



EMPLOYEE HANDBOOK

January 2019

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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 August 15, 2017, supersedes any prior employee handbook.

INTRODUCTION

This handbook is intended to be used as a guideline and is informational. Its provisions are not conditions of employment and may be modified, revoked, or changed at any time, with or without notice. Regardless of your date of employment, any additions, deletions or changes to this handbook will be effective upon notification.

Nothing in this manual is intended to create, nor is it to be construed to constitute a contract between the City and any of its employees. Employment with the City may be terminated by the City or an employee at any time, with the exception of employees who are covered by a collective bargaining agreement.

To keep up with the dynamic world in which we compete for talent, the City may have to change its written policies, procedures, and guidelines from time to time. If you think of any improvements that can be made to this handbook, please let your supervisor know because we value your input.





John Zobler, City Manager

WELCOME

Whether this is your first day with our City or you have been with us a number of years, we hope that you read and familiarize yourself with this handbook. It will give you a better understanding of city government, how our City operates, and most importantly, information concerning your

employment and some of the benefits made available to you as a City employee.

You are part of a dynamic team of employees with various backgrounds and experiences; however, we function as a cohesive unit. Here you will find a good mix of individual performance and team cooperation – and there is plenty of room for both. I hope that you find yourself involved in something that's not just a job, but a personally and professionally enjoyable part of your life.

The citizens of Ocala have come to expect and appreciate exceptional customer service because of the history of performance of our employees; and we need you to continue to carry that legacy of high quality customer service into the future. To flourish, we must steadily improve our work as individuals and as an organization. It is my hope that you'll have ideas about improved service efficiencies and ways to decrease costs. We want to hear from you because we cannot have too many good ideas.

We know that people who enjoy their work and their surroundings do a better job – for themselves and the City; and we are committed to making employment with the City a satisfying and productive experience.

VISION STATEMENT

To make Ocala a great place to live, play, and prosper

MISSION STATEMENT

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

CORE VALUES

Customer Focus

Integrity

Responsibility

Knowledge

Innovation

Efficiency

Leadership

CITY OF OCALA GOVERNMENT

The City of Ocala operates under a Council-Manager form of government. It is governed by a five-member Council comprised of five elected Council Members, and an elected non-voting Mayor. The City Manager is appointed by the City Council to manage all day to day operations of the City, with the exception of the Police Department. The City Manager is the Chief Administrative Officer (CAO) of the City. The Mayor has charge and control of the Police Department and accordingly, the Chief of Police receives direction from the Mayor.



Clockwise: Jay Musleh, Mary Sue Rich, Mayor Kent Guinn, Matthew Wardell, Brent Malever and Justin Grabelle

The City Council is the lawmaking body and sets the policy for matters over which the municipal government has jurisdiction. Our City operates under a City Charter that may be revised by City Ordinance and/or voter referendum. A majority of the Council constitutes a quorum and they can take official action. The Mayor can veto any Ordinance adopted by the City Council within ten days after such adoption, and City Council can override a veto with a four-fifths vote of the Council.

The City Council appoints members of various advisory boards, commissions, and committees to assist in the operation of city government. The members of these boards, commissions and committees are volunteers and receive no compensation.

INTEGRITY & ETHICS

INTEGRITY

One of the City of Ocala's most important assets is the reputation of its employees for honesty and integrity. Preserving your integrity demands continuous commitment. Each employee must avoid any activity or relationship that might reflect unfavorably on the City whether as a result of a possible conflict of interest, the appearance of such a conflict, or any other impropriety.



Although no written code can take the place of personal integrity, the following general guidelines should serve as minimum standards of proper conduct. Any violation of existing ordinances, policies, rules or regulations may subject the employee involved to disciplinary action, up to and including termination of employment and/or possible civil or criminal penalties.

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.

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.

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;

INTEGRITY & ETHICS

- c. any bona fide transaction made in the ordinary course of business;
or
- d. a political campaign contribution.

PERSONAL USE OF CITY PROPERTY

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. 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.

COMPUTER AND PHONE SYSTEMS; DATA SECURITY

The City has established security policies to protect its computer environments. All employees granted access to the computers used by the City to conduct its business must be aware of and comply with these security standards and controls. Specific training is provided by the Information Technology Department.

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.

INTEGRITY & ETHICS

- d. The unauthorized transmission of proprietary or confidential information to unauthorized persons or entities by e-mail, or any means, is prohibited.
- 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.)

POLITICAL ACTIVITY

City employees shall not use City owned property (including vehicles and uniforms), work time or influence of position while engaging in any political activity.

OUTSIDE EMPLOYMENT

Employment with the City of Ocala shall be an employee's primary employment. City employees are permitted to engage in outside employment upon completion and department head approval of an employee's Notice of Outside Employment form. Employees are required to obtain approval prior to commencing any outside employment. It shall be considered a conflict of interest for an employee whose City position involves the practice of a professional discipline for which a license is required under Florida law to engage in outside private practice of a commercial nature within the same professional discipline within Marion County. For purposes of this policy private practice of a commercial nature is defined as a project requiring permitting by a governmental agency, however, it excludes any work performed for another business entity owned and operated by a person or persons other than the employee.

INTEGRITY & ETHICS

REPORTING FRAUD, WASTE, ABUSE OR OTHER ILLEGAL ACTS

Any City employee who has reason to believe that there may have been an instance of fraud, waste, abuse or other illegal act in connection with a City program, function or activity, shall report it immediately to their supervisor or Department Head, the Internal Auditor's Office, the City Manager's Office, or the confidential Integrity Hotline (352-629-8555) as soon as possible.



Reports will be investigated as expeditiously as possible. Where an investigation confirms that fraud or another illegal act has occurred, appropriate corrective action will be taken. Fraud or other illegal acts will result in disciplinary action, up to and including termination of employment.

The law in Florida protects employees from retaliatory or adverse personnel action for disclosing violations of law which present a danger to the public's health, safety or welfare and suspected acts of gross mismanagement or gross waste of public funds. Employees who report incidents of fraud or illegal activities or who assist in an investigation shall be protected from retaliation of any sort. However, any employee who assists in an investigation, and is found to have participated in the illegal act or fraud being investigated remains subject to appropriate disciplinary action. In addition, if it is determined that a report was not made in good faith, or that an employee intentionally provided false information regarding an allegation, disciplinary action, up to and including termination of employment may occur.

Any employee who believes that he/she has experienced retaliation for making a report or assisting in an investigation shall report this as soon as possible to the appropriate supervisor, manager, Department Head or the Human Resources/Risk Management Director.

FINANCIAL POLICIES & PROCEDURES

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 purchasing policy may be obtained from the Finance Department.

Credit Cards - City credit cards shall be used for official City business only and all use shall comply with the purchasing policy.

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 travel policy is available on the intranet or may be obtained from the Finance Department.

EMPLOYMENT POLICIES & PRACTICES

EQUAL EMPLOYMENT OPPORTUNITY

The City of Ocala realizes that equal employment opportunity benefits the City and its employees through the full utilization of all human resources. The City has and continues to provide equal employment opportunity to all qualified persons and reaffirms its commitment that there shall be no discrimination against, or harassment of, applicants or employees because of race, gender, sexual orientation, marital status, color, religion, ethnic background, national origin, age, genetic information, pregnancy, political affiliation, disability, veterans' status, or any other protected status.



The City will continue to recruit, hire, promote, transfer, take corrective action, and make all personnel decisions, including those related to compensation and benefits, in accordance with applicable laws. The City will make reasonable accommodations for applicants and employees with disabilities who can perform the essential job functions, with or without such accommodations.

The City requires all employees to report any information regarding any incident of possible discrimination or harassment so that the matter can be properly investigated and appropriate action taken. Any employee who violates the City's Equal Employment Opportunity, Sexual Harassment, or Non-Discrimination policies will be subject to disciplinary action up to and including termination.

EMPLOYMENT POLICIES & PRACTICES

RECRUITMENT

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.

- Anti-Nepotism – The City prohibits any person holding any position, to appoint, vote for the appointment of, directly or indirectly supervise, or be directly or indirectly supervised by their father (step), mother (step), husband, wife, son (step), daughter (step), brother (step), sister (step), 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.
- 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.

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.

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

- 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/Risk Management Department by the closing date and time of the posted position.
- The City accepts applications from all interested parties and evaluates applicants based upon job related criteria.
- Falsification of any information required in the application process may be grounds for immediate disqualification.
- Veterans' 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.

EMPLOYMENT CLASSIFICATIONS

Employment Status

- 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.
- 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.
- Full-time/Temporary: An employee hired to work 40 hours or more per week for a temporary period of time, are eligible for City benefits. The employee or the City may end the employment relationship at any time, with or without cause or explanation.
- 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. Part-time/Regular employees who work an average of 30 hours per week may be eligible for Health Insurance in accordance with the Affordable Care Act.
- Part-time/Seasonal or 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.
- Volunteer: Any person who donates service without pay or other compensation, except community service workers.
 - 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.

Introductory Period

Except for employees specifically designated as executive and senior management staff, all newly 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.

- Full-time/Regular and Part-time/Regular employees, excluding bargaining unit employees, are subject to a six month introductory period.
- Extensions – In some circumstances, introductory periods may be extended beyond the initial introductory period as authorized by the respective executive team member. Introduction extensions shall be documented and notice given to the employee prior to the conclusion of the original introductory period.
- Employees who are promoted to a new position or transferred to another department are subject to a six month introductory period.
- 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.

EMPLOYMENT POLICIES & PRACTICES

Employment Classification – All City jobs are classified as either exempt or non-exempt. The placement of jobs into one of these categories is determined by the test specified by the federal wage and hour laws. Jobs which are exempt are not subject to the overtime provisions of the law. Non-exempt employees are entitled to the overtime provisions of federal wage and hour laws.

PERFORMANCE EVALUATIONS

- Performance evaluations shall be administered in accordance with administrative policies and procedures.
- Designated managers shall conduct performance evaluations of Full-time/Regular and Part-time/Regular employees at a minimum annually, to assist employees in performing their job duties. An employee may be placed on a performance improvement plan, if the performance evaluation warrants such action.
- Employees may receive performance increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.
- Electronic copies of annual performance evaluations are placed in the employee's personnel file kept in the Human Resources/Risk Management Department. Each employee will receive a copy of their annual performance evaluation.

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 workforce, full-time/regular employee(s) with the positions to be eliminated shall, when possible and determined to be feasible, be notified in writing of the reduction in force at least two weeks before the planned reduction in force. At the city manager's discretion, the affected employee may be paid for no more than two weeks of severance pay, in lieu of the two-week notice.

SEXUAL HARASSMENT/UNLAWFUL HARASSMENT 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, gender, sexual orientation, marital status, color, religion, ethnic background, national origin, age, genetic information, pregnancy, political affiliation, disability, veterans' status, or any other protected status.

Sexual harassment jeopardizes a productive work environment. Sexual harassment is a form of misconduct that demeans another person and undermines the employment relationship between the City and its employees. The City prohibits any employee from engaging in any type of harassing conduct and is committed to taking all steps necessary to maintain a productive work environment free of harassment and intimidation of any type. The City prohibits any sexual harassment, including but not limited to:

- Making unwelcome sexual advances or propositions, unnecessary contact/touching, graphic or verbal commentaries about an individual's body, sexually degrading words used

EMPLOYMENT POLICIES & PRACTICES

to describe an individual, workplace display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

No supervisor, manager, employee, vendor, or visitor shall threaten or insinuate that another employee's or applicant's submission to or rejection of unwelcome sexual advances will adversely or positively affect that person's employment, work status, evaluation, earnings, advancement, or any other condition of employment.

COMPLAINT PROCEDURE: If you experience, witness, or suspect harassment of any type, whether by a supervisor, manager, employee or any other person, you must immediately report this to your immediate supervisor or his/her manager, or your Department Head, or the Human Resources/Risk Management Director. Complaints will be investigated immediately and as confidentially as reasonably possible. No retaliation will be allowed against any person for making a complaint in good faith. Where incidents of harassment can be confirmed following investigation, the City will take appropriate corrective action, which may include termination.

ALCOHOL/DRUG-FREE WORKPLACE

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.

No employee shall unlawfully manufacture, possess, use, or distribute any controlled substance or alcohol in a City workplace. Employees who are cited, arrested, or charged with any criminal offense must notify their supervisor within 24 hours or as soon as practical. Any employee convicted under any criminal drug statute shall notify their supervisor and department director within five days after the conviction. 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. Although medical marijuana has been approved for use in Florida, it is a violation of this policy to report to work with medical marijuana present in your system. 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.

Additional Responsibilities of "Safety Sensitive" Employees

For purposes of this policy, the City designated safety sensitive positions are Job-required CDL holders.

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. Any employee who is required to drive a personal or City vehicle

EMPLOYMENT POLICIES & PRACTICES

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.

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. All prospective employees and designated prospective volunteers shall be tested for drug or alcohol usage. The City will exclude from employment any job applicant who refuses to abide by the terms of this policy. 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.

Reasonable Suspicion (For Cause) Testing

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. The City designees are: Human Resources and Risk Management Director or designee. Once the authorized supervisors have determined that reasonable suspicion exists, testing shall be done as soon as practical. The employee shall be driven to the facility by the supervisor or his or her designee. 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. The supervisor shall make arrangements or help the employee make arrangements to get home without driving him or herself.

Post-Accident Testing

Post-accident testing will be conducted on employees involved in the following incidents:

- Treatment for a worker's compensation injury at a medical facility (either out-patient or in-patient); or
- 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
- Any event or incident estimated by the employee's supervisor to involve property loss or damage of \$1,000.00 or more.
 - Such testing will occur as soon as practical after the accident.
 - The employee's immediate supervisor and the Human Resources/Risk Management Director shall be notified of all such incidents.

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.

EMPLOYMENT POLICIES & PRACTICES

Testing Protocols

- 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.
- The City shall pay all costs of testing and transportation associated with a test required by the City.
- The information received from drug testing shall be the property of the City.
- 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.

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.

- 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.
- Any reasonable suspicion testing decision must be made by an officially trained supervisor, and a city designee must concur.
- Random drug testing is conducted just before, during, or just after performance of CDL duties.
- Rehabilitation testing, if offered by the City, shall meet CDL requirements.

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.

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 employee's expense, as a condition of continuing employment. Employees who receive a positive screening for illegal 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.

Voluntary Substance Abuse Counseling & Rehabilitation

- The City of Ocala encourages employees who have a determined need, to enroll in a counseling or rehabilitation program.

EMPLOYMENT POLICIES & PRACTICES

- The employee shall immediately contact their supervisor and Human Resources/Risk Management to coordinate leave status and benefits.

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

TOBACCO-FREE WORKPLACE

In the interest of providing a healthy, comfortable working environment, smoking and the use of all tobacco products, as well as the use of electronic cigarettes or vaping devices, is prohibited in City buildings, within 25 feet of building entrance-ways, exits, open windows, or air intakes of City buildings, and City vehicles. Employees are responsible for notifying their visitors of this policy. Employees may not leave their assigned areas to smoke or use tobacco products except at approved breaks or meal times.



CRIME-FREE WORKPLACE

The City of Ocala is committed to providing a workplace that is safe and free from all threatening and intimidating conduct. The City will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to City employees, customers, guests, vendors and persons doing business with the City.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (e.g., in writing, by phone, fax or email social media, etc.)
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker customer, guest, vendor or person doing business with the City.
- Any other conduct or acts that management believes represent an imminent or potential danger to workplace safety or security

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with a supervisor or the Human Resources and Risk Management Director. The City will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including termination of employment. Where such actions involve non-employees, the City will take action appropriate for the circumstances. Where appropriate and/or necessary, the City will also take whatever legal actions are available and necessary to stop the conduct and protect City employees and property.

EMPLOYMENT POLICIES & PRACTICES

Employee Responsibility – In the interest of safety for both City personnel and citizens, employees are prohibited from possessing unlawful firearms on City property. Employees are prohibited from storing a firearm or other weapon in a City locker, desk, cabinet, or equipment and prohibited from carrying or storing a firearm or other weapon in a City owned vehicle. Firearms in private vehicles must be securely encased in accordance with Florida Statutes.

Violations of this policy shall be grounds for disciplinary action, up to and including termination. Sworn police officers are exempt from this policy. Employees must immediately report to their supervisor or department head all incidents of workplace violence.

PROFESSIONAL APPEARANCE

It is required that you dress in a manner appropriate for your work environment. Dressing professionally and being clean and well-groomed signals self-pride, the respect you have for your co-workers, and reflects favorably upon the City to our citizens and visitors. Employees who report for work in attire considered to be inappropriate or unsafe will be sent home until the issue is corrected. Repeated violations will be addressed in accordance with the City's disciplinary policy. If you have any questions in this area, consult your immediate supervisor.

REASONABLE ACCOMMODATION

The City of Ocala complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a position unless doing so causes a direct threat to these individuals or others in the workplace or if the accommodation creates an undue hardship to the City. An employee may make an accommodation request through his or her supervisor or may contact Human Resources directly. The request should include:

- Name, department/division, job title, address, phone number
- Description of functional limitations for which accommodation(s) are being requested
- Description of any potential reasonable accommodations

Although written documentation is required for recordkeeping purposes, it is not required to begin processing a reasonable accommodation request. The Human Resources Department is responsible for the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

EMPLOYMENT POLICIES & PRACTICES

ATTENDANCE AND PUNCTUALITY

It is important that employees report to work on time every day and work the hours scheduled for their position. Absenteeism and tardiness reduce the efficiency of our operations. More importantly, they place a hardship on your co-workers who report to work regularly and punctually. Therefore, both absenteeism and tardiness must be kept to a minimum. Attendance and punctuality are conditions of employment. Unsatisfactory attendance and tardiness will result in disciplinary action, up to and including termination of employment.



We understand that on occasion you may not be able to report to work on time or at all. It is your responsibility to notify your supervisor or department designee before your usual starting time as determined by your department.

SICK LEAVE AND NON-SCHEDULED PTO LEAVE ABUSE GUIDELINES

Sick Leave and Non-Scheduled PTO Leave Abuse

Sick leave and non-scheduled PTO leave are privileges extended to full-time regular employees whose absence from work is caused by illness or injury; it is not a benefit to be used arbitrarily.

To preclude abuse, the department head may take disciplinary action in the following situations:

- Employee takes more than 48 hours of sick leave, unscheduled PTO, or leave without pay during a 12-month period. After review of the circumstances, the department head may require a physician's statement. Failure to produce such a statement may result in an unauthorized leave without pay for each occurrence in the succeeding 12-month period. Depending upon the circumstances, the department head may also put the employee on a three (3)-month probation.
- If circumstances warrant a three (3)-month probation and additional unauthorized absences occur, the department head may terminate the employee.
- If the employee uses more than 96 hours of sick leave, unscheduled PTO leave, or leave without pay during a 12-month period, after careful review, the department head may terminate the employee.
- Leave taken under the Family and Medical Leave Act or the Americans with Disabilities Act shall not be considered as sick leave or non-scheduled PTO leave abuse.

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EMPLOYEE CONDUCT

It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of City government. All successful organizations have certain rules which employees must follow. You are expected to become acquainted with the performance criteria for your particular job and with all rules, procedures, and standards of conduct established by your department and by the City as summarized in this handbook. Employees who are cited, arrested, or charged with any criminal offense must notify their supervisor within 24 hours or as soon as practical.

The following are some examples of employee conduct that are not permitted and will result in disciplinary action, up to and including termination:

- Violation of the laws of the United States, the State of Florida, or ordinances of the City of Ocala or any other jurisdiction. 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.
- Violation of the code of conduct.
- Conduct which endangers the peace and safety of others or poses a threat to the public interest.
- Any behavior by an employee deemed inappropriate or disruptive to the work environment which may affect the ability of other employees to perform effectively.
- Incompetence.
- Negligence.
- Insubordination.
- Failure to maintain skills.
- Inadequate performance of duties.
- Unauthorized or excessive absence or tardiness.
- Falsification or unauthorized alteration of records.
- Violation of City or department policies.
- Discrimination in hiring, assignment, or promotion.
- Sexual harassment or inappropriate sexual conduct.
- Retaliation.
- Unlawful possession of firearms or explosives on City property.
- Theft or removal of any City property, or the property of any employee from the work premises without proper authorization.
- Gambling on City property.
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization.
- Sleeping on the job or leaving the job without authorization.
- Any other action or behavior contrary to the best interests of the City.
- 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

EMPLOYMENT POLICIES & PRACTICES

abandoned their position. The City considers abandonment as voluntary termination and the employee shall be notified in writing.

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

- Verbal Warning
- Written Reprimand
- Suspension
- Demotion
- Transfer
- Termination

Performance Improvement Plan - As part of a disciplinary action, an employee may also be placed on a performance improvement plan, the length of which shall be determined by the supervisor.

Pre-Disciplinary Meeting. The Department Head or designee shall provide and arrange for a pre-disciplinary meeting 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 meetings.

- An employee shall be provided, in writing, with a notice of the charge. The employee shall be given an opportunity to respond to the charges, orally or in writing, as to why the proposed action should not be taken.
- The employee may not have legal counsel present at a pre-disciplinary meeting.

Should the department head determine to discipline following the pre-disciplinary meeting, written notice of discipline shall be given to the employee. Such notice shall include the charges against the employee, and where applicable, any required corrective action necessary for the employee to avoid further disciplinary action.

Waiver of Pre-Disciplinary Meeting - An employee may waive a pre-disciplinary meeting. Such waiver must be in writing, signed by the employee, and specifically acknowledge that the employee understands and accepts the proposed discipline, and acknowledges that the waiver also applies to the filing of a grievance.

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Appeals

Any employee, excluding seasonal, interns, or introductory, 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. Employees covered by a collective bargaining agreement shall refer to the provisions of the respective agreements for further appeals procedures.

Exceptions: Pre-disciplinary meetings nor the Grievance Procedure shall apply to any member of the Senior Management staff, or any Assistant or Deputy Department Director.

DATING AND FRATERNIZATION

The City will strive to maintain a work environment that is free from intimate, romantic or dating relationships between supervisors and their subordinates or between employees involved in any other power-differentiated relationship. Power-differentiated relationships can lead to sexual harassment (or the appearance of harassment) and adversely affect employee morale, operations, and productivity because of favoritism, bias, or unfair treatment or the appearance of such. A power-differentiated relationship is any supervisor-subordinate work relationship or other work relationship in which one employee supervises or manages (directly or indirectly) another employee or makes decisions concerning another employee's terms, conditions or privileges of employment. The City does not otherwise discourage friendship or social activities among its employees.

In order to effectuate the purposes expressed above, if an intimate, romantic or dating relationship develops between a supervisor and a subordinate, the supervisor involved in the relationship must promptly report it to the Human Resources/Risk Management Director or the City Manager.

Once a power-differentiated relationship is reported, the City may attempt to modify the work relationship through transfer within the City or by any other available options. The employees also have the option to either terminate their relationship or to continue it, at which point one of the employees will be required to resign or be subject to termination.

EMPLOYMENT POLICIES & PRACTICES

EMPLOYEE GRIEVANCE PROCEDURES

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.

Grievance Process – The following process shall be followed in processing grievances made by City employees:

- 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. If the immediate supervisor fails to respond within 10 business days of receipt of the grievance, the grievance shall proceed to step two.
- 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. If the department director fails to respond within 10 business days of receipt of the grievance, the grievance shall proceed to step three.
- 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 executive team member within 10 business days of receipt of the department director's response. The executive team 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 executive team member is final and not appealable.

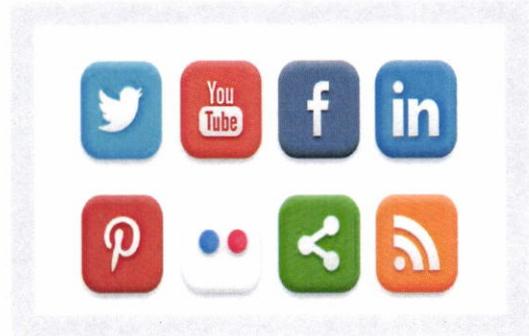
Documentation - Copies of all grievances and responses shall be forwarded to Human Resources/Risk Management for filing upon receipt or issuance.

USE OF SOCIAL MEDIA

It is the policy of the City of Ocala to have adopted a methodology or discipline to guide all interaction with Social Media technology. This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PURPOSE

City of Ocala departments may use social media tools, including but not limited to Facebook, Twitter, Instagram, Pinterest, and YouTube to reach a broader audience. While the City's website, www.ocalafl.org, is the City's primary Internet presence, the City recognizes that social media, when used appropriately, is useful in furthering the goals of the City and the missions of its departments.



All official City presences on social media sites or services are considered extensions of the City's information networks and are governed by the responsibilities and rules set forth in this and related policies and procedures and in the City's standards of Employee Conduct found in the City's Handbook. Violations of this policy shall be considered misconduct and may result in discipline up to and including termination.

Additionally, the City recognizes that many City employees use social media tools such as Facebook in their personal lives; therefore, this policy provides guidelines for City employees when they communicate on social media sites as private citizens.

SCOPE

This policy, and its provisions, apply and serve as a guide to all City employees, including contract employees and volunteers for the City of Ocala when working with social media tools on behalf of the City and applies to the extent specified herein with regard to personal social media sites. This does not apply to social media sites of the City's elected officials used solely for campaign or personal purposes.

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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/bloggging. 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.

RESPONSIBILITIES

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.

EMPLOYMENT POLICIES & PRACTICES

- (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 www.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 www.ocalafl.org.
 - 5. Maintain compliance with all applicable Federal, State and City requirements, policies and procedures relating to records retention and public records requests.

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.

PROHIBITED ON/OFF-DUTY ACTIVITIES

- (a) The transmitting, sharing and/or divulging any Personal Health Information (PHI), whether clearly stated or implied.
- (b) The posting of photos, videos or images of any kind that potentially identify patients, addresses, vehicle license plate numbers or any other PHI.
- (c) Using lewd, obscene or abusive language, or engaging in personal attacks with someone served by the City of Ocala government.
- (d) Endorsing any commercial product, service or entity in any way that depicts the individual as an employee of the City of Ocala without the expressed written permission of the employee's department head.
- (e) City employees, contract employees for the City and City volunteers shall not post images, files, or text depicting City property, equipment or personnel in any manner that would adversely affect the reputation of the City or a City department.

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GENERAL USE

- (a) 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.
- (b) The City expects its employees, contract employees and volunteers to be truthful, courteous and respectful toward supervisors, co-workers, citizens, customers and other persons associated with the City. Employee comments may be evaluated and weighed as to its public purpose and any inappropriate comments that are determined to not be considered “protected speech” will be subject to the City’s Code of Conduct and may result in discipline up to and including termination.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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.
- (h) 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.
- (i) 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.

EMPLOYMENT POLICIES & PRACTICES

- (j) 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.
- (k) Employees are not permitted to use City or Department logos, seal, insignias, badges, or other graphics on their personal social media pages as their profile or picture or in any manner that would have the potential of appearing to be an official City of Ocala outlet.

PERSONAL USE

- (a) City of Ocala employees are free to participate and engage in social media use during their off-duty hours on their personal computers or internet-accessible devices.
- (b) Any depiction, display or portrayal of City of Ocala government on an employee's personal web application that interferes with the efficiency of the government's delivery of services or the effectiveness of its operations will be viewed as a public act and will be subject to City of Ocala's Code of Conduct.
- (c) Where a connection to the City of Ocala is apparent (i.e. pictures, video personal information, etc.), employees should make it clear that they are speaking on behalf of themselves and that they are in no way speaking for or with the approval of the City of Ocala.
- (d) The following disclaimer is recommended for any blog or website maintained by any employee: "The views expressed on this (blog/website) are my own and do not in any way reflect the views of my employer."
 1. Volunteers may substitute "City of Ocala" in lieu of "my employer".
 2. Employees should consider adding the same language in an "About Me" section of their blog or social networking website.
 3. This disclaimer does not by itself exempt members from a special responsibility when blogging or using social media applications. Members should remember that their online behavior should still reflect the same manner of behavior as would be expected from simply being out in public.
- (e) When there is any doubt as to whether or not posting in a public forum is appropriate, employees are strongly encouraged to seek guidance from their respective department heads or human resources.

TERMS OF USE

IMPORTANT: The City of Ocala's social media platforms 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.

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

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on these platforms, 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; Spamming (duplicate postings) and ramming (posting off-topic responses to another posting).

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, the City of Ocala's social media platforms are public record. If you do not want your name or posting released in response to a public records request, do not post to these platforms.

COMPENSATION, LEAVES, AND BENEFITS

COMPENSATION

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.

Payroll - All employees are paid bi-weekly through direct deposit. Direct deposit is required as a mandatory condition of employment. 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 in the timekeeping system.
- 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 Human Resources/Risk Management 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.

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.

Performance Increases – Employees may receive performance pay increases based on performance evaluations and the accomplishment of established goals, and according to availability of funds as allocated by the City Council through the budget process.

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, Deputy/Assistant City Manager, department director, or their designee.

- a) Overtime is payment received for time worked in excess of 40 hours per week for non-exempt employees and 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; which does not include vacation leave, sick leave, paid military leave, or compensatory time; however, holiday hours are included.
- c) Funding received per federal and state grants stipulated for time and a half compensation will be paid as such.

COMPENSATION, LEAVES, AND BENEFITS

- d) 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.
- 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 exempt employees whose work assists the response during the designated emergency will be paid time and a half for any emergency hours worked after having worked 50 hours during that work week.

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 the City Manager, Deputy/Assistant City Manager, department director, or their designee.

- a) 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.
- b) The accrued compensatory time of an employee transferred between divisions or moving to FLSA exempt status shall be compensated prior to such action.

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, beginning at the time the call is received by the employee. 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.

If an employee is called in to work within an hour before their regular scheduled start time, the employee will receive one hour of overtime instead of two hours of call-back pay. Any time longer than one hour before their scheduled start time will be subject to the call-back provisions. Call-in does not apply to employees designated as on-call.

If an employee receives a work-related phone call that lasts 15 minutes or less, with no ongoing system monitoring, the employee will receive one hour of call-back pay.

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.

COMPENSATION, LEAVES, AND BENEFITS

- 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.

Working Out of Classification/Interim Appointments: When assuming the role and responsibilities of a higher classification due to a temporary vacancy for a period of 40 hours or more, an employee shall be compensated at the minimum of the higher classification or a negotiated increase as approved by the City Manager, Deputy/Assistant City Manager, Chief of Police, or Mayor, depending upon the position. Departments must ensure that their budget will support the temporary pay adjustment.

LEAVES

Vacation Leave and Paid Time Off (PTO) Program

- a) Employees who were hired after March 1, 2012, are required to participate in the PTO program. All other eligible full-time/regular employees hired prior to March 1, 2012, will remain in their currently designated program upon approval of this handbook.
- b) Vacation Leave – Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.
 - 1) Eligible full-time/regular employees shall accrue annual vacation leave and be allowed to carry over vacation leave in accordance with the following:

Years of Consecutive City Service	Hours of Vacation Accrued per Bi-weekly Pay Period/Annually	Maximum allowed Carryover
Less than 6 yrs.	3.08 hours per pay period / 80 hours	80 hours
More than 6 yrs Less than 10 yrs	4.62 hours per pay period / 120 hours	120 hours
More than 10 yrs Less than 15 yrs	5.38 hours per pay period / 140 hours	140 hours
More than 15 yrs	6.15 hours per pay period / 160 hours	160 hours

COMPENSATION, LEAVES, AND BENEFITS

For employees who work 24-hour shifts, the following will apply:		
Less than 6 yrs.	4.62 hours per pay period /120 hours	228 hours
More than 6 yrs Less than 15 yrs	7.38 hours per pay period /192 hours	300 hours
More than 15 yrs	10.15 hours per pay period /264 hours	372 hours

- 2) Other employees shall not be eligible for annual vacation leave.
- 3) Vacation leave shall be requested in the timekeeping system and pre-approved by the employee's supervisor.
- 4) Employees terminating from the City without giving a two-week notice, unless approved by the City Manager or designee, or employees who have been dismissed from employment as the result of a disciplinary action shall not be entitled to payment for accrued vacation time.
- 5) Upon termination of employment, employees will be paid for 100% of their accrued vacation time.

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:

Year of Service	PTO Hours Earned Annually	PTO Hours Earned Bi-Weekly	Maximum Carry forward	Maximum Payout
40-Hour Week Employee hired prior to March 1, 2012				
Up to 5 years	144	5.538	144	80
>than 5 to 6 years	144	5.538	240	200
>than 6 years, <than 10 yrs	184	7.077	320	300
>than 10 years, <than 15 yrs	204	7.846	400	350
>than 15 years	224	8.615	480	400

COMPENSATION, LEAVES, AND BENEFITS

40-Hour Week Employee hired on or after March 1, 2012				
Up to 5 years	128	4.92	128	80
>than 5 to 6 years	128	4.92	176	120
>than 6 years, <than 10 yrs	168	6.46	256	200
>than 10 years, <than 15 yrs	188	7.231	336	250
>than 15 years	208	8	416	300
*24-Hour Shift Employee hired prior to March 1, 2012				
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
*24-Hour Shift Employee hired on or after March 1, 2012				
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. 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 PTO accrual.
- c. 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.)
- d. 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.
- e. 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

COMPENSATION, LEAVES, AND BENEFITS

transferred to the ELB. The ELB has no cash value and there shall be no payout of ELB time upon termination of employment.

- f. In order to utilize time from the ELB, the employee must have an approved FMLA qualifying event. In addition, the employee must first use 40 consecutive hours of regular PTO for each period of absence from work before the employee can begin to utilize the ELB time bank. Employees who have an FMLA qualifying event that will require them to have multiple medical procedures spread out over a specified time frame will only have to utilize 40 hours of regular PTO once before utilizing the ELB, regardless of the number of days or weeks between medical procedures. The 40 hour regular PTO requirement will reset every calendar year.
- g. 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.
- h. Separation Pay - PTO balances shall be paid at the current rate of pay up to the maximum allowed.
- i. Employees terminating from the City without giving a two-week notice, unless approved by the City Manager or designee, shall not be entitled to payment for banked paid time off. Employees involuntarily terminated shall be entitled to eighty percent (80%) of banked paid time off.
- j. In case of death of an employee, eligible leave payments shall be made to the employee's beneficiary, estate or as provided by law at the current rate of pay.

ANNUAL VACATION LEAVE/PTO BUY-BACK

As part of each annual budget, the determination will be made if monies are available to fund a vacation/PTO buy-back program. The provisions for the vacation/PTO buy-back program are as follows:

- Employees are required to maintain a minimum of 80 hours of accrued vacation/PTO after the sale of time.
- Employees must utilize a minimum of 40 hours during the calendar year of the request.
- Employees may sell back a minimum of 16 hours and a maximum of 40 hours in whole hour increments only.
- Payment will be processed and paid in a separate earnings code.
- This payment is considered gross wages and will be subject to payroll taxes, but will not be subject to retirement withholdings; however, employees who are grandfathered in the defined benefit pension plan will be subject to retirement withholdings.
- All requests must be submitted by no later than October 30th of each eligible year

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

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

HOLIDAY LEAVE

The City of Ocala recognizes the following holidays for purposes of paid holiday leave:

New Year’s Day	January 1 st
Dr. Martin Luther King, Jr. Day	3 rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans’ Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Thanksgiving Day (day after)	4 th Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th *
(*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.

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- 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.

Bereavement/Funeral Leave – An employee may receive a maximum of 24 hours of bereavement leave per occurrence to be charged to administrative/bereavement leave 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. The bereavement leave benefit is limited to one occurrence in a rolling 12-month period, with additional occurrences to be deducted from the employee's sick leave or PTO accrual balance.

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.

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. 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.

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.

- 1) 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.
- 2) Any mileage expenses paid by the court to reimburse the employee for travel to and from the courtroom may be retained by the employee.
- 3) 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.
- 4) 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.

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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.

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.

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.
- 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.

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.

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- 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.

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.

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.

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.

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

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employee's health insurance premium during the leave period, whether the leave was paid or unpaid.

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.

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.

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.

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

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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.

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.

Administrative Leave

- A. Administrative leave, with or without pay, may be assigned by an executive team member, department director, or their designees under the following circumstances:
 - 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.

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

- 1) Leave of absence without pay must be requested by the employee, and approved by the department director, in writing.
- 2) Under special circumstances, employees may request leave without pay for a reason other than exhausting leave accrued, FMLA, or military leave.
- 3) Full-time/Regular employees are eligible to request leave for up to 1 month as described in this policy.
- 4) Eligible employees interested in a leave of absence must submit a written request to their department director detailing the nature of the leave.
- 5) 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.
- 6) Prior written approval must be obtained from the employee's department director, executive team member and the city manager.
- 7) Vacation leave, sick leave, holiday leave, and other City benefits will not continue to accrue during the approved leave of absence period.

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.

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.

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, PTO, or vacation time for the absence(s).

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.

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- 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.

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.

A) 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 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.

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.

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.

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EMPLOYEE BENEFITS

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 / Accidental Death and Dismemberment Insurance
- 3) Optional Coverage – (Dependent Life Insurance, Long Term Disability, Vision Insurance, Dental Insurance, Accident, Critical Care, Cancer, Legal Services, Pet Insurance)
- 4) Pension
- 5) Onsite Health Center for eligible employees
- 6) Deferred Compensation
- 7) Tuition Reimbursement as budgeted and approved
- 8) Mileage reimbursement for approved City-related travel
- 9) Vacation Leave, Paid Time Off, Sick Leave
- 10) Paid Holidays
- 11) Section 125 – Premium Conversion & Flexible Spending Accounts
- 12) Safety Award
- 13) Savings Bond Deduction

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

Training/Continuing Education – Employees are encouraged to obtain training and continuing education through attendance at job-related seminars, classes, etc. The employee’s department head 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.

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- B. Employees are encouraged to further their education in areas that will enhance their job performance. Upon pre-approval by the employee's department head 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 100% 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 \$2,000 per fiscal year.
- 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.

Uniforms – 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. The City will clean, replace, or repair uniforms when it becomes necessary at no cost to the employee, when applicable.

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.

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.

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WORKERS COMPENSATION

Program Oversight and Administration: City employees and volunteers who are 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.

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.

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.

GENERAL SAFETY 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. Due to the potential risk, employees are prohibited from entertaining guests or family members in or around inherently dangerous work areas
- g. 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.
- h. 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.
- i. 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.
- j. Employees using City vehicles shall ensure they are kept clean and serviced according to fleet specifications.

BUILDING SECURITY

Distribution of Keys – Each department is responsible for distribution of keys, key pad codes, and security access cards to building occupants and shall maintain proper records of such distribution.

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. Any lost keys or security access cards shall be reported to the employee’s supervisor immediately.

ACCIDENT REPORTING

All accidents, regardless of severity, personal or vehicular, shall be reported as soon as possible to the applicable supervisor or department head. The employee must submit to a drug test if determined necessary.

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

RISK MANAGEMENT

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 their supervisor, department head, or Human Resources/Risk Management.



OPERATIONAL POLICIES – Safety, Risk Management, Vehicle Use

- 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.

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, or who is called as a witness in a case, 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 within 24 hours of the incident.
- 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.
- c. Human Resources/Risk Management will receive and coordinate the resolution of claims and lawsuits made against the City, its officers, employees, or volunteers.

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.

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.

OPERATIONAL POLICIES – Safety, Risk Management, Vehicle Use

VEHICLE USE

Authorization to Drive - To be authorized to drive a city-owned vehicle, an employee or volunteer must possess a valid Florida driver's license for the type of vehicle being operated.

Training Requirements - Additionally, Departments may impose such familiarization or training requirements on vehicle operators as may be necessary.

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.

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.

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. Transporting family members in City vehicles shall be allowed only when the family member is accompanying a City employee to a business meeting or official function.

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.

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.

Cell Phone Use - The use of a hand-held City cell phone is prohibited while operating a City or personal vehicle or equipment.

DRIVER/OPERATOR DUTIES AND RESPONSIBILITIES

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.

When a driver is notified of scheduled service due, the driver shall make a service appointment no later than 5 working days after notification.

OPERATIONAL POLICIES – Safety, Risk Management, Vehicle Use

Drivers are responsible for the care and general maintenance of City vehicles 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.

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.

Mileage - Each time a City vehicle is refueled at a city fueling site or off-site station using a Gas card, 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 notification is given, a warning will be issued for the first offense. A second or subsequent offense may result in disciplinary action.

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.

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.

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.

Compliance with Laws - All City employees and volunteers shall drive and park in accordance with all state and local laws. Any citation received shall be the responsibility of the driver.

OPERATIONAL POLICIES – Safety, Risk Management, Vehicle Use

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 situation.

Locking Vehicles - Unattended City vehicles shall be locked at all times. Equipment shall be properly secured in a locked area of the vehicle.

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.
- 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.

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.

USE OF PERSONAL VEHICLES FOR CITY BUSINESS

- a. Employees and volunteers are strongly discouraged from using personal vehicles for City business. City vehicles should be used when practical.
- b. 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.

OPERATIONAL POLICIES – Safety, Risk Management, Vehicle Use

- c. 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.
- d. Mileage reimbursement is available at the current IRS rate for authorized personal vehicle use, upon submission of the appropriate form.
- e. Employees and volunteers using personal vehicles for City business are subject to post-accident and reasonable suspicion drug testing.

GENERAL LIABILITY PROVISIONS

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.

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.

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."