a class grade of 2.0 or higher on a 4.0/A scale.
  - 3) Documentation of receiving a passing grade when a pass/fail grading system is used.
- c. Education reimbursement funds must be pre-approved through the budget process.
- d. The City shall pay 50% of all out-of-pocket expenses incurred for tuition, registration, books, and laboratory fees, excluding monies provided from other authorized sources, up to a maximum of \$1,000 per fiscal year.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- e. Employees who benefit from education at the expense of the City shall be required to enter into a contractual agreement to continue to work for the City for a designated period of time upon completion of the education.
  
- 3-03 (3) Uniform Allowance – The City will provide employee uniforms when uniforms are required to be worn as a condition of employment to fulfill job responsibilities. Uniforms will be maintained and worn in accordance with City and department policies.
  
- 3-03 (4) Military Leave Benefit – Employees on military leave will remain enrolled in the City’s group insurance plans that they were currently enrolled in at the time of their activation, for a period of twelve (12) months. The City will continue to contribute premiums in the same manner as for active employees. The employee on military leave shall be responsible for any applicable premium contributions for employee and/or dependent coverage. After the twelve (12) month period, employees who remain on military leave will be offered continuation of insurance benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee is responsible for making arrangements with Human Resources/Risk Management for the payment of insurance premium contributions if they elect to retain these benefits.
  
- 3-03 (5) The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City’s group health plan when a qualifying event would normally result in the loss of eligibility. Some qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.
  
- 3-03 (6) The Health Insurance Portability and Accountability Act (HIPAA) provides a right for employees to have Special Enrollment events in the City’s group health, dental, and flexible spending plans. Special enrollment events consist of loss of other coverage, marriage, or birth or adoption of a child. Contact the Human Resources/Risk Management Department within 30 days of your special enrollment event.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- 3-03 (7) Severance Pay: The City Manager may authorize severance pay and/or extended employment benefits pursuant to and in accordance with the provisions of Florida Statutes.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

### **3-04 WORKERS COMPENSATION**

#### 3-04 (1) Workers Compensation Program Overview

- a. Program Oversight and Administration: City employees injured during the performance of their job duties are covered by the City's workers compensation program (the "Program"), which provides medical reimbursement and indemnity benefits, as provided by state law. The Program is overseen by Human Resources/Risk Management.
- b. Designated Medical Care Provider: The City of Ocala Employee Health Clinic is the medical care provider ("Medical Provider") designated for work-related injuries or illnesses. Except in the case of life or limb threatening injuries, the City does not pay other medical providers or facilities for the treatment of industrial injuries, even if the injury is work related, unless the Employee Clinic refers the employee AND the referral is approved by the third party administrator or Human Resources/Risk Management prior to the treatment.
- c. Employee Discipline: Failure by any employee to follow program reporting protocol, treatment policies, transitional duty requirements, or any other law, policy or procedure related to the program in a timely and complete manner, shall result in employee disciplinary action up to and including termination.

#### 3-04 (2) Treating and Reporting an Injury

- a. Medical Treatment: When injured, an employee shall immediately obtain necessary medical treatment from the Employee Clinic. If the condition is life threatening the employee should seek medical treatment from the nearest emergency medical facility or call 911. Life threatening conditions include conditions such as unconsciousness, uncontrolled bleeding, severe respiratory distress, major burns, spinal cord injury, shock, or poisoning. Once initial emergency medical treatment is given and the employee is physically able, the employee shall report to the Employee Clinic for follow-up treatment. It is the responsibility of the employee to advise the emergency medical provider that the City will not be financially responsible for any follow-up treatment

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

by such emergency medical provider or by providers referred by the emergency medical provider, unless the follow-up treatment or referral is previously approved by the Employee Clinic and by the Third Party Administrator and/or Human Resources/Risk Management.

- b. Reporting an Injury: Immediately following any injury, however minor, or immediately following emergency medical treatment, the employee shall report the injury to the employee's supervisor and to Human Resources/Risk Management. The report shall be made no later than 24 hours following the occurrence of the injury. Although initial notice of the injury to Human Resources/Risk Management may be made by telephone recording (if the injury occurs after regular City business hours), a claim is not deemed "reported" until the employee speaks personally with a staff member of Human Resources/Risk Management and the appropriate injury report is completed. The employee is responsible to follow up with Human Resources/Risk Management and speak to a claims adjuster to assure that all details of the injury are reported. If an injury is so severe as to render the employee physically incapable of following the reporting process as required, the employee's supervisor shall assure that the required reporting is completed. The ultimate responsibility for properly reporting a work related injury is that of the injured employee, if possible. Failure to timely and completely report an injury may result in the delay or denial of benefits, or in disciplinary action up to and including termination.

3-04 (3) Return to Work; Mandatory Transitional Duty

- a. Return to Full Duty Allowed by Medical Provider: Immediately following initial treatment for a work related injury, the employee shall obtain a written return to work release ("Work Release") from the Medical Provider and shall report to Human Resources/Risk Management before returning to the employee's regular place of work. The employee shall return to work for regular full duty ("Full Duty") unless directed otherwise by the treating Medical Provider. An employee shall not return to the work site following a work related injury without a Work Release signed by the employee's Medical Provider being delivered to both Risk Management and the employee's supervisor. The employee's

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

supervisor shall verify that the employee has reported to Human Resources/Risk Management before allowing the employee to return to the work site.

- b. Return to Full Duty Not Allowed by Medical Provider: If an employee is directed by the Medical Provider to not return immediately to Full Duty, the employee shall immediately notify the employee's supervisor and Human Resources/Risk Management of the following:
  - 1) that the Medical Provider has directed the employee to not return to Full Duty;
  - 2) the reasons for such direction and the prognosis of the injury;
  - 3) the expected date and time the employee will be released by the Medical Provider to Transitional Duty and ultimately Full Duty; and
  - 4) the work restrictions the Medical Provider has placed on the employee.
- c. Secondary Employment: An employee on workers compensation leave or Transitional Duty shall not engage in any secondary employment except as first authorized by Human Resources/Risk Management.
- d. Mandatory Transitional Duty: The City of Ocala has an aggressive return to work policy. Temporary modified duty ("Transitional Duty") is mandatory on the part of the employee when determined practicable by Human Resources/Risk Management. Transitional Duty will be made available to all injured employees who, based on the Medical Provider's opinion, are unable to return to Full Duty immediately following an injury. An injured employee shall be required to return to Transitional Duty immediately upon release to do so by the Medical Provider. The following are the responsibility of the injured employee:
  - 1) To notify any and all medical providers or specialists who provide treatment for the work related injury that

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

Transitional Duty for the employee is available and mandatory;

- 2) To provide a complete and accurate description of the employee's job description and regular work tasks to the medical provider or specialist to enable such provider or specialist to determine whether the employee will return to Full Duty or to Transitional Duty; and
- 3) To assure that if return to Full Duty immediately following the work related injury is not approved by the Medical Provider, that written work restrictions ("Work Restrictions") are prepared by the Medical Provider in consultation with the employee and the City, and that such restrictions are provided to Human Resources/Risk Management.

e. Transitional Duty Assignments: Human Resources/Risk Management and the department in which the employee works, shall determine the Transitional Duty in which the employee shall be required to participate until the employee is released to Full Duty, in writing, by the Medical Provider.

3-04 (4) Workers Compensation Wage Replacement ("Indemnity Benefits")

- a. Wage Replacement Amount (Indemnity Benefit): If an industrial injury or illness causes total temporary disability (i.e. the employee cannot perform ANY work tasks for the City) as determined by the Medical Provider, the employee receives weekly wage replacement ("Indemnity Benefits") in accordance with State law.
- b. Transitional Duty Wages and Benefits: Employees who return to work in a Transitional Duty capacity receive up to 100% of their wages and benefits, depending upon the assignment.

3-04 (5) Failure to Follow Applicable Law, Policies and Procedures

- a. Questions Concerning Program Requirements: Employees are strongly encouraged to contact Human Resources/Risk Management if questions should arise regarding the reporting, treatment, or processing of workers compensation claims. Additional details pertaining to the City's program may be

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

obtained by contacting Human Resources/Risk Management.

- b. Loss of Benefits: Failure by an employee to follow procedures for reporting and processing workers compensation claims as required by State law may result in the denial of a claim and/or in the loss of benefits by the employee.
- c. Discipline for Failure to Follow Program Requirements: Failure by an employee to timely and completely follow program reporting policies, transitional duty requirement, or any other law, policy or procedure related to the program, shall result in employee disciplinary action up to and including termination.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **SECTION 4 EMPLOYEE CONDUCT**

### **4-01 CODE OF CONDUCT**

- 4-01 (1) Professionalism – The City of Ocala is a public entity whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. City employees shall conduct themselves in a way that will bring trust and respect to themselves and the City.
- 4-01 (2) Conflict of Interest – In order to avoid any potential conflicts of interest, every appointed or elected officer or municipal employee of the City of Ocala who is an officer, director, agent, or employee or the owner of a substantial interest in any business entity which does or anticipates doing business with the City of Ocala or is subject to regulation by the City must complete an “Officer and Employee Disclosure Statement” and file the statement with the required procurement documents submitted to the respective purchasing agent. The purpose of this form is to identify any actual or potential conflicts of interest which may exist between an employee’s public duties with the City and personal interests.
- 4-01 (3) Confidentiality - Employees shall be honest in word and conduct and never use their position to benefit themselves personally, or another party, through the disclosure of or by acting on confidential information, award of work, procurement of supplies, or use of City facilities, equipment, or resources. Employees will not disclose confidential information under any circumstances, except as provided by law.
- 4-01 (4) Gifts & Gratuities – City of Ocala employees are prohibited from knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly any gift of substantial value or a substantial economic benefit which would tend to improperly influence a reasonable person in the person’s position to depart from the faithful and impartial discharge of the person’s public duties. This section does not apply to the following:
- a. an occasional non-pecuniary (not cash) gift having a value of less than \$50;
  - b. an award publicly presented in recognition of public service;

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- c. any bona fide transaction made in the ordinary course of business; or
  - d. a political campaign contribution.
- 4-01 (5) Attendance – All employees are expected to meet attendance and punctuality requirements in accordance with department and supervisory guidelines.
- 4-01 (6) Appearance – In order to maintain a professional atmosphere and appearance, all employees, including those who wear uniforms, are expected to maintain the following minimum standards:
- a. Employees must maintain a high standard of personal hygiene. Employees must appear neat and clean and have no offensive odors. An employee's hair must be clean and groomed.
  - b. Employees must wear clothing appropriate to their employment. Appropriateness may vary, depending upon the nature of work performed, safety concerns, and the degree of public contact.
  - c. Employees must wear clothing that is clean and neat, and not torn or frayed. Employees must avoid clothing that is unduly revealing, immodest, or otherwise inappropriate for a professional office setting or other work environment.
  - d. In addition to the above, all employees are expected to meet any departmental dress and appearance policies.
- 4-01 (7) Personal Use of City Office Items – Personal use of City office items is generally discouraged, however, any such use may be permitted only upon pre-approval by the department or division director.
- 4-01 (8) Personal Use of City Cell Phones or Electronic Devices – An employee's use of a City owned cell phone is restricted to the calling plan assigned. Any overage due to personal use will be reimbursed to the City within 30 days of notification. The use of a hand-held City cell phone is prohibited while operating a City or personal vehicle or equipment.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- 4-01 (9) Use of Personal Cell Phones or Electronic Devices – The use of personal cell phones while on duty is discouraged and should be limited to emergency situations. The use of a hand-held personal cell phone is prohibited while operating a City or personal vehicle or equipment.
- 4-01 (10) Use of City Electronic Mail, Voicemail, Computer Systems, and Other Electronic Communications – E-mails, voice mail communications, instant messaging, text messages, multimedia messaging (MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), or any other current or future electronic messaging technology and/or device, and the contents of City owned computers are the sole property of the City and may be subject to monitoring at any time without notice. When using the e-mail, voice mail systems, and any other equipment including City computers, office telephones, cell phones, pagers, personal digital assistants (PDAs) the employee knowingly and voluntarily consents to being monitored and acknowledges the employer’s right to conduct such monitoring.
- a. The use of e-mail to send pornographic, sexually harassing, obscene messages and materials, and those with sexual content is prohibited. The City’s sexual harassment policy shall apply to the use of obscene e-mails and materials, and those with sexual content. The use of City computer resources to intentionally view, download or send pornography, sexually explicit materials or materials with sexual content is prohibited.
  - b. The use of e-mail to send discriminatory, disparaging or harassing messages or materials based on race, color, religion, sex, pregnancy, gender, national origin, age or disability is prohibited. The City’s anti-discrimination policies shall apply to the use of such e-mails and materials.
  - c. Electronic dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws is prohibited.
  - d. The unauthorized transmission of proprietary or confidential information to unauthorized persons or entities by e-mail, or any means, is prohibited.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- e. Use of City computers, computer resources, e-mail or other resources for the employee's outside business endeavors is prohibited. Under no circumstances may any employee use City computers, computer resources, e-mail or other resources to run, support or operate a personal business.
  - f. City employees are not to use the City's e-mail or Internet connection to send, forward or otherwise distribute from other sources personal, or unsolicited commercial e-mail. For purposes of this policy, "commercial" is defined to mean "for the purpose of promoting the sale, lease, or exchange of goods, services or real property." This policy extends as well to unsolicited commercial e-mail you believe to be sending from the City under a personal e-mail identifier, if such e-mail originates on a City computer or is transmitted from a personal computer through the City's servers (by dial-in, Internet connection, or otherwise.)
- 4-01 (11) Outside Activities – City employees shall not use City owned property or work time in support of outside interests and activities.
- 4-01 (12) Political Activity – City employees shall not use City owned property, work time or influence of position while engaging in any political activity.
- 4-01 (13) Secondary Employment – Employment with the City of Ocala shall be an employee's primary employment. City employees are permitted to engage in secondary or outside employment upon completion and approval of an employee's Notice of Secondary Employment. A Notice of Secondary Employment shall be approved by an employee's department head. Employees are required to notify the City of any secondary employment so the City may determine whether the secondary employment creates a conflict of interest.
- 4-01 (14) Abandonment - An employee who is absent from work for three consecutive days, and is capable of providing proper notification to their supervisor but does not, shall be deemed to have abandoned their position. The City considers abandonment as voluntary termination and the employee shall be notified in writing.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **4-02 SEXUAL HARASSMENT/UNLAWFUL HARASSMENT POLICY**

- 4-02 (1) General Policy – The City of Ocala is committed to providing a work environment that is free of sexual harassment or any other type of unlawful harassment with regard to race, national origin, religion, gender, age, disability, marital status, pregnancy or political affiliation. The City has adopted a zero tolerance policy towards any form of unlawful harassment by any employee while employed.
- 4-02 (2) Prohibited Conduct - Specifically, the City prohibits conduct that may include, but is not limited to, the following:
- a. Unwelcome sexual advances.
  - b. Requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment relationship.
  - c. Other verbal or physical conduct of a sexual nature made to an employee that may threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of the sexual advances will in any way influence any personal decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
  - d. Any verbal or physical conduct of a sexual nature that has the purpose or effect of substantially interfering with the employee's ability to do his or her job.
  - e. Other sexually harassing conduct committed by supervisors or non-supervisory personnel, whether physical or verbal. This conduct may include, but is not limited to:
    - 1) Commentary about an individual's body.
    - 2) The use of sexually degrading words to describe an individual.
    - 3) Offensive comments.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- 4) Off-color language or jokes.
  - 5) Innuendos.
  - 6) Sexually suggestive objects, books, magazines, photographs, cartoons, pictures, e-mail or other visual material.
- f. Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
  - g. An employee having a romantic relationship with any person he/she supervises or has authority over.
  - h. Any inappropriate behavior or harassment with regard to race or national origin, religion, gender, age, disability, marital status, pregnancy or political affiliation which creates a hostile work environment

4-02 (3) Reporting Inappropriate Sexual Conduct or Violations of Sexual Harassment or Other Unlawful Harassment Policy – It is mandatory that employees must immediately report all incidents of what they believe to be inappropriate sexual conduct or violations of the City Sexual Harassment/Unlawful Harassment Policy. These reports shall be made as soon as practical from the time an employee first feels they or someone else, has been sexually or unlawfully harassed or subjected to inappropriate conduct.

- a. Employees shall report inappropriate sexual conduct or violations of this policy, either verbally or in writing, to a supervisor or a department head or an assistant city manager or the human resource manager or the city attorney immediately. Following the normally prescribed chain of command is not necessary.
- b. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment shall promptly advise the human resource department manager or the city attorney.
- c. Any employee may raise concerns and make reports of unlawful harassment without fear of reprisal.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- 4-02 (4) Investigation - The City shall reasonably investigate all complaints as expeditiously and professionally as possible. The City will make every reasonable effort to keep the identity of the reporting person confidential, but confidentiality cannot be guaranteed.
- a. Information related to any unlawful harassment complaint, proceeding, or resolution shall be maintained in a separate and confidential unlawful harassment complaint file. This information shall not be placed or maintained in an employee's personnel file.
  - b. Participants in any sexual harassment or other unlawful harassment proceeding/investigation shall treat all information related to that proceeding/investigation as confidential.
  - c. Any employee of the City who is accused of sexual harassment or other unlawful harassment or inappropriate sexual conduct shall not question, coerce, intimidate, or retaliate in any way against the employee who has filed a complaint, or against employees that have provided information concerning the complaint.
- 4-02 (5) Disciplinary Action – Employees found guilty of sexual harassment or other unlawful harassment will face disciplinary action, which may include termination.
- 4-02 (6) Victim Protection – Retaliation against employees for reporting any unlawful harassment or for assisting the City in its investigation of a complaint is against the law and is not permitted. Retaliation may include, but is not limited to the following:
- a. Refusing to recommend the employee for a benefit for which he or she qualifies.
  - b. Spreading rumors about the employee.
  - c. Encouraging hostility from co-workers.
  - d. Escalating the harassment.
  - e. Disclosing confidential information with regards to a sexual harassment or other unlawful harassment investigation.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

### **4-03 ALCOHOL/DRUG-FREE WORKPLACE**

4-03 (1) The City of Ocala recognizes its responsibility to provide a safe and healthy working environment for all employees and our obligation to the citizenry to hire and offer continued employment only to those individuals who are and who remain drug-free. For these reasons, all employees must report to work completely free from the presence of drugs and the effects of alcohol.

4-03 (2) Drug-Free Awareness Program

During new hire orientation, all new employees will receive training about the dangers of drug and alcohol abuse, a copy of this policy, and information and a brochure about the City's Employee Assistance Program.

4-03 (3) Employee Responsibilities:

- a. No employee shall unlawfully manufacture, possess, use, or distribute any controlled substance or alcohol in a City workplace.
- b. Any employee convicted under any criminal drug statute shall notify their supervisor and department director within five days after the conviction.
- c. No employee shall consume alcoholic beverages for eight (8) hours before work, during work hours, or during breaks or meal periods.
- d. No employee shall be impaired by alcohol, medication, or illegal drugs, or have any detectable trace amount of illegal drugs or a blood-alcohol level of .02 or higher in their system during work hours, or while representing the City of Ocala in an official capacity.
- e. Additional Responsibilities of "Safety Sensitive" Employees
  - 1) For purposes of this policy, the City designated safety sensitive positions are:

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

Job required CDL holders (consistent with the provisions of 4-03 (11))

- 2) Employees will report, to their immediate or other chain-of-command supervisor, the use of any medication that could reasonably be expected to impair their ability to perform their duties, prior to, or upon reporting for duty.
- 3) Any employee who is required to drive a personal or City vehicle in the performance of their job duties who is cited, arrested, or charged with any criminal drug or alcohol related offense shall notify their department director within 24 hours.

4-03 (4) Drug/Alcohol Testing Policy

All employees and prospective employees are required to participate in testing for the presence of drugs or alcohol, according to the provisions set forth below, as a condition of hire or continued employment. Failing or refusing to take a test or a confirmed, positive drug and/or alcohol test result, shall be deemed a violation of this policy.

4-03 (5) Pre-Employment Testing

- a. All prospective employees and designated prospective volunteers shall be tested for drug or alcohol usage.
- b. All job applicants shall be informed of the policy at the pre-employment interviews. A copy of this policy shall be available for their review.
- c. All applicants shall be required, prior to being hired or volunteering for the City, to sign an acknowledgment form agreeing to abide by the terms of this policy.
- d. The City will exclude from employment any job applicant who refuses to abide by the terms of this policy.
- e. Any applicant with a confirmed positive drug test may not reapply for employment with the City for one (1) year from the date of such result.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

4-03 (6) Reasonable Suspicion (For Cause) Testing

- a. An employee may be required to submit to a drug test when reasonable suspicion arises and the employee's supervisor, manager, or department director and a City designee concur that reasonable suspicion exists.
- b. The City designees are: Human Resources and Risk Management Director or designee.
- c. Once the authorized supervisors have determined that reasonable suspicion exists, testing shall be done as soon as practical.
- d. The employee shall be driven to the facility by the supervisor or his or her designee.
  - 1) The employee may be placed on paid administrative leave until the results of the test are available if deemed in the best interest of the City.
  - 2) The supervisor shall make arrangements or help the employee make arrangements to get home without driving him or herself.

4-03 (7) Rehabilitation Testing

If the City returns an employee to work after he or she has enrolled in a rehabilitation program for drug or alcohol abuse and has successfully completed the rehabilitation program, such employee may be entered into a program of unannounced drug and alcohol testing for a predetermined period of time at the sole discretion of the City.

4-03 (8) Post-Accident Testing

- a. Post-accident testing will be conducted on employees involved in the following incidents:
  - 1) Treatment for a worker's compensation injury at a medical facility (either out-patient or in-patient); or

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- 2) A traffic accident involving bodily injury to any party, a collision with any pedestrian or person on a non-motorized device, or a police estimate of total property damage of \$1,000.00 or more; or
- 3) Any event or incident estimated by the employee's supervisor to involve property loss or damage of \$1,000.00 or more.

b. Such testing will occur as soon as practical after the accident.

c. The employee's immediate supervisor and the Human Resources/Risk Management Director shall be notified of all such incidents.

4-03 (9) Random Testing

For purposes of maintaining safety and as a deterrent to drug and alcohol abuse, safety sensitive employees are subject to random drug and alcohol testing.

4-03 (10) Testing Protocols

a. Any drug or alcohol testing shall occur during or immediately after the regular work period of current employees, and shall be deemed time worked for purposes of compensation and benefits for current employees.

b. The City shall pay all costs of testing and transportation associated with a test required by the City.

c. The information received from drug testing shall be the property of the City.

- 1) Upon City receipt of the test results, Human Resources/Risk Management shall, as soon as practical, notify the person tested, by telephone or in writing, of the test results.

- 2) If the test results are positive, the person tested will be advised of the option to have the split sample tested, the

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

expense to be equally divided between the donor and the City. The option must be exercised within 72 hours of the notification to the employee.

4-03 (11) Employee's Required to Hold a Commercial Driver's License (CDL)

Those employees required by their employment at the City of Ocala to hold a CDL shall be tested as required by federal and/or state law.

- a. Prior to requiring any drug or alcohol testing of a CDL holder employee, the supervisor will determine whether the testing is authorized under this policy or under the City's Drug/Alcohol Policy. CDL testing involves a different panel of drug and alcohol tests and requirements.
- b. All testing under CDL requirements will be preceded by specific notification by the supervisor to the employee that the test is being ordered as a CDL requirement.
- c. CDL post-accident testing is only conducted if the employee, during the drug testing window, is cited for a contributory moving violation or if another person is a fatality. All other post-accident testing will be done under the City's drug/alcohol testing policy.
- d. Any reasonable suspicion testing decision must be made by an officially trained supervisor. A City designee (4-03 (6)) must concur.
- e. Random drug testing is conducted just before, during, or just after performance of CDL duties.
- f. Rehabilitation testing, if offered by the City, shall meet CDL requirements.

4-03 (12) Disciplinary Action

Because of the serious nature of illegal use or abuse of alcohol, illegal drugs, or medication, appropriate employee disciplinary action will be taken, which may include termination. The City, at its discretion in a disciplinary action, may require an employee to participate in a rehabilitation program and mandatory drug and/or alcohol testing, at the

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

employee's expense, as a condition of continuing employment. Employees who receive a positive screening for drugs and/or alcohol will receive, at a minimum, a three-day unpaid suspension. Employees will be allowed to use accrued vacation time or PTO, after the suspension, until such time as they are approved to return to work.

4-03 (13) Voluntary Substance Abuse Counseling & Rehabilitation

- a. The City of Ocala encourages employees who have a determined need, to enroll in a counseling or rehabilitation program.
- b. The employee shall immediately contact their supervisor and Human Resources/Risk Management to coordinate leave status and benefits.

4-03 (14) Employee Questions About This Policy

Questions about this policy may be directed to Human Resources/Risk Management.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

#### **4-04 TOBACCO-FREE WORKPLACE**

- 4-04 (1)      General Policy – The City of Ocala is subject to and enforces the Florida Indoor Clean Air Act and is committed to providing a safe and healthful work environment.
- 4-04 (2)      Employee Responsibility – All employees are prohibited from smoking throughout the workplace, including all City buildings, vehicles, and equipment. Smoking is also prohibited within 25 feet of any entrance-way, exit, open window, or air intake of City buildings.
- 4-04 (3)      Areas designated for smoking may change from time to time to meet the needs of the City and desires of its employees and the public. In the event there is a conflict about the establishment of a smoking area, the right of the nonsmokers to breathe clean air free from harmful smoke shall supersede the right to smoke.
- 4-04 (4)      Smoke breaks are to be confined to the affected employees lunch period or rest break.
- 4-04 (5)      The effectiveness of this policy shall depend largely on the understanding and willingness of all employees to abide by its provisions and to request others to do so. Smokers must consider the health concerns and comforts of their nonsmoking co-workers and nonsmokers must consider the freedom of choice of the smoker. It shall be the responsibility of each employee to abide by the rules and regulations contained in this policy, and it shall be the responsibility of the affected Department Head to see that the policy is applied in an equitable manner and adhered to by all employees.
- 4-04 (6)      Complaints of violation of the policy should be directed to the Department Head responsible for the particular work area or facility involved in the complaint. The Department Head shall be responsible for notifying the violator of the pertinent portions of this policy. Failure to comply with the policy after proper notification shall initiate the City's discipline procedures.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

#### **4-05 CRIME-FREE WORKPLACE**

- 4-05 (1) General Policy – The City of Ocala is committed to maintaining a safe and efficient working environment where employees and customers are free from the threat of workplace violence.
- 4-05 (2) Employee Responsibility – In the interest of safety for both City personnel and area citizenry, employees are discouraged from possessing firearms and other weapons on City property. Employees are prohibited from storing a firearm or other weapon in an employee locker, desk, cabinet, vehicle, or equipment. Firearms in private vehicles must be securely encased in accordance with Florida Statutes. Employees who possess a firearm or other weapon on City property must immediately notify their supervisor of such possession.
- 4-05 (3) Violations of this policy shall be grounds for disciplinary action, up to and including termination. Sworn police officers are exempt from this policy.
- 4-05 (4) Employees must immediately report to their supervisor or department head all incidents of workplace violence.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **4-06 EMPLOYEE DISCIPLINE**

- 4-06 (1) General Policy – It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of City government. Administrative procedures have been established for the handling of disciplinary measures when required.
- 4-06 (2) Causes for Disciplinary Action – Causes for disciplinary action, up to and including termination, may include, but are not limited to the following:
- a. Violation of the laws of the United States, the State of Florida, or ordinances of the City of Ocala or any other jurisdiction.
    - (1) Violation may also be established in any City hearing process under an administrative standard of whether the evidence shows more likely than not the violation occurred regardless of the pendency or dismissal of criminal charges.
  - b. Violation of the code of conduct.
  - c. Conduct which endangers the peace and safety of others or poses a threat to the public interest.
  - d. Any behavior by an employee deemed inappropriate or disruptive to the work environment which may affect the ability of other employees to perform effectively.
  - e. Misconduct.
  - f. The performance of an act which is legally unjustified, harmful, contrary to law or City policy.
  - g. The wrongful performance of a normally lawful act.
  - h. The omission of some act which ought to have been performed.
  - i. Incompetence.
  - j. Negligence.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- k. Insubordination.
- l. Failure to maintain skills.
- m. Inadequate performance of duties.
- n. Unauthorized or excessive absence or tardiness.
- o. Falsification or unauthorized alteration of records.
- p. Violation of City or department policies.
- q. Falsification of employment application.
- r. Discrimination in hiring, assignment, or promotion.
- s. Sexual harassment or inappropriate sexual conduct.
- t. Retaliation.
- u. Violation of personnel policies and procedures.
- v. Unauthorized possession of firearms or explosives on City property.
- w. Theft or removal of any City property, or the property of any employee from the work premises without proper authorization.
- x. Gambling on City property.
- y. Any other action or behavior contrary to the best interests of the City.

4-06 (3) Types of Disciplinary Action – The City reserves the right to impose disciplinary action, up to and including termination on a first offense, depending on the nature and severity of the improper conduct. Employees whose conduct constitutes grounds for disciplinary action are subject to one or more of the following depending on the severity of the violation. The existence of this disciplinary policy is not a guarantee of its use. The City reserves the right to terminate employment at any time, with or without reason. The following classifications are not written in progressive

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

order and are not to be deemed a progressive disciplinary scheme or system:

- a. Verbal Warning - A verbally communicated warning to an employee by a supervisor for a minor work behavior deficiency.
- b. Written Reprimand – A formal written notice outlining work performance deficiencies and required corrective action, to an employee by a supervisor for disciplinary purposes, which is documented in the employee’s personnel file.
- c. Suspension – An employee may be suspended from work with or without pay for up to 30 days with approval of the city manager. The City shall conduct a pre-disciplinary hearing as outlined in 4-06 (4), except for appointed and probationary employees.
- d. Demotion – An employee may be demoted to a lower grade position with or without a reduction in pay with approval of the city manager. For an involuntary demotion, the City shall conduct a pre-disciplinary hearing as outlined in 4-06 (4), except for appointed and probationary employees.
- e. Transfer – An employee may be transferred to another position within the City without an adjustment in pay and grade with approval of the city manager.
- f. Termination – An employee may be terminated with approval of the city manager. The City shall conduct a pre-disciplinary hearing as outlined in 4-06 (4), except for appointed and probationary employees.

4-06 (4) Pre-Disciplinary Hearing. The Department Head or designee shall provide and arrange for a pre-disciplinary hearing prior to the demotion, suspension, or termination of any full-time/regular employee. The Human Resources/Risk Management or designee shall attend all pre-disciplinary hearings.

- a. An employee shall be provided, in writing, with a notice of the charge and an explanation of the department's evidence prior to the hearing. The employee shall be given an opportunity to respond to

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

the charges, orally or in writing, as to why the proposed action should not be taken.

- b. The employee may not have legal counsel present at a pre-disciplinary hearing.
- c. The department's explanation of the evidence at the pre-disciplinary hearing shall be sufficient to apprise the employee of the basis for the proposed action. This shall not limit the employer at subsequent hearings from presenting a more detailed and complete case, including presentation of witnesses and documents not available at the pre-disciplinary hearing.
- d. Should the department head determine to discipline following the pre-disciplinary hearing, written notice of discipline shall be given to the employee. Such notice shall include the charges against the employee, a general statement of the findings of the hearing, and any required corrective action necessary for the employee to avoid further disciplinary action.
- e. **Waiver of Pre-Disciplinary Hearing**

An employee may waive the right to a Pre-Disciplinary Hearing. Such waiver must be in writing, signed by the employee, and specifically acknowledge that the employee has received a copy and read the requirements of 4-06, accepts the proposed discipline, and acknowledges that the waiver also applies to the right to file a grievance.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

4-06 (5) Appeals

- a. Any full-time/regular employee who is demoted or suspended without pay may appeal such action by filing a written grievance in accordance with the City's grievance procedure. Any such grievance shall be filed within ten (10) working days from the date of action against the employee.
- b. A full-time/regular employee who is terminated may appeal such action, in writing, to the City Manager, within fifteen (15) calendar days after such action is taken. As promptly as possible, the employee will be granted a hearing by the City Manager which may include the department head concerned, and the Human Resources and Risk Management Director, or their designees, at which time the employee and the department may present relevant evidence regarding the action and the reasons for it. The City Manager shall make the final binding decision.

4-06 (6) Exceptions: Section 4-06 (4) and (5) above, and Section 4-07 below shall not apply to cabinet members, any member of the Senior Management staff, or any Assistant or Deputy Department Director.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **4-07 EMPLOYEE GRIEVANCE PROCEDURES**

- 4-07 (1) General Policy – A "grievance" shall mean a claim or dispute by an employee with respect to the interpretation, meaning or application of the provisions of City's policies and procedures. It is the policy of the City of Ocala to afford all employees a means of obtaining further consideration of problems when they remain unresolved at the supervisory level, and to establish policies and procedures that provide for timely resolution of grievances. Strict adherence to the procedures outlined below is mandatory for all concerned, except that time limits may be extended for good cause unless other procedures are provided by Federal or state law regulations.
- 4-07 (2) Grievance Process – The following process shall be followed in processing grievances made by City employees:
- a. Step One – An employee wishing to grieve an incident or action meeting the definition above must submit the grievance in writing to his/her immediate supervisor within 10 business days of a decision or action. The written grievance should include at a minimum, the date, and description of the decision or action in question. The employee's immediate supervisor shall respond to the employee's grievance in writing, detailing his/her decision, within 10 business days of receipt of the grievance.
  - b. Step Two - If the employee is not satisfied with the response of the immediate supervisor, the employee may submit a written grievance to their department director within 10 business days of the immediate supervisor's response. The department director shall respond to the employee's grievance in writing, detailing his/her decision, within 10 business days of receipt of the grievance.
  - c. Step Three - If the employee is not satisfied with the response of the department director, the employee may submit a written request to the employee's cabinet member within 10 business days of receipt of the department director's response. The cabinet member shall respond to the employee's grievance in writing, detailing his/her decision, within 10 business days of receipt of the grievance. The decision of the cabinet member is final and not appealable.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

4-07 (3)      Documentation

Copies of all grievances and responses shall be forwarded to Human Resources/Risk Management for filing upon receipt or issuance.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

This page intentionally left blank.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **SECTION 5 FINANCIAL POLICIES & PROCEDURES**

### **5-01 PURCHASING**

- 5-01 (1) General Policy – The City of Ocala shall comply with all applicable federal laws and regulations, state laws, and city ordinances and resolutions regarding the procurement of goods, services and contracts. A complete copy of the City purchasing policy may be obtained from the Finance Department.
- 5-01 (2) Credit Cards - City credit cards shall be used for official City business only and all use shall comply with the City purchasing policy.
- 5-01 (3) Travel Policy – The City of Ocala shall comply with all applicable laws, rules, regulations, city ordinances and resolutions regarding travel related to City business. A complete copy of the City Travel Policy may be obtained from the Finance Department.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **SECTION 6 SAFETY & RISK MANAGEMENT**

### **6-01 GENERAL SAFETY POLICY**

6-01 (1) General Policy - The following general safety rules apply in all City work areas. Each work area may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.

- a. Proper training and licensing, if applicable is required by all employees operating any type of power equipment.
- b. Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate to the work performed.
- c. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair will be properly secured. Employees must also adhere to any additional department policies.
- d. Defective equipment will be reported immediately.
- e. Employees will not operate equipment or use tools for which licensing and training has not been received.
- f. In all work situations, safeguards required by State and Federal Safety Orders will be provided and followed.
- g. Due to the potential risk, employees are prohibited from entertaining, or caring for, guests or family members in or around inherently dangerous work areas. These areas include, but are not limited to:
  - 1) Road repair sites;
  - 2) Construction areas;
  - 3) Vehicle maintenance areas;

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

4) Sewer facilities.

6-01 (2) Proper Use of City Equipment & Tools – The use of City equipment or tools for private purposes is strictly prohibited.

- a. Employees shall be required to attend training, provided by the City; including an explanation of job hazards, safety procedures and training on all equipment, tools, etc., necessary for the accomplishment of the employee's job description. Employees may attend additional training as approved.
- b. A commercial driver's license (CDL) is required for operators of commercial motor vehicles. No individual shall be allowed to operate such vehicles unless they have a current commercial driver's license in their possession. This license is required pursuant to the Commercial Motor Vehicle Safety Act, signed into law on October 27, 1986. Employees must renew their commercial driver's license as required by law.
- c. Operators and passengers in a business-use vehicle equipped with seat belts must wear them when the vehicle is in operation, and all employees operating vehicles shall observe all local traffic laws.
- d. Employees using City vehicles shall ensure they are kept clean and serviced according to fleet specifications. Employees receiving car allowances shall also keep their vehicles clean and serviced properly.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **6-02 BUILDING SECURITY**

- 6-02 (1) Distribution of Keys – Each department is responsible for distribution of keys, key pad codes, and security access cards to building occupants.
- a. Each department shall maintain a record of the keys, key pad codes and security access cards distributed to building occupants.
  - b. The departments shall not loan out keys or distribute key pad codes or security access cards to non-building occupants.
- 6-02 (3) Employee Responsibility – Employees shall not loan, duplicate, or transfer keys, key pad codes, or security access cards to City facilities. Such behavior may be grounds for disciplinary action. All keys, security access cards, etc. will be returned to the City immediately upon termination of employment.
- 6-02 (4) Lost Keys – Any lost keys or security access cards shall be reported to the employee’s supervisor immediately.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **6-03 ACCIDENT REPORTING**

- 6-03 (1) All accidents, regardless of severity, personal or vehicular, shall be reported as soon as possible to the applicable supervisor or department head in accordance with Section 3-04 of this handbook. The employee must submit to a drug test if determined necessary according to drug testing policy located in section 4-03.
- 6-03 (2) When involved in a vehicle crash, but not injured, an employee must:
- a. Call 9-1-1 and supervisor immediately. If the immediate supervisor is unavailable, contact the department head, even if it is after normal work hours.
  - b. Remain at the accident until the police or supervisor approves your departure.
  - c. Collect necessary contact and insurance information from any others involved in accident.
  - d. Submit to a drug test if determined necessary according to drug testing policy located in section 4-03.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **6-04 RISK MANAGEMENT**

- 6-04 (1)     General Policy – The City of Ocala will be aggressive in risk identification. All existing operations, programs, equipment, and facilities of the City shall be evaluated on a regular basis to determine potential risk. Employees shall report any identified risks to their immediate supervisor or the Human Resources and Risk Management Director. In addition, employees shall report any potential hazards, damaged or missing signs, or other possible risks immediately to Human Resources/Risk Management.
- a.     Risk Coordinators – Each department shall appoint one or more Department Risk Coordinator(s) to oversee the implementation of risk management and safety within the department; and to represent the department in the processing of risk-related incidents arising from the operations of the respective City departments.
  - b.     Risk Coordinators shall meet at least quarterly. The Human Resources and Risk Management Director shall be responsible for preparing agendas for the meetings and providing required training for the Risk Coordinators.
- 6-04 (2)     Claims, Lawsuits, & Liability – An employee who becomes aware of any occurrence which may give rise to a lawsuit, who receives a notice of claim, or is sued because of an incident related to his or her employment, shall give immediate notice to his or her supervisor, the city attorney, and the Human Resources and Risk Management Director.
- a.     An incident report (Form 1001) must be completed for any alleged injury or damage to persons or property involving a city official, employee, volunteer, or equipment or any such event occurring on City property. Such report will be submitted to Human Resources/Risk Management.
  - b.     No official or employee shall admit or indicate in any manner that he or she or the City is at fault or has any liability in any incident that may result in a claim or lawsuit. No official or employee shall make any commitments or promises to claimant unless specifically authorized to do so by the city manager or designee.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- c. Human Resources/Risk Management will receive and coordinate the resolution of claims and lawsuits made against the City, its officers, employees, or volunteers.

6-04 (3) Vehicle/Equipment Crash Investigation – It is the policy of the City of Ocala to require an investigation and a review of all vehicle or equipment crashes involving employees during the course of their duties. This policy also covers privately owned vehicles used by City employees for City business.

- a. Any vehicle or equipment crash within the boundaries of the City of Ocala will be investigated by an officer of the Ocala Police Department and Human Resources/Risk Management or designee shall be notified immediately of the incident.
- b. Any vehicle or equipment crash outside the boundaries of the City will be investigated by an officer of the applicable jurisdiction. Human Resources/Risk Management shall be notified immediately of the incident.

6-04 (4) Any damages to City buildings, facilities, and/or property must be reported to the Facilities Maintenance Division which will report the information to the Human Resources/Risk Management Department.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **SECTION 7 VEHICLE USE**

### **7-01 VEHICLE USE**

- 7-01 (1)      Authorization to Drive - To be authorized to drive a city-owned vehicle, an employee or volunteer must:
- a.      possess a valid Florida driver's license for the type of vehicle being operated, and
  - b.      complete the next scheduled approved defensive driving course (except Police Officers, who will complete field training).
- 7-01 (2)      Training Requirements - Additionally, Departments may impose such familiarization or training requirements on vehicle operators as may be necessary.
- 7-01 (3)      Pool Vehicle Use - Pool vehicles are authorized for use by authorized employees or volunteers who do not have a City vehicle assigned to them that need transportation to conduct City business, subject to availability.
- 7-01 (4)      Personal Use - Personal use of City vehicles is prohibited, except for incidental local use such as taking breaks or meal periods, or completing a personal errand that does not require indirect travel. The Police and Fire Departments may have their own personal use policies.
- 7-01 (5)      Permitted Passengers - Only authorized employees and volunteers are allowed to ride in City vehicles, except for the purpose of conducting City business or as otherwise authorized by policy.
- 7-01 (6)      Leave Restriction - Employees on leave for three (3) or more consecutive days, who are authorized to take home a City vehicle, will leave the vehicle at the workplace during the leave.
- 7-01 (7)      Emergency Use - Directors of Departments may grant occasional overnight take home vehicle use due to an isolated incident of need because of the lateness of the hour or other circumstances where it is impractical for the user to return a City vehicle at the end of a duty shift.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **7-02 DRIVER/OPERATOR DUTIES AND RESPONSIBILITIES**

- 7-02 (1) Maintenance - All repair or damage issues shall be reported immediately to Fleet staff and the driver's division supervisor when the driver becomes aware of such issue.
- a. When a driver is notified of scheduled service due, the driver shall make a service appointment no later than 5 working days after notification.
  - b. Drivers are responsible for the care and general maintenance of City vehicles under their control or assigned to them. This includes frequent checking of the oil and other fluids, lubrication levels, tire pressure, and prompt reporting of problems. They shall not, however:
    - 1) use fuel, oil lubricant, or other liquid additives in the vehicle other than that provided or authorized by Fleet staff.
    - 2) make any repairs or have any repairs made to the vehicle at any facility (other than simple repairs, i.e. light bulb, fuse, etc.) not authorized by the Fleet Division, or
    - 3) add or remove auxiliary equipment to vehicles without the permission of the Fleet Division.
    - 4) display unauthorized bumper stickers or other items.
- 7-02 (2) Cleanliness - Drivers shall maintain a high degree of cleanliness of both the interior and exterior of assigned vehicles. Failure to do so may result in disciplinary action.
- 7-02 (3) Mileage - Each time a City vehicle is refueled at a city fueling site or off-site station using a Gascard, the driver/operator will accurately enter odometer/hour meter readings. If an incorrect reading is entered, the driver/operator will notify Fleet staff of the correct readings. If no

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

notification is given, a warning will be issued for the first offense. A second or subsequent offense may result in disciplinary action.

- 7-02 (4) Unassigned Vehicle Inspection Checklist - Each city employee taking an unassigned City vehicle for a shift must complete a written vehicle inspection checklist. This checklist shows that the vehicle appears to be in good condition and is safe to drive. On the inspection checklist, the employee shall note any defects, deficiencies, problems, exterior damage, etc. If a problem makes the vehicle unsafe or risks mechanical damage, the employee will report the vehicle to the supervisor and Fleet staff so it can be serviced immediately.
- 7-02 (5) Motor Pool Inspection/Problem Report – A driver who uses a motor pool vehicle will look over the vehicle before using it. If a safety related problem is identified, the vehicle will not be used. On returning the vehicle, the driver will turn in a signed and dated problem report to Fleet staff, if needed.
- 7-02 (6) Long-distance Travel - When using a city vehicle for non-emergency one-way travel of 200 miles or more, the driver shall have the vehicle inspected by a Fleet mechanic within 2 business days prior to departure to ensure the vehicle is safe and road worthy.
- 7-02 (7) Compliance with Laws - All City employees and volunteers shall drive and park in accordance with all state and local laws, including wearing seat belts. Any citation received shall be the responsibility of the driver.
- 7-02 (8) Idling – Drivers will not allow an unattended vehicle to idle excessively, except as required for safety reasons or operation of auxiliary equipment. Emergency vehicles are exempt during emergency situations.
- 7-02 (9) Locking Vehicles - Unattended City vehicles shall be locked at all times.
- 7-02 (10) Abuse or Neglect of Vehicles - Drivers will not abuse or neglect City vehicles. Abuse or neglect includes but is not limited to:
- a. misusing vehicles.
  - b. exceeding a vehicle’s capacity.
  - c. operating vehicles without adequate training.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- d. allowing others to operate vehicles without adequate training.
- e. being reckless, careless, irresponsible, or not paying attention while operating vehicles.
- f. operating with an overheated engine.
- g. failure to properly observe instrument panel indicators.
- h. operating with flat or under-inflated tires.
- i. failure to report defects and needed repairs to Fleet division.
- j. driving vehicle that is in need of repairs.
- k. failure to inspect equipment properly before and after use.
- l. failure to have a vehicle serviced after notification is given.

7-02 (11) Supervisor Responsibility - Supervisors will know the condition of the vehicles under their direct responsibility. Supervisors will keep in close touch with operators to make sure all equipment is properly cared for and maintained. Supervisors are responsible for:

- a. Periodic audits of inspection reports to make sure the inspections are done on time and are accurate.
- b. Quarterly inspections of the conditions of vehicles under his/her supervision.
- c. If any problems are found, the supervisor will keep a separate inspection report for audit purposes. The supervisor will discuss any discrepancies with any person who completed an inconsistent report, and notify Fleet staff of any conditions requiring Fleet action.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

### **7-03 USE OF PERSONAL VEHICLES FOR CITY BUSINESS**

- 7-03 (1) Employees and volunteers are strongly discouraged from using personal vehicles for City business. City vehicles should be used when practical.
- 7-03 (2) Prior to any use of personal vehicles for City business, employees and volunteers whose job description does not require a driver license must have prior authorization from their supervisor and Human Resources/Risk Management, after verification of their driver license status and driving history.
- 7-03 (3) When using a personal vehicle for City business, all relevant City policies and ordinances apply, such as training, accident reporting, and compliance with legal requirements.
- 7-03 (4) Mileage reimbursement is available at the current IRS rate for authorized personal vehicle use, upon submission of the appropriate form.
- 7-03 (5) Employees and volunteers using personal vehicles for City business are subject to post-accident and reasonable suspicion drug testing.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **7-04 GENERAL LIABILITY PROVISIONS**

### 7-04 (1) City Vehicles

- a. City vehicles are insured by the City. While operating a City-owned vehicle on official City business, the City, the employee, and the vehicle are covered by the City's insurance programs.
- b. Third party claims are handled by the City's insurer to the policy limits.
- c. Injuries to City employees and volunteers will be handled as worker's compensation claims.
- d. While operating a City-owned vehicle for non-City business, i.e. commuting to and from work, it is the employee's responsibility to carry their own personal auto liability insurance for a non-owned vehicle to cover any accidents or injuries that may occur outside of the course and scope of your employment with the City.

### 7-04 (2) Personal Vehicle Liability

- a. An employee using their personal vehicle for official City business shall be responsible for all insurance, maintenance, and fuel costs (subject to reimbursement) associated with the operation of their personal vehicle. Mileage reimbursement covers the cost of operating your vehicle while on official City business, including the cost of insurance.
- b. The City's insurance program does not provide coverage for any accidents or injuries that may occur while operating personal vehicles to conduct official City business, with the exception of workers' compensation coverage for the City employee. Employees who are authorized to utilize their personal vehicle for City business should confirm that their personal auto insurance policy provides coverage for this use.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- 7-04 (3)      Limitation of Liability – The City reserves the right to limit insurance coverage and/or worker’s compensation as provided by law, such as actions “outside the scope of an employee’s employment.”

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **SECTION 8 SOCIAL MEDIA AND COLLABORATION**

### **8-01 TERMS OF USE**

IMPORTANT: The City of Ocala's Facebook pages are intended to be used for informational purposes only. If you wish to contact City Council or Administration or to request City services, please visit the City's official website: [www.ocalafl.org](http://www.ocalafl.org).

Anyone posting comments contrary to this Terms of Use policy may be prohibited from future participation. The City of Ocala reserves the right to update these Terms of Use. By participating on these pages, users agree to send and receive messages that are both proper and related to the posting, discussion, or forum topic. The following actions are unacceptable practices:

Defaming, harassing, threatening, or otherwise violating the legal rights of others, including their privacy (see below); Misrepresenting one's person, background, or character; Posting any defamatory, infringing, obscene, false, or unlawful material; Selling, advertising, or exchanging any goods or services unless expressly allowed; Posting any copyrighted material owned by a third party.

In addition to the above, you agree to use any Official Site of the City of Ocala, Florida forum at your own risk. While championing proper use of such forums, the City of Ocala cannot guarantee violations of the above code will not occur.

Under Florida law, this is a public record. If you do not want your name or posting released in response to a public records request, do not post to this page.

### **8-02 SCOPE**

This policy, and its provisions, apply and serve as a guide to all City employees, departments and contracted entities that distribute information to the City while engaging in any Social Media activities implied or directed.

### **8-03 POLICY STATEMENT**

It is the policy of the City of Ocala to have adopted a methodology or discipline to guide all interaction with Social Media technology, and its accompanying disciplines, that provides a standard approach to the collaboration and sharing of information on and in various public domains to provide consistent communications across all media.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## 8-04 DEFINITIONS

- A. **Social Media** are various forms of user-created content tools such as social networks, blogs, video sharing, pod casts, wikis, message boards and online forums. Technologies include, but are not limited to: picture and video sharing, wall postings, email, instant messaging and music sharing. Examples of social media applications include, but are not limited to: Google and Yahoo Groups (reference, social networking); Wikipedia (reference); Facebook and MySpace (social networking); You Tube (social networking and video sharing); Flickr (photo sharing); Twitter (social networking and microblogging); Skype (instant messaging and webcam chat); LinkedIn (business networking); and news media comment sharing/bloggng. This policy covers all Social Media tools, both current and future.
- B. **Social Networking** is the practice of expanding one's business and/or social contacts by making connections using a range of Social Media tools including blogs, video, images, tagging, lists of friends, and forums/messages that use the Internet to promote such connections through Web-based groups for that purpose.
- C. **Social Media Account** shall mean any registration, login credential, toll, forum, website or network that is created or maintained by a City Department for the purpose of establishing or perpetuating a Social Media presence.
- D. **Authorized User** shall mean any employee, or any person acting on their behalf, which has been authorized by their Department Head and approved by the Office of Public Communications and Information Technology to establish, create, edit and/or maintain any Social Media Account, and the posts it may contain, in the transaction of official business of the City of Ocala.
- E. **Post** shall mean any email, message, picture, graphic, image, advertisement, notification, feed, stream, transmission, broadcast, podcast, video, instant message, text message, blog, microblog, status update, wall post, comment, and any and all other forms, means or attempts at collaboration and communication that is uploaded, posted to or otherwise displayed on or transmitted by, any Social Media Account.
- F. **External Entity** shall mean any person or party not employed by, or an authorized representative of, the City of Ocala.
- G. **External Information** shall mean any Social Media Post by any External Entity, and the information or substance it may contain.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **8-05 RESPONSIBILITIES**

### 8-05 (1) Department

- (a) Before establishing a Social Media Account, contact the Office of Public Communication to discuss objectives and desired outcomes for utilizing Social Media to help determine its effectiveness in reaching the communication objectives.
- (b) When establishing a Social Media Account and during the maintenance of the Social Media Account:
  - 1. Include an introductory statement that clearly specifies the purpose and topical scope of the Social Media presence. When possible, Department Social Media Accounts shall link back to ocalafl.org for the purpose of downloading any forms, documents and other information.
  - 2. Conspicuously post the City's Social Media Terms of Use. The Terms of Use shall clearly indicate that any Post is subject to public records disclosure.
  - 3. Enable features for public comments, if such capability exists, and comply with and enforce the posted Terms of Use.
  - 4. Make available to the Office of Public Communication all content such as text, images and video placed on the Social Media Accounts for possible placement on ocalafl.org.
  - 5. Maintain compliance with all applicable Federal, State and City requirements, policies and procedures relating to records retention and public records requests.

### 8-05 (2) Office of Public Communication

- (a) Review proposals for new Social Media projects and provide formal approval or denial.
- (b) Provide counsel to Departments as to the appropriate use of the Social Media tool and guidance as to the types of information that should be released.
- (c) Along with the designated Department representative(s), monitor content on each Department Social Media Account to ensure adherence to the policy guidelines.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

## **8-06 General Guidelines**

- (1) Review and understand the Code of Conduct and prohibited activities enforced by the City of Ocala as outlined in the Employee Handbook. Violations of these policies may result in disciplinary action.
- (2) Do not edit Posts. Any Post violating the Terms of Use should be documented for records retention and then deleted from public view. The comment maker shall then be notified that he/she has violated the Terms of Use, specifying any and all Terms of Use that were violated.
- (3) Any published content is persistent in the public domain. When speaking on behalf of the City of Ocala, it should be assumed that all communications are in the public domain and available for publishing and discussion in all forms of media.
- (4) Consult the Office of Public Communication before discussing City related matters on Social Media Accounts or in the public domain. All employees shall understand the perception of their association with the City of Ocala as it relates to online Social Networks. If an employee identifies him/herself as a City employee or has a public-facing position for which his/her association with the City is known to the general public, the employee shall ensure his/her profile and related content (even if it is personal and not of an official nature) is consistent with how he/she wishes to present him/herself as a City of Ocala professional, appropriate with the public trust expected of his/her position and conforming to the existing standards that already exist in City policies. The employee should have no expectation of privacy once he/she has introduced him/herself publicly.
- (5) Ensure all content posted by Authorized Users to City Social Networking Accounts represents the City's point of view and not those of individual employees. The Office of Public Communication shall serve as a resource to this end.
- (6) Exercise caution while interacting with any External Entity, both known and unknown to the user, and be cautious of the information the Entity may provide or post. External Information shall not be utilized, commented on, or re-posted unless the information has been verified or corroborated as true and accurate by independent and/or reputable resources.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.

- (7) Remain focused on the City's mission, values and customer service. Do not allow Social Media to interfere with primary job responsibilities unless such use is a primary duty or an essential job function.
- (8) Respect copyright, fair use and financial disclosure laws. Always protect sensitive and personally identifiable information. Do not publish or report on conversations that are intended to be pre-decisional or internal to the City unless management has authorized the release of such information.
- (9) Ensure Social Media Account implementation and use complies with applicable mandates, including but not limited to: Section 508 of the Rehabilitation Act of 1973, Chapter 119 Florida Statutes, records retention and public records requests, and any other applicable City, State or Federal requirements.

### **8-07 Effective Date**

Section 8 became effective on November 2, 2010.

This document is for informational purposes only and is not to be construed as an employment agreement or contract. The City of Ocala retains the right to amend or change policies contained herein at any time without prior notice. This employee handbook dated February 21, 2012, supersedes any prior employee handbook.