

City of Parker

PERSONNEL POLICY

Current as of 1 June 2001

City Council Members

Mayor : *Michael R Delonjay*
Councilman : *Leonard Smith (Mayor Pro Tem)*
Councilman : *Joe Parnell*
Councilwoman : *Tonya Barrow*
Councilman : *E.B. Reese*

District 2

Bay County Commissioner
Commissioner Richard Stewart

Table of Contents

GENERAL INFORMATION:

Elected Officials

CITY POLICIES:

Repealer and Precedence

Welcome to the City of Parker

Employment at Will

Hiring Policy

Determination of Those Hired

Benefits

Insurance

Workers' Compensation

Sick Leave

Military Leave

Leave of Absence

Funeral Leave

Background Check (NCIC / FCIC)

Employee Annual Job Evaluation

Smoking

Drug Free Work Policy

Security Inspections

Local Media Information

Safety Belt Use

Inmate Program Policy

Uniform Policy

Personnel Records

Method of Payment

Compensatory Time Off

Holiday

Court Attendance / Jury Duty

Witness Duty

Lunch Breaks

Working Time
Personal use of Telephones
Volunteer Fire Fighter (City Employee & Employee Support)
Equal Employment Opportunity
Nepotism and Hiring of Relatives
Conflicts of Interest
Immigration Law Compliance
Off Duty Employment
Promotions
Safety
Mayor Authority in Emergencies
Prohibited Acts
Sexual and Other Unlawful Harassment
Discipline and Discharge
City Identification Card Policy
Purchase Orders
Payment of Incentive Pay
Per Diem and Subsistence Allowance Travel
Chain of Command / Grievances
Authorized Personnel in Police Department
Vehicle and Equipment Repair Policy
Water Usage
Grant Information / Meetings
Utility Department Tools and Tool Box Policy
Computer Conditions
Drivers License Validation
Temperature Air Conditioning Units and Vents
Additional Policies
Signature Page

Overall General Safety Policies
Police Safety Operations
Fire Department Operations
Department of Public Works
Public Works Operations
Drug Free Workplace Program
Fuel Inventory Procedure
Inmate Program

Personnel Policy Resolution # 221

A RESOLUTION REPEALING RESOLUTIONS 161; ADOPTING A PERSONNEL POLICY FOR ALL CITY EMPLOYEES OF THE CITY OF PARKER; ESTABLISHING PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY OF PARKER:

REPEALER AND PRECEDENCE

This Resolution repeals Resolutions 161 and all previously adopted written and unwritten personnel policies or other resolutions of the City in conflict herewith. These policies may, from time to time, be revised, modified, supplemented or rescinded without prior notice to or consent of the employees to accommodate changing situations. This Resolution shall remain in full force and effect until supplemented, amended, repealed or otherwise altered. These are policies only and do not constitute a contract of employment.

WELCOME TO THE CITY OF PARKER

There are many things you will learn in your new job here in the City. We hope that the first of these will be the warm welcome you receive by becoming a part of our team. You were selected on the basis of your qualifications and personal interview and the fact that we feel that you will fit in well with those already employed. We hope that you find our City a satisfying place in which to work.

EMPLOYMENT AT WILL

You are an employee at will with the City. Further, all employees shall be deemed probationary for the first six (6) months of their employment with the City. During your probation period you will be evaluated on your performance, skills and ability to work with other City employees. At the end of your probationary period your department supervisor will submit your 'end of probation' performance rating with recommendations of continued probation, satisfactory probation completion (permanent employee status), or termination. The Mayor and/or City Council will review your performance rating for appropriate action to be taken. Upon satisfactory rating of your performance rating (six months) you will be eligible to apply for past accumulated annual leave. Police Officers will also be subject to

follow the probation period set forth by the Police Chief. This is due to the intense training and certification requirements.

HIRING POLICY

DETERMINATION OF THOSE HIRED

When an employment opening exists for the following positions: City Clerk, Director and Deputy Director of Public Works, Police Chief, Fire Chief, Code Enforcement/System Administrator Officer and Finance Director, it shall be the responsibility of the Mayor and/or City Council to cause the review of applications and conduct a personal interview prior to acceptance. Interviews will be conducted at a Workshop or Special Council Meeting. The City Council and Mayor will determine the most qualified applicant through this process. All other positions for employment shall be selected through the same process with the exception that department supervisors will submit the applications and recommendations to the Mayor for final approval. In the absence of the Mayor, the City Council will make this decision. The City is an Equal Opportunity Employer.

BENEFITS

INSURANCE

We offer many benefits to our permanent full time employees, among those being a group health and life insurance (after three (3) months of full employment), workers' compensation insurance, and either monthly contributions to the State of Florida's Retirement System, or for those employees hired after January 1, 1996, contributions to an alternative retirement program for the mutual benefit of both the employee and the City. In addition, employees have the opportunity to include their spouse and children in the group health and life insurance programs at the employee's expense.

WORKERS' COMPENSATION

The City provides workers' compensation insurance for its employees. Under Florida law, the City has the right to direct its employees to a pre-chosen clinic, hospital or doctor for workers' compensation related injuries. The failure of the employee to abide by these rules could result in non-payment of a claim. The City, in its sole discretion, has implemented a policy to reduce workers' compensation costs by requiring employees to be evaluated by a physician immediately following any injury occurring while the employee is on the job for the City or in transit to and from their job. All workers' compensation injuries will be reported to the city's Safety Officer, no later than 24 hours after the incident occurs. The Safety Officer will maintain a log of all incidents involving injuries of this nature. All injuries

received while working for the City which are filed, as a Workmans' Compensation claim will require you to report to Bay Walk-In Clinic, located at 2306 Highway 77, Panama City, Florida 32405 (telephone: 763-9744) for evaluation and/or treatment. If the injury occurs on a weekend or during times outside working hours with the City and is suspected to be job related you would still be required to report to the same clinic. Only under emergency conditions will you be authorized to have your injury treated by another clinic, hospital or doctor. Personnel will only be allowed to see another clinic, hospital or doctor upon referral of the treating physician at the clinic outlined above. Under Florida Statues, the City has the right to direct its employees to a pre-chosen clinic, hospital or doctor for Workman's Compensation related injuries. Failure of the employee to abide by these rules may result in non-payment of a claim.

SICK LEAVE

Employees will accrue up to 13 days (104 hours) of sick leave per calendar year. Sick leave accumulates at a rate of four (4) hours every fourteen (14) calendar days. Sick leave will begin to accrue on the starting of your employment. If for any reason all accumulated sick leave is used and a continuation of time off is required then leave status will automatically be charged to the annual leave balance until employee returns to work. After all types of authorized leaves are used the employee will be placed on leave without pay status. Accumulated sick leave carried into the next calendar year shall not exceed two hundred and forty (240) hours. Those employees currently employed may carry their leave that was accumulated prior to December 31, 1995, plus the 240 hours. However, after usage of any sick leave it will not be allowed for employees to rebuild excessive leave beyond the level that it is when returning to work. Leave taken in excess of three (3) consecutive work days will require the employee to provide to the City a written doctor's excuse explaining the absence and stating whether you are, or will be, fit to return to your normal duties, and your physical limitations. Abuse, or suspected abuse, of sick leave usage may cause your supervisor to request a doctor's excuse. Should your department supervisor inform you of a suspected violation you may be placed on a two (2) month period for evaluation if abuse of sick leave is charged. Should a sick leave abuse problem continue during this probation period the Mayor and/or City Council will be notified of recommended action to be taken. Employees are responsible for notifying their department supervisor of their sick leave request in the first four (4) scheduled work hours that will be effected. Failure to properly notify your supervisor in this manner could result in leave without pay status. Sick leave may only be used for this purpose and may be withdrawn without notice. Sick leave may also may be used for members of your immediate family. Immediate family shall mean your spouse, mother, father, sister, brother, children, step children, step mother, step father, mother in-law or father in-law. The same guidelines listed above are applicable to your immediate family members. Should

an employee be terminated, quit, resign, retire or otherwise leave his position of employment with the City they shall forfeit all accrued sick leave.

ANNUAL LEAVE

All department supervisors shall submit, by December 31 of each year, a projected leave schedule for all of their employees. This schedule will be for the full calendar year. Projected scheduled leave is a template for management to ensure that every effort will be expended to approve individual leave request. On those occasions that personal leave cannot be approved because of unforeseen events, supervisors will adjust the request with full consideration of the employee in mind. Prior to taking your leave you will be required to submit a leave request form a minimum of five (5) workdays prior to leave start date. Unplanned leave requests will be routinely evaluated and approved as applicable. Leave requests will be on City forms only. Annual leave accumulation (carry over) shall not exceed thirty (30) days at the beginning of each calendar year. Leave shall begin accruing from your date of employment and available upon completion of the satisfactory probation period. Leave shall accumulate on the following rate:

<u>CONTINUOUS SERVICE</u>	<u>ACCRUED LEAVE EACH YEAR</u>
Start date through 6 months	Four (4) hours per pay period (awarded after completion of probation)
One year through 5 years	Four (4) hours per pay period
Five years through 10 years	Six (6) hours per pay period
Over 10 years	Eight (8) hours per pay period

Any employee who has completed the probationary period and is terminated, quits, resigns, retires, or otherwise leaves employment with the City shall not forfeit their accrued but unused leave, but shall be paid for such accrued but unused leave. A probationary employee shall forfeit (without reimbursement) all accrued annual leave. Department supervisors will not submit advanced leave request without first coordinating with the Mayor and/or City Council.

MILITARY LEAVE

An employee who is a member of the Armed Forces Reserve of the United States which requires a periodic time of training (usually once a year for one or two weeks) or more, is covered by this policy. However, this policy will not cover those employees who are called to active duty during an emergency for a limited time only

and who are not active duty for more than thirty (30) days. A military leave of absence will be granted to employees, except those in temporary positions or in probation periods, to attend scheduled drills or training or if called to active duty. An exception to approval may occur in event that employees fails to coordinate their schedule with their department supervisors. Acceptable time for notification will be two to four weeks in advance of request for leave of absence.

Employees will receive partial pay for the approved leave. Employees must submit their military payroll receipt as verification for attendance and pay purpose. Employees will be paid the difference, if any, between the military pay (excluding expense reimbursement) and their regular pay from the City. Any approved absence of military leave in excess of two weeks is not reimbursable. Employees may use any available paid time off for military leave.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, City according to the then current insurance provisions will provide health insurance benefits. At that time, employees may become responsible for the full cost of these benefits if they wish to continue. When the City according to the applicable plans will provide the employee returns from military leave benefits.

Benefit accruals such as vacation, sick leave and holiday benefits will be suspended during military leave status, but will resume upon the employee's return to active employment. Employees on active duty training assignments or inactive duty training drills are required to return to work for their first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reemployment in accordance with applicable State and Federal laws. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as they were continuously employed for purpose of determining benefits on length of employment, rate of vacation accrual and seniority rights.

LEAVE OF ABSENCE

Employees may request and be granted a leave of absence for good cause. This privilege will not be granted for the purpose of seeking or working other jobs. Any approved leave of absence will be without pay. Written requests will be submitted through department supervisors, reviewed by Department Council member and approved by the Mayor and/or City Council.

FUNERAL LEAVE

Employees will be given three (3) workdays leave per death with full pay to attend to personal needs and funeral arrangements. Funeral leave will be for immediate family members only. Immediate family members consist solely of: spouse, mother,

father, grandparents, sister, brother, children, stepchildren, stepmother, stepfather, mother in-law, and father in-law.

NATIONAL CRIME INFORMATION CENTER (NCIC)
FLORIDA CRIME INFORMATION CENTER BACKGROUND
CHECKS (FCIC)

As condition of employment, the city will conduct a NCIC/FCIC background check of each potential employee. By applying for a position with the City, you implied consent to such a background check. Should a background investigation disclose that an employee applicant has been convicted of a felony, it will be evaluated and a determination made to see if the applicant meets job requirements/qualifications and is eligible to participate in the City Inmate Program.

EMPLOYEE ANNUAL JOB EVALUATION

With the exception of the probationary six-month evaluation period, the department supervisor or immediate supervisor shall evaluate every employee annually. This evaluation will become a part of the employees personnel file and retained as required by law. The Mayor/City Council or department supervisor may request an additional evaluation of an employee at their discretion

SMOKING

Smoking will only be authorized in designated smoking areas. There shall be no smoking in any City owned or controlled building or vehicle. **Being a smoker will not imply authorization to smoke as often as needed due to addiction.**

DRUG FREE WORK POLICY

The City has adopted a Drug Free Work Policy as outlined in Florida Statutes, Chapter 440. Employees shall not use illegal drugs or abuse alcohol, either on or off the job. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination.

SECURITY INSPECTIONS

The goal of the City is to maintain a work environment that is free of all illegal drugs, alcohol, explosives, hazardous materials, or other improper and unsafe materials. To this end, the City prohibits the possession, transfer, sale or use of such

materials in or on City owned or controlled property. The City requires and encourages the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices are provided for the convenience of employees, but remain sole property of the City. Accordingly, any designated agent or representative of the City can inspect for illegal contraband as well as any articles found within them at any time, either with or without prior notice. City vehicles are considered an extension of the workplace and are subject to this policy.

LOCAL MEDIA INFORMATION RELEASE

In order for the City to maintain a constant position on the issues facing our community, all inquiries received from the news media will be directed to the office of the Mayor. No City employee shall discuss any issue with the news media unless approved by the Mayor. The departments shall have the authority to release information that is routinely within their scope of duty.

SAFETY BELT USAGE

Florida law requires that the operator of a motor vehicle, or any passenger who occupies the front seat of a motor vehicle **SHALL WEAR** a safety belt. Any person in violation of this law is subject to a fine by the State of Florida. Additionally, disciplinary action will be initiated within our City as appropriate.

All City employees, unless exempted from State Law, **SHALL WEAR** a safety belt at all times while operating or occupying a city owned vehicle, or a personal owned vehicle, when that vehicle is being used to respond to work on a stand-by status. By State law the operator is responsible to ensure that all passengers are wearing their seat belt prior to putting the vehicle in motion. However, City policy will extend that responsibility to department supervisors to ensure compliance with the law. Volunteer fire fighters operating City owned equipment shall comply with this rule.

The vehicle operator is responsible to inspect seat belts as part of the regular vehicle inspection prior to the start of each day's assignments. Discrepancies should be reported immediately to the department supervisor for action. Safety belts shall not be modified or altered from manufactures specifications. Employee safety and well being is important to our City and therefore everyone needs to take the initiative and keep the attitude of 'Buckle Up---It's the Law'

INMATE PROGRAM POLICY

All designated employees shall maintain all required licenses, certifications and permits to oversee inmates and/or be a part of the inmate program. The rules of the Florida Department of Corrections relating to inmate procedures are incorporated

herein by reference. Each employee acknowledges the substance of the rules of the Department of Corrections and agrees to abide by the terms thereof at all times.

UNIFORM POLICY

The City requires issue uniforms for certain positions. The initial cost being paid by the new employee and automatically deducted from their first paycheck. The City will reimburse the employee for the initial uniform cost on completion of their satisfactory probation period. Issue (authorized) uniforms shall be worn at all times while on duty. The City will furnish hats/caps, at no cost, to all employees wishing to wear them. Only City furnished hats will be worn while on duty.

Personnel not required uniforms (administration and department supervisors) would wear attire (business casual design) that is society accepted for their work centers and in the eyes of the general public. The Mayor will set final decision of proper attire.

PERSONNEL RECORDS

The City maintains personnel records on each employee. These records are the property of the City, and access to the information they contain is restricted. Department supervisors are responsible for their security and restriction. The Mayor and/or City Council may review records on request. The Mayor and/or City Council will approve any other request for review prior to release.

Employees have the right to review their records. Employees shall notify their department supervisor who will in turn contact the City Finance Director who establish a time and place for the review. All records will be reviewed on City property and in the presence of a supervisor appointed by the City. Both the department supervisor and the employee have an equal responsibility to ensure that all pertinent information is entered into the records.

METHOD OF PAYMENT (PAYCHECKS)

Paychecks will be administered biweekly, by check, on every other Thursday afternoon (12:00 noon). Department supervisors are responsible to pick up and distribute checks to their employees. The normal work week for an employee is five days per week, eight hours per day. Pay is based upon an individual's rate of pay and the actual hours of work performed. All employees are expected to start and finish each work day at their workstation within their department. Exceptions exist when a department supervisor dictates otherwise or employee is in a continued

overtime status. Overtime will be paid at a rate of 1 ½ times your regularly hourly rate for time exceeding eight (8) hours in a single day, or forty (40) hours in a single week. Work requested, other than a continuation of regular time schedule, will be compensated with a minimum of two (2) hours overtime pay regardless of actual time spent. Certain departments may require you to be on stand by. Beepers and/or radios will be made available to standby personnel.

Overtime slips for scheduled overtime will be submitted to the Mayor for final approval before payment is made. Overtime for emergencies (*Definition: A situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action*) will require extraordinary considerations and City Council Members and/or department supervisors shall have the authority to initiate immediate overtime measures whenever there is a risk of life or loss of valuable resources at stake within the parameters of the *definition*.

COMPENSATORY TIME OFF

Compensatory time shall be granted to all employees in accordance with the Fair Labor Standards Act, as may be amended or superseded from time to time, based upon the needs of the City. Approval of compensatory time off must be coordinated through the department supervisor with final approval by the Mayor.

HOLIDAYS

All City employees shall have the following holidays, with pay, each year:

**New Year's Day
Martin Luther King Jr.'s Birthday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday Following Thanksgiving Day
Christmas Eve
Christmas Day**

At the discretion of the Mayor and City Council, if a holiday falls on a Saturday, then the preceding Friday will be recognized as the official holiday and in turn, if a recognized holiday falls on a Sunday, the following Monday may be recognized as the official holiday. Employees required to work on any official holiday will be compensated at twice (double time) the regular rate of hourly pay for each hour worked.

COURT ATTENDANCE / JURY DUTY

Employees required to serve on jury duty during regular scheduled work hours will be excused from work for those days served. Wages will be paid for normal scheduled work hours at a maximum of eight hours in one day and forty hours in one week. Compensation received for performing jury duty must be turned over to the City to qualify for wages. Department supervisors will be notified of *notice to appear summons* for jury duty within one working day of receiving notice.

WITNESS DUTY

Employees required to serve as witnesses in court during scheduled work hours will be compensated at the regular rate of wages. Employees required to be a witness for the City during off duty hours will be compensated at one and a half times the regular rate of pay. Compensation received for performing witness duty must be turned over to the City to qualify for wages. At the City's request, the employee must turn over all information pertinent to the interest of the City.

LUNCH BREAK

Police Officers Public Works Personnel will receive a one-half (1/2) hour lunch break without pay. The City Clerk, Public Works Director and Utility Clerks, Code Enforcement Officer, Fire Chief and all other employees will receive a one-hour (1) unpaid lunch hour.

WORKING TIME

Working time is that time when an employee should be engaged in City work tasks. Employee time is that time for meals and breaks. Solicitation by any employee is prohibited while on working time. Rest breaks are authorized and mandated. Rest breaks will not be used for employees to visit other departments and disrupt other department work schedules. Employees leaving the work site for rest breaks will first get permission from their department supervisor. On those unusual weather related days, department supervisors may need to increase rest breaks for health conditions.

PERSONAL USE OF TELEPHONES

City owned telephones should be used primarily for conducting official business. There will be times when personal calls will be necessary. These personal calls must be limited to three (3) minutes. Employees who carry personal cell phones and pagers will not allow constant or unusual use to interrupt the work schedule. All incoming calls will be answered using the name of your department followed by your first and last name. All intercom calls will be answered with your name.

VOLUNTEER FIRE FIGHTER (City Employee & Employee Support)

Employees who elect for membership in the City Volunteer Fire Department will not respond to any type of emergency without first getting approval from their department supervisor. Department supervisors will do everything possible to allow employees to respond to emergencies.

Department supervisors will take every action necessary to support the fire department during emergencies situations. This may entail manpower, equipment or materials to eliminate hazards and protect the citizens of our community. The FireChief will be the 'On-Scene Commander' at all fire scenes. Dedicated manpower and equipment will not be withdrawn without proper coordination.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City to employ qualified candidates without discrimination because of race, color, religion, sex, national origin or handicapped. The City will ensure that all personnel decisions are in compliance with the principles of equal opportunity by imposing only valid requirements. The City will ensure that all personnel actions such as compensation, benefits, social and recreation programs will be administered without regard to race, color, religion, sex, national origin, disability, age, ancestry, marital status or political affiliation.

NEPOTISM AND HIRING OF RELATIVES

The City shall follow the policies as outlined in the Florida Statutes, Chapter 112, as it may from time to time be amended, modified or superseded. In furtherance thereof, the employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee moral. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

For the purpose of these Policies, relatives are defined to include: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law,

sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother and half sister.

Relatives of persons currently employed by the City may be hired only if they will not be working directly for, or supervising a relative, or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization (including elected officials) who has the authority to appoint, employ, promote or advance, or advocate for appointment, employment, promotion or advancement, in or to a position in the City in which he or she is serving or over which he or she exercises jurisdiction or control. City employees will not be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned can request who is to be transferred. The Mayor and/or City Council will make the final decision on the transfer within thirty (30) calendar days.

CONFLICTS OF INTEREST

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

An actual or potential conflict of interest occurs when an employee or elected official is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of City business dealings.

No “Presumption of Guilt” is created by the mere existence of a relationship with outside firms. However, if any employee, or elected official, has any influence or transactions involving purchases, contracts, or leases, it is imperative that they disclose to their department supervisor or to the City Council immediately as to the possible existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an City elected official, employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City. Further, no elected official or employee shall give or receive, or cause to be given or received, anything of value in excess of one hundred dollars (\$100.00) from any other employee or elected official during any calendar year.

The materials, products, designs, plans, ideas and data of the City are the property of the City and shall not be given to any organization or person except by those employees specifically authorized by virtue of their position within the City. Any improper transfer of material or disclosure of information, even though it is not

apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who violates this conflict of interest policy shall be subject to disciplinary action, up to and including possible termination of employment.

IMMIGRATION LAW COMPLIANCE

The City is committed to employing only United States citizens and legal aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control act of 1986, each new employee, as a condition of employment, must present documentation establishing identity and employment eligibility. Former employees who rehire must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

OFF-DUTY EMPLOYMENT

The City supports an employee's desire to engage in off-duty employment, but the City maintains the right to regulate and, where appropriate, prohibit off-duty employment which the City finds will interfere or compete with the ability of the City to discharge its governmental and operational duties to its employees, or create a continuing conflict of interest. Off-duty employment is a privilege and not a right of an employee of the City. Any employee who wishes to request off-duty employment should submit such request for review and approval by the Mayor and/or City Council.

PROMOTIONS

It is the City's policy to consider existing employees for all promotions first. Promotions will be based on ability, potential and past performance reports. Any employee interested in being considered should insure that their personnel file is up to date and submit an application for the position being filled.

SAFETY

Safety first and always. All employees of the City are expected to make safety a matter of continuing concern, first in importance to all other considerations. In addition to the responsibilities outlined in the Overall General Safety Policy, a copy of which is attached hereto and made a part here of. The City hereby adopts Rule 381-74, of the Florida Administrative Code, as it may be amended, modified or superceded from time to time, as the basis for developing its safety policies. If any

conflicts arise between the safety policies of the City and the ‘Occupational Safety & Health Act (OSHA)’ of Florida, the Florida law shall take precedence. It is imperative that all employees understand the safety requirements thoroughly and abide by them.

Certain jobs involve safety rules in addition to those listed in the attached Overall General Safety Policy section of this manual. The City has not attempted to enumerate all of the possible safety rules that need to be observed. Additional rules and regulations will be established as the need arises. Safety will be considered the most important part of an employee’s work. An employee who fails to observe established safety policy will be subject to disciplinary action ranging from warnings to discharge from employment. Most safety procedures are based on common sense to avoid injury. When in doubt contact the department supervisor before completing the task.

MAYOR’S AUTHORITY IN EMERGENCY SITUATIONS

Whenever the County Emergency Operations Center (EOC) is officially activated the Mayor shall have the power to make the decisions which are in the best interest of the City, including but not limited to, entering into contracts, engaging emergency services personnel etc., until such time that a City Council can be assembled.

When the County EOC is officially activated the Mayor will designate those individuals who are salaried that will be directly involved with the emergency actions for the operation of the City. The designated employees will be required to utilize a time card and keep their time in the same manner as required for hourly employee’s. This will enable the City to reimburse said employee’s for overtime hours worked during the declared emergency, not withstanding the fact that they may be salaried employees.

PROHIBITED ACTS

The following general rules have been established, any violation of which may subject an employee to discipline or termination. Unusual circumstances in a specific case may dictate a greater or lesser discipline than is called for by the standard discipline. The corrective disciplinary action will also reflect consideration of the employee’s total record.

- Willful destruction or damage to any City building, tools or equipment.
- Fighting, provoking or instigating a fight, attempt to do bodily injury to, striking, or manhandling any person.
- Immoral conduct or indecency.

- **Improper conduct or behavior, which would cause adverse publicity upon another employee or the City.**
- **Insubordination, including refusal or deliberate failure to carry out a work assignment, or comply with a supervisor's instructions.**
- **Bringing, possessing or using intoxicants, or narcotics on City premises at any time. Reporting to work under the influence of these substances.**
- **Conviction of a felony. Being charged with a felony, to include moral turpitude, will be handled on a case by case basis with the City attorney being consulted for advice on direction of action to take that would be in the best interest of the City.**
- **Instigating, interrupting, impeding, or encouraging work stoppage.**
- **Theft or unauthorized removal of any City or employee property.**
- **Profanity or offensive language during duty hours.**
- **Violation of any City rule, regulation or policy**

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The City is committed to providing a work environment that is free of discrimination and unlawful harassment. *As an example:* Sexual harassment (both overt and subtle), is a form of misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

An employee who wants to report an incident of sexual or other unlawful harassment should report the matter to their supervisor immediately. If the supervisor is unavailable, or the employee believes it would be inappropriate to contact their supervisor, that employee should immediately contact the Mayor, City Council member or City Clerk. An employee can initiate a complaint without fear of reprisal

Any supervisor who receives a complaint shall immediately notify the Mayor and City Clerk who will see that the situation is handled in a timely and confidential manner.

DISCIPLINE AND DISCHARGE

The following positions; City Clerk, Finance Director, Police Chief, Fire Chief, Code Enforcement / Systems Administrator, and Director of Public Works shall only be disciplined and/or discharged by a majority vote of the City Council. All other positions (permanent or probationary) within the City may be disciplined and/or discharged by the Mayor and/or City Council

when it is in the interest of the City. Such discharge shall not be subject to the provisions of this article. The Mayor and City Council shall have the right to discipline, up to and including discharge any employee for violation of any City or department rule or regulation; falsifying records; excessive tardiness or absenteeism; abuse of sick leave; reporting to work under the influence of alcohol and/or drugs; use of illegal drugs off-duty; insubordination; refusal to obey lawful directions or orders; gross or habitual misuse of City vehicles or equipment; documented inefficiency of work; abandonment of post without a supervisor's approval; discourtesy; fighting; negligence or intentional destruction of property; or for any other just cause. Failure to discipline or discharge the same or any other employee for the same or similar offense shall not affect the right of the City to discipline or discharge the same or any other employee for the same offense. The Mayor and/or City Council will generally follow the principles of progressive discipline. However, this will not restrict the Mayor and/or City Council's right to impose the most severe discipline if circumstances warrant. Police officers and paid fire fighters shall be subject to this paragraph as well to the applicable Florida Statutes as may be from time to time amended or superseded. The recognized types of discipline, which may be imposed, by the Mayor and/or City Council are as follows: oral reprimand; payment for lost or destroyed equipment; written reprimand; suspension (with or without pay); and dismissal. Under emergency conditions the Mayor may suspend any employee(s) with or without pay pending further action by the City Council.

CITY IDENTIFICATION CARD POLICY

The City Clerk, Code Enforcement Officer and the Director of Public Works are authorized City identification (ID) cards, purchased at City expense.

PURCHASE ORDERS

No purchase orders shall be issued unless the funds are available at the time of the request, unless it is known that the funds will be available upon receipt of the invoice. This general rule will not apply during emergency conditions when the Mayor and/or City Council must make immediate decisions concerning the health, safety and well being of the City interest.

Purchase orders for \$500.00 or more must have three (3) estimates. Purchase orders for all items will be coordinated through the Finance Director for available funding and have final approval by the Mayor before purchase.

PAYMENT OF INCENTIVE PAY

The City Council may authorize additional (incentive) pay to employees of the City. Incentive pay will be based on a single award in addition to an employee regular wage. Incentive pay will not constitute a regular hourly wage adjustment. Incentive pay may be subject to regular withholdings of taxes and social security.

PER DIEM & SUBSISTENCE ALLOWANCE TRAVEL

City employees traveling to attend conventions, conferences, training schools or meetings to conduct bona fide City business shall be reimbursed for such travel in accordance with Florida Statute 112.061 (1) through 112.061 (13), as may be from time to time amended or superseded, plus reasonable hotel/motel accommodations, registration fees and other miscellaneous expenses. The Mayor and/or City Council member shall approve all reimbursement.

CHAIN OF COMMAND / GRIEVANCE(S)

It is in the City's interest to establish the feeling of good and fair working conditions while striving to maintain the feeling of friendliness and mutual understanding between management and employee. At times, problems relating to the employee's status in the City, rate of pay, working conditions, etc, may occur. To ensure that any grievance is fully and properly answered, the following guidelines are established:

- Present your grievance to the department supervisor. It will be the department supervisor's responsibility to investigate the facts, discuss the facts with the employee, if necessary, and give the employee a answer. Department supervisors are responsible to ensure that all written grievances and pertinent information regarding the same are made available to the departmental Council member for review.
- If the decision, or answer, of the department supervisor is unacceptable, the employee may submit a written grievance or request an oral interview with the City Clerk or Mayor. Every attempt to address the grievance will be made to attain a satisfactory conclusion that will be acceptable to the employee and the City interest.

- In event that an employee feels that all effort have failed to give them a satisfactory answer, the employee may submit, in writing, the grievance to the City Council. The City Council will have the final authority to determine the outcome of the grievance and insure that this final decision is fair and in accordance with City policy.
- Department supervisors will not discriminate against an employee because of a filed grievance.

AUTHORIZED PERSONNEL IN THE POLICE DEPARTMENT

Only authorized personnel will be allowed into the restricted area of the department. Authorized personnel will mean: Police Officers, Mayor, City Council members, secretary/dispatcher and those individually authorized by a police officer for a specific reason. Whenever the NCIC/FCIC computer is operating it will be positioned and supervised so as not to allow it to be seen by anyone except authorized personnel. The entire security of the Police Department will rest with the authority and responsibility of the Police Chief.

VEHICLE & EQUIPMENT REPAIR POLICY

All City owned vehicles will be repaired exclusively by the City mechanic, or under his or her direct supervision and approval. Under no circumstances will other City employees or volunteer fire fighters perform repairs without the approval of the City mechanic. Exceptions to this rule will be only with the approval of the Mayor.

WATER USAGE

City water will not be used to wash down concrete areas such as driveways, sidewalks, parking areas and etc. Areas needing cleaning should be cleaned using brooms or blowers. The City garage (mechanic's work area) is exempted from this rule. Time to time situations may require water to be used, and then it will be approved by the City Clerk and/or Mayor.

GRANT INFORMATION / MEETINGS

Department supervisors will coordinate with the City Clerk for all out of office meetings that are required to attend. The City Clerk will keep the Mayor informed of these schedules. In addition, any information received concerning grants, either by mail or other sources, will be forwarded to the City Clerk who will in turn place a copy on the Mayor's desk.

TEMPERATURE AIR CONDITIONING UNITS/VENTS

Thermostats that control temperatures for heating and cooling will be set at 78 degrees for air conditioning and 68 degree for heater. To ensure even temperatures throughout, ceiling vents will remain open and free from blockage at all times.

ADDITIONAL POLICIES

Certain policies are set out and attached hereto, being incorporated herein. With the approval of the Mayor and/or City Council, each department may, from time to time, promulgate additional policies, specific in nature to the affected department(s), without a specific amendment to this resolution or further enactment by ordinance or resolution. Any such additional policies are, and shall become, an exhibit to these policies and thereby incorporated herein by reference. Additional policies becoming effective simultaneously herewith include, but are not limited to, the safety policies of each department and the police vehicle policy.

EFFECTIVE DATE

This resolution shall take effect immediately upon its passage and approval.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Parker on this day of 2001

MICHAEL R. DE LONJAY
Mayor of Parker

ATTEST:

DAVID LINGER
City Clerk

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the City of Parker, and I understand that I should consult my Department Supervisor and/or City Clerk regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Council of the City of Parker has the ability to adopt any revisions to the policies in this handbook.

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

EMPLOYEES SIGNATURE

DATE

EMPLOYEES NAME (TYPED OR PRINTED)

NOTE: This form is to be removed by the department supervisor and placed into the new employee's personnel file.