

**Santa Rosa County  
Board of County Commissioners**



**Employee Handbook  
Fourth Edition (2012)**

## Table of Contents

<b>Policy</b>	<b>Effective Date:</b>	<b>Revision Date:</b>
<b>INTRODUCTION</b>		
010 Title Page	1/1/2004	
020 Employee Message	1/1/2004	7/06/2011
040 Introductory Statement	1/1/2004	
051 Employee Acknowledgement Form	1/1/2004	
<b>EMPLOYMENT</b>		
100 Employee Responsibilities	4/25/2008	
101 Employment	1/1/2004	
102 Employee Relations	1/1/2004	
103 Equal Employment Opportunity/ Discrimination & Sexual Harassment	3/28/2002	6/21/2010
104 Code of Ethics	5/9/2002	
105 Nepotism/Employment of Relatives	1/28/2008	
106 Personal Relationships in the Workplace (Non-Fraternization Policy)	4/21/2003	
107 Employee Medical Examinations	1/1/2004	
114 Disability Accommodation	3/28/2002	
116 Job Posting	7/1/2002	11/13/2003
<b>EMPLOYMENT STATUS &amp; RECORDS</b>		
201 Categories of Regular Employment	7/1/2002	11/13/2003
202 Access to Personnel Files	1/1/2004	
203 Employment Reference Checks	1/1/2004	
204 Personnel Data Changes	1/1/2004	
205 Probationary Period	7/1/2002	4/29/2008
208 Employment Applications	7/1/2002	
209 Performance Evaluation	7/1/2002	
210 Job Descriptions	7/1/2002	11/13/2003
212 Salary Administration	7/1/2002	
214 Medical Information Privacy	4/14/2003	
<b>EMPLOYEE BENEFIT PROGRAMS</b>		
301 Employee Benefit Programs	7/1/2002	10/01/2007
303 Annual Leave	7/1/2002	1/27/2011
305 Holidays	7/1/2002	12/28/2005
307 Sick Leave Benefits	7/1/2002	1/27/2011
308 Return-to-Work Medical Evaluation	11/3/2003	7/11/2007
309 Bereavement Leave	7/1/2002	4/24/2003
310 Employee Assistance Program (EAP)	7/1/2002	
313 Benefits Continuation (COBRA)	7/1/2002	
316 Santa Rosa County Benefit Plan	12/1/1998	1/11/2007
317 Life Insurance	1/1/2004	4/24/2003
324 Employee Hardship Policy	6/12/2003	6/12/2003
<b>TIMEKEEPING/PAYROLL</b>		
405 Separation of Employment	7/1/2002	8/23/2007

#### WORK CONDITIONS & HOURS

501	Safety	1/1/2004	
502	Employee Identification Badge	10/8/2010	
504	Use of Telephones	1/1/2004	
505	Smoking	1/1/2004	4/24/2003
506	Break Periods	7/1/2002	11/13/2003
508	Use of Equipment and Vehicles	7/24/1986	10/09/2007
512	Travel Policy	1/1/2004	2/20/2008
516	E-mail and Software Usage	6/26/1996	11/13/2003
517	Internet Usage	3/19/1997	
522	Workplace Violence Prevention	1/1/2004	

#### LEAVES OF ABSENCE

602	Family and Medical Leave	3/23/1995	1/27/2011
603	Domestic Violence Leave	7/01/2007	
604	Educational Leave	6/12/2003	
605	Military Leave	3/13/2003	

#### EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701	Employee Conduct and Work Rules	1/1/2004	11/13/2003
702	Drug and Alcohol Use (Drug-Free Workplace Policy)	1/26/1989	08/13/2009
704	Attendance and Punctuality	1/1/2004	11/13/2003
705	Personal Appearance	1/1/2004	
706	Return of Property	1/1/2004	
708	Resignation	7/1/2002	5/31/2007
712	Solicitation	1/1/2004	
716	Progressive Discipline	1/1/2004	11/13/2003
718	Problem Resolution	1/1/2004	
719	Employee Right of Appeal	7/1/2002	
720	Casual Days	1/1/2004	
722	Workplace Etiquette	1/1/2004	

## **Index**

**(Policy number shown in brackets)**

### **ABSENTEEISM**

see Attendance and Punctuality [704]

### **ACCESS TO PERSONNEL FILES [202]**

### **ACKNOWLEDGEMENT FORM**

see Employee Acknowledgement Form [051]

### **ACTIVE MILITARY DUTY**

see Military Leave [605]

### **ADOPTION**

see Family and Medical Leave [602]

### **ALCOHOL ABUSE**

see Drug and Alcohol Use [702]

### **ANNUAL LEAVE [303]**

### **APPEARANCE**

see Personal Appearance [705]

### **APPLICATIONS FOR EMPLOYMENT**

see Employment Applications [208]

### **ATTENDANCE AND PUNCTUALITY [704]**

### **BEHAVIOR GUIDELINES**

see Workplace Etiquette [722]

### **BENEFITS CONTINUATION (COBRA) [313]**

### **BEREAVEMENT LEAVE [309]**

### **BREAK PERIODS [506]**

### **BULLETIN BOARDS**

see Solicitation [712]

### **BUSINESS ATTIRE**

see Casual Days [720]

### **TRAVEL POLICY [512]**

### **CASUAL DAYS [720]**

### **CASUAL EMPLOYEES**

see Categories of Regular Employment [201]

### **CATEGORIES OF REGULAR EMPLOYMENT [201]**

### **CHILD CARE**

see Family and Medical Leave [602]

### **CLOTHING ITEMS**

see Casual Days [720]

### **CO-WORKER COURTESY**

see Workplace Etiquette [722]

### **COBRA**

see Benefits Continuation (COBRA) [313]

### **CODE OF ETHICS [104]**

### **COLLECTIVE BARGAINING AGENT**

see Employee Relations [102]

### **COMPANY PROPERTY**

see Return of Property [706]

see Use of Telephones [504]

### **COMPENSATION**

- see Salary Administration [212]
- COMPLAINT PROCEDURES
  - see Problem Resolution [718]
- COMPUTERS
  - see E-mail and Software Usage [516]
- CONDUCT
  - see Code of Ethics [104]
- CONTINUATION OF BENEFITS
  - see Benefits Continuation (COBRA) [313]
- COPYRIGHT LAW
  - see E-mail and Software Usage [516]
- CORRECTIVE ACTIONS
  - see Progressive Discipline [716]
- COURTESY
  - see Workplace Etiquette [722]
- CREDIT REPORTS
  - see Employment Applications [208]
- DEATH IN THE FAMILY
  - see Bereavement Leave [309]
- DISABILITY ACCOMMODATION [114]
- DISCIPLINARY PROCEDURES
  - see Progressive Discipline [716]
- DISCIPLINE
  - see Employee Conduct and Work Rules [701]
  - see Progressive Discipline [716]
- DISPUTE RESOLUTION
  - see Problem Resolution [718]
- DISTRIBUTION OF LITERATURE
  - see Solicitation [712]
- DOMESTIC VIOLENCE LEAVE [603]
- DRESS CODE
  - see Personal Appearance [705]
- DRESS-DOWN DAYS
  - see Casual Days [720]
- DRUG AND ALCOHOL USE [702]
- E-MAIL AND SOFTWARE USAGE [516]
- E-MAIL
  - see E-mail and Software Usage [516]
- EDUCATIONAL LEAVE [604]
- ELDERCARE
  - see Family and Medical Leave [602]
- ELECTRONIC COMMUNICATIONS
  - see Internet Usage [517]
- EMPLOYEE ACKNOWLEDGEMENT FORM [051]
- EMPLOYEE ASSISTANCE PROGRAM [310]
- EMPLOYEE BENEFIT PROGRAMS [301]
- EMPLOYEE CONDUCT AND WORK RULES [701]
- EMPLOYEE HARDSHIP POLICY [324]
- EMPLOYEE IDENTIFICATION BADGE [502]
- EMPLOYEE INFORMATION
  - see Personnel Data Changes [204]

EMPLOYEE MEDICAL EXAMINATIONS [107]  
EMPLOYEE MESSAGE [020]  
EMPLOYEE RELATIONS [102]  
EMPLOYEE REPRESENTATIVES  
    see Employee Relations [102]  
EMPLOYEE RESPONSIBILITIES [100]  
EMPLOYEE RIGHT OF APPEAL [719]  
EMPLOYEE TRAVEL  
    see Travel Policy [512]  
EMPLOYEE WARNINGS  
    see Progressive Discipline [716]  
EMPLOYMENT [101]  
EMPLOYMENT APPLICATIONS [208]  
EMPLOYMENT REFERENCE CHECKS [203]  
EMPLOYMENT-AT-WILL  
    see Employee Acknowledgement Form [051]  
    see Employee Conduct and Work Rules [701]  
    see Categories of Regular Employment [201]  
    see Introductory Statement [040]  
    see Probationary Period [205]  
    see Progressive Discipline [716]  
ENVIRONMENTAL HEALTH AND SAFETY  
    see Safety [501]  
EQUAL EMPLOYMENT OPPORTUNITY/  
DISCRIMINATION & SEXUAL HARASSMENT [103]  
ETHICS  
    see Code of Ethics [104]  
ETIQUETTE  
    see Workplace Etiquette [722]  
EVALUATION  
    see Performance Evaluation [209]  
EXEMPT EMPLOYEES  
    see Categories of Regular Employment [201]  
EXPENSE REPORTS  
    see Travel Policy [512]  
EXPENSES, BUSINESS TRAVEL  
    see Travel Policy [512]  
FAIR CREDIT REPORTING ACT  
    see Employment Applications [208]  
FAMILY AND MEDICAL LEAVE [602]  
FMLA  
    see Family and Medical Leave [602]  
FULL-TIME EMPLOYEES  
    see Categories of Regular Employment [201]  
FUNERAL LEAVE  
    see Bereavement Leave [309]  
GRIEVANCE PROCEDURES  
    see Problem Resolution [718]  
HEALTH AND SAFETY  
    see Safety [501]  
HOLIDAYS [305]

INITIAL EMPLOYMENT PERIOD  
    see Probationary Period [205]

INSURANCE, HEALTH  
    see Santa Rosa County Benefit Plan [316]

INSURANCE, LIFE  
    see Life Insurance [317]

INTERNET USAGE [517]

INTRODUCTORY STATEMENT [040]

JOB APPLICATIONS  
    see Employment Applications [208]

JOB DESCRIPTIONS [210]

JOB POSTING [116]

JOB REFERENCES  
    see Employment Reference Checks [203]

LATENESS  
    see Attendance and Punctuality [704]

LIFE INSURANCE [317]

MAIL, PERSONAL USE OF  
    see Use of Telephones [504]

MEDICAL EXAMINATIONS  
    see Employee Medical Examinations [107]

MEDICAL INFORMATION PRIVACY [214]

MEDICAL INSURANCE  
    see Santa Rosa County Benefit Plan [316]

MILITARY LEAVE [605]

MISCONDUCT  
    see Employee Conduct and Work Rules [701]

MONITORING, COMPUTER  
    see E-mail and Software Usage [516]

NEPOTISM  
    see Nepotism/Employment of Relatives [105]

NETIQUETTE  
    see Internet Usage [517]

NO SMOKING AREAS  
    see Smoking [505]

NONEXEMPT EMPLOYEES  
    see Categories of Regular Employment [201]

OFFICE ETIQUETTE  
    see Workplace Etiquette [722]

OFFICE PHONE AND MAIL SYSTEMS  
    see Use of Telephones [504]

OPEN DOOR POLICY  
    see Problem Resolution [718]

ORIENTATION PERIOD  
    see Probationary Period [205]

PARENTAL LEAVE  
    see Family and Medical Leave [602]

PART-TIME EMPLOYEES  
    see Categories of Regular Employment [201]

PATERNITY LEAVE  
    see Family and Medical Leave [602]

PAY PRACTICES

see Salary Administration [212]

PER DIEM EMPLOYEES

see Categories of Regular Employment [201]

PERFORMANCE EVALUATION [209]

PERFORMANCE REVIEW

see Performance Evaluation [209]

PERSONAL APPEARANCE [705]

PERSONAL CONDUCT

see Employee Conduct and Work Rules [701]

PERSONAL RELATIONSHIPS IN THE WORKPLACE [106]

(Non-Fraternization Policy)

PERSONAL USE OF OFFICE PHONE AND MAIL

see Use of Telephones [504]

PERSONNEL DATA CHANGES [204]

PHYSICALS

see Employee Medical Examinations [107]

POSITION DESCRIPTIONS

see Job Descriptions [210]

PROBATIONARY PERIOD [205]

PROBLEM RESOLUTION [718]

PROGRESSIVE DISCIPLINE [716]

PROPERTY

see Return of Property [706]

REFERENCE CHECKS

see Employment Reference Checks [203]

REGULAR EMPLOYEES

see Categories of Regular Employment [201]

REIMBURSEMENTS

see Travel Policy [512]

RELATIVES

see Personal Relationships in the Workplace [106]

(Non-Fraternization Policy)

RESERVE DUTY

see Military Leave [605]

RESIGNATION [708]

RETURN OF PROPERTY [706]

RETURN-TO-WORK MEDICAL EVALUATION [308]

REVIEW, EMPLOYEE PERFORMANCE

see Performance Evaluation [209]

RULES OF CONDUCT

see Employee Conduct and Work Rules [701]

SAFETY [501]

SAFETY

see Workplace Violence Prevention [522]

SALARIES

see Salary Administration [212]

SALARY ADMINISTRATION [212]

SANTA ROSA COUNTY BENEFIT PLAN [316]

SEPARATION OF EMPLOYMENT [405]

SEXUAL HARASSMENT

- see Equal Employment Opportunity/Discrimination & Sexual Harassment [103]
- SICK LEAVE BENEFITS [307]
- SMOKING [505]
- SOFTWARE
  - see E-mail and Software Usage [516]
- SOLICITATION [712]
- SUSPENSIONS
  - see Progressive Discipline [716]
- TARDINESS
  - see Attendance and Punctuality [704]
- TELEPHONE, PERSONAL USE OF
  - see Use of Telephones [504]
- TEMPORARY EMPLOYEES
  - see Categories of Regular Employment [201]
- TERMINATION OF EMPLOYMENT
  - see Resignation [708]
- THREATS
  - see Workplace Violence Prevention [522]
- TITLE PAGE [010]
- TRAVEL ARRANGEMENTS
  - see Travel Policy [512]
- TRAVEL, BUSINESS
  - see Travel Policy [512]
- USE OF EQUIPMENT AND VEHICLES [508]
- USE OF TELEPHONES [504]
- USERRA
  - see Military Leave [605]
- VIOLENCE
  - see Workplace Violence Prevention [522]
- VIRUS PROTECTION
  - see Internet Usage [517]
- VOLUNTARY RESIGNATION
  - see Resignation [708]
- WAGES
  - see Salary Administration [212]
- WARNINGS
  - see Progressive Discipline [716]
- WEB SITE
  - see Internet Usage [517]
- WORKING TIME
  - see Solicitation [712]
- WORKPLACE ETIQUETTE [722]
- WORKPLACE SAFETY
  - see Safety [501]
- WORKPLACE VIOLENCE PREVENTION [522]
- WORLD WIDE WEB see Internet Usage [517]



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices  
6495 Caroline Street, Suite M  
Milton, Florida 32570-4592



JIM WILLIAMSON, District 1  
ROBERT A. "BOB" COLE, District 2  
W. D. "DON" SALTER, District 3  
JIM MELVIN, District 4  
R. LANE LYNCHARD, District 5

HUNTER WALKER, County Administrator  
ANGELA JONES, County Attorney  
JOEL D. HANIFORD, OMB Director

August 16, 2013

Dear Employees:

One of the core beliefs of this office is that each employee of the Santa Rosa County Board of Commissioners has value and contributes to the overall accomplishments and success of Santa Rosa County. It is my hope that you will take pride in being a member of our team.

This handbook was developed to broadly review the expectations of Board employees and outline the policies, programs and benefits available. Please review the contents of this handbook at your earliest convenience.

Thank you for your service to Santa Rosa County.

Sincerely,

A handwritten signature in black ink, appearing to read "Hunter Walker".

Hunter Walker  
County Administrator

## INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the Santa Rosa County Board of County Commissioners (BOCC) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Santa Rosa County BOCC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Santa Rosa County BOCC continues to grow, the need may arise and the Santa Rosa County BOCC reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion.

Individual departments may have policies unique to that department which may not be part of this handbook.

## EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the Santa Rosa County BOCC, and I understand that I should consult the Human Resources Department or my supervisor 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. I understand that revised information may supersede, modify, or eliminate existing policies. Only the County Administrator or Board of County Commissioners of Santa Rosa County has the ability to adopt any revisions to the policies in this handbook. Nothing contained in this handbook shall create any property right.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, which includes the Equal Employment Opportunity/Discrimination & Sexual Harassment, Drug Free Workplace, Safety, Non-Fraternization, Electronic Mail and Internet policies. I understand that it is my responsibility to read and comply with all policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **100 Employee Responsibilities**

Effective Date: 4/25/2008

To ensure proper functioning of all departments serving the people of Santa Rosa County, employees have certain responsibilities. The following are basic responsibilities of all County employees:

- Review and comply with the Personnel Rules, and departmental rules and policies.
- The County attempts to provide a fair pay and benefit package to all employees. In return, employees are expected to give their employer a full day's work.
- Santa Rosa County citizens depend on County employees to serve their needs daily, particularly during emergencies. Each County employee must be quick to respond to emergency standby or call-out requests. The lines of communication must be kept open with supervisors if an employee is away from work and feels his/her services may be needed in an emergency situation.
- Before, during and/or after an emergency or catastrophe all County employees will have a role in addressing the situation. You must discuss this role with your supervisor. Failure to take the action required of you could result in disciplinary action including termination. Citizens and your employer depend on you performing your part during this time.
- You will need to familiarize yourself with the Santa Rosa County Code of Ethics and abide by its principles. A copy of this is printed inside this manual.
- All employees must be courteous at all times to the public we serve.
- To ensure a smooth-running organization, supervisors need to have advance notice, when possible, for job absences for such things as vacation, military leave, etc. Again, please familiarize yourself with your department's rule in this regard.
- Some employees are required to wear uniforms, badges, or picture ID cards at work. This is practical and it identifies you as a public employee. The uniform should be clean and neat at the beginning of your work shift. Where uniforms are not issued, employees should dress in accordance with good taste and proper image for the job.
- You will want to act at all times and in all places in a manner that will bring credit to you and to your employer. Remember, your off-duty behavior, especially if you are in uniform and if you are known as a County employee, impacts our credibility as a public service agency.
- If you are arrested at any time during your employment with the County, you must report it to your supervisor as soon as possible.
- Please use safety equipment when required by your department to do so. Treat this equipment properly, and report repair requirements or safety problems to your supervisor.

## **101 Employment**

Effective Date: 1/1/2004

Employment with the Santa Rosa County BOCC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Santa Rosa County BOCC may terminate the employment relationship at will at any time, with or without notice or cause subject to the provisions of the Civil Service Act, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Santa Rosa County BOCC and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Santa Rosa County BOCC's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the County Commissioners of Santa Rosa County.

## **102 Employee Relations**

Effective Date: 1/1/2004

The Santa Rosa County BOCC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Santa Rosa County BOCC amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **103 Equal Employment Opportunity/Discrimination & Sexual Harassment**

Effective Date: 3/28/2002

Revision Date: 6/21/2010

### **SANTA ROSA COUNTY EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION & SEXUAL HARASSMENT**

#### **STATEMENT OF POLICY**

**WHEREAS**, the Board of County Commissioners, Santa Rosa County, prohibits unlawful discrimination, and will strive to ensure that all aspects of County employment are equally available to all minorities, on the same basis and under the same terms and conditions as they are available to non-minorities.

**WHEREAS**, the County believes that special measures and efforts are appropriate to preclude discrimination within its organization. The County will accordingly assure a determined and sustained effort in support of this belief and the policies outlined in this Equal Employment Opportunity/Discrimination & Sexual Harassment Program (hereafter "Program").

Pursuant to the goals of this program, all management and supervisory personnel will share in the responsibility for implementing the program, and management performance in the area of equal employment opportunity will be evaluated in the same way that performance or other assigned duties are evaluated. Violations of the Program will meet with appropriate action.

It is the responsibility of each member of management to give this Program his/her full support by leadership and personal example. In addition, it is the duty of every County employee to create a job environment, which is conducive to this Program. Overall County responsibility for the direction of this Program, and its implementation, will reside with the County Administrator, who will serve as the County's Equal Employment Opportunity

Coordinator. Therefore, the Board of County Commissioners of Santa Rosa County hereby enacts this Equal Employment Opportunity Program.  
For the purposes of this program, Santa Rosa County refers to the Board of County Commissioners.

## **I. TERMS OF PROGRAM**

### **A. POLICY**

There shall be no discrimination with respect to race, national origin, color, religion, age, disability, marital status or gender, including sexual harassment, with respect to the recruitment, examination or appointment of applicants. There shall be no discrimination in any personnel transactions affecting employees, including but not limited to training, promotion, and disciplinary action. All personnel actions shall be based solely on merit and fitness of the individual. If any employee believes they or any of their fellow employees have been discriminated against, they shall immediately contact the County Administrator.

Santa Rosa County is opposed to and will not tolerate any harassment based on a person's race. Racial harassment includes, but is not limited to, derogatory comments, jokes or racial slurs.

Santa Rosa County is opposed to and will not tolerate sexual harassment. Santa Rosa County is also equally opposed to bad faith claims of sexual harassment, i.e., claims of sexual harassment that have no rational basis in fact or justifiable employee perception and which are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made.

It is imperative, however, for any employee who believes he/she has been the victim of racial or sexual harassment to report this immediately to the County Administrator, in order to initiate the Complaint or Grievance procedures as stated in the Program.

Santa Rosa County will take affirmative action to insure the implementation and enforcement of its Equal Opportunity/Discrimination & Sexual Harassment Program. Although the Program is directed to minorities and females, any employee who believes he/she being unlawfully discriminated against is covered by this Program and encouraged to use the Complaint Procedure.

### **B. RESPONSIBILITY FOR AND IMPLEMENTATION OF THE PROGRAM**

The County Administrator is hereby designated as the Program Coordinator and is responsible for the Program. The Coordinator has the support of the Commissioners and County Management and is identified as the responsible official for internal and external communications which relate to the Program. These responsibilities include:

1. Developing and revising this Program and devising techniques for communicating the County's Equal Employment Opportunity/Discrimination & Sexual Harassment Program both internally and externally.
2. Assisting in identifying any problem areas concerning the placement of minorities and female workers.
3. Assisting County management in devising solutions to any areas identified as potential problem areas.
4. Serving as liaison between the County and minority and women's organizations and community action groups concerned with employment opportunities for minorities and women.
5. Assuring that the County Commission remains informed of equal employment opportunity/discrimination & sexual harassment issues.

In addition to these responsibilities, the County Administrator is also to provide for periodic review of applicable recruitment, training programs, hiring and promotion practices, and other applicable personnel policies to remove any impediments that may exist for minorities and females. This review shall include, but not be limited to:

1. Regular discussions with managers and supervisors to assure that the County's Equal Employment Opportunity/Discrimination & Sexual Harassment Program is being followed.

2. Review of the qualifications of all employees seeking promotions or transfers to ensure that qualified minorities and women are given equal consideration.
3. Periodic review of such matters as:
  - (a) display of EEO posters and notices;
  - (b) the quality of facilities provided for both sexes;
  - (c) the opportunity of all employees to participate in any County sponsored recreation and social activity;
  - (d) equal opportunity to attend County sponsored training, seminars, etc;
  - (e) see that disabled employees' and applicants' needs are addressed;
4. Assurance that supervisors understand that their work performance is being evaluated, among other criteria, on the basis of their efforts to comply with this Program and the results of such efforts.
5. Assurance that supervisors adequately address and respond to any reported and/or observed unlawful harassment of employees.
6. Assurance that supervisors adequately address and respond to any reported and/or observed comments, jokes, cartoons, etc., which are intended to be derogatory to minorities, females or the disabled.
7. Assurance that the overall selection process will be reviewed continually, including the training, transfer and promotion procedures, to ensure freedom from bias toward or stereotyping of minorities and women.
8. Assurance that all personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes are carefully selected and trained to ensure that commitments to this equal employment opportunity/discrimination & sexual harassment program are fully implemented.
9. Assurance that qualified minorities and women are given careful consideration for all available positions.
10. Assurance that efforts will continue to be made to find qualified minority and female applicants through local recruitment organizations and other organizations created to promote the employment opportunities for minorities and females.

## **II. DISSEMINATION OF POLICY**

Santa Rosa County recognizes that knowledge and understanding of the Program is crucial to its effective implementation. Therefore, the County will take steps to disseminate its policy regarding this Equal Employment Opportunity/Discrimination & Sexual Harassment Program to the work force and the community.

### **A. DISSEMINATION OF THE EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION & SEXUAL HARASSMENT POLICY WITHIN THE COUNTY**

1. Notice of the Program will be disseminated to all County employees and be included in revisions to the Personnel Rules, Regulations and Policies.
2. The County Administrator will discuss the Program at management training programs and at other appropriate meetings. During these discussions, the County's commitment to the Program will be stressed. All participants will also be encouraged to use the Complaint Procedure and will be assured that any good faith claim will never result in retaliation.

3. Notice of any changes to the Program, as well as a copy of the Program, will be posted on the County's website and intranet.
4. Through the above and other such steps, the County will communicate to the employees the existence of the Program in order that employees may know of and avail themselves of its benefits.

## **B. EXTERNAL DISSEMINATION OF THE COUNTY'S EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION & SEXUAL HARASSMENT POLICY**

1. In those instances when the County seeks employees from external sources, those sources will be informed of the County's Equal Employment Opportunity/Discrimination & Sexual Harassment Program.
2. The County will notify organizations, community leaders, schools and colleges of the County's Program.

## **III. RECRUITMENT AND HIRING PROCESS**

### **A. RECRUITMENT**

1. The Human Resources Office will ensure recruitment efforts are adequate, to provide an applicant pool sufficient to represent county minority groups. It is understood that if the County labor force is not approximate to the demographics of the county at-large, then the pool of minority applicants on registers should exceed employment needs. It will be the purpose of this recruitment effort to allow the County to select the best-qualified applicant for a given vacancy.
2. Advertising efforts of the Human Resources Office for entry-level positions will include, but will not be limited to the following sources:

Workforce Escarosa, Escambia County, N.A.S. Pensacola Transition Assistance Office, Naval Air Station Whiting Field (Family Service Center), Pensacola Junior College (Attn: Placement Offices), The University of West Florida (Attn: Career Center), The National Association for the Advancement of Colored People (NAACP), Santa Rosa County's Web Site, Lockin Technical Center, City of Pensacola, \*All Divisional offices of Board of County Commissions/Appointing Authorities/County Libraries (This distribution scheme will also be used for internal Promotional Registers)

3. Where appropriate, Human Resources may also advertise in:

The Pensacola News Journal (Regional Newspaper) (to be utilized when normal recruitment efforts will not be sufficient)

### **B. EMPLOYMENT EVALUATION PROCESS**

1. Human Resources will ensure that:
  - (a) All questions on the employment application are job related.
  - (b) No tests or other screening criteria have an unlawfully discriminatory impact on minorities or females.
  - (c) Job titles are descriptive of job content.
  - (d) Job description and qualification standards do not cause inadvertent unlawful discrimination and are free from sex bias.
  - (e) Job requirements are known by all members of management involved in the recruitment, screening, placement and promotion process.

2. Employment applications submitted to the Human Resource Office will contain minority information. This minority data (on page seven of the application) will be removed from the application prior to the evaluation process, and will not be made available to appointing authorities during the interview and selection process. The purpose of soliciting this minority information will be for statistical purposes only.

#### **IV. SEXUAL AND OTHER UNLAWFUL HARASSMENT** Amended: 2/12/2004

##### **A. PURPOSE**

The purpose of this policy is to inform interested persons of the policies and procedures of Santa Rosa County relating to sexual harassment complaints. This section applies to all persons employed by the Santa Rosa County Board of County Commissioners.

##### **B. DEFINITION OF SEXUAL HARASSMENT**

Sexual Harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature from or involving an employee's supervisors, peers, subordinates, or any other persons in contact with the employee during the course of the conduct of the employee's business when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

##### **C. NOTICE TO EMPLOYEES**

1. Each employee of the County shall be furnished with a copy of this policy.
2. Each employee shall be given a reasonable opportunity to discuss these rules and the issue of sexual harassment with the Human Resources Director.
3. The County Administrator shall take reasonable measures to inform employees of any changes in the provision of these rules.

#### **V. COMPLAINT PROCEDURE FOR DISCRIMINATION OR SEXUAL HARASSMENT**

##### **A. POLICY**

Any person who believes they have been unfairly treated or discriminated against due to their race, religion, gender or national origin or who believes they have been subject to harassment due to their race, religion, gender or national origin should utilize the Complaint Resolution Procedure.

1. Complaints shall be filed with the Human Resources Director, in writing, within fifteen (15) calendar days from the date giving rise to the complaint, be signed by the complainant, and contain the following information:
  - (a) The name, address and telephone number of the person filing the complaint.
  - (b) The name(s) of the person(s) who allegedly committed the act of discrimination or sexual harassment and the alleged victim(s).

(c) A clear and concise statement of the facts, including pertinent dates, and any other documentation in support of the complaint.

2. If the complaint is being made against one of the County Commissioners (other than the Chairman), such complaint shall be filed with the Board Chairman who shall cause the investigation procedure to occur. If the complaint is against the Board Chairman, the complaint shall be filed with the Vice-Chairman.

3. If the complaint is being made against the County Administrator, such complaint shall be filed with the Board Chairman who shall cause the investigation procedure to occur.

## **B. INVESTIGATION PROCEDURE**

1. Upon the receipt of a complaint by the Human Resources Director, the County Administrator shall be advised. If the complaint is against the Administrator, the Commission Chairman shall be advised.

2. The Administrator or Chairman, whichever is applicable, shall personally or through the Human Resources Director: Promptly interview the complainant in person to obtain any additional information that may be needed to clarify the complaint.

3. Prior to proceeding further with the investigation, the respondent shall be furnished a copy of the final complaint. At this point, the County Administrator or Chairman may inquire of the complainant and the respondent as to an acceptable resolution of the complaint.

4. If the investigation proceeds further, within thirty (30) calendar days after receiving the final complaint, the County Administrator or Chairman shall interview such witnesses and take such statements deemed necessary in his/her judgment, to provide a written report of the facts of the matter. Copies of all written reports shall be provided to the complainant and to the respondent.

## **C. COMPLAINT DISPOSITION**

The County Administrator, Chairman or Vice-Chairman will forward to the respondent and complainant the final decision.

## **D. DISCIPLINARY ACTION**

1. Any employee of the County, whom the County Administrator has determined to have discriminated against or sexually harassed another employee or applicant for employment, shall be subject to disciplinary action up to and including dismissal.

2. Any employee in a supervisory capacity who has actual knowledge of discrimination or sexual harassment involving employees he/she supervises and does not take corrective action to report the matter directly to the County Administrator, shall be subject to discipline up to and including dismissal.

3. Any employee who knowingly files a false complaint of discrimination or sexual harassment shall be subject to discipline up to and including dismissal.

## **E. RECORDS OF INVESTIGATION AND DISPOSITION**

No information regarding the filing or investigation of a complaint of discrimination or sexual harassment shall be placed in the respondent's personnel file until a decision is made by the County Administrator that discipline is warranted. Only substantiated findings shall be placed in the respondent's personnel file. The respondent shall be afforded the right to place a rebuttal of the findings in his/her personnel file or any other records retained by the County regarding the investigation and disposition of a complaint of discrimination or sexual harassment.

## **F. PROHIBITION AGAINST RETALIATION**

Retaliation against an employee for either filing a complaint of discrimination or sexual harassment or providing information regarding such complaints is prohibited. Any employee found to be engaging in such retaliation shall be subject to discipline up to and including dismissal.

## **VI. PLANNED IMPROVEMENTS AND CORRECTIVE ACTIONS**

Santa Rosa County will review its Equal Employment Opportunity/Discrimination & Sexual Harassment Policy on a continuous basis.

This Equal Employment Opportunity/Discrimination & Sexual Harassment Policy will be reviewed periodically to update statistical data and to insure that the program continues to be a working document for the County. The purpose of these reviews will be to insure that this program remains a valid measure of our commitment to Equal Employment Opportunities.

Any deficiencies or necessary corrections, determined during review, will be submitted to the Board of County Commissioners for their approval and vote on changes to this document.

Failure to follow any of these procedures in this Program of Equal Employment Opportunity/Discrimination & Sexual Harassment shall not be grounds to invalidate any hire or employment decision, nor to create any right, expectation of right or other property interest in any applicant, potential applicant or employee.

## **104 Code of Ethics**

Effective Date: 5/9/2002

### **CODE OF ETHICS**

We tell the truth.

We keep our promises.

We deal fairly with everyone.

We face continuously changing business and professional environments, with unparalleled opportunities and greatly increased pressures from any number of sources. Our reputation is a key element to our ultimate success, and the behavior of every one of us affects that reputation. Our Code of Ethics is a set of guidelines to help us make prudent and ethical decisions as we carry out our day-to-day responsibilities.

### **CUSTOMER/CITIZEN SERVICE**

Customer or citizen satisfaction is our top priority. We strive to be known by our customers/citizens for the quality and value of the services we provide. We follow through on the promises we make.

### **OUR EMPLOYEES**

We treat each other with dignity, respect, and fairness offering equal opportunities for employment and advancement to all individuals. Intimidation and harassment or discrimination based on race, sex, age, color, religion, national origin or disability is not tolerated. We recognize the value that each of us contributes to Santa Rosa County. Each of us takes personal responsibility for the quality of our work.

### **SAFETY AND HEALTH**

We value the health and safety of each other and the public by conducting our business in a manner designed to preserve the well being of all involved. We work safely and watch out for each other, reporting and correcting any unsafe situation. We keep our workplace free from illegal drugs and the abuse of alcohol.

### **THE ENVIRONMENT**

We are committed to good stewardship of the environment and work to conserve valuable natural resources. We

achieve environmental goals that are in concert with other goals needed to further the well-being of society.

#### **COMPLIANCE WITH LAWS AND REGULATIONS**

We comply with all laws and regulations. We have a responsibility to understand the laws and how they apply to our jobs. The County supports each employee in this responsibility and provides the necessary resources for compliance.

#### **USE OF CONFIDENTIAL INFORMATION**

We use confidential information only for the purpose for which it was developed or given. Recognizing that Santa Rosa County operates under the appropriate public records requirements, we respect the confidentiality of information about the County, its citizens, employees, and its vendors.

#### **CONFLICT OF INTEREST**

We avoid conflicts, or the appearance of conflicts, between personal interests and official responsibilities on behalf of the County. We use County resources - time, personnel, equipment and supplies - for County business or County sponsored activities.

#### **GIFTS AND GRATUITIES**

We do not accept, offer or authorize gifts, entertainment or other favors that are not a reasonable part of a business relationship. We exercise hospitality with discretion, so as not to jeopardize the integrity of the County or those with whom we associate.

#### **EXTERNAL RELATIONSHIPS**

It is the right of the employee, as individuals, to support political candidates and engage in political activities of their own free choice during non-working hours. County resources are not used, directly or indirectly, to support political candidates.

#### **FINANCIAL INTEGRITY**

We are prudent in our expenditures on behalf of the County and we record all business transactions in accordance with accepted accounting principles. Every accounting or financial record, and supporting data must describe the transaction accurately without omission, concealment or falsification.

#### **QUESTIONS OR CONCERNS**

Each of us is obligated to report to management promptly any activities that may be in violation of this Code of Ethics or any applicable laws or regulations. In addition, we should express any other concerns or ask any questions about compliance with the Code. Each of us is encouraged to discuss concerns or questions with our supervisors.

APPROVED: April 10, 2002

### **105 Nepotism/Employment of Relatives**

Effective Date: 1/28/2008

Santa Rosa County will conform with the requirements of Florida Statute 112.3135, Restriction on Employment of Relatives. In shortened form, the statute states: A public official, while serving in an agency, may not appoint, employ, promote or advance (or advocate) any related individual in or to a position in that agency.

A County employee may not appoint, employ, evaluate, promote, advance or advocate for the employment, promotion or advancement of a relative to a position over which the employee normally and routinely exercises jurisdiction or control.

“Relative” means an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

## **106 Personal Relationships in the Workplace**

(Non-Fraternization Policy)

Effective Date: 4/21/2003

### **1. Restrictions on Dating and Romantic Relationships**

Supervisors and any employee under their supervision are prohibited from dating. Such relationships can be disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination, and sexual harassment. Accordingly, Santa Rosa County has adopted the following policy and guidelines:

Santa Rosa County strictly prohibits supervisory personnel and employees under their supervision from dating or engaging in romantic or sexual relationships with each other. Any such relationship must be disclosed so immediate steps can be taken to resolve conflict with this policy.

### **2. General**

General provisions applicable to this policy are as follows: The terms dating and romantic relationship, as used in this policy, include, but are not limited to: casual dating, serious dating, casual sexual involvement where the parties have no intention of carrying on a long-term relationship, cohabitation, and any other conduct or behavior normally associated with romantic or sexual relationships.

This policy is not intended to discourage friendships between co-workers or between supervisory and non-supervisory personnel.

This policy shall be implemented in a non-discriminatory manner and Santa Rosa County shall take any steps necessary to avoid disparate impact on either sex.

This policy applies only to consensual romantic or sexual relationships between employees. Unwanted sexual attention (including physical contact) and sexually oriented behavior with the purpose or effect of creating an offensive environment is strictly prohibited. See Santa Rosa County's Equal Employment Opportunity/Discrimination & Sexual Harassment Policy.

## **107 Employee Medical Examinations**

Effective Date: 1/1/2004

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at the Santa Rosa County BOCC's expense by a health professional of the Santa Rosa County BOCC's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

## **114 Disability Accommodation**

Effective Date: 3/28/2002

The Santa Rosa County BOCC is committed to complying fully with the Americans with Disabilities Act (ADA)

and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis. The Santa Rosa County BOCC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Santa Rosa County BOCC will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. The Santa Rosa County BOCC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **116 Job Posting**

Effective Date: 7/1/2002

Revision Date: 11/13/2003

The Santa Rosa County BOCC provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the Santa Rosa County BOCC reserves its discretionary right to not post a particular opening.

Job openings shall be posted on bulletin boards, the Intranet and County website, and in the e-mail system, and normally remain open for 7 days. Each job posting notice will include the dates of the posting period, job title, and qualifications (required skills and abilities).

Eligible employees should only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a Santa Rosa County application to the Human Resources Department listing job-related skills and accomplishments. It should also describe how their current experience with the Santa Rosa County BOCC and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the appointing authority. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

## **201 Categories of Regular Employment**

Effective Date: 7/1/2002

Revision Date: 11/13/2003

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Santa Rosa County BOCC's full-time schedule. Generally, they are eligible for the Santa Rosa County BOCC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Santa Rosa County BOCC, subject to the terms, conditions, and limitations of each benefit program.

## **202 Access to Personnel Files**

Effective Date: 1/1/2004

The Santa Rosa County BOCC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in Santa Rosa County Human Resources Department and in the presence of an individual appointed by Human Resources to maintain the files.

## **203 Employment Reference Checks**

Effective Date: 1/1/2004

To ensure that individuals who join the Santa Rosa County BOCC are well qualified and have a strong potential to be productive and successful, it is the policy of the Santa Rosa County BOCC to check the employment references of all applicants.

The Santa Rosa County BOCC will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the Santa Rosa County BOCC's records.

## **204 Personnel Data Changes**

Effective Date: 1/1/2004

It is the responsibility of each employee to promptly notify the Santa Rosa County BOCC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.

## **205 Probationary Period**

Effective Date: 7/1/2002

Revision Date: 4/29/2008

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Santa Rosa County BOCC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Santa Rosa County BOCC may end the employment relationship at any time during the Probationary period, with or without cause or advance notice.

All new and rehired employees work on an probationary basis for the first 365 calendar days after their date of hire. Employees who are promoted or transferred within the Santa Rosa County BOCC must complete a secondary probationary period of the same length with each reassignment to a new position.

In cases of promotions or transfers within the Santa Rosa County BOCC, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Santa

Rosa County BOCC's needs.

Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification.

During the initial Probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other the Santa Rosa County BOCC-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## **208 Employment Applications**

Effective Date: 7/1/2002

The Santa Rosa County BOCC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **209 Performance Evaluation**

Effective Date: 7/1/2002

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the probationary period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the fiscal-year end.

## **210 Job Descriptions**

Effective Date: 7/1/2002

Revision Date: 11/13/2003

The Santa Rosa County BOCC makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

The Santa Rosa County BOCC maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Appointing Authority will prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Appointing Authority if you have any questions or concerns about your job description. Additionally an employee may not perform every duty

or task specified.

## **212 Salary Administration**

Effective Date: 7/1/2002

The salary administration program at the Santa Rosa County BOCC was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the Santa Rosa County BOCC is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The Santa Rosa County BOCC periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Human Resources Department is also available to answer specific questions about the salary administration program.

## **214 Medical Information Privacy**

Effective Date: 4/14/2003

In keeping with Santa Rosa County's long-held position as to County employees', retirees' and dependents' rights to medical privacy and in order to comply with the federal Health Insurance Portability and Accountability Act's (HIPAA) new Administrative Simplification "Privacy" requirements, neither the County, nor County staff, will be involved in the accepting, using or maintaining of "Protected Health Information," as that term is defined under HIPAA.

As such, effective April 14, 2003, the County will make changes in the claims handling procedures involving any of the following County Plans: Group Health Insurance, Group Dental Insurance, Cancer Insurance, Intensive Care Insurance, Vision Insurance Plan, Medical Flexible Spending Accounts and Employee Assistance Program (EAP).

If you require any type of assistance involving health care claims: claim filing, submittal, processing, payment or denial, appeals, filing grievances or determining if a claim is covered, it will be necessary for you to take the following action:

- (1) Call the particular medical provider's (doctor, hospital, lab, etc.) office in order to discuss your claim. *(Be sure to get full name & telephone number of person you talk with at the medical provider)*
- (2) Directly make contact with the appropriate County Health Insurer or Plan Administrator. *(Be sure to get full name & telephone number of person you talk with at the medical provider)*
- (3) After you make that contact in both #1 and #2 above, but you are still unable to get your claim problem or question resolved and you need further assistance, you may want to call the County's Insurance Consultant.

## **301 Employee Benefit Programs**

Effective Date: 7/1/2002

Revision Date: 10/01/2007

Full-time and part-time regular employees of Santa Rosa County are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Payroll departments can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in

the employee handbook.

The following benefit programs are available to eligible employees:

- \* Bereavement Leave
- \* Cafeteria Plan (Flexible Benefit Plan)
- \* Deferred Compensation Plan
- \* Dental Insurance
- \* Educational Leave
- \* Family Leave
- \* Health Insurance
- \* Holidays
- \* Jury Duty Leave
- \* Life Insurance
- \* Long-Term Disability
- \* Medical Leave
- \* Military Leave
- \* Personal Leave
- \* Short-Term Disability
- \* Sick Leave Benefits
- \* Supplemental Life Insurance
- \* Travel Allowances
- \* Uniform and Uniform Maintenance
- \* Vision Care Insurance
- \* Voting Time Off

Some benefit programs require contributions from the employee.

### **303 Annual Leave**

Effective Date: 7/1/2002

Revision Date: 1/27/2011

#### **Employee Leave Policy**

##### **A. Method of earning annual leave.**

1. Full-time employees hired prior to April 24, 2003, who are filling established positions shall earn annual leave as shown in the following table:

##### Continuous and Creditable Service

- 1 - 4 Years = 96 hours per year
- 5 - 9 Years = 120 hours per year
- 10 - 14 Years = 144 hours per year
- 15 - 19 Years = 168 hours per year
- 20 + Years = 192 hours per year

Full-time employees hired after April 24, 2003, who are filling established positions, shall earn annual leave as follows:

Eight (8) hours of annual leave credits per month from the first (1st) through the tenth (10th) year of continuous and creditable service. Twelve (12) hours per month shall accrue after ten (10) years of continuous and creditable service. A maximum accumulation of 240 hours per year is allowed. On December 31, all annual leave hours over 240 will transfer to sick leave. Amended: 05/19/2003

Regular employees who work a fixed percentage of the pay period shall earn annual leave credits proportionate to the time worked.

2. Annual leave earned during any pay period shall be credited to the employee on the first day of the following month or, in case of separation, on the last day the employee is on the payroll. amended: 1/27/2011

3. During leaves of absence with pay, an employee shall continue to earn leave credits, except in the case where an employee is granted educational leave with pay or is granted leave in conjunction with a resignation from county government. In such cases the employee shall not earn annual leave credits during leave of absence.

4. No employee on leave without pay, worker's compensation, donated leave, or suspension shall earn leave credits of any kind. 1/27/2011

5. Each appointing authority should make every effort to insure that annual leave is used on a current yearly basis in order to provide employees with vacation and proper rest and relaxation. By following this practice, employees will not normally accrue annual leave in excess of that earned each year.

6. Under circumstances involving natural disasters or other emergencies an appointing authority may be required to cancel all approved leaves and to disapprove any requests for leave during an extended period of time which would prevent employees from using their accrued annual leave. When an emergency exists and the appointing authority cancels approved leave, the Human Resource Department shall be notified immediately.

**B. Use of earned annual leave.**

1. Annual leave should be used to provide periodic vacation; however, earned annual leave credits may be used for any other purpose when authorized by the appointing authority or the Human Resource Department.

2. Use of annual leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the appointing authority within the department.

3. An employee who uses annual leave in an amount of time which is less than a full hour shall be charged with such leave based on the following formula:

All hours worked shall be rounded to the nearest quarter of an hour, as follows:

<u>MINUTES WORKED</u> <u>Or LEAVE USED</u>	<u>TIME CHARGED</u>	
	<u>MINUTES</u>	<u>HOURS</u>
0 – 7	00	.00
8 – 22	15	.25
23 – 37	30	.50
38 – 52	45	.75
53 – 60	60	1.00

Time worked shall be calculated from the following table. Normal work day minus time worked equals time used.

Example: Normal work day 8:00 = total time 8.0      Actual time worked 7:15 = earned time 7.25  
Time used : 45 = used time .75

**C. Transfer of earned annual leave.**

An employee who transfers from one department to another department in the County shall be credited with unused annual leave by the receiving authority provided there is no break in service as defined in Rule 79-3.

**D. Forfeiture of leave.** An employee shall forfeit all rights of benefits under Section VII, if, an act or offense is committed while in the classified service and one of the following applies:

1. Has admitted to or is found guilty in a court of competent jurisdiction of committing, aiding or abetting any embezzlement, theft or bribery in connection with Santa Rosa County.
2. Is found guilty by a court of competent jurisdiction of having violated any state law prohibiting strikes by public employees.

**E. Payment of earned annual leave**

1. Employees shall be paid for unused annual leave upon separation from the County after six (6) months of satisfactory, continuous and creditable service, in the last paycheck before the effective beginning date of participation in The Deferred Retirement Option Plan "DROP," or when being temporarily terminated to run for political office.

a. If employment is terminated as a result of any act referenced in Section VII, D, the employee shall not be paid for any unused annual leave credits even though the employee has six months creditable service.

b. Employees who are temporarily terminated to run for political office shall be entitled to be paid for annual leave equal to the period they will be a candidate for office, provided they have sufficient annual leave credits accrued at the time of temporary termination. The payment of annual leave under these circumstances shall be made in increments not to exceed the amount and frequency of the employee's salary just prior to the time of temporary termination. Nothing in this provision will preclude the payment of other benefits that are authorized in any other statute or rule.

2. In case of death of an employee, payment of unused annual leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law. Such payment shall be made at the rate of pay at the time of death and by the department in which the employee was last employed.

Terminal leave payment due employees shall be computed as follows:

a. Determine the current hourly rate in accordance with the employee's base salary.

b. Multiply the number of unused annual leave hours times hourly rate to determine the payment which shall be made. All such payments for accrued annual leave shall be made in a lump sum and the employee shall not be carried on the department payroll beyond the last official day of employment.

3. Upon terminal separation or death of the employee, hired prior to April 24, 2003, payment for accrued annual leave will not exceed 500 hours. Payment for employees hired after April 24, 2003 shall not exceed 240 hours. If at the time an employee enters DROP they do not have 500 hours of annual leave, or 240 for those hired after April 24, 2003, they may be paid for subsequent accumulated annual leave at the time of final separation, but the total number of hours for all payments shall not exceed 500 hours, or 240 for employees hired after April 24, 2003. Payment for annual leave associated with the provisions for the *Selling of Leave* or *Temporarily Terminated Status* will not affect the 500 hour cap, or for employees with a 240 cap, at terminal separation. Amended:5/19/2003

4. Payment shall be made at the employee's current rate of pay.

### **305 Holidays**

Effective Date: 7/1/2002

Revision Date: 12/28/2005

Santa Rosa County Board of County Commissioners will grant holiday time off to all employees on the holidays listed below:

- \* New Year's Day (January 1)
- \* Martin Luther King, Jr. Day (third Monday in January)
- \* Good Friday (Friday before Easter)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Veterans' Day (November 11)
- \* Thanksgiving (fourth Thursday in November)
- \* Day after Thanksgiving
- \* Christmas Eve (December 24)
- \* Christmas (December 25)

These holidays may be modified by the Board of County Commissioners.

Santa Rosa County Board of County Commissioners will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an employee is in a non-pay status, during any portion of the last scheduled workday before a holiday, shall not be eligible to receive payment for such holiday.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

### **307 Sick Leave Benefits**

Effective Date: 7/1/2002

Revision Date: 1/27/2011

The Santa Rosa County BOCC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

Eligible full-time employees will accrue sick leave benefits at a rate of 8 hours for each full calendar month of employment. Eligible part-time employees who work a fixed percentage of the pay period shall earn leave credits for hours worked during the pay period proportionate to the time worked.

During leave of absence with pay, an employee shall continue to earn sick leave credits, except when an employee is granted educational leave with pay or is granted leave in conjunction with resignation from County government. In such case, the employee shall not earn sick leave credits during that leave of absence.

No employee on leave without pay, worker's compensation, donated leave, or suspension shall earn leave credits of any kind. 1/27/2011

Sick leave earned during any pay period shall be credited to the employee on the last day of the month, or in the case of separation, on the last day the employee is on the payroll. 1/27/2011

Use of sick leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the appointing authority within the department.

An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, spouse, parent, grandparent, brother, sister, or grandchildren of both the employee and the spouse.

Four (4) days of personal leave will be allowed annually to any employee; provided that these days shall be charged to accrued sick leave; provided further, that personal leave days shall be non-cumulative.

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.

Unused sick leave benefits will be allowed to accumulate indefinitely.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

### **308 Return-to-Work Medical Evaluation**

Effective Date: 11/3/2003

Revision Date: 7/11/2007

Santa Rosa County employees who have had surgery, a serious illness or missed over ten (10) days of work, must have clearance by their physician and/or the County's physician.

For employees in positions requiring only office, sedentary or light work (see chart below), their physician will need to complete a County "Return-to-Work Medical Evaluation."

For employees in positions requiring medium, heavy or very heavy work (see chart below), clearance by the County's physician will be required. This can only be done after the employee's treating physician has given a full medical release and copies of the appropriate medical records have been forwarded to the County's physician.

The County's Human Resources Department, in conjunction with the County's physician, can make exceptions to this policy when circumstances dictate.

Office work (No lifting required)  
Light work (20 lbs. Maximum lifting)  
Heavy work (100 lbs. Maximum lifting)

Sedentary work (10 lbs. Maximum lifting)  
Medium work (50 lbs. Maximum lifting)  
Very heavy work (Lifting in excess of 100 lbs)

### **309 Bereavement Leave**

Effective Date: 7/1/2002

Revision Date: 4/24/2003

Employees who wish to take time off due to the death of an immediate or step family member should notify their supervisor immediately. The Santa Rosa County BOCC defines "immediate or step family" as the spouse, parents, grandparents, brother, sister, children and grandchildren of both the employee and the spouse.

Up to 3 days of administrative leave will be provided to eligible employees in the following classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

Administrative leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. Each employee requesting administrative leave due to death in the immediate family shall submit a statement to the appointing authority stating the name of the deceased and the relationship to the deceased.

### **310 Employee Assistance Program (EAP)**

Effective Date: 7/1/2002

The Employee Assistance Program is a program designed to assist employees and dependents with personal problems. EAP provides you and your dependents three (3) counseling sessions at no cost to you. This program is a confidential, voluntary counseling service that offers assessments, training, education, intervention, and referrals. Most EAP utilization is voluntary and based on self-referrals; however, employers or supervisors may refer individuals to the EAP based on unsatisfactory job performance, medication, a positive drug screen or a violation of company policy.

### **313 Benefits Continuation (COBRA)**

Effective Date: 7/1/2002

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Santa Rosa County BOCC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Santa Rosa County BOCC's group rates plus an administration fee. The Santa Rosa County BOCC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Santa Rosa County BOCC's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **316 Santa Rosa County Benefit Plan**

Effective Date: 12/1/1998

Revision Date: 01/11/2007

The Santa Rosa County BOCC's health insurance plan provides employees access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- \* Regular full-time employees
- \* Regular part-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Santa Rosa County BOCC and the insurance carrier.

#### **General Provisions**

The County may create, establish, modify, amend and terminate or discontinue, in whole or in part, from time to time group health, life, and other insurance plans for County employees, former employees and their dependents. The County may determine, modify and amend the coverages and levels of benefits, plan participation, premium contributions and other provisions of such plans. No such plan shall be deemed to constitute a contract between the County and the employee, plan participant or person insured or to be a consideration of inducement for the employee or participant. Nothing contained in any such plan shall be deemed to give any employee the right to be retained in the service of the County, to interfere with the right of the County to discharge any employee at any time regardless of the effect such discharge shall have upon the employee as a participant of such plan, or to interfere with the right of the County to terminate, discontinue, modify or amend any such plan in whole or in part.

### **Participants; persons insured**

The following persons may be participants or persons insured in any plan of group health, life or other insurance, unless by action of the County Commission plan participation is otherwise limited:

- a.** Any active, regular, full-time County employee who is continuously scheduled to work forty (40) hours or more per week on a full-time basis. Any active, regular, part-time County employee who is continuously scheduled to work twenty (20) hours or more per week on a part-time basis.
- b.** Any other active County employee whose written employment contract with the County provides for participation in such insurance plan.
- c.** Any former County employee, as described in subsection a. or b. who is eligible to participate in the Florida Retirement System.
- d.** Any former County employee, as described in subsection a. or b., whose employment has been terminated due to an accident, injury or occupational disease arising out of and in the course of County employment which is compensable under the workers' compensation laws of Florida in effect at the time that such accident, injury or occupational diseases occurs, for so long as such employee remains totally disabled.
- e.** Insurance coverage shall be extended to the spouse and eligible dependents of any of the above-described employees or former employees, provided that the employee, while in the active service of the County, enrolls spouse and eligible dependents for coverage during an authorized enrollment period and in the case of former employees, continuously maintains such exact coverage in the future without any break or interruption in such exact coverage.
- f.** Any surviving spouse and/or eligible dependent children of an employee or former employee eligible to receive retirement benefits under the Florida Retirement System, provided that surviving spouse and/or eligible dependent children were enrolled for coverage prior to the deceased employee's last day of active service with the County.

### **Conditions of participation and insurance.**

- a.** Participation and insurance coverage, and the privilege of continuing participation and coverage shall be conditioned upon the prompt payment of premiums for coverage by the County and by the participant. The County Administrator shall determine the means and manner for collecting such premiums, including, without limitation, payroll deductions, pension benefit deductions or collection from the participant. The failure of any participant to promptly and completely pay all premiums due by the participant shall cause cancellation of the participant's insurance when premiums become 30 days past due. No person whose participation has been cancelled for non-payment of premiums shall thereafter again become eligible for participation.
- b.** Participation shall be voluntary. Participant enrollment will be during enrollment periods established by the County Administrator. No person may be a participant who does not enroll during enrollment periods.
- c.** No former employee shall be enrolled as a participant unless the employee was a participant immediately prior to the termination of the employee's active service and unless, prior to terminating active service, the employee enrolls for, and continuously maintains participation following active service.
- d.** No surviving spouse or eligible dependent of a former employee shall be enrolled as a participant or person insured unless the employee was a participant immediately prior to the termination of the employee's active service, and the employee enrolled the spouse and eligible and/or dependents as persons insured prior to termination of the employee's active service in the case of former employees, continuously maintains such exact coverage in the future without any break or interruption in such exact coverage.

### **Eligible dependent defined.**

For the purpose of this plan, eligible dependent shall be defined in the manner set forth in the insurance policy.

### **Insurance Subsidy - Retirees**

The purpose of this plan is to provide monthly payment to retired employees, of following Santa Rosa County departments, to assist with purchase of health insurance:

Board of Commissioners  
Sheriff's Department  
Property Appraiser  
Tax Collector  
Clerk of Court  
Supervisor of Elections

**a. Eligibility:** any person who retires from any of the above Santa Rosa County departments and has ten (10) years creditable service (eight (8) years elected official service) with Santa Rosa County and is qualified under State of Florida Retirement System. Retiree must be purchasing health insurance to receive this subsidy.

**b. Amount:** the monthly payment is calculated by multiplying the total years of Florida Retirement System creditable service by \$3 with maximum of thirty (30) years. No one will receive more than \$90/month or the total cost of their health insurance premium.

**c. Administration:** the Santa Rosa County Risk Manager, in conjunction with Santa Rosa County Finance Office, will administer this program and payments therein. Appointing Authorities, listed in Section 1 above, are responsible to provide the Finance Office the necessary information for determination of employee eligibility including, but not limited to:

1. All Division forms related to employee retirement.
2. Proof of employee eligibility with Santa Rosa County.
3. Proof of employee eligibility with State of Florida Retirement System.

The retiree must provide the Finance Office, at time of retirement and by October 1 of each year thereafter, proof of payment for health insurance coverage.

**d. Limitation:** this program is subject to annual budget review and funding by Santa Rosa County Board of Commissioners. Thus, program continuation is entirely within discretion of the Board of Commissioners.

### **317 Life Insurance**

Effective Date: 1/1/2004

Revision Date: 4/24/2003

Life insurance offers you and your family important financial protection. The Santa Rosa County BOCC provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- \* Regular full-time employees
- \* Regular part-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the Santa Rosa County BOCC and the insurance carrier.

Contact the Risk Management Department for more information about life insurance benefits.

## **324 Employee Hardship Policy**

Effective Date: 6/12/2003

Revision Date: 6/12/2003

Santa Rosa County in its sole discretion may authorize an employee of Santa Rosa County to draw payment of up to 500 hours of annual leave if they have recently experienced a severe financial hardship resulting from sudden illness, disability or accidental property loss or imminent foreclosure of, or eviction from, an employee's primary residence. This financial hardship must be severe and beyond the control of the employee; emergency circumstances must be sudden, unexpected and unbudgetable. Written, verifiable proof of the cause and financial hardship must be submitted to Santa Rosa County.

Any payment previously made for hardship and any made under this provision will be deducted from future leave payouts an employee would be entitled to receive.

## **405 Separation of Employment**

Effective Date: 7/1/2002

Revision Date: 8/23/2007

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances under which employment is separated:

- \* Resignation - voluntary employment separation initiated by an employee.
- \* Discharge - involuntary employment separation initiated by the organization.
- \* Layoff - involuntary employment separation initiated by the organization for nondisciplinary reasons.
- \* Retirement - voluntary employment separation initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employee benefits will be affected by employment separation in the following manner. All accrued, vested benefits that are due and payable at separation will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## **501 Safety**

Effective Date: 1/1/2004

To assist in providing a safe and healthful work environment for employees, citizens, and visitors, the Santa Rosa County BOCC has established workplace safety programs for specific departments depending on the nature of work. The Risk Management Department has responsibility for implementing, administering, monitoring, and evaluating the safety programs. Its success depends on the alertness and personal commitment of all.

The Santa Rosa County BOCC provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or by e-mail.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Risk Management Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

## **502 Employee Identification Badge**

Effective Date: 10/8/2010

Identification badges are issued to all Board of County Commission employees as a part of the new hire orientation process conducted by the Personnel Department.

There will be a \$5.00 fee for replacing any ID Badge for any reason, with the exception of the following:

- Official name change (official documentation required)
- The employee receives a promotion, demotion, transfer to a different department, etc.
- Any other reason deemed appropriate and submitted in writing to the Director of Human Resources by the employee's department/division director

To replace a lost or stolen badge an employee should inform his/her supervisor, who will call Emergency Management. A new badge will be printed and forwarded to your department upon payment of the \$5.00 fee.

When an employee has a name change or is transferred to another department, a new badge will need to be printed. Supervisors who receive transferred employees should promptly notify Emergency Management and forward the badge for re-coding. Emergency Management will be responsible for re-coding of the badge and re-issue the badge to the employee.

Upon separation from County employment, employees will be required to turn over their ID Badges to their supervisors who will then forward the badge to Human Resources.

## **504 Use of Telephones**

Effective Date: 1/1/2004

Employees may be required to reimburse the Santa Rosa County BOCC for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

## **505 Smoking**

Effective Date: 1/1/2004

Revision Date: 4/24/2003

The Florida Clean Indoor Air Act prohibits a person from smoking in a "public place or at a public meeting, except in designated smoking areas." "Public place" encompasses the enclosed indoor areas of "government buildings" which are further defined as buildings owned or leased by the State or any political subdivision thereof and used for governmental purposes.

This policy applies equally to all employees, customers, and visitors.

## **506 Break Periods**

Effective Date: 7/1/2002

Revision Date: 11/13/2003

Employees will be allowed one work break during the first half of their work shift and one work break during the second half of their work shift, provided that:

1. An employee may not accumulate unused work breaks.
2. Work break time shall not be authorized for covering an employee's late arrival on duty or early departure from duty.

All employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

## **508 Use of Equipment and Vehicles**

Effective Date: 7/24/1986

Revision Date: 10/9/2007

Persons who are not employees of Santa Rosa County Board of County Commissioners should not be permitted to ride in county-owned vehicles. This includes friends and family members. The only exception is someone that a supervisor or department head deems necessary when conducting County business.

Those persons assigned a vehicle that is driven home are permitted to use their vehicle for commuting to lunch during working hours, making personal, incidental stops on a limited basis, and for responding to emergencies as needed during and after working hours. No **PERSONAL** use is allowed after working hours.

Employees using County vehicles in the performance of their job shall use the vehicle for County business only with the exception of stops for lunch and authorized breaks in the immediate vicinity of their work area. Early morning stops at stores or restaurants or any other non-emergency stops are prohibited.

Employees departing from the same facility where they report to work or any employee not using county vehicles in the performance of their jobs are prohibited from using County vehicles for personal use including lunch and authorized breaks.

The County Risk Manager shall be empowered to authorize certain volunteer workers to drive County-owned vehicles when the appropriate department head submits a request in writing or during emergency situations as needed.

No use of tobacco products (smoking, dipping, or chewing) will be allowed in any county-owned vehicle purchased after the effective date (10/09/2007) of the policy.

Any accident involving a county-owned vehicle requires notification of the appropriate law enforcement agency for a report. A supervisor, department director, and Risk Management should also be notified immediately. The driver of the county-owned vehicle must go for a drug screen, and in the case of a CDL holder, a drug and alcohol screen. This must be done as soon as they are released, by law enforcement, from the accident scene. Only the County Administrator or department directors have the authority to waive reporting to law enforcement. This will only be for accidents that are very minor in nature and have no liability issues with another party. A drug screen will still be required. "Driver" is defined as anyone operating a county-owned vehicle, including volunteers.

This applies to all county-owned vehicles/equipment including the heavy equipment used on the roads and in the landfills.

## **512 Travel Policy**

Effective Date: 1/1/2004

Revision Date: 02/20/2008

It is the policy of Santa Rosa County ("County") to allow business travel by paying applicable expenses for employees when the travel is necessary and of benefit to the County.

Due to the necessity for travel, the following regulations (in accordance with Section 112.061, Florida Statutes) have been formulated to provide consistency in submitting and processing travel requests and to establish proper accounting procedures for travel. All such travel will be completed at the most economical and reasonable cost. Employees should contact their supervisor for assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

### **County Administrator Approval**

All out-of county travel, by Santa Rosa County Board of County Commission employees, must be approved by the County Administrator.

### **Travel Route**

All travel must be by the most direct route. If a person travels by an indirect route for their own convenience, any extra costs shall be paid for by the traveler. Reimbursement for expenses shall be based only on such charges that would have been incurred by a usually traveled route.

### **Mode of Transportation**

The traveler should use the following factors to determine the most appropriate form of travel:

- The nature of the business;
- The most efficient and economical means of travel, considering the time of the traveler (e.g., salary costs, other scheduling conflicts), cost of transportation, and per-diem required; and,
- The number of persons making the trip and the amount of equipment or material to be transported.

### **Comparison Worksheet**

A "Travel Cost Comparison Worksheet" is available, on the Intranet, if you need to calculate all options.

### **Transportation by Privately-Owned Vehicles**

When a traveler is authorized to use a personal vehicle in lieu of a County vehicle or common carrier, the following conditions shall apply:

**Mileage Rate** - The traveler shall be entitled to a mileage allowance at the rate established by the County at the time of travel. All mileage shall be shown from the point of origin to the point of destination, along a usually traveled route. Map mileage should be broken down on the travel expense report.

**Parking** - Parking charges will be reimbursed. Valet parking will be reimbursed only in cases where self parking is not available. Receipts for all parking charges must be attached to the Travel Expense Report. Parking meter charges will be paid without receipts if reasonable and if approved by the Department/Division Director. Metered parking should be identified on the Travel Expense Report.

**Bridge, Road and Tolls** – Reimbursements for bridge, road and tolls are permitted, and can either be paid in advance, provided there is some form of documentation to substantiate the amounts, or the traveler can accumulate receipts for these charges which must show the date/time, location, and service provided and submit them with the

Travel Expense Report.

Gasoline and Similar Charges – Charges for gasoline, lubricants, repairs, towing, etc., will not be reimbursed when privately owned vehicles are used. These costs are included in the mileage reimbursement rate.

Parking and Moving Vehicle Citations – Parking and moving vehicle citations are the responsibility of the traveler, and will not be reimbursed.

**Meals Allowance**

Meal allowances are designed to supplement the cost of travel meals not totally reimburse the traveler. This allowance will be used in lieu of reimbursement of actual expenses substantiated by receipts.

**Class A** travel is continuous travel of 24 hours or more, away from official headquarters and away from home overnight. This is based on four equal quarters of six hours each, which shall be a travel day.

**Class B** travel is continuous travel of less than 24 hours, away from official headquarters and away from home overnight. This is based on six-hour quarters, which begin at the hour of departure.

**Class C** Short or daytime trips during which the traveler is not away from official headquarters overnight (travel may occur during evening hours due to special assignment).

The standard meals allowance is established by the State of Florida and will change accordingly. The individual authorizing the travel will be responsible for determining whether the traveler is eligible for breakfast, lunch and/or dinner meal reimbursement, based upon the travel times. The meal allowance will be prorated as follow:

Breakfast	(before 6 a.m. beyond 8 a.m.)
Lunch	(before noon beyond 2 p.m.)
Dinner	(before 6 p.m. beyond 8 p.m.)

**Lodging**

Lodging is paid based on the rates that are documented in the seminar/meeting brochures. This should be paid for with a County check or County credit card. To use a personal credit card or to pay with a personal check will incur state sales tax, which will not be reimbursed.

Actual expenses for lodging, substantiated by receipts, will be reimbursed at the single occupancy rate. A single room with private bath in a business class hotel/motel is the County standard. Additional cost for suite or luxury accommodations will not be reimbursed except in those situations where the lodging is occupied by more than one County traveler, resulting in a lower overall expense to the County.

**Miscellaneous Expenses Allowable for Reimbursement**

Miscellaneous expenses should be held to the minimum amount required for essential and efficient conduct of County business. By his or her certification, the Department/Division Director approving the travel reimbursement will be held responsible for all miscellaneous items of expense as being necessary and correct. These include but are not limited to:

- Taxi fares based upon receipts
- Portage charges not to exceed \$1 per bag or \$5 per occasion
- actual tips paid to taxi drivers not to exceed fifteen percent of fare

Other travel expenses not detailed in this procedure shall be handled by exception with the County Administrator's approval.

# 516 E-mail and Software Usage

Effective Date: 1/1/2004

## MANAGEMENT/EMPLOYEE RESPONSIBILITIES

### General Information

The E-mail policy outlines the position of the Board of County Commissioners (BOCC) regarding use of the E-mail system. The E-mail system is provided to employees for the transmission of business messages.

In April 1999, an Exchange Server E-mail System was installed. This system copies all E-mail before it is delivered to employees and before it is sent to an email recipient, in order to comply with the Florida Public Records Law.

### Management Responsibilities

Managers are responsible for ensuring their employees comply with the E-mail policy.

### BOCC Computer Department Responsibilities

The BOCC Computer Department does monitor the E-mail system to ensure the system is functioning properly and that E-mail is being delivered and sent to the appropriate person(s). The Computer Department will also make copies of an employee's E-mail, if requested by BOCC Management.

### Employee Responsibilities

Each employee is responsible for understanding the following BOCC employee responsibilities:

- The E-mail system of the BOCC is to be used for business purposes.
- **DO NOT** open any personal email attachments or any attachments that you are not expecting to minimize the risk of being infected by a computer virus.
- The BOCC reserves the right to authorize management to monitor all electronic mail messages.
- Any views expressed by individual employees in electronic mail messages are not necessarily those of the BOCC.
- Any E-mail messages sent to non-employee groups, systems, or individuals must include a disclaimer stating the views of the message are the sender's and do not necessarily represent the views of the BOCC.
- Do not share E-mail passwords.
- Establish appropriate precautions when sending E-mail. Send information with the assumption that other people may read it.
- Keep in mind a forwarded message may not necessarily be an exact duplicate of the original. A forwarding party can alter the original message.

***Failure to follow the E-mail Policy could result in disciplinary action.***

## APPROPRIATE E-MAIL USE

### Acceptable E-Mail Use

E-mail is used primarily for business correspondence. A good general rule is never to say anything in an E-mail message that you would not say if you were talking to the recipient face-to-face. Employees should limit their use of E-mail for sending personal messages.

Examples of acceptable use of E-mail include the following:

- Business messages.
- Messages about County events.
- Short personal messages deemed necessary.

### Unacceptable Use of E-Mail

Examples of unacceptable use of E-mail include the following:

- Messages interfering with the normal conduct of business.
- Messages involving solicitation or for-profit personal business activity.
- Sending chain letters or electronic art.
- Do not use inappropriate language.

### **Abuse of E-Mail**

BOCC Management does not routinely monitor E-mail messages for misconduct. However, managers who suspect an employee is using E-mail in an unacceptable manner can monitor the employee's E-mail use.

### **Legal Implications**

Certain words, phrases, and messages, often seemingly harmless on E-mail, could lead to accusations of slander, defamation or discrimination. E-mail messages have been used as evidence in recent and varied legal cases.

When using E-mail, express facts clearly and be careful when expressing opinions. Avoid sending messages laced with anger, humor, or irony, which can easily be misunderstood.

### **Deleting Messages**

Deleting a message from your InBox does not mean the message is gone. A copy of the email is permanently stored on the email server.

### **Sharing E-Mail Passwords**

Employees are responsible for their E-mail account and the messages sent from this account. Therefore, employees must not share E-mail passwords. Once an employee has shared the password with another person, the other person can log on to E-mail in the employee's name, send messages from the employee's name, read the employee's incoming messages and access the employee's E-mail files. Request a new password if you think your password has been compromised.

To keep mischievous coworkers from sending messages in your name, sign off the E-mail system whenever you will be away from your computer. Any message sent from your computer while you are signed on will appear to be from you. This is too much of a temptation for some pranksters to resist. If you are one of these pranksters, think twice about what you are doing.

## **E-MAIL ETIQUETTE**

### **Format**

Messages sent via E-mail are intended to be accessed only by the employee who sends or receives the message. In general, you should write E-mail messages as you would write a letter. Use an appropriate salutation and closing. Follow the same basic rules of grammar, punctuation, spelling, and sentence structure that you would for a regular letter. If you are responding to part of a message that was sent to you, include the pertinent part of the message in your reply so the recipient knows what you are referring to. Be careful, however, not to repeat more of the message than is really necessary - this is both boring and a waste of the recipient's time and money. Keep your sentences short.

### **Courtesy**

To make your E-mail messages more personal, use a greeting within your message instead of simply relying on the header of the message. Likewise, sign it with your name and an appropriate closing instead of making the recipient check the line with the account name listed as the originator of the message. It may or may not identify you clearly, and it certainly is less personal than signing your name.

Use the "subject line" to give the recipient an overview of the message. This line, which appears in the recipient's "inbox" or list of new mail along with the name of the sender, will allow them to decide whether the message needs immediate attention or not.

Check your E-mail frequently, at least daily, if not more often. If you neglect to do so, you may be inadvertently ignoring a message sent to you.

Workplace E-mail etiquette also concerns “personal groups”, which are lists of employees grouped by some common factor, such as a list of all supervisors. It is inconsiderate - and an inefficient use of the system resources - to send a message to an entire address group if it really needs to go only to two or three people.

## **517 Internet Usage**

Effective Date: 3/19/1997

INTERNET POLICY General Statement of Policy. Internet access via Santa Rosa County system is restricted to official County business. Only employees authorized by the County Administrator may access the Internet system.

1. The following inappropriate use of Internet access is expressly prohibited and violation will result in adverse disciplinary action: solicitation or communication of obscene or sexually explicit material, solicitation or sale of products and services for non-County business, posting, downloading, etc. chain letters, employment opportunities, installation of Internet software not authorized by supervisor, downloading, uploading, etc. any software, information, or data which does not comply with copyright or licensing agreements. 2. Procedures for Internet usage include: a) immediate scanning of all downloaded files for viruses. b) information communicated over the Internet from Santa Rosa County is public information and record and must be formatted and treated accordingly.

## **522 Workplace Violence Prevention**

Effective Date: 1/1/2004

The Santa Rosa County BOCC is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, The Santa Rosa County BOCC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The Santa Rosa County BOCC will promptly and thoroughly investigate all reports or threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical and in accordance with Florida Public Records Law. In order to maintain workplace safety and the integrity of its investigation, the Santa Rosa County BOCC may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Santa Rosa County BOCC encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Risk Management Department before the situation escalates into potential

violence. The Santa Rosa County BOCC is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

## **602 Family and Medical Leave**

Effective Date: 3/23/1995

Revision Date: 1/27/2011

In compliance with the Family and Medical Leave Act, eligible employees may take up to 12 workweeks of unpaid, job-protected leave under the Family and Medical Leave Act ("FMLA") in a fiscal 12-month period for specified family and medical reasons. In addition, eligible employees may qualify for up to 26 workweeks of unpaid job-protected leave under the FMLA in certain situations related to a covered family member's service in the Armed Forces.

1. The birth of the employee's child and in order to care for the child (this also includes leave for a pregnant employee who becomes unable to work and leave for prenatal care);
2. The placement of a child with the employee for adoption or foster care in order to care for the child;

Entitlement to leave for the birth/placement of a child, for adoption or foster care will expire one year from the date of birth or placement. **NOTE:** If both parents work for the County, their combined leave entitlement for this reason is 12 weeks.

3. To care for the spouse, child or parent of an employee, if such family member has a serious health condition; or
4. The employee is unable to perform the functions of the position because of the employee's own serious health condition.
5. Because of any qualifying exigency (as defined by statute) arising out of the fact that a spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
6. Servicemember Family Leave. Subject to Section 103 of the FMLA, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single 12-month period.

In addition to the limitation on leave for the birth/placement of a child for adoption or foster care, if both husband and wife work for the County, their combined leave for servicemember family leave is limited to 26 workweeks during the single 12-month period.

When an employee requests family or medical leave for his or her own serious health condition, or for any of the reasons listed above, the employee must use all available and appropriate leave credits concurrent with FMLA until all leave credits are exhausted. After all available and appropriate leave is expired, then any remaining FMLA may be used as unpaid leave. Based on information from the employee, every effort will be made to designate qualified leave as FMLA prior to taking such leave.

## **603 Domestic Violence Leave**

Effective Date: 7/1/2007

Employees with three (3) or more months of service are entitled to domestic violence leave.

A. Eligible employees can take up to three (3) working days of leave in any 12-month period if the employee, or family or household member of the employee, is the victim of domestic violence. This leave may be with or without pay, at the discretion of the appointing authority. This leave applies if the employee is:

1. Seeking an injunction for protection against domestic violence or an injunction for protection in cases of repeated violence or sexual violence;
2. Obtaining medical care or mental health counseling, or both, for the employee or family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtaining the services from a victim-services organization, including, but not limited to, a domestic violence shelter of program or a rape crises center as a result of a domestic violence act;
4. Making the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seeking legal assistance in addressing issues arising from the domestic violence or attending and preparing for court-related proceedings arising from the domestic violence.

Except in cases of imminent danger to the health or safety of the employee, family or household member, employees seeking such leave must provide their appointing authority with appropriate advance notice of the leave along with sufficient documentation of the domestic violence act.

Before receiving such leave, employees must exhaust all annual leave and compensatory leave, if applicable, which is available to the employees.

## **604 Educational Leave**

Effective Date: 6/12/2003

Enrollment in short courses, seminars, conferences or less than full time at a college, university or training academy which is required as part of the employee's job shall not be considered educational leave, but shall be considered a part of the employee's work assignment.

When an employee requests leave for the purpose of furthering education and when such leave does not conform to the provisions of this section, such leave shall not be considered educational leave with pay. In these cases the employee may be granted annual or compensatory leave at the discretion of the appointing authority; or the employee shall be required to work extra hours in an amount equal to the time absent, including travel to and from classes.

The granting of educational leave with pay to employees shall be in accordance with the departments approved program.

## **605 Military Leave**

Effective Date: 3/13/2003

Regular employees shall, upon presentation of a copy of their official orders, be granted leave with pay not to exceed three days for the purpose of taking their physical examination for induction into the military service. Such leave shall not be deducted from the employee's sick or annual leave credits.

Regular employees and those serving their probationary period, who by reason of membership in the United States military reserve, or National Guard, are ordered by the appropriate authority to attend a training period or encampment, shall upon presentation of a copy of their official orders, be granted leave for such training not to exceed seventeen working days in any fiscal twelve month period. Such leave shall be with pay.

An employee who is inducted, or ordered to active duty to fulfill their reserve obligations, or who is ordered to active duty in connection with reserve training, other than short-term training as referenced above, shall upon presentation of a copy of their official orders, be granted leave with full pay for the first thirty (30) days of military

service, then the difference between their rate of County pay at the time of leaving for military duty and their military pay if the military pay is a lesser amount. (Florida Statute 115.09)

All County paid benefits will remain in effect. These benefits are health insurance, life insurance (\$25,000), cafeteria plan, etc...

## **701 Employee Conduct and Work Rules**

Effective Date: 1/1/2004

Revision Date: 11/13/2003

To ensure orderly operations and provide the best possible work environment, the Santa Rosa County BOCC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives, in the workplace;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, mail system, Internet, or other employer-owned equipment;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct;
- Failure to maintain required license or certifications.

## **702 Drug and Alcohol Use**

Effective Date: 1/26/1989

Revision Date: 8/13/2009

### **STATEMENT OF POLICY**

**Santa Rosa County**, hereafter known as the “County” strives to provide a safe work environment and encourages personal health. In this regard, the County considers the abuse of drugs on the job to be an unsafe counter-productive work practice. Furthermore, we see substance abuse as a serious threat to our staff and the public. With these objectives in mind, the County has established the following policy with regard to the use, possession, and sale of illegal drugs and alcohol at work. **FL Statutes 112.0455 Drug-Free Workplace Act.**

Drug use has serious adverse effects upon a significant portion of the workforce, resulting in billions of dollars of lost productivity each year and posing a threat to the workplace and to public safety and security. Drug use creates a variety of workplace problems, including increased injury on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality of products and services.

Drug addiction is a complex, yet treatable disease. We encourage those who abuse drugs or alcohol to seek help in

overcoming their problem and participate in an alcohol and drug rehabilitation program.

Prior to testing, employees and job applicants shall be given a written policy statement. The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe and drug free environment within government through fair and reasonable drug testing methods for the protection of public employees and employers. Our intention is to prevent and treat substance abuse.

It is the County's policy that an employee found with the presence of illegal drugs and/or alcohol in his/her system, in possession of, using, selling, trading, or offering for sale illegal drugs during working hours, at government functions, or on county premises (including parking lots) may be subject to disciplinary action up to and including discharge. The use of any over the counter products that contain illegal drugs is expressly prohibited.

Drugs prescribed by employee's physician may be taken during work hours. The employee should notify the supervisor if the use of properly prescribed medication will affect the employee's work performance. Abuse of prescription drugs will not be tolerated.

Employees must be in compliance with all federal drug laws and the Federal Controlled Substance Act and the Florida Drug Free Workplace Act, Chapter 112. Any and all information gathered as a result of the drug testing program is confidential and may not be disclosed except in accordance with procedures allowed under the Federal/State Statute, or County policy.

As a condition of employment, employees must abide by the terms of this policy and must notify the County in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

#### **DEFINITIONS**

- A. "**Legal Drug**" - includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.
- B. "**Illegal Drug**" - any drug which: (a) is not legally obtainable; (b) is legally obtainable but not legally obtained or (c) is being used in a manner or for a purpose other than as prescribed.
- C. "**Alcohol Abuse**" – abuse of alcohol, including distilled spirits, wine, malt beverages, and intoxicating liquors, including medication containing alcohol.
- D. "**Job Applicant**" – An County may require job applicants to submit to a drug test and may use a refusal to test or positive confirmed test as a basis for refusal to hire the job applicant.
- E. "**Employee**" means any person who works for salary, wages, or other remuneration from the County.
- F. "**Employer**" means any agency within County government that employs individuals for salary, wages, or other remuneration.
- G. "**Detectable amount**" - the cut off levels established by the Agency for Health Care Administration for screening and confirmation of drug and alcohol tests.
- H. "**Safety Sensitive**" – any position, including supervisory or management position, in which a drug impairment would constitute an immediate and direct threat to public health or safety.
- I. "**Special Risk Employee**" – means employees who are required to be certified under Chapter 633 Firefighter, or Chapter 943 Law Enforcement and Correctional Officer.
- J. "Notification of **prescription and over the counter medication**" - should the results of the laboratory tests for the specimen identified by this form be confirmed positive, the Medical Review Officer will contact the donor to ask about prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications as a "memory jogger." This list is not required. If you choose to make a list,

do so either on a separate piece of paper or on the back of your Donor Copy of the Chain of Custody.

- K. "**Donor release**" - signing Step 4 in the Chain of Custody Form is your certification that you provided a urine specimen to the collector, that they have not adulterated it in any manner, that each specimen bottle used was sealed with a tamper-evident seal in the collector's presence, and the information provided on the Chain of Custody Form and on the label affixed to each specimen bottle is correct.
  
- L. "**Shy bladder**" - inability to produce an adequate urine sample within three (3) hours after consuming 40 ounces of fluids. Federal guidelines are observed requiring a written medical explanation from a licensed physician; otherwise it will be considered a refusal to test.
  
- M. "**Medical Review Officer (MRO)**" - a licensed medical physician responsible for receiving laboratory results generated by an County's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical certification to interpret and evaluate an individual's confirmed positive test, medical history, and other relevant biomedical information.
  
- N. "**Unfit for Duty**" - any worker who is unable to perform his/her assigned duties with reasonable skill and safety due to physical, emotional, or chemical reasons.

## **POLICY AND WORK RULES**

The County's policy is to employ a workforce free from the use of illegal drugs either on or off the job, and free from alcohol in the workplace. Any employee determined to be in violation of this policy is subject to disciplinary action up to and including termination, even for the first offense. It is a Standard of Conduct of the Employees of the County that employees shall not use illegal drugs or abuse legal ones. In order to maintain this standard, the County shall establish and maintain the programs and rules set forth here.

Refusal to take a drug or alcohol test may result in a refusal to hire; the employee forfeiting his or her eligibility for medical and indemnity benefits under State Workers' Compensation; and is cause for automatic termination of the employee which may also cause denial of Unemployment Compensation.

### **A. Drug Testing Standards**

All testing will be conducted by an Agency for Health Care or State certified laboratory; positive test results will be reviewed by a certified Medical Review Officer to assure accuracy. All testing, specimen collection, security measures, monthly reports, storage, handling, chain of custody procedures, and quality control procedures will be performed in accordance with appropriate State and Federal rules and regulations.

The Agency for Health Care Administration may adopt additional rule to support this law and Part II of Chapter 408, using criteria established by the US Department of Health & Human Services as guidelines for laboratories: standards for licensing; technical assistance; appropriate specimens; methods of analysis; minimum cut-off detection levels; chain of custody procedures; and a list of common medications by brand or common, brand, and chemical name.

### **B. General Procedures**

The County will not discriminate against applicants for employment because of past substance abuse. It is the current abuse of drugs which prevents employees from properly performing their jobs and which, therefore, the County will not tolerate. No employee or applicant whose drug test is confirmed as positive shall be defined as a person with a "handicap". The County will pay for required drug and alcohol tests. The employee shall pay costs of non-required tests.

### **C. Initial Test**

The initial screen for all drugs except alcohol shall use an **immunoassay** approved by the Agency for Health Administration. For alcohol the initial test may be the enzyme oxidation methodology. The following cutoff levels shall be used when first screening specimens to find whether they are negative or need to be tested further with the confirmation test. All levels equal to or exceeding the following shall be reported as positive:

**Non-DOT**

Alcohol	0.02%
Amphetamines	1000 ng/ml
Cannabinoids	50 ng/ml
Cocaine	300 ng/ml
Phencyclidine	25 ng/ml
Opiates	2,000 ng/ml
Barbiturates	300 ng/ml
Benzodiazepine	300 ng/ml
Synthetic Narcotics:	
Methadone	300 ng/ml
Propoxyphene	300 ng/ml

**DOT**

Alcohol (Safety Sensitive)	0.04
Marijuana metabolites (THC)	50
Cocaine metabolites	150
Opiate metabolites:	
Codeine/Morphine	2000
6-Acetylmorphine for Heroin	10
Phencyclidine	25
Amphetamines:	
Amphetamine/Methamphetamine	500
MDMA	500

**D. Confirmation Test**

A positive finding will generate a confirmation test through the **GC/MS (gas chromatography /mass spectrometry)** method approved by the Agency for Health Care Administration and the results will be kept confidential. A copy of any positive can be received by the employee by submitting his/her request in writing. As drug testing technology is constantly improving and state and federal laws governing said testing are changing almost as rapidly, the company may change the cut off levels without notice. The cut-off levels in effect for the GC/MS at the time of this printing are as follows:

**Non-DOT**

Alcohol	0.02%
Amphetamines	500 ng/ml
Cannabinoids	15 ng/ml
Cocaine	150 ng/ml
Phencyclidine	25 ng/ml
Opiates	2,000 ng/ml
Barbiturates	150 ng/ml
Benzodiazepine	150 ng/ml
Synthetic Narcotics:	
Methadone	150 ng/ml
Propoxyphene	150 ng/ml

**DOT**

Alcohol (Safety Sensitive)	0.04
Marijuana metabolites	15
Cocaine metabolites	100

Opiates metabolites:	
Codeine/Morphine	2000
6-Acetylmorphine for Heroin	10
Phencyclidine	25
Amphetamine metabolites:	
Amphetamine/Methamphetamine	250
MDMA/MDA/MDEA	250

### **E. Confidentiality**

All information, interviews, reports, statements, memoranda and drug and alcohol test results may not be received in evidence, discovery, or disclosed without a written consent by the donor, except when compelled by a hearing officer or a court of competent jurisdiction, or where deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding, or in defense of a civil or administrative matter, or for the purpose of reviewing certification of employees.

**F. Types of Testing** – The County is authorized to conduct the following types of tests:

**1. Pre-employment Drug Testing:** Consistent with the County’s policy opposing drug abuse and its commitment to a safe working environment, we have implemented a pre-employment drug testing policy. All job applicants will undergo screening for the presence of illegal drugs as a condition of employment. Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by the County after signing a consent and release form. Job applicants who refuse to submit to a drug test or have a positive confirmed drug test are basis for refusal to hire a job applicant. Special Risk and Safety-Sensitive job applicants are required to submit to a drug test, and a refusal to test or a positive confirmed drug test are a basis for refusal to hire the job applicant.

**Active Employee Drug Testing:** The County has adopted screening practices to identify employees who use illegal drugs. It shall be a condition of employment for all employees to refrain from reporting to work, or working with the presence of drugs or alcohol in his/her system, and to submit to drug testing.

**2. Routine Fitness for Duty Testing:** The County may require an employee to test if conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the Policy or is scheduled for all members of an employment classification or group.

**3. Reasonable Suspicion Testing:** The County may require an employee to submit to testing:

- (1) when there is reasonable suspicion to believe that an employee is using or has used illegal drugs drawn from specific objective facts;
- (2) when there is a report of drug use, provided by a reliable and credible source.; Circumstances that could be (but are not limited to) indicators of a drug problem and considered reasonable suspicion are:
- (3) observed drug use during work hours on company premises;
- (4) observable physical signs; incoherent mental state;
- (5) marked changes in personal behavior that are otherwise unexplainable;
- (6) deteriorating work performance that is otherwise unexplainable;
- (7) evidence an employee has used, possessed, sold, solicited, or transferred drugs while on the County’s premises or while operating the County’s vehicle, machinery, or equipment.

An employee reporting for work visibly under the influence and is unable to properly and safely perform required duties will not be allowed to work. If possible, the supervisor should first seek another supervisor's opinion of the employee’s status. Then the supervisor should consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is unfit for duty, the employee should be provided safe transportation to a collection facility, and depending on the extent of the observed impairment, accompanied by the supervisor or another employee. An employee such as this should not be allowed to drive.

If an employee is tested for reasonable suspicion, documentation will be placed in the employee's confidential file within five working days of the reasonable suspicion test. The County will provide to an employee (upon their

request) a written report regarding the circumstances that formed the basis for reasonable suspicion. The original and signed report will be maintained in the confidential human resource records for one year.

**4. Post Accident:** When an accident or injury occurs while at work. State law provides for the possible denial of Workers' Compensation benefits for employees who are injured while working and subsequently test positive (**Florida rule 38F-9.001(2)(a)W.C. Act 440.102(5)**), and the denial of Unemployment Compensation. The use of illegal drugs will not be tolerated or subsidized.

**5. Return-to-duty and Follow-up Testing:** Employees who successfully complete a rehabilitation program, or as part of their rehabilitation program may return to work. The employee must agree a **Return-to-duty** test and **Follow-up** drug testing for up to two years following completion of a rehabilitation program. Follow-up testing will be unannounced and on a quarterly, semiannual, or annual basis for up to two years thereafter. Employees not complying with these conditions, or testing positive at any time during or following rehabilitation, will be terminated from employment.

**6. Random Testing:** The County will perform random drug and alcohol screening for employees in positions classified as Safety Sensitive or Special Risk.

#### **G. Procedures**

An employee bringing onto the County's premises or property, having possession of, possessing in the employee's body, blood or urine an amount above the threshold levels established by the Agency for Health Care Administration., or using, consuming, transferring, selling or attempting to sell, or transfer any form of illegal drug while on county business or at any time during the hours between the beginning and the end of the employee's working day, whether on county property or not, is guilty of misconduct and is subject to discipline including discharge or suspension without pay from employment, even for a first offense. Failure to submit to required medical or physical examinations or tests is misconduct and is grounds for discharge.

All testing will be conducted by an Agency for Health Care Administration or state certified lab; positive and negative results will be reviewed by a Medical Review Officer to assure accuracy. All testing, sample collection, storage, handling, and chain of custody will be conducted in accordance with appropriate guidelines of State and Federal rules and regulations.

If a test is not collectable because of possible tampering or adulteration, a second test will be requested. The second test may be observed. If a test is rejected because of purposeful adulteration - the employee will be terminated.

Documentation of a positive drug test result will be placed in the employee's confidential file within five working days, the County shall inform the employee in writing of the positive result, consequences of the result, and options available. If an employee is tested for reasonable suspicion, documentation of this test will be placed in the employee's confidential file within five working days of the reasonable suspicion test.

Safety Sensitive and Special Risk employees who have tested positive shall not be permitted to perform a safety-sensitive function. If a non-safety sensitive position is not available, the employee may be placed on leave status while participating in an alcohol and drug rehabilitation program. A Special Risk employee may be discharged or disciplined for the first positive confirmed drug test, pursuant to s. 893.13 .

All information received in regard to drug testing results will be maintained in separate confidential files and only be used for the purposes spelled out in this document.

#### **H. Medical Review Officer**

A certified Medical Review Officer who is a medical physician shall review with the employee/applicant all positive test results concerning that employee/applicant. An employee/applicant may consult with the MRO, (800)430-3782, after being tested in order to report any prescription or non-prescription drug use. No physician-patient relationship is created by the establishment and administration of a drug-testing program.

#### **I. Education**

Employee and Supervisor education and training will be conducted in a manner required by the appropriate state

regulations.

#### **J. Employee Assistance**

The management of the County is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include emotional and mental illness, family and marital stress, abuse of drugs and/or alcohol and others.

Employees whose job performance is not related to a lack of skill and who do not respond to the usual disciplinary procedures are usually in need of the attention of professionals. With proper treatment, many troubled employees can be restored to a satisfactory level of job performance. However, if the underlying problems or illnesses are ignored, they may worsen with time, rendering the person unemployable.

The County shall not discharge, discipline, or discriminate against an employee solely upon voluntarily seeking treatment for a drug or alcohol related problem if the employee has not previously tested positive for alcohol or drug use, or previously entered an alcohol and drug rehabilitation program. Participation in an Employee Assistance Program, or another mental health or substance abuse counseling program, will not affect the employee's future career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. Employee Assistance is used in conjunction with discipline, not a substitute for discipline.

If an employee is unable to participate in outpatient rehabilitation, the employee may be placed on leave status while participating in a drug and alcohol rehabilitation program. The employee shall be permitted to use accumulated leave prior to being placed on leave without pay. Upon successful completion of the rehabilitation program, the employee shall be reinstated to the same or equivalent position.

The Human Resource Office will have a list of Drug and Alcohol Counselors and other mental health facilities available in your area. The employee may review this list discreetly. The costs of these services are the responsibility of the employee.

#### **K. Grounds for Discipline or Termination:**

An employee bringing onto the County's premises or property, having possession of, being under the influence of, possessing in the employee's body, blood, or urine in the amount set forth in Section III, Parts C & D; purposely tampering or adulterating a specimen; or using, consuming, transferring, selling, attempting to sell or transfer any form of illegal drug as defined above while on county business, or at any time during the hours between the beginning and ending of the employee's working day, whether on duty or not, whether on county property or not, is guilty of misconduct and subject to discipline including discharge or suspension without pay from employment, even for the first offense. Failure to submit to required medical and physical examinations or tests is considered refusal to test and is grounds for discharge from employment.

1. The County will use the Federal Department of Transportation guidelines to determine a refusal to test in the case of shy bladder or shy lung.
2. In the case of shy bladder or shy lung, the employee, within 5 working days, must secure evaluation from a licensed physician as to whether or not there is a medical condition for a failure to provide sufficient specimen.
3. In the case of psychological cause, the diagnosis must have been made prior to the test. Diagnosis such as typical anxiety is not acceptable.

Employees tested for reasonable suspicion may be placed on leave status or placed in non-safety sensitive jobs pending the results of the required test and/or investigation. An employee with a negative result will be reinstated if suspended, with full back-pay and/or return to the same or equivalent position. A verified positive test will result in immediate disciplinary action up to and including termination of employment.

#### **L. Responsibilities of the Employee**

As a condition of employment, employees must abide by the terms of this policy and must notify the County in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.

(1) The employee must notify his/her supervisor that his/her drug or medication may affect or impair his/her judgment or job performance or safety.

- (2) The employee or job applicant must notify the laboratory of any administrative or civil action planned as a result of a positive test within five working days from receipt of notification.
- (3) The Employee has the right to contest the result of a positive drug test, in writing, within five working days of being notified in writing of the positive test result.

#### **M. Rights of the Employee/Job Applicant**

- (1) An employee or job applicant who receives a positive confirmed drug test may contest or explain the result to the Medical Review Officer/County within five working days of receipt of the written test results.
- (2) The employee or job applicant has the right to consult with the Medical Review Officer for technical information regarding the effects of prescription and over the counter medication on the drug test.
- (3) An employee or job applicant may, by written request, have the original specimen re-tested at another certified laboratory of their choice, at their expense.
- (4) The employee can request, in writing, a written report regarding the circumstances that formed the basis for their reasonable suspicion testing.

#### **N. Drugs that may be Tested**

The drugs are listed by chemical name and brand or common name.

**Alcohol** (ethanol, beer, wine, booze, alley juice, fire water, grog, hooch, rocket fuel)

**Amphetamines** (methamphetamine, amp, cinnamon, lemon drop, trash, tweak, crystal,crank, biphphetamine, desoxyn, dexedrine, speed)

**Cannabinoids** (marijuana, blunt, columbo, hash, hay, pot, joint, indo, roach, grass, weed, reefer)

**Cocaine** (coke, blast, flake, railers, ringer, toot, blow, nose candy, snow, crack, rock)

**Phencyclidine** (PCP, angel dust, LSD, beast, blaze, Superman, tab, trips, hog)

**Opiates** (opium, codeine, morphine, heroin, dover's powder, paregoric, parepectolin, school boy, smack, tar, chasing the tiger)

**Barbiturates** (phenobarbital, tuinal, amytal, barbs, downers, tranqs)

**Benzodiazepines** (bennies, rophies, ativan, azene, clonopin, dalmane, diazepam, halcion, librium, poxipam, remestan, serax, tranxene, valium, veratrine, vivol, xanax)

**Methadone** (dolophine, methadose, amidone, fizzies)

**Propoxyphene** (darvocet, darvon N, dolene, novopropoxyn)

**O. When the County requires reporting of positive drug tests**, this department will follow state procedures and release positive test results only to the appropriate governing authorities.

**P.** An employee or job applicant who has been disciplined or not hired may exhaust either the administrative appeal process or collective bargaining grievance, but not both.

#### **Q. Federal Compliance:**

The drug testing procedures provided in this section do not apply where the specific work performed requires employee or job applicants to be subject to drug testing pursuant to:

1. Federal regulations that specifically preempt state and local regulations;
2. Federal regulations or requirements implemented in connection with the operation of a federally regulated facilities;
3. Federal contracts where drug testing is conducted for safety, or protection of sensitive or proprietary data or national security; or
4. State agency rules that adopt federal regulations applicable to the interstate component of a federally regulated activity.

#### **R. Subcontractor, Vendor, Consultant Requirements (Optional)**

In all future contracts with individuals or organizations that wish to do business with the County a stipulation is to be made in the contract or purchase order that requires the subcontractor, vendor, or consultant to have a substance abuse policy. The employees of such subcontractors, vendors, or consultants will be subject to the same rules of conduct and tests as the employees of the company. In the event of an employee of a supplier of goods or services is found to have violated the Substance Abuse Policy, that employee will be denied access to the company's premises and job sites. In addition, if the violation(s) is/are considered flagrant, or the company is not satisfied with the

actions of the subcontractor, vendor, or consultant, the company can exercise its right to bar all of the subcontractor's employees from its premises or decline to do business with the subcontractor in the future. All expenses and penalties incurred by a subcontractor, vendor, or consultant as a result of a violation of the company's substance abuse policy shall be paid by the subcontractor, vendor, or consultant.

#### **IV. CONCLUSION**

The County's Drug Free Workplace Policy is not intended to be abusive or discriminatory nor to come into conflict with any public policy. This county considers drug testing to be only one of several steps to achieve a safe, healthy, and productive atmosphere for its employees. This policy is available for inspection by the job applicant or employees during regular business hours. This policy supersedes any information provided to applicants and/or employees either written or oral and reserves the right to change the provisions of this policy and testing program at any time in the future without prior notice and does not constitute a contract for employment.

#### **OVER-THE-COUNTER AND PRESCRIPTION DRUGS THAT COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST:**

##### **ALCOHOL**

All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. For example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex, 20% (40 proof); Listerine, 26.9% (54 proof).

##### **AMPHETAMINES**

Obetral, Biphetimine, Desoxyn, Dexedrine, Didrex.

##### **CANNABINOIDS**

Marinol (Dronabinol, THC).

##### **COCAINE**

Cocaine HCl topical solution (Roxanne).

##### **PHENCYCLIDINE**

Not legal by prescription.

##### **OPIATES**

Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxinol (morphine sulfate), Percodan, Vicodin, etc.

##### **BARBITURATES**

Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fiorecet, Esgic, Butisol, Mebarbal, Butabarbital, Phrenilin, Triad, etc.

##### **BENZODIAZEPHINES**

Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

##### **METHADONE**

Dolophine, Methadose.

##### **PROPOXYPHENE**

Darvocet, Darvon N, Dolene, etc.

**Should you have any questions regarding this information you may contact: Drug Free Workplaces, Inc., 27 W. Romana Street, Pensacola, FL 32502 / 850-434-3782 or 800-430-3782/help@drugfreeworkplaces.com**

## **704 Attendance and Punctuality**

Effective Date: 1/1/2004

Revision Date: 11/13/2003

To maintain a safe and productive work environment, the Santa Rosa County BOCC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Santa Rosa County BOCC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Requesting leave while not having a sufficient amount of leave time available at the time of leave taken will result in the employee being placed in a non-pay status and subject to disciplinary action. The exception would be leave without pay in conjunction with the Family and Medical Leave Act (FMLA).

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## **705 Personal Appearance**

Effective Date: 1/1/2004

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Santa Rosa County BOCC presents to customers, visitors and citizens.

During business hours or when representing the Santa Rosa County BOCC, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- \* Shoes must provide safe, secure footing, and offer protection against hazards.
- \* Tank tops, tube or halter tops may not be worn under any circumstances.
- \* Shorts may be worn if approved by the department head.
- \* Mustaches and beards must be clean, well trimmed, and neat.
- \* Hairstyles are expected to be in good taste.
- \* Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- \* Offensive body odor and poor personal hygiene is not professionally acceptable.
- \* Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- \* Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- \* Torso body piercings with visible jewelry or jewelry that can be seen through or underclothing must not be worn during business hours.
- \* Visible excessive tattoos and similar body art must be covered during business hours.

## **706 Return of Property**

Effective Date: 1/1/2004

Employees are responsible for all the Santa Rosa County BOCC property, materials, or written information issued to them or in their possession or control. All the Santa Rosa County BOCC property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the Santa Rosa County BOCC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Santa Rosa County BOCC may also take all action deemed appropriate to recover or protect its property.

## **708 Resignation**

Effective Date: 7/1/2002

Revision Date: 05/31/2007

When resigning or retiring from a position, an employee should submit a "Notice of Resignation" at least two weeks prior to the effective date of resignation unless a briefer notice is mutually agreed upon in writing by the supervisor and the employee. This notice must be submitted to the supervisor for forwarding to Human Resources (HR). Some departments may find it necessary to request that certain positions give more than two weeks notice. In these cases the department will be responsible for establishing this request with the employees.

A. Any person who resigns from County service shall not, during such separation, be certified from any eligible promotion register.

B. A resignation is considered a voluntary act on the part of the employee and shall not be forced or accepted as means of avoiding disciplinary action.

C. No resignation shall be required in advance or as a condition of appointment or employment.

D. An employee who resigns will automatically terminate their seniority.

E. Supervisors are required to secure all County property from the employee on or before the last day of work.

F. Prior to the effective date of resignation, the employee should contact HR to arrange for an exit interview.

G. For employees who are currently working, the effective date of resignation is the last day the employee performs duties for the County. However, for those employees who are on an official leave of absence, the effective date will be the date the employee notifies Santa Rosa County of their intent to resign.

## **712 Solicitation**

Effective Date: 1/1/2004

In an effort to ensure a productive and harmonious work environment, persons not employed by the Santa Rosa County BOCC may not solicit or distribute literature in the workplace at any time for any purpose.

The Santa Rosa County BOCC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- \* Affirmative Action statement
- \* Employee announcements
- \* Internal memoranda
- \* Job openings
- \* Organization announcements
- \* Workers' compensation insurance information
- \* State disability insurance/unemployment insurance information

## **716 Progressive Discipline**

Effective Date: 1/1/2004

Revision Date: 11/13/2003

The purpose of this policy is to state the Santa Rosa County BOCC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Santa Rosa County BOCC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of five actions -- verbal warning, written warning, suspension with or without pay, demotion, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The Santa Rosa County BOCC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Santa Rosa County BOCC.

## **718 Problem Resolution**

Effective Date: 1/1/2004

The Santa Rosa County BOCC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Santa Rosa County BOCC supervisors and management.

The Santa Rosa County BOCC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Santa Rosa County BOCC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within 10 calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Human Resources Department or any other member of management.
2. Supervisor responds to problem during discussion or within 10 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Human Resources Department within 10 calendar days, if problem is unresolved.
4. Human Resources Department counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to the County Administrator for review of problem.

5. Employee presents the problem to the County Administrator in writing.

6. The County Administrator reviews and considers problem. The County Administrator informs employee of decision within 10 calendar days, and forwards copy of written response to Human Resources Department for employee's file. The County Administrator has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

## **719 Employee Right of Appeal**

Effective Date: 07/01/2002

An employee who has been demoted, suspended, or dismissed by their appointing authority from a position in the classified service, and who has attained status by serving the required probationary period, shall have the right to appeal such action to the Civil Service Board. To appeal, the employee shall, within ten calendar days (excluding holiday's of the relevant taxing authority) after the charges are filed with the Civil Service Board or after the date of service upon them of notice of such action, whichever is later, file their appeal, in writing in the Civil Service Board; it shall be sufficient for the employee to deny the charges or reasons given for the action taken, and request a hearing before the Civil Service Board. The appeal shall be signed by the employee or their attorney, and shall state the address to which a copy of the notice of hearing and other pleadings or papers filed in this action should be mailed. Copy of such appeal shall forthwith be served upon the appointing authority or its representative who initiated the action against the employee by delivery or regular United States mail to their address of record.

## **720 Casual Days**

Effective Date: 1/1/2004

The following information is intended to serve as a guide to help define appropriate casual businesswear for all employees during designated casual days.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual businesswear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual businesswear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual businesswear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual businesswear include:

- \* slacks
- \* casual dresses and skirts
- \* casual shirts and blouses
- \* golf shirts
- \* turtlenecks
- \* sweaters
- \* athletic shoes
- \* flats
- \* dress sandals

Examples of inappropriate clothing items that should not be worn on casual days include:

- \* jeans that are excessively worn or faded
- \* sweatpants
- \* warm-up or jogging suits and pants
- \* spandex or other form fitting pants
- \* miniskirts
- \* spaghetti-strap dresses
- \* T-shirts or sweatshirts with offensive messages or images or reference to alcohol and tobacco
- \* halter tops
- \* visible undergarments
- \* slippers
- \* thong slippers

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be up to the employee. The Santa Rosa County BOCC hopes and fully expects that casual days will help make our workplace more enjoyable and productive.

## **722 Workplace Etiquette**

Effective Date: 1/1/2004

The Santa Rosa County BOCC strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The Santa Rosa County BOCC encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Human Resources Office if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- \* Return copy machine and printer settings to their default settings after changing them.
- \* Replace paper in the copy machine and printer paper trays when they are empty.
- \* Retrieve print jobs in a timely manner and be sure to collect all your pages.
- \* Keep the area around the copy machine and printers orderly and picked up.
- \* Be careful not to take or discard others' print jobs or faxes when collecting your own.
- \* Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- \* Try to minimize unscheduled interruptions of other employees while they are working.
- \* Communicate by e-mail or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- \* Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- \* Keep socializing to a minimum, and try to conduct conversation in areas where the noise will not be distracting to others.
- \* Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- \* Try not to block walkways while carrying on conversations.
- \* Refrain from using inappropriate language (swearing) that others may overhear.
- \* Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- \* Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- \* Clean up after yourself and do not leave behind waste or discarded papers.