

RESOLUTION NO. 2021-17

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AMENDING THE EMPLOYEE HANDBOOK; PROVIDING FOR REPEAL OF PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission believes that it is in the best interests of the Town and its residents to amend the employee handbook.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, THAT:

Section 1. The above recitals are true and correct and are hereby adopted as if fully set forth herein.

Section 2. The Town of Ocean Ridge employee handbook as set forth in Attachment 1 herein is hereby adopted.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This resolution shall take effective immediately upon adoption.

Commissioner Hurlburt offered the foregoing Resolution and moved its adoption.

The motion was seconded by Commissioner Wiescholek and duly passed by the Commission.

The Mayor thereupon declared this Resolution approved and adopted effective September 7, 2021.

Attest: 
Karla Armstrong, Town Clerk

TOWN OF OCEAN RIDGE, FLORIDA

By: 
Kristine de Haseth, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY


Christy Goddeau, Town Attorney

TOWN OF OCEAN RIDGE



EMPLOYEE HANDBOOK

Human Resources Policies and Procedures

Published October 2008

Revision Dates: January 2013; May 2015; November 2018;
December 2018; April 2019; December 2019; ~~and~~ January 2020; and September
2021

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WELCOME

Whether you have just joined our organization or have been with the Town of Ocean Ridge for a while, we are confident that you will or have found our organization to be a dynamic and rewarding place in which to work. We consider the employees of the Town to be one of our most valuable resources and we look forward to a productive and successful association.

This handbook has been especially prepared for you to serve as a guide for the employer/employee relationship. The topics covered in this handbook apply to all employees of the Town. Please keep several things in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. You should read and become familiar with this employee handbook. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address specific questions to your Supervisor. Additionally, there are several "standard operating procedures" specifically for police officers not addressed here. They can be found by contacting the Chief of Police.

Second, neither this handbook nor any other Town document confers any contractual right, either expressed or implied, to remain in the Town's employ or guarantee any fixed terms and conditions of your employment. Your employment is on a voluntary at-will basis and is not for a specific time, and may be terminated at any time by the Town. This handbook is written specifically for all regular full time, part-time and temporary employees.

Third, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform all employees of any changes as they occur, but cannot guarantee immediate advance notice of changes.

Finally, some of the subjects described here are covered in detail in official policy and/or procedure documents. The terms of written insurance policies and/or plan documents are controlling for health, life, retirement, and deferred income benefits. You should refer to these documents for specific information, since this handbook is only designed as a brief guide and summary of policies and benefits. For more detailed information please contact your Supervisor.

We are pleased to have you join our Town government and sincerely hope our association will be a beneficial one.

Ocean Ridge Town Manager
Tracey L. Stevens

TOWN OF OCEAN RIDGE

6450 N. Ocean Blvd.
Ocean Ridge, FL 33435

Mission Statement

The Mission of the Town of Ocean Ridge is to create and maintain a beautifully landscaped, diverse seaside community built around the family and civic pride, state of the art public services and infrastructure that enhance the natural beauty of our Town.

Town History/Facts

In 1931 the Town of Boynton Beach, later re-named Ocean Ridge, was created by an Act of the Legislature of the State of Florida. Prior to that date the area was part of the Town of Boynton, which at the time included what we know now as Boynton Beach, Ocean Ridge, Briny Breezes and the south portion of Manalapan.

Today the 1,840 year round residents and the approximate 1,000 more seasonal inhabitants of Ocean Ridge describe the Town as low-key, low-density and low profile. The solitude and seclusion are part of the life in this small town. Surprisingly enough, people only a few miles away do not know where Ocean Ridge is located. In a May 10, 1992 Palm Beach Post article referring to Ocean Ridge it was stated, "It may be dull, but the residents like it that way."

For information, check out the official website at:

<http://www.oceanridgeflorida.com/index.html>

Town Hall Hours: Mon – Fri, 8:30 a.m. - 3:00 p.m.

Union Affiliation

The Town of Ocean Ridge recognizes the Police Benevolent Association (PBA) as the exclusive bargaining unit for the Town's specified police officers. The contract is considered an addendum to this Employee Handbook. Should any discrepancy exist between this Employee Handbook and the PBA contract or any other employment contract, the PBA contract or any other employment contract will govern (see Attachment 3).

SECTION 1 - EMPLOYMENT/HIRING POLICIES

Americans with Disabilities Policy

The Town of Ocean Ridge is committed to complying with all applicable federal and state laws prohibiting harassment or discrimination against qualified individuals with disabilities, such as the Americans with Disabilities Act ("ADA"). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability and request for reasonable accommodation, provided that such accommodation does not constitute an undue hardship to the Town. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor.

Equal Employment Opportunity Policy

The Town of Ocean Ridge is committed to equal employment opportunities for all. Equal Employment Opportunity has been, and continues to be, a fundamental principle at the Town of Ocean Ridge. The Town Commission approved Ordinance Number 644 prohibiting discrimination in employment on the basis of race, color, national origin, religion, sex, gender identity or expression, genetic information, sexual orientation, disability, marital status, pregnancy, familial status, age, and any other category protected from discrimination by applicable law.

This policy applies to all terms and conditions of employment including policies and procedures relating to recruitment and hiring, compensation, working condition, benefits, and termination from employment. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

Employment of Relatives: Anti – Nepotism Policy

The Town maintains a policy restricting the employment of any individual who is related to a supervisor in the same town division. In the event a town employee is eligible for a transfer or promotion into a division in which a relative is employed, such transfer or promotion will be considered on a case-by-case basis to avoid creating any potential conflicting situation in regard to any aspect of the employment relationship. Additionally, the Town adheres to Florida Statute 112.3135 defining the Restrictions on Employment of Relatives.

Ethics and Conflict of Interest

The Town of Ocean Ridge expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Town. Business dealings that appear to create a conflict between the interests of the Town and an employee are

unacceptable. The Town recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to Town business. However, the employee must disclose any possible conflicts so that the Town may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Town's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, the Town's Code of Ethics policy sets forth those that most frequently present problems.

If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Town Manager to obtain advice on the issue. The purpose of this policy is to protect both employees and the Town from any conflict of interest that might arise. Violations of the policy constitute grave misconduct and may lead to disciplinary action including suspension or termination.

The Code of Ethics for Town employees includes the following provisions:

- Be honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
- Comply with all applicable government laws, rules and regulations.
- Maintain the confidentiality of information entrusted to them by the Town or its residents except when authorized or otherwise legally obligated to disclose.
- Deal fairly with Town residents, suppliers, competitors, volunteers, and employees.
- Provide constituents with information that is accurate, completely objective, relevant, timely, and understandable.
- Proactively promote ethical behavior as a responsible partner among peers in the work environment.
- Protect and ensure the proper use of Town's assets.
- Prohibit improper or fraudulent influence over any External Auditor.

Each employee will take the Ethics Training provided by the Palm Beach County Ethics Commission. This training will be repeated every two (2) years.

Immigration Law Compliance

The Town is committed to employing only United States citizens and aliens who are authorized to work in the US, and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Town within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Town Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Job Postings

Existing personnel will be notified of all job openings via a notice posted in the common employee break room. All job openings will be posted to the general public unless the position is filled with existing Personnel. The hiring supervisor may choose to post the job opening in the common employee break room and to the general public simultaneously.

Applications are accepted by the hiring supervisor who will review all applications for the specified vacant position(s) and forward applications of those candidates who meet the stated minimum requirements to the Town Manager or designee. The Town Manager or designee will screen applications to select applicants to be interviewed, then schedule interviews and notify applicants of interview reporting information. The Town Manager or designee will, upon candidate selection, conduct or initiate any required background checks. These background checks may be done as a condition of the job offer, whether completed before or after the offer has been made and/or accepted. All candidates selected for positions within the police department are subject to all the requirements as set by the Florida Department of Law Enforcement. All other candidates selected for positions within the Town will be subject to a variety of background checks to include, but not be limited to the following: employment verification, reference checks, criminal record check, education verification, and credit check. The employment offer is extended to the candidate subject to the approval of the Town Manager. Once the offer is accepted, the supervisor will forward all of the employment forms to the ~~Town Clerk~~Human Resources Administrator who will ensure completion of the required employment forms and conduct a new employee orientation. Only applicants who were interviewed will be notified by the supervisor that the position has been filled.

The Town of Ocean Ridge is an Equal Employment Opportunity employer and will abide by the Equal Employment Opportunity policy set forth in this document.

Medical Information

Medical information about individual employees is treated confidentially. The Town will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information.

Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Outside Employment & Special Duty Details

All employees are prohibited from participating in outside work activities if such activities negatively affect the time or quality of their work with the Town or causes a conflict of interest between such outside work and their employment with the Town, or otherwise casts discredit upon Town government. In general, outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he or she is employed at the Town, including overtime assignments;
- Involve organizations that are doing or seek to do business with the Town, including actual or potential vendors or customers; or
- Violate provisions of law or the Town's policies or rules.

If an employee is engaged or is expected to become engaged in outside work activities, the employee shall request written permission from his/her supervisor to engage in such outside activity. The granting of permission to engage in outside work activities may be withdrawn if such activity begins to conflict with this policy.

The Ocean Ridge Police Department permits off-duty employment subject to the rules and regulations for secondary employment and special duty details as developed by the Chief of Police.

SECTION 2 - ADMINISTRATIVE POLICIES/WORK ENVIRONMENT

Drug Free Workplace

The Town of Ocean Ridge recognizes that substance abuse poses a threat to the health and safety of all employees. The Town is committed to a drug-free workplace to maintain a safe, healthy and productive work environment. In support of this commitment, all employees are required to submit and pass a pre-employment drug test as a condition of employment. In recognition of substance dependency as a treatable health condition, the Town is equally committed to providing the opportunity for employees with substance-abuse problems to obtain professional help. The Town maintains a policy to comply with the Drug-Free Workplace Act of 1988 prohibiting the illegal use and possession of intoxicants and controlled substances by Town employees. Violations of the policy constitute grave misconduct and may lead to disciplinary action including suspension or termination.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the town's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Town policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Town any undue hardship.

Computer Usage Policy

The purpose of the Town's computer usage policy is to establish guidelines and requirements governing the acceptable use of the Town-provided computer and email system and communicate them to employees. Adherence to this policy will minimize risks to the Town while providing a productive communication tool. This policy applies to all employees (regular, part time, and temporary), contractors, consultants, volunteers, elected officials and other individuals who have been granted access to and use of the Town's email and/or computer systems. The complete Computer Usage Policy is found as Attachment 1 to this Employee Handbook.

Breaks & Meal Periods

Supervisors will schedule breaks and meal periods to accommodate operating requirements. Employees that are required to respond to business during breaks and meal periods will be compensated for that time.

Personal Property and Workplace Privacy

Employees should have no expectation that their workplace and/or materials contained within their workplace are private and not subject to disclosure. From time to time, supervisors and other authorized persons may have a legitimate business need to enter an employee's workplace including, but not limited to, offices, Town vehicles, computers, cabinets, and desks (including personal property brought to the workplace, which is used in the course of day-to-day

business) to search for documents, files and other work related items. In addition, in cases of suspected employee misconduct or criminal activity, the Town may search the workplace for evidence of such misconduct and will cooperate with law enforcement officials in any criminal investigation.

Policy Against Harassment and Discrimination

It is the policy of the Town of Ocean Ridge to promote a positive work environment and prohibits harassment or discrimination based upon an employee's race, color, national origin, religion, sex, gender identity or expression, genetic information, sexual orientation, disability, marital status, pregnancy, familial status, age, or any other category protected by applicable law. The Town will not tolerate verbal, visual, or physical conduct by any employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment based on a protected category. Being able to work in an environment free of discrimination and any form of harassment is essential. No form of harassment will be tolerated, including sexual harassment.

In addition to its prohibition on discrimination or harassment based on a protected category, the Town prohibits any "bullying" behavior. Such behavior has a negative impact on the Town's work environment and is unacceptable.

Each supervisor has a responsibility to maintain the workplace free of any form of harassment including sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or unwillingness to submit to sexual advances will affect the employee's terms or conditions of employment. Other harassing or offensive conduct in the workplace, whether committed by supervisors, non-supervisory employees, or non-employees, is also prohibited. Such conduct may include, but is not limited to the following:

- Unwanted sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a discriminatory or sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Degrading words to describe an individual;
- The display in the workplace of inappropriate objects or pictures based on one of the protected categories;
- Spreading gossip of a sexual nature about a person;
- Unwanted comments, serious or humorous, directed at an individual or about an individual based on a protected category;
- Making unwanted suggestive telephone calls, text messages, or other methods of communication of a sexual nature to an individual;
- Writing unwanted suggestive letters, emails, or text messages of a sexual nature.

Any employee who believes that a supervisor's, another employee's, or a non-employee's actions or words constitute a violation of this policy must report the situation immediately. Any such report must be made to the employee's supervisor, or to the Town Manager, if the issue involves the supervisor. See Attachment 2 for the Grievance Procedure. Supervisors shall report their receipt of all such complaints to the Town Manager to ensure proper handling. All complaints of harassment will be investigated promptly and in as impartial and confidential manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint will be reached and communicated to the parties involved.

Retaliation against any employee for filing a good faith grievance or participating in an investigation is strictly prohibited. Any employee or supervisor who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, depending upon the circumstances, up to and including possible discharge. Employees utilizing this procedure will be treated courteously, the problem will be handled swiftly and as confidentially as is practical under the circumstances and the registering of a good faith grievance will in no way be used against the employee nor will it have an adverse impact on the individual's employment status.

Workplace Violence Policy

The Town of Ocean Ridge does not tolerate any type of workplace violence committed by or against employees including physical and/or verbal threats. Employees are prohibited from making threats or engaging in violent activities.

The Town prohibits the possession of a weapon, as defined herein, on your person while engaged in Town business or activities, or in a Town vehicle, or when wearing a Town uniform or other clothing with a Town logo, other than sworn police officers authorized to possess such weapons. Weapons are prohibited in any Town facility, Town vehicle or Town equipment and employees are prohibited from displaying properly licensed firearms while on duty at any location except for lawful defensive purposes as provided by Florida law. In accordance with Florida law, employees may lawfully possess a weapon that is locked and secured inside or locked to a private motor vehicle in a parking lot and when the employee is lawfully in such an area. This policy shall be construed in accordance with Florida law. Weapons are defined as follows: includes all firearms, ammunition, fixed blade knives, folding knives with a blade longer than 3 inches, clubs, brass knuckles, explosives or destructive devices, chemical weapons and devices, stun guns, or other objects that may be considered weapons, as defined in section 790.001, Florida Statutes, as amended.

The Town maintains a no tolerance work place violence policy and violations of this policy constitute grave misconduct and may lead to disciplinary action including suspension or termination.

Smoke Free Workplace

In accordance with Florida State law and Town policy, smoking, vaping, and chewing tobacco is prohibited throughout the Ocean Ridge Town Hall, Police Complex, and Garage. Smoking, vaping, and chewing tobacco is permitted only outside of Town buildings and vehicles, and not within twenty (20) feet of entryways or exit points of Town buildings or vehicles. Smoking, vaping, and chewing tobacco are not permitted while an employee is carrying out his or her official duties in any location such as directing traffic, engaging with the public, etc.

SECTION 3 - COMPENSATION

Payroll Direct Deposit

Direct deposit is the method provided by the Town to deposit net pay directly to a financial institution (checking or savings account) of the employee's choice. Paychecks are automatically deposited in a personal account on payday. The employee will receive a pay statement detailing gross pay, taxes, deductions, and direct deposit amount. The pay statement will be sent to the division each payday. Direct deposit is available for all full-time and regular part-time employees. Direct deposit will cease at the time of termination.

Employee Pay Classification

Employees are classified as exempt or nonexempt based on their duties, responsibilities, and salary. Job title is not significant in determining this status.

1. Nonexempt - All employees that are paid hourly and are subject to minimum wage and overtime provisions of the Fair Labor Standards Act.
2. Exempt - An exemption from both the minimum wage and overtime pay requirements is provided for any employee employed in a bona fide exempt capacity as the terms are defined by the Fair Labor Standards Act relating to duties, responsibilities, and salary.

Employment Status Classification

Employees are classified according to hours of work and duration of position as defined below:

1. Regular Full Time, except for Sworn Law Enforcement Officers
 - a. Works a regular schedule of at least 40 hours per work week.
 - b. Paid an annual salary, if exempt; paid an hourly rate if non-exempt.
 - c. Eligible for overtime pay if classified as nonexempt, after working 40 hours in a work week.
 - d. Eligible for all employee benefits unless he or she fails to meet the eligibility requirements of a specific benefit.
2. Regular Full Time Sworn Law Enforcement Officers
 - a. Non-exempt employees work a regular schedule of at least 84 hours in a two-week pay period; exempt employees work a regular schedule of at least 40 hours per work week.
 - b. Paid an annual salary, if exempt; paid an hourly rate if non-exempt.
 - c. Eligible for overtime pay if classified as nonexempt, after working 84 hours in a two-week pay period.
 - d. Eligible for all employee benefits unless he or she fails to meet the eligibility requirements of a specific benefit.
3. Regular Part Time
 - a. Works a regular schedule of less than 30 hours per work week.
 - b. Paid at an hourly rate.
 - c. Eligible for overtime pay after 40 hours per work week.
 - d. Not eligible for employee benefits except pro-rated holidays, pro-rated personal absence leave, and retirement.

4. Temporary

- a. Employed to fill a short-term temporary need not to exceed six (6) months.
- b. Paid at an hourly rate.
- c. Eligible for overtime pay after 40 hours in a work week.
- d. Not eligible for employee benefits.

Hours Worked

In general, "hours worked" includes all time that an employee is required to be on duty and all time during which the employee is "required to work or authorized to work" for the Town.

Overtime

Nonexempt regular full time employees are compensated at one and one-half times their regular hourly rate for all hours worked in excess of 40 hours during any one work week. Nonexempt part-time employees are compensated at one and one-half times their regular hourly rate for all hours worked in excess of 40 hours during any one work week.

The Town's work week begins on Monday and ends on Sunday. All hours actually worked in excess of 40 hours during any one work week are eligible for overtime pay. Vacation Time and Holiday Compensatory Time will also be considered as time worked when calculating overtime. Personal Absence Leave/Sick Time is not calculated as time worked when calculating overtime.

Overtime for police officers is based on a different policy adopted in accordance with section 207(k) of the Fair Labor Standards Act.

The need to work overtime for all employees must be authorized and approved in advance by the supervisor.

Exempt employees are not eligible for overtime pay. The basic compensation of exempt employees is based on the amount of work necessary to complete the assigned functions and is not based upon a set number of hours per work week. However, at the discretion of their supervisor, exempt employees may be granted personal time off during normal work hours in consideration of their work efforts.

Emergency Closing

At times, emergencies such as severe weather, fires, power failures, etc. can disrupt Town operations. In extreme cases, these circumstances may require the closing of Town facilities. When operations are officially closed because of emergency conditions, the time off from scheduled work will be paid.

Prior to and during the aftermath of severe weather or other emergency incidents, certain employees, such as law enforcement and maintenance personnel, may be required to work at the discretion of the Town Manager, Chief

of Police or Mayor. Employees classified as non-exempt will be paid in accordance with Town Policies stated in the Compensation section "Overtime Pay During a Declared Emergency."

Overtime Pay During a Declared Emergency

The Town Commission set policy for the Town of Ocean Ridge that for the seventy-two (72) hour period commencing upon the mandatory confinement period as determined by the Police Chief and/or Town Manager due to a State of Emergency as determined by the Town Commission, all work hours by ALL town employees under mandatory confinement, including exempt employees shall be compensated at double their standard rate of pay. At the end of the seventy-two (72) hour confinement period following a state of emergency, overtime shall be compensated at the standard rate of time and a half. This applies only to work that addresses the needs of the Town in an actual event that affects the Town.

Pay Computation for Compensation

The Town Commission may adopt a Salary Range Plan for all Town employees that is periodically adjusted through Town Commission action. Information on this plan, if applicable, is available through the ~~Town Clerk~~Human Resources Administrator's office.

Payroll Deductions

No payroll deductions, other than required taxes or deductions ordered by a court or authorized by law, will be made without the written authorization of the employee. The pay statement serves as a regular statement of an employee's earnings and deductions.

Pay Periods

Paydays are every two (2) weeks on Friday, unless a holiday falls on Friday, in which case the Town will pay employees on the preceding workday. The Town's workweek begins on Monday and ends on Sunday. Employees get paid one week in arrears.

Probationary Period

New or newly promoted employees are required to serve a probationary period of six (6) months. Police officers and dispatch personnel are required to serve a probationary period of twelve (12) months. The purpose of this period is to give the Town and the employee time to determine the suitability of the match. While all employees are at-will, it is expected that greater than normal scrutiny regarding the appropriateness for continued employment will be applied by both the Town and the employee during the probationary period.

The probationary period allows time for supervisors to closely observe and evaluate the work and fit of new and newly promoted employees and to aid and encourage adjustment to the job. The supervisor is responsible for reviewing the quality and efficiency of the employee's work, as well as their overall fit within the Town workforce. Performance reviews should be conducted upon completion of

the probationary period and shall be completed annually thereafter. The following guidelines apply:

1. A new employee may be dismissed at any time during the probationary period. Any recommendation for dismissal should be discussed with the Town Manager prior to taking action.
2. An employee promoted to a new position whose work has not been satisfactory during the probationary period may, with the approval of the Town Manager, revert back to his or her former position if his/her former job vacancy still exists.

All employees who are dismissed or resign during or at the completion of the probationary period may meet with the ~~Town Clerk~~Human Resources Administrator for an exit interview.

Travel Expenses

The Town reimburses employees for reasonable business travel expenses incurred while on assignment away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When travel is approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed within budgeted amounts for the travel, and as authorized by the employee's Supervisor. The Town uses the federal mileage rate when reimbursing for mileage. When lodging or meals are provided, the traveler shall be reimbursed only for the actual expenses of such lodging or meals. The employee is responsible for filling out a Travel Reimbursement Form once the employee returns to Town Hall, attaching all receipts related to the travel, obtaining a Supervisor's signature, and submitting the documentation to the ~~Town Clerk~~Town Treasurer for reimbursement. If the employee uses a Town issued credit card during the travel, receipts must be forwarded to the ~~Town Clerk~~Town Treasurer when the employee returns to Town Hall to match to the credit card bill.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees for compact or mid-sized cars or the lowest available fare.
- Fares for shuttle or airport bus service, where applicable; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.

- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodging.
- Cost of meals, not including alcoholic beverages.
- Charges for telephone calls, facsimile machine use, and similar services required for business purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

Vehicles owned, leased, or rented by the Town may not be used for personal use.

When travel is completed, employees should submit completed travel expense reports within the current pay period. Reports should be accompanied by receipts for all individual expenses and/or an accounting of mileage in personal cars.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursements for specific expenses, or any other business travel issues.

Travel Time

Home-to-work travel is not compensable work time. Generally, an employee is not at work until he or she reaches the work site. If nonexempt employees are required to travel out-of-town, travel time is considered work time if the employee travels by car. Travel time as a passenger outside of regular working hours is not considered work time, unless it is required by the supervisor.

Certification Training Assignments

Employees not covered by a separate bargaining unit agreement who are assigned active Certification Training responsibilities shall be paid five percent (5%) above his or her current rate of pay for each hour in which he or she is actively engaged in Certification Training of a newly hired employee.

SECTION 4 - EMPLOYEE BENEFITS

Benefits Continuation (COBRA)

Regular full time employees qualify for COBRA benefits continuation.

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town'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 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 Town's group rates, plus an administrative cost.

The Town provides each eligible employee with a written notice describing rights granted under COBRA at the time of a qualifying event. The notice contains important information about the employee's rights and obligations.

Credit Union

The Town of Ocean Ridge employees are eligible for membership in the Credit Union of Palm Beach County. Members can save and borrow money and enjoy a variety of other benefits. The Town offers employee participation through payroll deduction in the Credit Union.

Deferred Compensation

The Town currently offers employee participation through payroll deduction in a section 457 Deferred Compensation Plan through Vantage Point Transfer Agents (formerly ICMA). The 457 Plan allows employees to save for retirement on a pre-tax basis. Participants make 100% of the contributions; there are no matching contributions by the Town. This benefit is available to regular full time employees only.

Holidays & Holiday Compensatory Time

The Town provides for eleven (11) eight (8) hour paid holidays and recognizes the following holidays for which most towns business operations are closed. New Year's Day, Martin Luther King, Jr., Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday following Thanksgiving, and Christmas Day. Holidays falling on a Saturday will normally be observed on the preceding Friday. Holidays falling on a Sunday will normally be observed on the following Monday.

Employees will also receive a paid day off for the employee's birthday. This day off will be based upon the position assigned on their birthday and will be a day off for a day off, and not calculated on hours. The employee must schedule the birthday off day in advance, subject to Town approval and within 30 days of the

employee's birthday. The birthday day off will be forfeited if not used within 30 days of the employee's birthday, and will not be placed in the employee's holiday compensatory time bank.

Employees who are required to work on a holiday will receive either:

1. Eight (8) hours time off at a later date, or
2. Eight (8) hours holiday pay.
3. Bargaining unit employees who do not work on the holiday shall receive eight (8) hours pay or eight (8) hours Holiday Compensatory Time for Town recognized holidays. Bargaining unit employees who work on the holiday shall receive twelve (12) hours pay or twelve (12) hours Holiday Compensatory Time for Town recognized holidays.

Health, Dental and Vision Insurance

Health, dental and vision insurance benefits are provided to all regular full time employees who have successfully completed the first 30 days of employment. Elected coverage will become effective on the first day of the month following the successful completion of the first thirty (30) days of employment. The Town pays 100% of the premium cost for the employee. Dependent coverage is available at an additional cost to the employee. Health insurance is offered according to law to employees who retire from the Town, at the sole cost of the employee.

Detailed information on the current health, dental plans, and vision plans can be obtained from the ~~Town Clerk~~[Human Resources Administrator](#).

Life Insurance and Accidental Death & Dismemberment (AD&D)

The Town provides \$15,000.00 in life insurance benefits to regular full time employees at no cost to the employee. Employees are eligible on the 1st day of the month after they have been employed for at least thirty (30) days. Police officers killed in the line of duty are entitled to State and Federal death benefits.

Accidental Death & Dismemberment (AD&D) coverage provides extra protection for employees in the event of a covered accidental death or injury. This insurance is designed to reduce the financial burdens associated with the loss of life, limb or sight. AD&D insurance benefits are provided to all regular full time employees who have successfully completed the first thirty (30) days of employment. The Town pays the cost for the employee.

Short Term Disability (STD)

Regular full time employees are eligible for short term disability benefits beginning the first day of the month after they have been employed for at least thirty (30) days. Benefits begin the very first day of disability up to twenty-six (26) weeks. Employees may apply for STD benefits a maximum of one week prior to the first day of disability as instructed by a medical provider. Employees do not pay any monthly premiums for this benefit. STD pays the employee a set amount based on their current rate of pay to a maximum as set by the policy in effect. ~~Prior to claiming these benefits, all accrued Personal Absence leave must~~

~~be utilized.~~ Accruals for personal absence leave, vacation pay, and holiday compensation are suspended while an employee is out of work on short term disability. Employees may opt to draw down accrued personal absence leave to supplement the amount received from the insurance company for short term disability benefits, until such accrued personal absence leave is exhausted. In the event an employee receives double payment by the Town and the insurance company while an employee is receiving short term disability, the Town shall draw upon the employees personal absence and/or vacation accruals for re-payment, or suspend the employee's personal absence leave and/or vacation accruals upon the employee's return to work until the full amount is paid back to the Town. If the employee does not return to work and an overpayment is still outstanding, the Town may invoice the employee for the amount due for the over-payment. For further details and eligibility, refer to the summary plan description, which is available from the ~~Town Clerk~~Human Resources Administrator.

Long Term Disability (LTD)

Regular full-time employees are provided with basic long-term disability insurance (LTD). LTD provides for a monthly payment not to exceed a predetermined amount following a waiting period. Employees must be disabled from performing any work to be eligible to receive LTD monthly payments. Employees do not pay any monthly premiums for this benefit. Accruals for personal absence leave, vacation pay, and holiday compensation are suspended while an employee is out of work on long term disability. For further details and eligibility, refer to the summary plan description, which is available from the ~~Town Clerk~~Human Resources Administrator.

Retirement Plans

Regular full time and part time employees qualify for retirement plan benefits. The Town currently participates in the Florida Retirement System (FRS). FRS contributions are made in compliance with statutory regulations. Employees are given the option of participating in the Defined Benefit Retirement Plan or the Defined Contribution Investment Plan directly with FRS. FRS provides specific information regarding the options available. Further information pertaining to this program is available in the ~~Town Clerk~~Human Resources Administrator's office and at the website www.myfrs.com .

Social Security/Medicare

All employees are eligible and obligated to participate in the Social Security program (Federal Insurance Contributions Act). Social Security pays benefits if an employee retires, becomes disabled, or dies, if eligibility requirements are met. Spouses and children may also be eligible for benefits when an employee becomes entitled or dies. Both the employee and the Town are required to make payments toward Social Security. All employees are required to participate in Medicare, a federal health insurance program for retired people age 65 and over, and certain disabled persons. Medicare has two parts: Part A (Hospital Insurance) and Part B (Medical Insurance). The employee, through a mandated

payroll tax, pays for Part A. The employee pays for part B by paying monthly premiums beginning at retirement.

Workers' Compensation Benefits

A Workers Compensation Insurance program is provided at no cost to employees. This program covers injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. This program provides certain financial benefits in the event of personal injury or death by accident, arising out of or in the course or scope of employment. Any employee who sustains a work-related injury or illness must inform their supervisor immediately, followed by a written statement and First Report of Injury, regardless of how minor an on-the-job injury may appear. The supervisor must inform the Police Chief and Human Resources Administrator immediately if the employee is in the Police Department. If not, the supervisor must notify the Human Resources Administrator immediately. The Human Resources Administrator will notify the carrier who will forward a First Report of Injury Report and direct further treatment. This will enable an eligible employee to qualify for coverage as quickly as possible. Employees may opt to draw down accrued personal absence leave and/or vacation leave to supplement the amount received from the workers' comp insurance carrier, until such accrued leave is exhausted. Such supplement shall not cause the employee to receive more than the regular wage for the work week. Accruals for personal absence leave, vacation pay, and holiday compensation are suspended while an employee is out of work.

Due to the limited number of employees employed by the Town, any employee who sustains an injury that is covered by the Town's workers' compensation insurance policy is authorized to be absent from work due to the workers' compensation qualifying injury or illness until he or she is released to work or for up to one (1) year, whichever comes first. Upon expiration of the one (1) year period, the Town shall begin the process of administratively separating the employee from employment with the Town.

Education Reimbursement

Employees employed by the Town for a minimum of twelve (12) months prior to the date on which the employee makes the request for participation are eligible for education reimbursement.

Reimbursement is applicable only to educational classes offered by a college, university, or community college that has been accredited by the Southern Association of Colleges and Schools, another regional accrediting agency, the Accrediting Council for Independent Colleges and Schools, or an accrediting agency or association that is recognized by the database created and maintained by the United States Department of Education.

Any employee with regular status, at the sole discretion and prior written approval of the Town Manager, and Police Chief for Police Department

employees, may receive leave and/or financial reimbursement to cover a portion of certain educational expenses provided that:

- A) Adequate funds (\$2,500 per person, per fiscal year) are available in the budget of the department to which the employee is assigned or available for educational funds allocated for such purposes;
- B) Completion of such educational classes will generally improve the employee's skills, knowledge and/or ability to carry out job assignments, and otherwise directly relates to the employee's employment with the Town;
- C) Upon completion of a course in an approved class, an employee may apply for tuition reimbursement in an amount equivalent to a portion of the tuition cost according to the following schedule:

Course Grade "A"	100% Reimbursement
Course Grade "B"	75% Reimbursement
Course Grade "C"	50% Reimbursement
Pass (in a pass/fail course)	100% Reimbursement
- D) Any employee enrolling in an approved degree program shall be eligible for reimbursement at the rate per course established by the Florida Atlantic University for a Master's degree or Bachelor's degree program or Palm Beach State College for an Associate's degree program.
- E) If the employee leaves the employ of the Town for any reason within two (2) years after completion of such educational course(s), the employee will reimburse the Town for all Town funds invested in such educational course(s).

Longevity

Employees who complete the required years of continuous service as indicated below shall receive a one-time, lump sum longevity payment (not added to base salary), which shall be paid on the employee's anniversary as follows:

- 5 year anniversary; \$500 lump sum payment
- 10 year anniversary; \$1,000 lump sum payment
- 15 year anniversary; \$1,500 lump sum payment
- 20 year anniversary; \$2,000 lump sum payment

Continuous service shall be defined as continuous paid service with the Town of Ocean Ridge and will be computed from the most recent date of hire. Continuous service shall accumulate during Personal Absence Leave, Workers' Compensation Leave, Vacation Leave, and Military Leave.

SECTION 5 - LEAVE POLICIES AND PROCEDURES

Bereavement Leave

After completion of at least twelve (12) months of employment, all regular full time and regular part time employees shall be eligible for bereavement leave with pay not to exceed three (3) working days (within 180 miles of the Town of Ocean Ridge) and five (5) working days (more than 180 miles of the Town of Ocean Ridge) for each event of a death in the employee's immediate family, or a maximum of two (2) working days in the event of the death of any other relative other than an immediate family member. Such leave shall be paid by the Town and not deducted from the employee accumulated personal absence leave and shall not be in addition to such personal absence leave. Part time employees' paid leave will be based on their routine workweek schedule.

Immediate family, for the purposes of bereavement leave, shall be defined to include the employee's spouse, children, parents, siblings, grandparents, and spouse's parents, spouse's children, spouse's grandchildren, and spouse's siblings.

Domestic Violence Leave

Under a new Florida law, as of July 1, 2007, Florida employers with a staff of over 50 must provide employees up to three (3) days of leave in a twelve-month period if the employee or a family or household member is a victim of domestic violence. Although the Town of Ocean Ridge is not obligated to provide this leave under law, the Town provides domestic leave as described below.

The Town will provide leave for the following specific activities:

- Seeking an injunction for protection against domestic violence or repeat violence, dating violence, or sexual violence;
- Obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence;
- Obtaining services from victims services organizations such as a domestic violence shelter or rape crisis center;
- Making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator;
- Seeking legal assistance to address issues arising from domestic violence or attending or preparing for court related proceedings arising from the act of domestic violence.

Except in cases of imminent danger to the health or safety of an employee, or to the health or safety of a family or household member, an employee seeking leave from work under this section must provide the Town advanced notice of the leave.

The employee is required to use personal absence leave when taking domestic violence leave. In the event that the employee does not have sufficient leave hours to cover the event, the leave that is not covered will be unpaid.

The employer must keep all information relating to the leave confidential and exempt from disclosure. This documentation is to be maintained in the Town Managers Office and kept separate from the employee's official personnel file.

Employees who legitimately take domestic violence leave in accordance with this policy will not be subject to disciplinary action.

Jury Duty and Court Appearances

Any employee who is required to be absent from work to perform jury duty shall be granted leave with no loss of pay. Employees on duty will be compensated by payment of an amount equal to the difference between their jury duty pay and their regular salary. Employees may pay to the town an amount equal to the jury duty pay and continue to receive their regular pay. An employee on jury duty is expected to report to work any day he or she is excused from jury duty. If the jury duty does not require absence for the entire work day, the employee shall return to work immediately upon release by the court. The Town will not reimburse the employee for meals, lodging, and travel expenses while serving as a juror.

An employee subpoenaed as a witness in a court or administrative hearing, not involving personal litigation or service as a paid expert witness, shall be granted court appearance leave, not to exceed the number of hours in the employee's regular workday, and any witness fees may be kept by the employee. In the case of such court appearance, leave provided shall not be reduced.

Military Leave

The Uniformed Services Employment and Reemployment Rights Act (USERRA) accords certain rights and benefits to employees who volunteer or are called to serve in the armed forces of the United States. In addition, state law accords employees certain leave rights to attend military reserve or National Guard duty or perform other military service. USERRA and State law also prohibit discrimination or reprisals against any employee who takes such military leave for these purposes.

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a leave of absence for military service, training or related obligations in accordance with applicable state and federal law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

A. Military Leave for Short Term Training:

Upon presentation of a copy of the employee's official orders or appropriate military certification, an employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall be granted leave with pay during periods in which the employee is engaged in annual field training or other active or inactive duty training exercises. Whether continuous or intermittent, such leave with pay shall not exceed 17 workdays in any Federal fiscal year (October 1 - September 30). Such leave shall be without loss of pay, per Florida Statute 115.07.

A copy of the official orders shall be filed in the employee's personnel file. Any absence in excess of 17 workdays may, upon request by the employee and approval by the appropriate supervisor, be covered by accrued vacation or personal absence leave. If not requested by the employee or approved by the appropriate supervisor as vacation or personal absence leave, such absences in excess of 17 working days shall be approved as leave without pay.

Short-term military training leave is provided for annual field training or other active or inactive duty for training. The Town will grant this leave to employees, up to 17 workdays in any one Federal fiscal year (Oct 1 - Sept 30), upon request. This leave is not charged against their personally accrued leave.

Employees may use this leave intermittently if needed (for example, employee is being called to active duty for training for four months) to ensure continued benefits, etc. He or she also may use his or her accrued vacation leave and personal absence leave to cover any absence in excess of 17 workdays.

B. Requests for Military Leave:

An employee, who is issued orders by a competent military authority, shall provide prior notice to their Supervisor as soon as possible after receiving such orders unless precluded by military necessity. If feasible, this notice should be in writing and accompanied by any military orders that the employee has received. Upon such notification, the Town shall release the employee from work for the duration of the military leave. It is recognized that an employee may not receive written orders for recurring inactive training (drills) or annual training. However, the employee is encouraged to provide a copy of orders, the annual drill schedule, or other type of documentation to the Supervisor as soon as available and, if possible, before the commencement of the military duty.

For periods of military leave in excess of thirty (30) days, the Town may request appropriate documentation, which can be used to establish the employee's basic eligibility for protection under Federal and State law.

C. Compensation and Benefits during Military Leave:

An employee who is on excused leave from work to attend inactive duty training (drills) or annual military training as part of the reserve corps of any branch of the armed forces of the United States shall receive any differential between the

employee's regular pay and that received by the employee for military duty for the first thirty (30) days of leave in a calendar year. An employee who exceeds thirty (30) days of military leave in a calendar year shall be placed on an unpaid military leave for the duration of the leave in that calendar year. The thirty (30) day pay differential shall not apply to active duty call-ups or other military duty.

An employee shall continue with all benefits for up to thirty (30) days of military leave in a calendar year. An employee who exceeds thirty (30) days of military leave and is placed on unpaid leave may continue group medical, prescription and dental benefits for a period of up to eighteen (18) months provided that the employee make arrangements with the ~~Town Clerk~~Human Resources Administrator to pay the full cost of such benefits. The required payment for such benefits must be received in the ~~Town Clerk~~Human Resources Administrator's office by the 15th day of the month for the following month's coverage. In the event that payment is not received by the 15th day of the month the employee will be notified that benefits will be terminated at the end of the calendar month. In the event the employee does not elect to continue medical, prescription and dental benefits the Town will reinstate the employee's health care coverage immediately upon the employee's return to work.

An employee, at his or her sole option, may request to use unused accrued vacation during periods of unpaid military leave. The Town cannot require an employee to use vacation leave. An employee on military leave who elects to charge such leave against vacation accruals shall be treated for purposes of benefits in the same manner as an employee who is on vacation leave (continuing all active employee benefits).

D. Return from Military Leave:

An employee is eligible for reemployment rights if he/she meets the following criteria:

- i) The employee must hold a position that has a reasonable expectation of continuation indefinitely or for a significant period.
- ii) The employee must give notice to the Town that he/she is leaving for military leave as proved in "B" above (unless such notice is precluded by military necessity or security concerns).
- iii) The employee must be released from service under "honorable conditions".
- iv) The employee must report back to work as defined below:
 - For a period of military service of up to thirty (30) consecutive days, the employee must report back to work for the first full regularly scheduled work period on the day following the completion of the period of military service; his or her safe transportation home and a break of at least eight (8) hours;
 - For a period of military service of thirty-one (31) to one hundred eighty (180) consecutive days, the employee is to submit to the employer an oral or

- written application for reemployment no later than fourteen (14) days after the completion of the period of military service;
- For a period of military service of one hundred eighty one (181) days or more, the employee must submit an application for reemployment not later than ninety (90) days after completion of the period of service.

An employee who does not comply with the return to work requirements may forfeit his/her reemployment rights pursuant to Federal law and the Town's established policies and procedures on returning from a leave of absence. (Pursuant to USERRA these rules may be extended under certain conditions to accommodate an employee convalescing from a service-connected injury or illness).

However, USERRA provision 4312(d)(1) specifically states that an employer is not required to reemploy a person if the employer's circumstances have changed as to make such reemployment impossible or unreasonable.

E. Compensation and Benefits upon Reinstatement:

Upon reinstatement, the employee shall be returned to Town employment as follows:

- i) Military service of less than ninety-one (91) days – to the position the employee would have held had he or she remained continuously employed, so long as the person is qualified or can become qualified after reasonable efforts by the Town; or if the employee cannot become qualified, in the position the employee was employed on the date of the commencement of the military leave.
- ii) Military service of ninety-one (91) or more consecutive days – the same as "i" above or a position of like seniority, status and pay so long as the employee is qualified; or if the employee cannot become qualified, in the position the employee was employed on the date of the commencement of the military service or a position which nearly approximates that position.

The employee's seniority as well as any benefits based on length of service (e.g. longevity, vacation accrual, etc.) will accrue as if he/she had been on the job working during the period(s) of military service.

Upon the employee's return to work, the Town will reinstate the employee's health care coverage immediately with no waiting periods and no conditions. All other benefits as provided by the Town's policies will be reinstated upon reemployment.

The employee, pursuant to USERRA, will have a period of time to make up "missed" contributions per Florida Retirement System guidelines. Under USERRA, that period must be equal to at least three times the period of the

employee's uniformed service except that such repayment may not exceed five (5) years.

F. Limitations:

Military leave, paid or unpaid, shall not exceed five (5) years throughout the employee's service with the Town.

Personal Absence (a/k/a Sick Leave)

Regular full-time employees are eligible for personal absence (PA) leave pursuant to the terms of the Town policy. Personal Absence leave can be used for a variety of reasons which would include, but are not limited to the following:

- Employee Illness;
- Taking care of illness in the immediate family;
- Medical/Dental appointments;
- Miscellaneous other appointments (i.e. Parent-Teacher conferences, etc).

Town policy states that full time employees shall accrue personal absence leave at the rate of 3.69 hours per pay period totaling 96 hours per year. Regular part time employees shall also be eligible for PA leave, adjusted on a pro-rated basis of 1.845 hours per pay period totaling 48 hours per year.

During PA leave, employees shall receive compensation at their regular rate of pay.

In order to be eligible for PA leave pay, an employee must do the following:

1. Report promptly to their supervisor the reason for their absence;
2. Keep their supervisor informed of their condition if the absence is of more than three (3) day duration; and
3. Submit a written statement from the attending physician for any absence exceeding three (3) or more days.
4. Except for unexpected illnesses, an employee must provide their supervisor with 2 days' notice if they plan on being absent for any length of time.

Claiming Personal Absence except as defined in this section, may be cause for disciplinary action, including transfer, suspension, demotion, or dismissal.

Except as provided otherwise in this section, employees voluntarily terminating employment, after completing at least 6 months of employment, shall be entitled to reimbursement of 25% of the hours of unused PA leave at the rate of pay which is in effect at the time of termination, up to a maximum of 160 hours of pay. Employees terminated by a Supervisor are not eligible for the payout upon termination. Upon an employee's normal retirement, employee shall be entitled to reimbursement for 50% of the hours of unused PA leave at the rate of pay which is in effect at the time of normal retirement up to a maximum of 800 hours of pay. Normal retirement is defined for this section as an employee that reaches the required age and service requirements for the Florida Retirement System, or

if the employee is not in the Florida Retirement System, the employee's retirement system, and elects to retire from employment from the Town.

Pregnancy-Related Absences

The Town will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be made and evaluated in accordance with the Personal Absence (PA) leave policy provisions outlined in this handbook.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for a PA leave. After all the PA time has been utilized, the employee may apply for short term disability (STD).

Unpaid Leave of Absence

Unpaid leave of absence is a leave of absence for any reason other than bereavement, vacation, personal appointments, etc. Before an unpaid leave of absence may be approved, the employee must have exhausted their accrued vacation, comp time, and personal absence leave.

It is the policy of the Town of Ocean Ridge that an appointing authority may grant an unpaid leave of absence to a full-time regular employee not to exceed ten (10) working days after all other leave (vacation and PA) has been exhausted. If it is in the interest of the Town, the Town Manager may approve an application for an unpaid leave of absence for a period not to exceed thirty (30) days and the Commission may approve an application for an unpaid leave of absence for a period not to exceed ninety (90) days. Upon the expiration of an approved unpaid leave of absence, the employee shall be reinstated in the same or equivalent position held at the time the leave was granted. Failure of the employee to promptly report to work at the expiration of the leave may be cause for dismissal.

An employee who is on an unpaid leave for more than twenty (20) working days will not accrue PA or vacation time.

Vacation Leave

Regular full-time and regular part-time employees are eligible for annual paid vacation leave as provided by Town policy. Where such special circumstance requires an exception for additional hours, the Town Manager must give prior approval.

Town policy allows paid vacation to be accrued in the following schedule for all employees:

0-5 years of service	86 hours earned annually	3.30 hours earned per pay period
5+-10 years of service	126 hours earned annually	4.84 hours earned per pay period
10+ years of service	166 hours earned annually	6.38 hours earned per pay period

A maximum of forty (40) hours can be taken as pay each fiscal year for all employees.

Vacation time shall not be used in advance of the month in which it shall accrue.

Accruals of Vacation Time plus Holiday Compensatory Time hours shall not exceed two hundred ten (210) hours at any time. Employees are responsible for reviewing their own accruals on the pay statement, ensuring no loss of accrued time occurs once the maximum accrual is reached. PBA members shall donate three (3) vacation hours to the PBA time pool as outlined in the PBA contract.

Employees who have worked for the Town for at least six (6) months, at separation of service, are paid for any credited unused vacation but not to exceed the maximum amount established by Town policy. If an employee is terminated by a Supervisor at any time, he/she shall not be eligible for a payout.

Vacation leave is typically used for the purpose of going on vacation; however, it may also be used for personal business. In unusual or unavoidable situations, your supervisor may require you to take a portion of your vacation leave at a specified time. Vacation leave requests must be pre-approved by your Supervisor. A minimum of two (2) days' notice must be provided to allow sufficient time to make sure the vacation will not adversely affect the daily functions of the Town. Abuse of the pre-approval policy may result in loss of pay or disciplinary action. Unforeseen circumstances may be considered.

Donated Leave Time

Donations of accumulated Personal Leave time and/or Vacation time by an employee can be made to any Town employee who has exhausted his or her own Personal Leave time and Vacation time, up to a maximum of forty (40) hours annually. The deduction from the donating employee shall be calculated at the next pay period on an hour-for-hour basis.

SECTION 6 – EMPLOYMENT RECORDS AND RESPONSIBILITIES

Access to Employee Files

The Town maintains a personnel file on each employee. The file includes such information as employee's job application, resume, tax withholding forms, records of training, documentation of performance appraisals, salary increases, and other employment records.

Under Florida law, these files are public records available for public inspection. However, medical information contained in the employee file is exempt from the public disclosure law and may not be released without a court order or the employee's written permission. The law also prohibits disclosure of home address, photograph, telephone number, etc. of a sworn law enforcement officer, their spouse and children, regardless of the officer's current employment status. Persons who wish to review their file should contact the ~~Town Clerk~~[Human Resources Administrator](#).

Employment Applications

The Town 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 Town's exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

Job Descriptions

The Town has prepared job descriptions that list the essential duties and responsibilities for each Town position. A job description is not intended to be an all-encompassing list of all of the duties and responsibilities of a position and may be amended from time to time by the Town. Employees should become familiar with the job requirements as outlined in their job descriptions. These job descriptions may be found in the office of the Human Resources Administrator.

Performance Evaluations

The Town's Performance Evaluation Program recognizes the importance of an appraisal system that effectively and objectively measures work performance and assists in staff development needs. Performance evaluations will be conducted annually for Town employees. Merit raise percentage increases are established by the Town Commission during the annual budget process, and will be awarded to employees based on performance.

Personal Data Changes

It is the responsibility of each employee to promptly notify the Town of any changes in personal data. Personal physical and mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, additional educational accomplishments, and other such status reports should be accurate

and current at all times. If any personal data has changed, please notify the ~~Town Clerk~~ Human Resources Administrator.

SECTION 7 - DISCIPLINE AND DISCHARGE

Corrective Action

Although employment with the Town of Ocean Ridge is on an at-will basis, it is our practice to attempt to correct problems or improve job performance by applying a consistent approach of counseling and warning procedures. Any corrective action or counseling should be fully documented. Certain acts of misconduct may require more direct disciplinary action.

Employee Conduct

Employees are expected to report to work as scheduled and to carry out their duties and responsibilities to the best of their abilities and in a professional manner at all times. Any employee whose conduct or performance is found to constitute misconduct, incompetence or otherwise be in violation of Town policy, rules or procedures will be subject to disciplinary action. Disciplinary action taken against an employee may range from a reprimand to discharge based on the nature of the disciplinary violation and/or the employee's employment record with the Town. Any cases of disciplinary action that affect an employee's pay must be approved by the Town Manager **prior** to the action being taken. Police officers are covered by the Policeman's Bill of Rights under Florida Statute 112 and the investigative procedures outlined therein.

To ensure orderly operations and provide the best possible work environment, the Town 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 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, travel expense reports or other work-related records
- Possession, distribution, sale, transfer, use, or being under the influence of alcohol or illegal drugs in the workplace, while on duty, or while operating Town-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment and/or discrimination
- Excessive absenteeism or absence without notice
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Knowingly providing false or incomplete information
- Unauthorized possession of weapons in the workplace or workplace violence

Progressive Form of Disciplinary Action

The goals of progressive discipline are to: inform the employee of inadequacies in performance or instances of improper behavior; clarify what constitutes satisfactory performance or behavior; instruct the employee on what action must be taken to correct the performance or behavior problem; and inform the employee of what action will be taken in the future if the expectations are not met.

Action to correct or reprimand may be in verbal or written form and/or suspension without pay. Original copies of disciplinary documentation should be sent to the employee's file in the ~~Town Clerks'~~Human Resources Administrator's office. Originals should be retained by the supervisor and copies given to the employee.

This guide represents a progressive form of disciplinary action. However, the use of the progressive form of disciplinary action is entirely within the supervisor's discretion and nothing herein shall be deemed to prevent a supervisor from implementing any form of discipline, including termination, he or she deems suitable and appropriate in the circumstances and irrespective of whether any or none of the steps set forth below have previously been taken. Nothing contained herein shall be deemed to provide an employee a right to have these procedures applied to him or her and the Town may, when it deems it desirable and appropriate, in its sole discretion, impose any type of discipline, including termination, without the application of the progressive discipline provisions.

When the progressive form of disciplinary action is utilized, the following guidelines are outlined:

1. Verbal Counseling - The verbal counseling session should be conducted in private by the employee's supervisor and should consist of a discussion of the specific problem areas and the expected results. A written record of the counseling session should be made and signed by both the employee and the supervisor.
2. Written Reprimand - If counseling does not produce the desired results or if infractions continue after the supervisor has discussed them with the employee, the employee should be issued a formal written reprimand. The written reprimand must be signed by the supervisor and the affected employee. The original should be given to the employee and a copy should be forwarded to the ~~Town Clerk~~Human Resources Administrator to file in the personnel file.

Verbal and written reprimand should be documented. The purpose of the documentation is to:

- a. eliminate misunderstandings between the supervisor and the employee;
- b. ensure that the employee is given notice of unacceptable conduct in time to permit improvement; and
- c. ensure that documentation is available to justify the action taken in the event of alleged discrimination charges.

The documentation should state the specific corrective action the employee must take and advise the employee that termination can be expected if the performance problem is not corrected.

3. Suspension - Supervisors have the authority to temporarily remove employees from the workplace if approved in advance by the Town Manager. An exempt employee may not be suspended without pay for less than a full week unless discipline is for violation of a safety rule of major significance.

Failure to improve performance or behavior after the written warning or suspension can result in termination.

Resignations and Terminations

A voluntary separation from Town employment is generally considered a resignation and is initiated by the employee. An employee should submit his or her resignation in writing to their supervisor at least two weeks prior to their last day of work. If an employee resigns, it is at the discretion of the supervisor if they remain on the premises up to the amount of notice that they have provided.

An employee who provides the required notice shall receive his or her final paycheck on the payroll on or immediately following their last day of work provided all Town property has been returned in serviceable condition. Vacation leave earned but unused shall be paid in the employee's final paycheck in accordance with Town Policy (see page 29). Additionally 25% of accumulated personal absence time up to 160 hours shall also be paid in the employee's final paycheck, for employees who have worked six (6) or more months in the Town, or were hired prior to 5/7/91 in which case they are not subject to the 160 hours maximum accumulated personal absence time.

An employee may be involuntary separated from town employment by the Town Manager for a number of reasons including but not limited to discharge for cause, failure to report to work, failure to obtain or maintain the qualifications for their position, poor performance, lack of work, and other appropriate reasons.

Involuntary termination may be initiated for a variety of reasons. Those reasons include, but are not limited to:

1. Discovering during the probationary period that an employee is not capable of performing the job for which he/she was hired, the employee is otherwise unsatisfactory in performance of his/her duties, or for any other reason during the probationary period. This action is originated by a supervisor and may be initiated with or without cause.
2. Conclusion of a temporary assignment.
3. Incapacity or inability to perform the "essential job functions" for which the employee was hired, with or without reasonable accommodations.
4. For cause or for violation of work rules, including but not limited to:
 - Violation of Town policy.

- Dereliction of duty.
- Failure to report any criminal conviction.
- Flagrant or continued failure to obey work rules and regulations, as set forth herein or as may be set forth in writing by Town Manager.
- Inability to work with others.
- Dishonesty in the execution of job duties or dishonesty when participating in an administrative investigation.
- For other employee conduct which is detrimental or prejudicial to the best interests of the Town government.
- For misuse of Town funds.

Employees involuntarily terminated are not eligible to receive vacation or personal leave payouts.

Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Town property must be returned by employees on or before their last day of work.

Tardiness and Excessive Absenteeism

Employees are required to be at work at the established starting time. Employees with absences or tardiness instances that are deemed inappropriate or excessive by the supervisor should be counseled by the supervisor and may include disciplinary action for the employee. Counseling and disciplinary action should be documented. Excessive absenteeism or tardiness are grounds for corrective action, including dismissal.

Termination due to Medical Reasons

Once short term disability (STD) is depleted after six (6) months, Town benefits will cease, position will no longer be held open and employee will be terminated. However, COBRA will be available for purchase for medical benefits.

SECTION 8 – EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Town of Ocean Ridge Employee Handbook (Revised January 6, 2020). I agree to read it thoroughly, including the statements in the Welcome describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Supervisor. I understand that this Handbook states policies and procedures that are in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the Town of Ocean Ridge for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Moreover, I have read, understand, and agree to comply with the provisions of the Educational Reimbursement policy. I also understand that if I voluntarily or involuntarily separate from the employment with the Town within two (2) years after completion of such educational course(s), I will reimburse the Town for all Town funds invested in such educational course(s). Accordingly, I will be required to reimburse the educational course expense in full prior to my last date of employment, or through such other collection means as the Town deems appropriate. As such, I hereby give the Town an express lien on all salaries, wages and other sums payable to me by the Town for the purpose of securing the payment of any amount which may become due from me under the Education Reimbursement policy. I hereby authorize the Town to deduct said amount from any sums payable to me for salaries, wages, expense reimbursement or otherwise. Moreover, I specifically authorize the Town to retain sums payable to me in the form of salaries, wages and other sums on or before issuance of my final paycheck, subject to any restrictions under Federal and State wage and hour laws.

Please sign and date below to signify receipt of the Employee Handbook and return it to your supervisor.

Date: _____

Signature: _____

Print Name: _____

ATTACHMENT 1 – COMPUTER USAGE POLICY

EFFECTIVE DATE: May 1, 2008

I. PURPOSE

The purpose of this directive is to establish a policy for the care and use of Town of Ocean Ridge computers and all associated hardware/software.

II. POLICY

It is the intent of the Town of Ocean Ridge to use computer systems and related software in accordance with all contractual obligations and federal copyright laws. Access to Town computers, software and the records management system (RMS) is restricted to authorized employees only. Employees shall not allow unauthorized persons access to Town of Ocean Ridge computer equipment or software.

III. DEFINITIONS

A. **Hardware:** The physical components or pieces of a Laptop/Desktop computer. The machinery and any issued peripheral devices attached to the computer that are controlled by its processor.

B. **Software:** Programs running on a computer that tell the computer what to do. Software includes both source code written by humans and executable machine code. Operating system software controls the execution of other programs.

C. **High Priority Calls:** Calls that pose a serious risk to the safety and well-being of employees and/or civilians. This also includes any calls that elicit a Code 3 response.

D. **Electronic Mail (Email):** Electronic correspondence composed and/or sent using municipal electronic mail applications to recipients internal to the Town or to outside recipients using Town gateways for delivery via the Internet. For purposes of this Directive, "transmitting" an email message includes sending, replying to, or forwarding any portion of an email message created or received to another party via the Town email system including Town email relayed to and from the Town server via an Internet Service Provider (ISP).

E. **Internet:** A collection of computer networks that spans the globe, connecting government, military, educational and commercial institutions, as well as private citizens to a wide range of computer services, resources, and information. A set of network conventions and common tools are employed to give the appearance of a single large network, even though the computers that are linked together use many different hardware and software platforms.

F. **Computer System:** A combination of hardware and software (compiled and maintained by the Town's computer technician) that are made available for the exclusive use of Town of Ocean Ridge employees as a tool to facilitate the work-related tasks.

IV. REGULATIONS

A. While on duty, computers shall be used in a professional manner and should be used in conjunction with an employee's official duties.

B. The Town may assign an employee a computer suitable for that employee's assignment. The Town will determine which peripheral devices and/or accessories will be necessary for the employee based on the task. When a computer system is assigned to an employee, the employee is responsible for the proper handling and care of the computer system.

C. Town-owned computers and associated equipment shall not be serviced by anyone other than the Town's computer technician. The case that encloses the hardware shall not be opened or entered by anyone other than an authorized technician.

D. Any damage or loss shall be immediately reported in accordance with Town policy. Further, the applicable supervisor will complete a report outlining the extent and cause of the damaged or lost hardware.

E. All computer systems are the property of the Town of Ocean Ridge and are subject to inspection at any time. Private, non-business related information should not be stored on the hard drive of any Town of Ocean Ridge computer. Employees should take note that there is no expectation of privacy regarding information stored on a hard drive or file servers. Files stored on the computer's hard drive are not to be password protected beyond that established by the Town. If during inspection a password protected file is discovered the employee shall immediately provide the password to the official inspecting the computer. Failure to do so may result in formal disciplinary action.

F. Employees are not permitted to attach any hardware to a computer unless specifically authorized by the Town's computer technician.

G. At no time is an employee to connect a computer to the Internet, World Wide Web, or any other computer network unless authorized by the Town's computer technician. If permission is granted to access any of the above, an anti-virus program shall be installed first and employed during said use.

H. At no time shall a computer game be installed on any Town of Ocean Ridge computer. The traditional games that are a part of the operating system shall not

be accessed while the employee is on duty. The Town's computer technician will remove such games should compatibility issues arise between above mentioned games and Town of Ocean Ridge software.

I. The Town's computer technician shall ensure that all computer related equipment is functioning properly at all times and that data on all file servers that service the Town are backed up on a regular basis.

J. Computers and related equipment that are deemed vital to the Town's proper operation shall be connected to an Uninterruptible Power Supply (UPS) as well as the emergency generator.

K. Employees that experience problems operating a computer or related device shall request the assistance of the Town's computer technician.

L. Employees shall not install any software onto any computer unless authorized by the Town's computer technician. In the event that an employee wishes to have business related software installed, the employee must make this request in writing and provide justification. This request shall be routed through the employee's chain of command to the Town's computer technician. If the request is authorized, the employee must provide the original software to the Town's computer technician along with the original user license. The Town's computer technician shall inspect the above items to ensure that there will be no violation if the software is installed. A copy of the original license shall be secured and held by the Town and the original returned to the employee. The Town's computer technician shall then check the software for compatibility issues as well as scanning the software for viruses. Once this is completed the Town's computer technician shall be responsible for installation.

V. EMAIL POLICY

Scope

This policy provides guidelines for the management and usage of electronic mail (email) messages as public records within the Town of Ocean Ridge. This policy applies to all Town of Ocean Ridge personnel with access to the email system including all offices, divisions, bureaus, advisory bodies, and contract agents of the Town in the conduct of their official duties as prescribed by law.

This policy does not provide specific procedures for system back-ups or "archiving" of inactive email. The Record Manager Liaison Officer (RMLO) or an appointed representative will be responsible for retention of emails according to Town of Ocean Ridges policy, and the State of Florida records retention laws.

Purposes

The purposes of this policy are to:

- A. Ensure that Town of Ocean Ridge employees comply with Florida's Public Records Law, F.S.S. Chapter 119, when using the Town's email system;
- B. Ensure that Town of Ocean Ridge employees properly manage and retain email as public records in accordance with applicable records management statutes and rules; and
- C. Ensure proper usage of the Town of Ocean Ridge email system and that all employees understand the types of email usage that are considered inappropriate and violation of this policy.

Authority

- A. Chapters 119, 257, and 282, Florida Statutes;
- B. Rules 1B-24 and 60DD-2, Florida Administrative Code.

Email as a Public Record

- A. Email which is created or received by a Town of Ocean Ridge employee in connection with the transaction of official business is considered a public record and is subject to inspection and/or copying in accordance with Chapter 119, Florida Statutes, and is subject to applicable state retention laws and regulations, unless expressly exempted by law.
- B. Emails created or received for personal use are not generally considered public records, and do not fall within the definition of public records by virtue of their placement on a government-owned computer system. However, if the Town of Ocean Ridge discovers misuse of the email system, personal emails that are identified as being in violation of Town policy may become public record as part of an investigation.
- C. The Florida Statutes contain numerous specific exemptions to the access and inspection requirements of Public Records Law. Employees are responsible for ensuring that electronic public records which are exempt from access or inspection by statute are properly safeguarded.

Use of Email System

A. The Town of Ocean Ridge's email system is to be used to conduct official Town business and is not to be used for any other purpose unless expressly approved by authorized Town officials. Email may be used to communicate with Town staff and with other public and private entities to conduct official Town business.

B. Incidental, personal use of email system is permitted; however, the personal use must be done while the employee is not on-the-clock, must be brief, must not interfere with the employee's work or the work of others, must not subject the Town to any additional cost, and must not be prohibited by this policy or any federal, state or local law, statute, ordinance, rule or regulation.

C. All messages sent on the email system are attributable solely to the individual users of the email system. No email or other electronic communication may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on the Town email system should contain the sending employee's name.

Prohibited Uses of Email

The Town of Ocean Ridge's email system shall not be used for any unauthorized purpose including, but not limited to:

A. Sending solicitations including, but not limited to, advertising the sale of goods or services or other commercial activities, which have not been approved by the Town.

B. Sending copies of documents in violation of copyright laws or licensing agreements.

C. Sending information or material prohibited or restricted by government security laws or regulations.

D. Sending information or material which may reflect unfavorably on the Town of Ocean Ridge or adversely affect the Town's ability to carry out its mission.

E. Sending information or material which may be perceived as representing the Town of Ocean Ridge's official position on any matter when authority to disseminate such information has not been expressly granted.

F. Sending confidential or proprietary information or data to persons not authorized to receive such information, either within or outside the Town of Ocean Ridge.

G. Sending messages or requesting information or material that is fraudulent, harassing, obscene, offensive, discriminatory, lewd, sexually suggestive, sexually explicit, pornographic, intimidating, defamatory, derogatory, violent or which contains profanity or vulgarity, regardless of intent. Among those which are considered offensive include, but are not limited to, messages containing jokes, slurs, epithets, pictures, caricatures, or other material demonstrating animosity, hatred, disdain or contempt for a person or group of people because of race, color, age, national origin, gender, religious or political beliefs, marital status, disability, sexual orientation or any other classification protected by law.

H. Sending messages or requesting information reflecting or containing chain letters or any illegal activity, including, but not limited to illegal gambling.

I. Sending or requesting information or material that proselytizes or promotes a religious or political view, cause, position or action.

No Right of Privacy

Town of Ocean Ridge employees have no expectation of privacy in any material created, stored in, received, or sent over the Town's email system. The Town of Ocean Ridge reserves and may exercise the right, at any time and without prior notice or permission, to intercept, monitor, access, search, retrieve, record, copy, inspect, review, block, delete and/or disclose any material created, stored in, received, or sent over the Town's email system for the purpose of protecting the system from unauthorized or improper use or criminal activity.

Retention Requirements for Email

A. All public records must have an approved retention schedule in place before they can be destroyed or otherwise disposed of. Retention periods are determined by the content, nature and purpose of records, and are set based on their legal, fiscal, administrative and historical values regardless of their form. Therefore, there is no single retention schedule that would apply across the board to all emails. Email, like other records, irrespective of its form, can have a variety of purposes and relate to a variety of program functions and activities. The retention period of any particular email message will generally be the same as the retention for records in any other form that document the same program function or activity.

B. Town of Ocean Ridge employees are required to relate each email that is created or received by the employee through the Town of Ocean Ridge's email system to activity it documents, as well as to other records documenting that activity, and apply the appropriate retention period based on that activity or function. Approved retention schedules for State of Florida General Records Schedule GS1-SL for State and Local Government Agencies can be found at http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm

C. It is the responsibility of each Town of Ocean Ridge employee and the Records Manager Liaison Officer (RMLO) to ensure that email and other public records in their custody are maintained for required retention period(s). Although the Town of Ocean Ridge routinely backs up its server, each back-up is maintained only briefly for disaster recovery purposes and therefore cannot be regarded as a tool for meeting public records retention requirements.

Transitory Messages

Many, though not all, emails fall under the retention schedule for “TRANSITORY MESSAGES” (General Records Schedule GS1-S for State Government Agencies, item #146). “Transitory Messages” are messages that do not set policy, establish guidelines or procedures certify a transaction, or become a receipt. For instance, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar. The informal nature of transitory messages might be compared to a telephone conversation or conversation in an office hallway. The retention requirements for Transitory Messages is “Retain until obsolete, supersede or administrative value is lost.” Therefore, emails that fall into this category can be disposed of at any time once they are no longer needed.

Managing Email

Sorting email into appropriate folders is a helpful way to manage these records and to ensure that appropriate retention requirements are identified and met. That is, just as a file cabinet is set up to house different sets of files and employees know where to file paper records in those files, email has files and folders. If no retention schedule exists for records relating to a particular activity, then one must be established and retention schedule would then apply to all documentation of that activity, regardless of form (paper, film’s, electronics, etc.).

Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment.

VI. ANTI-VIRUS MEASURES

A. The Town’s computer technician will install anti-virus software on all Town laptop and desktop computers and network servers. Virus definitions are to be updated as required and distributed to all computers using the Town’s network.

B. Employees are to ensure that floppy discs, jump drives, or flash card memory sticks obtained from an unknown source are scanned for viruses prior to use.

C. Employees will not open any email message from an unknown or questionable source. In the event that any such message is received, the employee should make reasonable efforts to provide this information to a Town's computer technician representative as soon as practical.

VII. INTERNET USAGE

A. Internet access is provided to facilitate the conduct of Town of Ocean Ridge business. Access to the Internet by employees may be limited at the sole discretion of the Town; which includes the use of filtering software to bar access to certain Internet addresses. The downloading and installation of software programs onto a computer or onto the Town's network must be approved in advance by the Town's computer technician.

B. Incidental, personal use of the internet is permitted; however, the personal use must be brief, must not interfere with the employee's work or the work of others, must not subject the Town to any additional cost, and must not be prohibited by this policy or any federal, state or local law, statute, ordinance, rule or regulation.

C. The following activities on the Internet are specifically prohibited while on duty:

- (1) Using the Internet for personal gain or for commercial activity unrelated to the Town of Ocean Ridge;
- (2) Sending privileged information or police restricted information to unauthorized persons;
- (3) Accessing sites which contain threatening, intimidating, hostile, offensive, pornographic, or discriminatory material unless such access is necessary to the performance of a employee's official duties;
- (4) Copying or otherwise converting protected electronic information in violation of copyright or trademark laws.

VIII. VEHICLE COMPUTER PROCEDURES (Police Personnel Only)

A. Before going in service, all Police Department employees utilizing patrol laptops will log in and remain logged in at all times during their shift.

B. Any problem that results in an employee being unable to log in shall be immediately reported to their supervisor, who will ensure that the Town's computer technician is made aware of the issue. If a representative of the Town's computer technician is not on-duty, supervisors will use their judgment to determine whether immediate notification is necessary.

C. Laptops unable to connect will be turned over to Technical Services for repair. If the Town's computer technician is not on-duty, notification will be made via memo.

D. Police Department employees may utilize the patrol laptops for access to the Town's email system in accordance with the Email section of this policy.

IX. CARE AND HANDLING

A. Employees assigned computers are responsible for the reasonable care and maintenance of same. All computer systems shall be kept secured at all times. With the exception of computers installed by the Police Department for patrol use, computers systems are not to be stored in Town assigned or privately owned vehicles other than for purposes of transport to and from work. Loss or damage resulting from negligence and/or abuse may result in the employee reimbursing the Town for the cost of the repair or replacement of the equipment as well as disciplinary action.

B. Laptop computers will be stored and transported in the Town's issued case. In the event an employee wishes to use an alternative to the issued case, permission must first be obtained from the Town's computer technician.

ATTACHMENT 2 - GRIEVANCE POLICY AND PROCEDURE

This policy describes the grievance policy and procedures for non-union employees. Refer to the current PBA contract for specifics for union employees. The purpose of this policy is to establish guidelines and procedures to equitably and promptly resolve complaints concerning any and all grievable issues, such as but not limited to sexual harassment and any form of discrimination. Disciplinary actions, demotions and terminations are not grievable. The procedure may be used by any Town employee (other than the Town Manager).

The Town, in keeping with a policy of maintaining satisfactory and efficient working conditions, shall provide a means to ensure a systematic and fair review of employee complaints and grievances. The Town is committed to allow employees to seek resolutions of their concerns and problems through a formal written procedure after informal attempts have proven unsatisfactory. This grievance procedure is designed around the philosophical commitment that all problems be resolved at the lowest possible level and in an equitable and efficient manner.

Procedures

Grievances shall be filed promptly after the complained of events occur.

The grievance must be presented to the employee's supervisor within fifteen (15) calendar days from the occurrence of the action complained of in order to be considered.

For all steps of the grievance procedure, the time limits for filing may be extended in cases in which it can be shown that circumstances beyond control prevented the filing within the time limits.

To be considered, the procedural steps listed below must be followed after the action complained of has occurred.

1. Oral Presentation

All grievances may be initially presented orally to the aggrieved employee's immediate supervisor. If the grievance is directed at the supervisor, the employee may present the oral grievance to the Town Manager. The supervisor should make every effort to resolve employee concerns as they arise. Efforts on the part of the supervisor may include explanations, discussion, or counseling. The supervisor may make reasonable adjustments within his or her authority level. Every effort should be made to resolve the matter to the mutual satisfaction of both employee and supervisor. Should this informal first step be considered unsatisfactory, the aggrieved employee shall have the right to then file a formal written grievance as set out below.

2. Written Presentation

If the oral presentation as provided for in the first step fails to resolve the matter, the employee shall have the right within ten (10) calendar days after the discussion with the immediate supervisor, to file a formal written grievance with the Town Manager. If the grievance is against the Town Manager, then the employee should file the formal grievance with the Mayor to mediate it with a recommendation to the Commission.

The time limit for filing may be extended in cases in which the employee can show that circumstances beyond his/her control prevented the filing of a written grievance or complaint.

In presenting the written grievance, the following information must be stated with reasonable clearness: the nature of the matter, the exact date (or if uncertain, the approximate date), the identity of the employee who claims to be harmed, the identity of the party or parties alleged to have caused the problem, any witnesses to the matter, the location where the matter/actions occurred, and the remedy which is sought.

Within fifteen (15) calendar days of receipt of the written grievance, the Town Manager (or Mayor, as the case may be) shall separately meet with the employee and the employee's immediate supervisor to discuss the matter. The grievance at this step shall be fully and thoroughly discussed by all parties involved in the effort to resolve the problem. The decision by the Town Manager/Mayor, whether reached during this discussion or afterward, shall be presented in writing to the employee within ten (10) calendar days of the meeting.

ATTACHMENT 3

PBA Contract (see separate document in Town Clerk's Human Resources Administrator's Office)