



CITY OF BROOKSVILLE

2025

EMPLOYEE

POLICY MANUAL

The City of Brooksville Employee Policy Manual provides guidance on workplace expectations, employee responsibilities, and City procedures. It promotes consistency, compliance with laws, and supports a fair and professional work environment for all employees.



POLICY UPDATES

Date	Policy	Section
August 2025	Emergency Pay Policy	4.0
August 2025	On-Call Policy	7.4
August 2025	PTO Policy	8.1 (Carryover)
August 2025	Holiday Policy	9.2
August 2025	Take Home Vehicle Policy	13.0

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City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 1

GENERAL PROVISIONS

1.0 CHAPTER ONE INTRODUCTION

It is the policy of the City of Brooksville, ('City'), to promote, support, implement and maintain a city-wide program for coordinated development of municipal services and facilities. High quality services are mandatory for the health, safety and welfare of the citizens and employees of the City ("Employees").

The ability to provide high quality services to its citizens is dependent upon the Employees to perform at a consistently high professional level. Therefore, this Personnel Rules and Regulations Manual ("Manual") sets out the expectations for, attendance to, and ability to respect the policies and procedures contained herein.

1.1 POLICY

This Manual is consistent with the City Charter and Code of Ordinances, and is, implemented to act as a guide to administration of personnel and employment matters.

The personnel policies ("Policies") included in this Manual are designed to be equitable to all Employees. It is expected that the systematic application of these policies will result in employee awareness. The final interpretation and application of these Policies shall be made by the City Manager.

These Policies are not intended to be, nor should they be construed as an employment contract or guarantee of minimum length of employment.

1.2 SCOPE

Except as otherwise provided in the Charter, Code of Ordinances or by general law, the City Manager shall be responsible for the supervision and direction of all departments of the City. All departments under the direction and supervision of the City Manager shall be administered by a Director appointed by and subject to the direction and supervision of the City manager. With the consent of the Brooksville City Council, the City Manager may serve as the temporary director (six-month maximum without further approval of council) of one (1) or more departments, may appoint one (1) person as the temporary director (six-month maximum without further approval of council) of two (2) or more of them. This Manual and the Policies shall not apply to elected city officials or the City Attorney, who are not Employees.

1.3 ADMINISTRATION

The City Manager and Human Resources is charged with the overall responsibility for the administration of the Manual and Policies. Unless a specific section provides otherwise, the Policies stated herein shall be applicable to all Employees.

In light of changing circumstances and events the City Manager may institute changes to Policies to comply with Federal, State and Local Laws and regulations with notice to City Council and subsequent amendment to this Manual as needed.

1.4 AMENDMENTS, CHANGES AND REVISIONS

The City Manager, at any time, may promulgate amendments to this Manual as determined to be in the best interest of the City to be approved by City Council.

Department rules, regulations, policies or procedures shall serve to supplement the Policies within this Manual. Departmental Procedures will be in writing and submitted to and reviewed by the City Manager and Human Resources, for approval. Employees may be advised of the approved changes using standard communication channels. In the event of conflict with any Departmental Procedure, the Policies and this Manual will prevail.

Any recommendations or proposals to amend the Policies and Procedures may be submitted to the City Manager, via the Human Resource Administrator.

1.5 ACKNOWLEDGEMENT

Acknowledgement of Receipt of the Manual (or addendums) shall indicate understanding of, and, agreement with the Policies set forth in this Manual.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 2

RECRUITMENT, EMPLOYMENT AND PERSONNEL RECORDS

2.0 CHAPTER TWO INTRODUCTION

It is the policy of the City to recruit and hire the best-qualified and well-suited candidates. Employment decisions shall be based upon job related factors and shall comply with the City's commitment to quality, and applicable equal employment opportunity regulations and practices.

2.1 RECRUITMENT

It is the policy of the City to utilize standard procedures for recruitment, selection and screening to fill job vacancies. The procedures for hiring to fill a vacancy are as follows:

- A. All requests for hiring to fill an Employee vacancy will be made by the Department Director to Human Resources.
- B. Prior to initiating recruitment efforts, Human Resources will verify that the requested position is properly budgeted and that appropriate authorization has been obtained from the City Manager, including a 30-day waiting period on designated positions.
- C. Once the Vacant position is authorized, Human Resources will provide a job opening notice/announcement to each Department.
- D. Vacant position announcements will be posted in various Departments and on the City's website.
- E. Internal Applicant Preference. An Employee may apply for a position any time applications are being accepted.
 - 1. The Employee will complete and submit an internal applicant request to Human Resources on or before the specified date shown on the job announcement.
 - 2. The City encourages promotion from within in instances where a City Employee is qualified and is the best fit for the job.
- F. Job Postings for internal and external applicant candidates will occur simultaneously or concurrently.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate and prohibits discrimination in employment, opportunities or practices on the basis the Civil Rights Act of 1964, Title VII to include race, ethnicity, color, religion, ethnicity, gender, national origin, age, or any other characteristic protected by Federal or State law.

The City shall communicate its policy on Equal Employment Opportunity and Veterans' Preference in its recruitment and selection efforts which may include the notation Equal Opportunity Employer (EOE) or similar reference in recruitment materials and announcements.

The City will make reasonable accommodations for qualified individuals with known legally recognized disabilities, under the Americans with Disabilities Act (ADA). This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of an immediate supervisor or the Human Resources Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.3 VETERANS' PREFERENCE

In accordance with the provisions of Chapter 205 Florida Statutes, Sections 295, 07-085 veterans and spouses of veterans who meet certain criteria are eligible for preference in employment or promotion provided the veteran or spouse possesses the minimum qualifications of the position as outlined in the job description. Such preference does not preclude the hiring (outside hire) of a non-veteran who is more qualified than a veteran.

Veterans' preference does not apply to the following positions with the City:

- City Manager
- City Attorney
- City Clerk
- Department Directors

2.4 NEPOTISM, CRONYISM AND FRATERNIZATION

A. NEPOTISM

The City is bound by the provisions of Florida Statutes, Section 112.3135, the City Manager, Department Directors and Supervisors of the City may not appoint, employ, promote, advance or advocate for appointment, employment, promotion or advancement in or to a position within the City to a Department in which the official, director or supervisor is serving or over which he or she exercises jurisdiction or control, any individual who is a Family Member as defined herein.

If any of the eligible candidates for hire falls within the provisions of Section 112.3135, that person(s) shall be removed from the list of consideration.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the City may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the same department. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. No Family Member will be hired into the same Department within the City without the prior, written approval of the City Manager or his or her designee.

Family Members may not be placed in positions where they work with or have access to sensitive or confidential information regarding other Family Members.

Employees cannot be transferred into such a reporting relationship. If, during the term of employment, Employees become a Family Member as defined herein where a conflict of interest or management problems of supervision, safety, security or morale results, or, if reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If resolution is not possible, the City, through the City Manager or his or her designee, may require one or both Employees to transfer to another Department or resign from employment with the City.

Department Directors are responsible for ensuring policy compliance and for monitoring changes in employee relationships after initial hire to ensure compliance with this policy. Employees are responsible for reporting any changes or potential conflicts immediately to their supervisor.

In other cases where a conflict or the potential for conflict arises, even if no supervisory relationship is involved, the parties may be separated by reassignment or termination. The decision will be made by management with reasonable time provided to resolve the matter after the date notification of

conflict is made.

For the purposes of this policy, a relative is any person who is related to the Employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

B. CRONYISM

The employment of friends in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

For the purposes of this policy, a friend is any person whom one knows and with whom one has a bond of mutual affection, which may or may not involve sexual or familial relations.

Friends of persons not currently employed by the City may be hired only if they will not be working directly for or supervising a friend. Current City employees cannot be transferred into such a reporting relationship.

If the friendship/relationship is established after employment and a conflict or potential for conflict arises, even if no supervisory relationship is involved, the individuals concerned may be separated by reassignment. The decision will be made by management with reasonable time provided to resolve the matter after date notification of conflict is made.

No person shall circumvent, or attempt to circumvent, the intent and spirit of this procedure. Employees who violate this procedure are subject to discipline up to termination.

C. FRATERNIZATION

Some working relationships, which might be detrimental to the best interests of the City or create a concern about the possibility that such relationship might interfere with the operations of the City, may arise.

These include the employment of any two employees in a direct supervisory relationship, or in the same department/office/division, where there is between the employees involved (whether they are married or not, or otherwise related or not) a sufficiently close emotional, physical, or romantic relationship.

To avoid misunderstandings, complaints of favoritism, or sexual harassment, supervisors are prohibited from dating or pursuing sexual or romantic relationships with subordinates that are under their direct or indirect control.

Supervisors will not be involved or influence the selection for the promotion or advancement of a paramour. No person shall circumvent, or attempt to circumvent, the intent and spirit of this procedure. Employees who violate this procedure are subject to discipline up to termination.

In some cases, this may result in a decision not to hire an applicant, or may require one or more of the employees involved to transfer to another department, or to separate from the City. The decision will be made by management with 30 calendar days of date notification of conflict is made.

2.5 PERSONNEL RECORDS

The City maintains a personnel record for employees of the City. The City will comply with all federal and state regulations regarding recordkeeping and public access to the City's personnel records.

A. Personnel File.

Employee Personnel Files will be maintained by Human Resources. The following information may be maintained in the Employee's personnel file:

1. Contact Information to include home address, telephone number and emergency contact information.
2. Background Documentation to include employment application, a resume, other material provided at time of application, background reference checks (personal and prior employment), certificates, diplomas, transcripts, other educational records, arrests and/or convictions, driver's license information, and employment by City of other relatives.
3. Employment Related Documentation to include commendations, written disciplinary documents, job description, payroll documents (wage increases, W-4, wage garnishments, etc.), Personnel Manual receipt, drug-free workplace statement.

B. Employee Responsibilities:

1. Becoming aware of and familiar with all Policies which govern their employment with the City including those contained in this Manual, any Department Operating Procedures, and all updates and/or revisions to same.
2. Maintaining updated and accurate information contained in his or her personnel file, such as: name, address (actual place of residence and mailing address), home phone number, emergency contact, beneficiary designations, dependents eligible for family coverage of insurance, copies of certificates, diplomas, transcription, other educational records, arrests and/or convictions, driver's license status, employment by City of relatives, and any/all other information previously provided to City (e.g., information in job application). This includes providing required documents for the position that the Employee must maintain and hold to assure continued employment.

3. Employees are encouraged to review their Personnel File periodically to verify current information is on file. Reviews shall be coordinated through Human Resources. The City will not be liable for incorrect withholding, erroneous beneficiary designations, loss of employee benefits or loss of promotional opportunity resulting from an Employee's failure to keep personnel records/files current.

C. Access to and Examination of an Employee's Personnel File.

1. Access to and inspection of an Employee's Personnel File is permitted at any time by the City Manager, Human Resources, Department Director, or any designee.
2. Access shall be granted to the Employee by coordinating such access and examination through Human Resources.
3. Persons making a public records request under Florida Statutes Chapter 119 shall be granted access to review personnel records at specific times during regular City administration office hours.
4. The City will cooperate with federal, state and local government agencies or any agency with the legal right investigating an Employee if the investigators furnish proper identification and proof of legal authority to investigate.
5. Requests for information from Employee Personnel Files received from outside persons or companies, including requests for references on Employees, shall be directed to the City Manager or his or her designee and shall be handled in accordance with Florida Statutes Chapter 119. Other Employees are prohibited from providing personal or employment references on Employees or former Employees.
6. Pursuant to Florida Statutes §112.08(7), medical records and medical claims in the custody of the City relating to Employees are exempt from public records as required under documents/copies of certifications, drivers' licenses, and all other Florida Statutes Chapter 119. Therefore, in addition to the Employee's personnel file a separate medical file will be maintained.
7. Contents of the medical file will include drug testing results, medical insurance forms, disability information, accommodation information, family and medical leave documentation, physicals, post-job offer/pre-employment medical questionnaire, active grievance process documentation and other related information.
8. Access to the medical files is restricted to the Employee, City Manager, or his or her designee, and Human Resources.
9. Medical information will be released only upon written authorization of the Employee or upon proper request from persons or agencies that have legal rights to the information. The City will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) with regard to access to Protected Personal Health Information.

- D. The City has no obligation to notify the Employee when his or her Personnel File is reviewed or accessed; however, the City may advise the Employee when the Employee's Personnel File has been requested to be reviewed by any person other than those person's identified in C.1 and C.4.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 3

CLASSIFICATION AND COMPENSATION

3.0 CHAPTER 3 INTRODUCTION

The City will compensate its Employees for services provided in accordance with the established compensation plan, pay agreements and applicable law. The established Compensation Plan provides a systemic and structured method for payment of City Employees and outlines a uniform system of administration for compensation decisions.

3.1 CLASSIFICATION PROCEDURE

- A. Employment Classification - The City maintains standard definitions of employment status and classifies Employees for purposes of personnel administration and related payroll transactions according to the definitions herein.
1. Each job is classified as either Exempt or Non-exempt.
 - I. Exempt - an Employee within a position where the job duties and functions qualify for either an executive, administrative, or professional exemption under the tests and standards established within the Fair Labor Standards Act (FLSA). Exempt Employees are compensated on a salary basis and are exempt from overtime pay provisions.
 - J. Non- Exempt - an Employee within a position where the job duties and functions are such that an exemption under the tests and standards of the FLSA does not qualify for an exemption. Non-exempt Employees are compensated for all Hours Worked at a regular rate of pay for hours up to and including 40 hours per workweek. Any Hours Worked more than 40 hours per week will be compensated at an Overtime rate of pay; except for those Non-exempt Employees employed in certain firefighter occupations may have different requirements under the FLSA.
 2. Positions may be periodically re-evaluated to properly classify positions.
 3. Classifications are determined by the City Manager, and decisions of the City Manager, or designee, as to classification status shall be final.

B. Categories of Employment

1. Regular Full-Time Employee
A person occupying a permanent, budgeted position that requires thirty (30) or more hours of work per week. Such Employees are eligible for all City benefits as set forth in the Personnel Policies and Procedures.
2. Part-Time Employee
A person occupying a permanent, budgeted position that requires less than thirty (30) hours of work per week. Such employees are eligible for certain benefits as set forth in the Manual or approved by City Manager.
3. Temporary Employee (with or without Benefits)
An Employee hired to fill a full or part-time position related to a special project or program for a pre-defined period of time or for the duration of the project or program not to exceed six (6) consecutive months. The Department must have prior approval by the City Manager.
4. Seasonal Employee
An Employee hired to fill a part-time position related to a special project or program for a pre-defined period of time or for the duration of the project or program. Seasonal Employees are not eligible for benefits.
5. Acting/Interim Status
An individual who temporarily assumes all the responsibilities of a higher pay range position. Temporary assignment to acting status is based on the ability to assume all responsibilities of the position at the discretion of the Department Head.

3.2 PROBATIONARY PERIOD

A probationary period shall be used upon the initial hire of an employee or upon a change of status to determine whether the employee has the ability to carry out assigned tasks, work efficiently, demonstrate dependability, and to demonstrate possession of other characteristics relative to the requirements of the position and quality performance.

- a. All probationary periods shall begin with an employee's status change; i.e., initial date of hire, effective date of a promotion, transfer, or any type of demotion, whether voluntary or involuntary. Employees who successfully complete probationary periods in any specific job classification are generally continued in employment.
- b. If an Employee fails to successfully adapt to the requirements of the position during the probationary period, employment shall be terminated immediately. Any Employee terminated during their probationary period shall have no rights to appeal the discharge decision.

- c. Benefits eligibility is established the first of the month, following a 60-day period after initial employment. All accrued time off is available as accrued; however, requests must be approved according to the PTO Policy.
 - i. Regular full-time Employees shall serve a 6 month probationary period.
 - ii. Regular part-time Employees shall serve a 6 month probationary period.
 - iii. Firefighters shall serve a one 6 month probationary period; they are eligible for use of accrued time off after ninety (90) days of employment.

Disciplinary Probation

If an employee's performance becomes unacceptable, then:

- i. The Employee's immediate supervisor or other reviewing supervisors shall conduct a special performance evaluation outlining the employee's deficiencies and Performance Improvement Plan (PIP).
- ii. Employees may be placed upon disciplinary probation for up to a three (3) month period by the City Manager.
- iii. Employee shall be notified of the date upon which his/her rating supervisor will re-evaluate the terms of the probation.

3.3 PROMOTIONS, TRANSFERS, TEMPORARY ASSIGNMENTS

A. Promotion

- 1. Employees are not eligible for promotion while serving a probationary period, unless it is within their own department and with City Manager approval.
- 2. Employee who are temporarily discharged due to a shortage of work ("Laid off"), but have been reinstated to "Active" status are eligible for any promotion while serving a probationary period.
- 3. Promoted Employees will all be placed on a new six (6) month probationary period. If the Employee does not successfully complete the new probationary period, they may be subject to demotion or termination.

B. Transfers

1. Employees are not eligible to apply for transfer to another department while serving a probationary period; however employees may be asked to work out of class for coverage purposes, approved by the City Manager.
2. Laid off Employees who have been re-hired are eligible for transfer to another department while serving a probationary period.
3. An employee who is transferred to another department in a new classification or in the same classification shall serve a new probationary period of up to six (6) months. If at any time during the probationary period the employee does not satisfactorily perform to the standards of his/her new classification, he/she may be subject to demotion or possible termination.

C. Out of Class/Step Up Pay Policy

1. It shall be the policy of the City of Brooksville to compensate employees who take on the majority of the responsibilities of a higher-level position for an interim or temporary period. When additional responsibilities are anticipated to last more than one full pay period, the employee may receive supplemental payment for the duration of the temporary or interim assignment. All changes in pay will be consistent with the guidelines listed in the City of Brooksville current compensation plan. Compensation will be equal to the start of the designated pay grade of the position; or, 8% above the current annual salary of the position prior to the temporary position transition, whichever is greater. Employees can choose to accept or decline offers without repercussions in their current position. All interim or temporary assignments of this nature should not last more than six (6) months, or as approved by the City Manager. When the assignment ends, the supplemental payment will cease.

3.4 COMPENSATION PLAN

It is the intent of the City to maintain a comprehensive, updated Compensation Plan which shall provide the basis of compensation for employees. The Pay Plan shall be constructed with consideration of the following:

- Relative difficulty and responsibility between various positions.
- Prevailing rates of pay for similar types of work in private and public employment.
- Availability of candidates for recruitment to various positions.
- Economic conditions of the area.
- Financial policies of the City

A. Composition of the Compensation Plan (“Plan”)

1. The Plan shall include a schedule of salary ranges for each job classification in the Plan, consisting of minimum rates, mid points and maximum rates. The salary ranges shall provide administrative flexibility in recognizing individual differences between positions, recognizing meritorious service and providing incentive to employees.
2. The plan will be developed through the use of generally accepted techniques of job analysis, evaluation and pricing. Adoption of the Compensation Plan - Human Resources shall prepare the Plan and submit it to Council Members for approval every three (3) years.

3. Amendments to the Plan shall be considered by City Council when changes of responsibilities of work, availability of labor supply, prevailing rates of pay, the City's financial condition and policies, or other pertinent economic considerations warrant such action.
4. Amendments shall be made in the same manner as the original adoption of the Compensation Plan. Whenever new positions become a part of the Plan, the salary for those positions shall be adopted in the same manner as the overall plan.

B. Administration of the Pay Plan

1. All City Employees shall be paid in accordance with the rates of pay set forth in the Plan for the job classification to which the appointment is made.
2. Initial appointment pay rates will be established by Human Resources, taking into consideration past experience and qualifications. Due to the budgetary impact and other departmental factors, Department Directors/Managers will have input into the pay rate; however, City Manager will determine the maximum rate of pay for all newly hired employees of the City. Any pay rates that deviate from or exceed the established pay plan rate must be approved by the City Manager.
3. Merit Pay Increases- merit pay increases within an established grade shall not be automatic but shall be recommended by the Department Director, based upon standards of performance as indicated by performance ratings and/or other pertinent data. Merit increases may occur as follows:
 - a. A Department Director/Manager may recommend merit increases based on the employee's exceptional performance and the unusual employment conditions that make such action necessary as long as there is approval by the Human Resources Administrator, City Manager, and funding is available via the current budget parameters.
 - b. As specified by the City Manager and/or City Council

C. Appointment and Starting Rate

1. All newly appointed (hired) Employees will be evaluated for a minimal starting salary based on education, experience and other qualifications such as certifications.
2. Appointments that are over 10% of the minimal salary for the position, must be authorized by City Manager.

D. Adjustment of Employees into a New Position/Pay Grade

1. An employee, whose job classification has been assigned to a higher pay grade, shall be adjusted to a pay rate that is at least the minimum of the new range, or up to 5% higher if the employee's pay rate is currently higher than the minimum of the new range.
2. An employee, whose current rate of pay is at or above the maximum pay rate of the new pay grade shall continue to receive their current rate of pay and shall not receive any increase in pay until the maximum rate of pay for their job classification is changed so as to provide a higher rate of pay for which they may qualify.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 4

MISCELLANEOUS PROVISIONS

4.0 EMERGENCY ACTIVATION – OPERATIONS PROTOCOL

- A. The City of Brooksville has established emergency response and compensation procedures to support employee duties during declared emergency events, such as hurricanes, storms, floods, or public health crisis. This policy outlines the responsibilities and compensation procedures for City employees before, during, and after such events. Unless specifically exempted, all City employees are expected to remain available and report for duty as directed during emergency situations. Employees must stay in regular contact with their supervisor, Department Director, or designated emergency operations staff for instructions and assignment updates. Failure to report for duty or maintain contact may result in disciplinary action, up to and including termination.
- B. DEFINITIONS
- i. Natural Disaster: Any severe, unexpected event such as a hurricane, earthquake, flood, or other extreme weather or geological phenomena that results in the closure of city operations and affects the safety and well-being of employees.
 - ii. City Closure: The official suspension of city operations and services due to a declared emergency, as determined by city authorities. During this period, city facilities are closed to the public.
 - iii. Non-Exempt Employees: Employees who are entitled to overtime pay under the Fair Labor Standards Act (FLSA) for hours worked beyond 40 in a workweek. These employees are generally paid on an hourly basis.
 - iv. Exempt Employees: Employees who are not entitled to overtime pay under the Fair Labor Standards Act (FLSA). These employees are typically salaried and are expected to complete their job duties regardless of the number of hours worked.
 - v. Regular Pay: The standard compensation provided to employees based on their normal work hours and job responsibilities, excluding any additional premiums or overtime.
 - vi. Hurricane Pay: A premium rate of time and a half (150% of the regular hourly rate) provided to non-exempt employees for each hour worked during a declared emergency. This is intended to compensate employees for working under challenging conditions.
 - vii. Paid Time Off (PTO): A benefit that allows employees to use accrued leave time to cover hours worked during an emergency. This can include vacation days, sick days, personal days, or other types of accrued leave.
 - viii. Emergency Declaration: The formal announcement made by City officials that an emergency has occurred, leading to the activation of emergency procedures and policies, including the suspension of City operations.
 - ix. PTO Request: A formal request submitted by an employee to take time off

from work. This request must be reviewed and approved by the employee's supervisor or HR department.

- x. Emergency Pay Policy: The set of guidelines and procedures established by the City of Brooksville to determine employee compensation during a declared emergency, including provisions for City closure and employee work during the emergency.

4.1 Emergency Response

- A. Suspension of Normal Operations
 - i. The City Manager or designee may suspend normal operations when conditions are unsafe or if there is a declared state of emergency by the City (e.g., sustained winds > 40 mph or impassable roads). Despite this, certain employees will still be required to report to work.
- B. Assignment of Duties
 - i. Employees may be reassigned to duties outside their normal job classification and at alternate work sites (e.g., shelters, staging areas, points of distribution). Assignments will consider each employee's skills, abilities, and physical capacity.
- C. Employee notification and standby
 - i. Department Heads will notify employees of assignments. Those not immediately assigned will be placed on a standby list and must report to a designated location if called upon.
- D. Required Forms
 - i. All employees must complete and maintain an up-to-date Emergency Readiness Form (ERF) annually, or when personal circumstances change. These forms are maintained by Human Resources and the employee's department.

4.2 Emergency Compensation Policy

- A. Non-Exempt Employees
 - i. Non-exempt employees (as defined by the FLSA) who are required to work during a declared emergency will receive time-and-a-half (1.5x) their regular rate of pay for all hours worked during the declared emergency period.
- B. Exempt Employees
 - i. Exempt employees who work during a declared emergency will be paid their regular salary for their standard work hours. In addition:
 - a) If an exempt employee works more than 50 hours during a declared emergency, they will receive one (1) of either:
 - 1) Additional PTO at a 1:1 rate, or
 - 2) Straight-time pay (their regular hourly equivalent) for each hour worked in excess of 50 hours
 - ii. This additional compensation is subject to approval by the City Manager or designee, based on operational needs and verification of hours worked. Time and election must be submitted to Finance and HR within one pay period following the work performed.
- C. Administrative Leave
 - i. Employees who are instructed not to report for safety or operational reasons will be placed on Leave with pay for their scheduled work hours until the declared emergency is lifted by City Officials and the City is open for normal operations.
 - ii. Administrative Leave is not considered "time worked" for overtime calculations unless otherwise directed by the City Manager.
- D. Pre-approved leave or scheduled day off (PTO)
 - i. Employees on pre-approved prior to the declared emergency PTO, FMLA, or Workers' Compensation are exempt from being called in and will remain in their approved leave status.

- ii. Employees who are scheduled to be off on declared emergency days will not receive additional compensation unless otherwise reassigned.
- E. Timekeeping and Records
- i. All employees must accurately track time worked during emergencies in the electronic timekeeping system, identifying the specific emergency event on their timesheet as requirement by emergency response/FEMA.
 - ii. Department Heads and Supervisors are responsible for verifying hours worked and maintaining complete timekeeping records.
 - iii. Grant-funded positions must remain compliant with specific grant requirements during emergency operations.
- F. Training and compliance
- i. All employees are required to complete Introduction to NIMS/ICS training within their first year of employment.
 - ii. Employees with emergency assignments may receive additional training (e.g., shelter operations, animal care, POD setup).
 - iii. Emergency Management may coordinate further training based on operational roles and needs.
- G. Exemptions from Emergency Duty
- i. Employees may request exemption from emergency duty if they meet one of the following criteria, supported by documentation:
 - a) Documented sole caregiver of a minor or special needs dependent
 - b) Documented personal medical limitations
 - c) Spouse/partner with emergency duty, resulting in dependent care needs
 - d) Other significant personal hardship
- H. Failure to report
- i. Employees who fail to report or maintain contact during a declared emergency without an approved exemption may be subject to disciplinary action, up to and including termination. This includes:
 - a) Ignoring official emergency duty calls or standby notices.
 - b) Failing to monitor communication channels.
 - c) Refusing assignments without valid justification.

4.1 LABOR AGREEMENTS

When employees are covered under a labor agreement, wages, benefits, hours, and working conditions are specified by the collective bargaining agreement. If any conflicts occur between a labor agreement and the rules of the Employee Manual, the applicable labor agreement shall take precedence.

4.2 OUTSIDE EMPLOYMENT

Employees may engage in outside employment (including self-employment) with the approval of the City Manager and with the understanding that their primary duty, obligation and responsibility is to the City of Brooksville.

Employees accepting additional employment outside City employment must meet the following conditions:

Notify Human Resources and complete an Outside Employment Request and Affidavit Form with their Department Head. The notice shall state the type and place of employment, the maximum hours of work, and employer's name. If the job has more than one location, the employee must furnish the name, address and telephone number of someone who will know his or her whereabouts. The employee must keep his or her Department Head notified of changes in conditions of any outside employment.

The following conditions/considerations shall apply for any Outside Employment Request:

1. Arrange with the outside employer to be relieved from duty if called for work by the City.
2. Outside employment shall not be permitted when the City Manager determines such employment would be a conflict of interest or inappropriate with one's employment with the City.
3. All injuries sustained during outside employment must be reported to the Employee's supervisor prior to the next working day. An employee's failure to report an injury sustained during outside employment shall be grounds for discipline including dismissal from City employment.
4. Outside employment shall not interfere with the efficient performance of one's duties with the City and will not occur during regular or assigned work hours unless pre-approved annual or compensatory leave to cover the absence has been received.
5. Outside employment shall not be with any business, organization or agency that is doing business with the City.
6. Outside employment shall not be one which requires one to disclose or use information gained by one's City position unless the information is typically known by the general public.
7. Outside Employment shall not involve the performance of any work to be performed as part of one's regular duties with the City or be for personal gain while on duty with the City.
8. No information to be used for personal gain in outside employment shall be obtained during one's work hours with the City.
9. No Employee shall use of the City name, logo or trademark or any portion thereof, in order to solicit customers, for outside employment, and no Employee shall use of any City equipment, supplies, staff, facilities or materials in outside employment is prohibited.
10. Employees shall notify the City of changes in their outside employment or when outside employment has discontinued. The City shall have the right to rescind the approval of a request for outside employment, at any time,

upon written notice.

11. Employees found in violation of the above provisions, may be subject to disciplinary action up to and including termination of employment.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 5

EMPLOYEE DEVELOPMENT AND TRAINING

The City recognizes how important it is for employees to continuously gain and seek new skills and knowledge to better serve the citizens of Brooksville. The City provides ongoing trainings for Employees, thereby encouraging all Employees to expand their educational knowledge and abilities.

5.0 NEW EMPLOYEE ORIENTATION

Properly onboarding a newly hired employee is the key to a successful, long term career with the City. Human Resources provides new Employees with an organizational orientation training which may include the following: an overview of City administration, organization, policies, personnel rules, benefit plans, rates of pay, terms and conditions of employment and all other matters related to general conditions of employment. Departments provide New Employees with departmental/team orientation which may include the following: an overview of the Department administration, organization, and policies, duties to be performed, scheduled hours of work, standards of performance, safety rules, and other matters related to the job and to departmental operations. New employees are required to become familiar with the City's Personnel Manual and will be required to adhere to them. All employees sign an attestation form at time of hire accepting these terms.

5.1 PERFORMANCE ASSESSMENTS

To assist employees are receiving the appropriate level of support and guidance to achieve their performance standards and measures, periodic performance assessments will be conducted.

- A. All newly hired Employees will receive an annual performance assessment. If the Employee successfully has completed the 6 month probation period, they will become regular City Employees. The Supervisor/Departmental Director may extend the probation period for a period up to (3) additional months if they feel more assessment and/or training is needed.
- B. Employees who are showing areas in need of improvement may receive a performance assessment at the Departmental Director and Human Resources discretion.
- C. Performance assessments are not correlated to merit increases, but may involve a salary increase at the discretion of the City Manager.

5.2 EMPLOYEE TRAINING/TUITION REIMBURSEMENT POLICY

The City of Brooksville provides tuition reimbursement to eligible employees as a means of enhancing their level of occupational proficiency or to provide career development potential within the organization. The intent of this policy is to provide financial reimbursement to support external initiatives in acquiring additional knowledge and/or skills. The City of Brooksville encourages our employees to maintain a high level of knowledge and skill in their current or potential role.

The Tuition Reimbursement Policy provides our employees the opportunity for professional growth and development by assisting them to meet the tuition expense of satisfactorily completed courses offered by approved educational institutions. Tuition Reimbursement funds are approved each fiscal year and are subject to availability at the time of the application and/or reimbursement. If (tuition reimbursement) budgeted funds are unutilized by the fourth quarter of the fiscal year, all employees will be notified in an effort to increase utilization. Tuition reimbursement applications will be processed and approved (based upon eligibility) on a first come, first served basis.

A. Eligibility

- a. Regular full-time (who are benefits eligible) with at least 6 months of continuous employment and has not received any disciplinary action within 6 months at the time the course work begins are eligible to apply for tuition reimbursement.
- b. Employee must be in a benefits-eligible status during the entire educational program/course. If there is a change in employment status (i.e. F/T to P/T) during the academic year, reimbursement maximums will be based upon the employment status at the time of enrollment for the course.

B. Service Obligation

- a. In consideration of receiving tuition reimbursement under this policy, the employee is to agree to commit to 1 year of continued service with the City of Brooksville following the completion of each course. Should the employee voluntarily resign or involuntarily terminate within 1 year of completing a course and receiving tuition reimbursement, he or she will be required to refund the full amount of any courses taken within the past year.
 - i. *Example: Brian completed three courses in (1) April, (1) June and (1) August of 2023. Brian resigns from the City in April 2024. Brian owes the City reimbursed tuition costs for June and August as he did not fulfill the commitment to 1 year of continued service following the completion of each course within the past year.*

C. Program Benefits

- a. Full-time employees will be reimbursed at the rate of one hundred percent (100%) of credit hours satisfactorily completed, not to exceed \$5,250.00 per fiscal year. For purposes of determining the years in which the tuition payments are made, employees will be reimbursed within 30 days from the date they submit evidence of receiving the minimum grade required in order to be reimbursed.

- b. Full-time employees, who are benefit eligible, will be reimbursed at the rate of 100 percent of credit hours satisfactorily completed, not to exceed \$5,250.00 per fiscal year.
- c. Tuition reimbursement will be based on the cost of college/university credit hours only. Student fees (parking, library, activity, registration, late fees, books, supplies, etc.) will not be reimbursed. Reimbursement received from other sources, i.e. scholarship, grants, etc. is excluded from the reimbursable amount received. In the case an employee does not disclose to Human Resources the additional benefit received and receives a scholarship, grant, etc., in addition to tuition reimbursement is subject to termination.

D. Program Requirements

- a. To be eligible for tuition reimbursement under this policy, the course or program must meet one of the following criteria:
 - i. Improve the employee's skills in her/his present position.
 - ii. Relatable position within the employee's current department or confirmed succession plan (course must be relevant to business operations).
- b. In addition, the course or program must be taken at a college or university that is accredited by the Council on Higher Education Accreditation (CHEA) and/or the U.S. Department of Education. These agencies certify that schools meet certain standards of academic excellence.

E. Application & Approval Process

- a. Employees must apply for participation in the tuition reimbursement program prior to enrolling for the semester/term. The request will be submitted to the employee's manager on the form provided for this purpose. The manager will review the request and forward it to the Human Resources Department with the Department Director's recommendation to approve or disapprove.
- b. The Human Resources Department will review the request for policy compliance and will notify the employee if the initial request has been approved or denied.
- c. Upon completion of the course(s), the employee must submit her/his grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to the appropriate HR Administrator designee for the approved course(s) within 60 days of the course end date. Reimbursement will be made only if the course grade is a "C" (70%) or better for an undergraduate level course and "B" (80%) or better for a graduate level course, or "pass" for a pass/fail course. The Human Resources Department will not submit a tuition reimbursement request for processing prior to receipt of evidence of satisfactory completion of the course.

F. Taxation of Education Benefits

- a. An employee's tuition reimbursement will be tax-free, up to \$5,250 per fiscal year, provided the course of study has direct applicability to an employee's *current* job at the time of the submitted application, Any reimbursement in excess of this amount will not be reimbursed.

G. Responsibilities

- a. The Human Resources Department is responsible for reviewing the request to ensure program compliance. The Finance Department is responsible for processing tuition reimbursements in accordance with IRS guidelines.
- b. The City Manager or designee reserves the right to amend this policy as needed. Any personnel policy or manual previously adopted is hereby repealed.

5.3 REQUIRED LICENSURE/IDENTIFICATION POLICY

All employees are provided with an official identification to be carried with the Employee or worn by the Employee while on duty. As a requirement of employment, an Employee must obtain, hold, and keep valid all licenses, certifications or other credentials that are required to be qualified for the position in which the Employee is currently employed.

- A. City Identification Card/Badge. Employees are issued a City Identification Card/Badge. These cards are issued at the time of hire and must be worn while on duty. Should an Employee's City Identification Card/Badge become lost or damaged, he or she is to immediately contact his or her Departmental Director, or designee, to obtain a replacement.
- B. Credential Requirements. Employees are responsible for obtaining the minimum required licenses, certifications and other credentials for the Employee's current job and for keeping the license, certification and other credential current and valid. Employees should notify his or her Departmental Director of any change in the status of his or her license, certification or credential.
- C. Employees shall not operate equipment or a motor vehicle or engage in job functions without an appropriate license or certification, if one is required by state or federal law. Failure to maintain and carry a current and valid license, certification or other required credential may result in disciplinary action up to and including termination of employment.

5.4 TRAVEL POLICY

The intent of the Travel Policy and Procedures is to ensure that individuals traveling on City business neither gain nor lose personal funds as a result of travel and to ensure that travel costs are reasonable and necessary for the conduct of City business. The City also desires to present a comprehensive statement of travel policies and procedures that is easy to understand by Travelers and easy to comply with. Adherence to this policy and the associated procedures will ensure that Travelers are in compliance with local, state, and federal laws, rules, and regulations regarding business travel, along with the requirements of other agencies and outside funding sources.

- A. Definitions: For the purposes of the Travel Policy and Procedures, the following words shall have the meaning indicated:
 - a. Employee: an individual who fills a regular full-time, temporary or part-time authorized and budget~ position with the City of Brooksville. The position filled by the individual may be regular or temporary.
 - b. Elected Official - City of Brooksville Mayor or Council person.

- c. Traveler - An Elected Official, an Employee, an advisory board member, or any person authorized to travel on the City's behalf in the conduct of official City business.
 - d. Authorizing Individual - an individual authorized by this Policy to authorize a travel request.
 - e. Travel -Moving from place of the normal business to conduct official City business.
 - f. Travel Expense, Traveling Expenses and/or Necessary expenses while traveling, or words of similar nature -The usual ordinary and incidental expenditures necessarily incurred by a Traveler.
 - g. Common Carrier - Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- B. Eligibility: Any employee in good standing and no disciplinary action on file is eligible for travel and approved to travel per his/her Department Director and/or City Manager.
- C. Responsibility:
- a. The City Council, City Manager, and Department Heads are responsible for ensuring that:
 - i. Travel commitments are within their budgeted funds and accounts will not be over-expended.
 - ii. Travel is directly related to City business.
 - iii. Proper authorization for travel expenses is received before any travel commitments are made or travel expenses incurred.
 - iv. Travel expenditures are supported by proper documentation and/or receipts.
 - v. Travel is completed in the most cost-effective manner.
 - vi. All travel expenditures and reimbursements are in compliance with this Policy.
 - b. The City Manager and/or designee shall promulgate policies and procedures to effectuate the City's travel expense and reimbursement policies and procedures.
 - c. The authorizing individual shall designate the most economical method of travel for each trip, keeping in mind the following conditions:
 - i. The nature of the business.
 - ii. The day and length of travel, subsistence allowances, transportation costs, and other incidental expenses.
 - iii. The number of people travelling and the amount of equipment of material to be transported.
 - d. The Director of Finance shall provide any and all forms necessary to cover authorization and documentation of official City travel.
- D. Procedures: If any employee is required to travel on official City business, subject to the requirements or restrictions of Fla. Sta. 112.061, travel costs may be reimbursed. All travel subject to reimbursement must be approved in advance in writing by the City Manager or designee.
- a. Class A Travel means continuous travel of 24 hours or more away from official headquarters. The travel day for Class A Travel shall be a calendar day. Class A Travel shall include any assignments on official business outside of the regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved and budgeted as

provided within this policy.

- b. Class B Travel means continuous travel of less than 24 hours which involves overnight absences from headquarters. The travel day for Class B Travel shall begin at the same time as the travel period. Class B Travel shall include any assignments on official business outside of the regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved as provided within this policy.
- c. Class C Travel means travel for short or day trips where the Employee traveling is not away from the official headquarters overnight. Class C Travel is eligible for reimbursement of certain travel expenses.
- d. Travel Procedure. Travel may be authorized for official City business purposes only and follow the below procedure/guidelines.
 - i. All travel subject to reimbursement must be approved by the Department Director, or designee, of the Department to which the travel will be charged.
 - ii. Class A and Class B Travel must also be approved by the City Manager.
 - iii. Class A and B Travel will generally not be authorized for destinations less than 70 miles from the City and, to the extent possible, overnight travel expenses will be paid directly to the vendor.
 - iv. Any travel resulting in 70 miles one way from City headquarters may validate hotel accommodations. In addition, travel less than 70 miles required for City business of more than two consecutive days, may trigger, with approval, hotel accommodations.
 - v. Reimbursement of eligible expenses will be made in accordance with the City's accounts payable procedures.
 - vi. Travel expenses of Employees traveling under this policy will be limited to those expenses necessarily incurred by them, while traveling, in the performance of a public purpose.
 - 1. Meetings, Seminars and Conferences. Travel for meetings/seminars/conferences will only be authorized if the Meeting/Seminar/Conference is directly related to the duties/training/development of an Employee's current position. Attendance at meetings, seminars and conferences is subject to the recommendation and approval of the Department Director, or designee, of the Employee requesting to attend. Meeting, seminar and conference registration fees and expenses may be paid in advance directly to the vendor where possible, but only after authorization from the Department Director, or designee has been obtained. Where advanced payment is not possible, Employees who have obtained prior approval to incur the expense may request reimbursement of expenses incurred.
 - 2. Air/Car/Accommodations will be authorized for actual expenses substantiated by paid receipts. However, when a variety of hotels, motels, air/cars can be used, Employees will be reimbursed for the most economical

accommodations. Any deviation will require prior approval by the City Manager, or designee, with reasonable explanation. The difference in the rate for more elaborate accommodations/lodging/air/car can be paid by the Employee.

- a. Charter/Rental Vehicles: Transportation by chartered vehicles when traveling on official business may be authorized by the City Manager or designee when necessary or where it is to the advantage of the City, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle pursuant to Florida Statute [paragraph \(d\)](#).
 - b. Employees in need of a car rental during travel should have prior authorization from their Department Director and City Manager prior to scheduling. If approved, employees should not purchase car rental insurance as the City's current policy extends auto coverage.
3. Meals. The City provides a per diem payment for meals taken during periods of City travel. No one will be reimbursed for any meal that is included/provided in the per diem payment or included in a conference or seminar registration fee. No allowance for meals is provided where travel is confined to the city or within Hernando County. All travelers shall be allowed the following amounts for subsistence while on Class C travel on official business as provided in [paragraph FS \(5\)\(b\)](#).
- Breakfast - \$6.00.
 - Lunch - \$11.00
 - Dinner - \$19.00
 - A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive subsistence as provided in this section, which allowance for meals shall be based on the following schedule and reimbursed via typical payroll processing:
 - 1. Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m.
 - 2. Lunch—When travel begins before 12 noon and extends beyond 2 p.m.
 - 3. Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.
4. Mileage. When travel is authorized for a privately-owned vehicle, the Employee (driver of the private vehicle) will

be entitled to a mileage allowance at a fixed rate established by Florida Statute. Other expenses of a privately- owned vehicle, e.g., operations, maintenance, ownership, will not be reimbursed. Mileage will be reimbursable from the point of origin to the point of destination based on a highway mileage map using a usually travelled route. Certain Employees may be granted use of a City vehicle or a monthly allowance in a fixed amount for the use of privately-owned vehicles on official business in lieu of the mileage rate. Such allowances shall be in the sole discretion of the City.

5. For hourly (non-exempt) employees, compensable travel time begins when the employee departs from City headquarters or another designated reporting location. When travel is required directly from home to a temporary worksite that is significantly farther than the employee's regular commute, the time exceeding their normal commute may be compensable, subject to supervisor approval.
6. Incidental Travel Expenses. Incidental travel expenses may be reimbursed, with proper receipts and documentation, including Taxi fares, Ferry fares; bridge, road, and tunnel tolls. Storage or parking fees. Official City business communication, e.g., telephone or fax expenses. Expenses that are not reimbursable include, but are not limited to: Tips, Bell Boy assistance, movie rentals in hotel/motel rooms, hotel/motel safes, parking tickets or traffic fines, communication/telephone charges that are not for official business.
7. Rights to Refuse Reimbursement. The City reserves the right to refuse to pay reimbursement of travel expenses until all required receipts and proof of payment are provided by the Employee. Receipts must be submitted within 30 days of the completion of travel. Reimbursement requests submitted after this 30-day period will not be honored, and the employee will forfeit their right to reimbursement.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 6

STANDARDS OF CONDUCT AND CONDITIONS OF EMPLOYMENT

6.0 INTRODUCTION TO STANDARDS OF CONDUCT

The privilege of public service as an employee of the City of Brooksville carries with it a great deal of responsibility. This entails performing services according to higher standards of conduct and accountability than those that apply to the private sector. Employees who fail to do this impair efficient governmental operations and deprive Brooksville citizens of their right to effective government. It is the policy of the City, that the City's business be conducted by employees whose duty performance is beyond reproach, both ethically and legally.

Additionally, it is the policy of the City that Employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from forms of harassment and violence. Employees are expected to conduct themselves in appropriate manner reflective of their obligations to the public.

6.1 GENERAL POLICY

The following Standards of Conduct and Conditions of Employment apply to all Employees. All employees are responsible for becoming aware of and familiar with the Personnel Manual which govern their employment with the City. Employees are to adhere to the standards and procedures at all times.

Employees found in violation of this policy will be subject to disciplinary action up to and including termination.

6.2 STANDARDS OF CONDUCT

- A. It shall be the duty of all Employees to maintain a high standard of public service, and Employees shall maintain the highest level of cooperation, morale, efficiency, achievement and harmony between themselves, other departments, and the public.
- B. The City encourages a congenial work environment of respect and professionalism; therefore, the City prohibits conduct which may adversely affect other Employees or distract other Employees from effective performance of their job duties, including intentionally harming or threatening other Employees, the public, vendors, visitors, or property belonging to any of these parties.

- C. Employees shall not act in a manner that may discredit the City, management, fellow Employees, or themselves.
- D. Where this, or any other City policy, requires that the Employee notify the City of conduct or activities which may affect the Employee's Employment, said notice is provided to the Department Director, or designee, unless otherwise specifically stated or required.
- E. Unacceptable Conduct. The following is not an exhaustive list but a guide to unacceptable conduct.
 - 1. Employees will not engage in acts of dishonesty, violence, fraud, theft or sabotage.
 - 2. Employees will not engage in falsifying any document used by the City including employment applications, time sheets, personnel records, or other writing.
 - 3. Employees will not misappropriate City funds.
 - 4. Employees will not make any false statement or, in any manner, commit or attempt to commit any fraud preventing the impartial execution of the provisions of these policies with regard to employment, promotion or any other terms or conditions of employment.
 - 5. Employees will not accept any gift or other valuable item which might be construed as a means of receiving a favor ("kickback") to influence the employee in the performance of his/her duties for the City. In particular, no employee shall receive a fee, gift, meal or other valuable item in excess of \$25.00 regardless of its purpose or influence. (See Gifts and Gratuities Policy, Sec. 6.7.)
 - 6. Employees will not conduct themselves in a manner that creates a Conflict of Interest with their employment with City. (See Conflict of Interest Section, Sec. 6.4.)
 - 7. Employees will not, either directly or indirectly, use their official position with the City or information obtained in connection with their employment for private gain or personal benefit.
 - 8. Employees will not promote or conduct personal or private business for gain or personal benefit within any facility or on property of City or on City time.
 - 9. Employees will not engage in the unauthorized possession of City or another Employee's personal property.
 - 10. Employees will not engage in unauthorized use of City materials, time, equipment, technology (hardware and software), telephones, or property.

11. Employees will not engage in damaging, destroying or illegally disposing of City property through careless or willful acts.
12. Employees will not use any City vehicle or personal vehicle on City business without appropriate licenses issued by the State of Florida. Employees must notify their Department Director, or designee, immediately when driving privileges are revoked.
13. Employees will not engage in gambling, carrying unauthorized weapons or explosives, or violating criminal laws, on City premises.
14. Employees will not engage in fighting, throwing things, horseplay, practical jokes, or other disorderly conduct, which may endanger the well-being of any Employee or the public.
15. Employees will not violate the requirements of the Drug Free Workplace Policy, in particular, Employees will not use any Illegal Drugs or alcohol while on City premises or conducting City business and Employees will not be under the influence of any Illegal or Legal Drugs which affect the performance of his/her duties or affect the safety of the Employee or others. (See Drug and Alcohol-Free Policy, Sec. 6.13.)
16. Employees will not refuse to submit to or will not alter a drug or an alcohol test required by City pursuant to the Drug-free Workplace Policy and as otherwise required or permitted by law (Sec. 6.13).
17. Employees will not engage in violent, harassing, antagonistic, disruptive, offensive, threatening, intimidating, or coercive behavior, or using abusive or vulgar language, which interferes with the performance of other Employees.
18. Employees will not perform any act which is illegal, whether felony or misdemeanor, or any act involving moral turpitude or which negatively impacts the City.
19. Employees will notify the City when the Employee has been arrested for criminal offense. (See Duty to Notify Policy)
20. Employees will not engage in conduct which the City determines reflects adversely on the City.
21. Employees will not make or participate in verbal, physical or visual conduct of a racial or ethnic nature. (See Harassment Policy, Violence-Free Policy, Sec 6.14-6.15.)
22. Employees will not make or participate in unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. (See Harassment Policy, Sec. 6.14.)
23. Employees will not use tobacco products anywhere on City premises except in specifically designated areas (See Sec. 6.12).

24. Employees will not negligently or intentionally fail to observe all fire prevention and safety rules.
25. Employees will adhere to time and attendance standards established for their position or Department.
26. Employees will not misuse or abuse paid leave inclusive of holidays, vacation or sick leave, jury duty, bereavement, etc. Employees must provide written documentation of jury duty/civil service leave to receive pay.
27. Employees will immediately report a workplace injury or accident or unsafe working condition.
28. Employees will not engage in insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
29. Employees will not engage in conduct and speech which may undermine the efficiency and/or reputation of fellow Employees, program areas, offices/facilities, policies, and actions of the City; or that interferes with the reasonable supervision or proper discipline of the City and its operations.
30. Employees will not release any Confidential Information, information in violation of HIPPA, Social Security Numbers or any other information that is obtained in the course of the official duties of an Employee unless the Employee is charged with the responsibility as a part of his or her official duties.
31. Employees will not exhibit a disregard for their personal appearance or personal hygiene. Employees must maintain a personal appearance and personal hygiene that is clean and appropriate for their position which is determined by Department Director, or designee. Whatever the attire required for the position, the Employee will dress themselves accordingly while performing duties as assigned by City. (See Personal Appearance Section 6.10.)
32. Employees will not wear the City uniform in the performance of non-City activities.
33. Employees will devote his or her working hours to the pursuit of his or her assigned duties in a competent and efficient manner.
34. Employees will not participate in any political campaign for an elective office while on duty, including wearing political attire. (See Political Activity Policy, See Sec 6.8.)
35. Employees will not sleep or give the appearance of sleeping while on City time, unless employed in the Fire Department where departmental operating procedure shall apply.

36. Employees will not have unauthorized personal visitors while on City time, except as authorized by Sec. 6.5.
 37. Employees will not perform in a manner which, in the City's opinion, does not meet the requirements of the position.
 38. Employees will not engage in practices as the City determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the City, its Employees or residents.
 39. Employees will not perform any other act in a manner that may warrant corrective action.
 40. Employees will not perform any other act in a manner that violates the policies contained in this Manual, promulgated City policies, and Department procedures.
 41. Employees will adhere to safety rules and regulations for the position in which they are employed and will not fail to wear safety equipment or protection as prescribed.
 42. Employees shall not misuse or abuse the City's information technology including equipment, hardware or software (See Chapter 12)
- F. Employees engaging in conduct in violation of this, or any other policy of the City, may be subject to disciplinary action up to and including termination of employment.

6.3 ATTENDANCE

The City of Brooksville is a service-oriented organization providing important and valuable services to residents and the public at large. In order to accomplish this goal, it is imperative that every employee be present when scheduled to work to fulfill customer expectations. It is therefore, the purpose of this policy to promote the efficient operation of City departments and minimize unscheduled absences. (See Wage and Hour Section, See Chapter 7)

6.4 CONFLICT OF INTEREST

A. POLICY

No City Employee shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties in the public interest (F.S. 112.311 (5).)

"Conflict" or "Conflict of Interest" means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest. This is inclusive of all outside personal or business relationships that afford present or future financial benefits to an employee, an employee's family, or to individuals that the employee

has financial/business ties which may be determined by the City Manager or designee as a conflict of interest.

B. PROCEDURE

The following situations shall be considered as potential areas of "conflict" and may be considered as a "conflict of interest" for City of Brooksville employees:

1. Employees which may be in a position to influence City decisions must refrain from relationships that may adversely affect their judgment in dealing with City vendors/suppliers or with other public agencies.
2. To engage in a private business or financial relationship that may secure advantage for goods, services or influence due to the employee's position with the City.
3. To perform any services, either as an officer, director, agent, sole proprietor, partner, stockholder (if owning in excess of 10% of securities outstanding), employee, paid consultant or advisor, for another person or entity that is doing or seeking to do business with the City or another public entity, except with the knowledge and consent of City of Brooksville in written form signed/approved by the City Manager or designee.
4. To purchase, rent or lease any realty, goods and/or services (including equipment, facilities, etc.) on behalf of the City from persons or entities which s/he is related or in which s/he has an interest; or to make any such purchase or lease otherwise than generally on the basis of price, quality and service.
5. An employee, or any member of the employee's immediate family, owning a financial interest in an entity that is doing or seeking to do business with the City, except when such interest consists of ownership of widely held and traded securities in corporation.
6. An employee or his/her immediate family, acting in a private capacity, renting, leasing, or selling any realty, goods or services to the City.
7. To corruptly use or attempt to use his/her official position or any property or resource that may be within his/her trust, or to perform his/her official duties, to secure a special privilege, benefit, or exemption for themselves or others.

6.5 CHILDREN IN THE WORKPLACE

The City of Brooksville recognizes "Take Your Child to Work Day". Beyond this observance, in order to ensure that a productive, professional and safe environment is maintained at all times, employees shall not bring children into the workplace

during the employees' normal working hours. Exceptions may be considered on a case-by-case basis with prior approval from the City Manager.

6.5 DUTY TO NOTIFY

An employee is responsible for notifying their immediate Supervisor or other authorized official when arrested, when subpoenaed and the subpoena is related to their job, when information has been filed by a prosecuting official against the employee for an offense or violation of the law, and/or when indicted by a Grand Jury. The City Manager or designee will confer with the City Attorney to determine the appropriate course of action to be taken by the City.

A. PROCEDURES

1. An employee who has been arrested, has had information filed against them by a prosecuting official for an offense or violation of the law, and/or has been indicted by a Grand Jury, shall notify their immediate Supervisor within 24 hours. This can be done verbally or in writing. Upon notification, the Department Head, Human Resources, City Manager and the City Attorney shall determine what action is to be taken, if necessary. This determination shall be based on the seriousness of the arrest and/or charge.
2. An employee shall notify their Supervisor/Department Head of a moving traffic violation when it involves a City vehicle and/or if the employee is responsible for driving a City vehicle. The employee shall report the incident no later than the next business day. The Department Head shall notify Human Resources immediately. Human Resources and the City Manager shall determine, on a case to case basis, whether the employee shall remain on the job, be suspended with pay or without pay, or be terminated.
3. If an employee pleads nolo contendere or guilty to any charge, or is tried and found guilty of crimes involving dishonesty or violence, the employee may be discharged from employment with the City immediately without an appeal or grievance process.
4. In the event an employee is tried and acquitted, or the information or indictment is dismissed or quashed, the affected employee's Department Head shall notify Human Resources. Human Resources shall review the affected employee's employment status regarding reinstatement, re-employment, and/or continued employment.
5. Any City employee's violation of this policy or its procedures is grounds for disciplinary action, up to and including termination.

6.6 GIFTS AND GRATUITIES

A. POLICY

City employees are paid by the City for their duties and are not allowed to solicit any gratuity or gift of value from any outside source. All employees shall comply

with the Code of Ethics for Public Officers and Employees, Florida Statute, Chapter 112, and its implementing regulations as may be amended from time to time, and any corresponding ordinance which the City Council may adopt.

B. PROCEDURES

1. Accepting gifts may create or appear to create conflicts of interest in the discharge of their official duties. Employees are encouraged to be aware of this prior to the receipt of such gifts. All gifts accepted must be reported to the employee's Department Head.
2. Employees should never solicit or accept anything of value, including a gift, loan, promise of future employment, favors or services that would cause a reasonable person to be influenced in the discharge of their public duties.
3. The intentional or deliberate failure to comply with these guidelines makes an employee subject to discipline up to and including termination.
4. In order to maintain records of gifts received by City employees and the appropriateness of such gifts, employees shall adhere to the following:
 - a. Gifts valued between \$1 and \$25 may be accepted, and shall be reported to the Department Head. The Department Head shall forward the Disclosure Statement Form to Human Resources, who will then determine the appropriateness of the gift.
 - b. Gifts exceeding \$25 in value shall not be accepted.
 - c. Gifts determined to be unacceptable shall be returned to the outside source.
 - d. Money shall never be accepted by any City employee.
 - e. Should a Department Head accept a gift up to \$25 in value, they shall submit the Disclosure Statement Form to the City Manager.
5. The following are items that should never be accepted:
 - a. Real property, or the use of said property.
 - b. Tangible or intangible property, or the use of said property.
 - c. Preferential rates or terms on a debt, loan, goods or services, except as provided in F(3) or F(5) below for approved government business.
 - d. Forgiveness of a debt.
 - e. Membership dues.
 - f. Meals costing over \$25.

6. A gift does not include:
 - a. An honorarium.
 - b. An award, plaque, certificate or other similar personalized gift given in recognition of the recipient's public, civic, charitable, or professional service.
 - c. Transportation, lodging, or other related travel costs provided in relation to approved government business.
 - d. Meals costing under \$25.
 - e. Admissions or similar items provided in relation to approved government business, including but not limited to, education, training, and product familiarization.

6.7 POLITICAL ACTIVITY

A. POLICY

Under Federal and State law, all City of Brooksville employees accept that their employment imposes certain limitations regarding the political activities in which they may engage while on duty. All employees shall conduct their political activities in accordance with Florida Statute, Chapter 104, and its implementing regulations in the Florida Administrative Code, or as they may be amended from time to time.

B. PROCEDURES

1. City employees are encouraged to vote in elections. However, to avoid conflicts of interest or public misunderstanding, employees are prohibited from playing an active role in political activity during work hours.
2. Employees shall not take part in political management or political campaigns during duty or when functioning in an official capacity for the City.
3. Employees shall not solicit – orally or by letter – or be in any other manner concerned in obtaining assessments, contributions, or services for any political party from any employee or the public during work hours or when functioning in an official capacity for the City.
4. Political candidates may be greeted and political campaign material accepted for your personal information, but should be removed from public

viewing immediately. No campaign material shall be displayed on counters or desks at any time.

5. No employee shall hold the office of City of Brooksville City Council. No employee shall hold or be a candidate for any public office while in the employment of the City unless approval is obtained from their Department Head and the City Manager prior to announcing a decision to run for public office.
6. The above shall not restrict the right of employees to hold membership in and support a political party, to vote as they so choose, to express their opinions on all political subjects and candidates, to maintain political neutrality, and to attend political meetings after work hours. This also does not restrict employees to campaign actively during non-work hours in all areas of political activity.

6.8 CITY UNIFORM POLICY

A. POLICY

It is the policy of the City that certain positions, as designated in each department, may be required to wear a uniform while on the job.

B. PROCEDURE

1. Each Department Director will identify the positions within their respective department for which the wearing of a uniform is required. Department Directors should ensure that uniforms are absolutely necessary.
2. Employees filling positions that require the wearing of a uniform must wear issued uniforms on the job on a daily basis once the employee receives his/her supply of uniforms.
3. Each department requiring employees to wear uniforms must include funds for new issues and replacement of uniforms in their respective department annual budget.

C. UNIFORM ISSUANCE

Employees may be required to wear specific colored or styled uniforms which are furnished by the City of Brooksville.

1. When an employee is assigned to a position which has been designated as requiring a uniform, the employee's Department Director will authorize the issuance of uniforms to the employee using a Uniform Inventory Form. The employee must sign for all issued uniforms.
2. The Department Director will determine the number of shirts and pants to be issued commensurate with the employee's expected field time

3. Employees who are required to wear a uniform are expected to wear it properly and in its entirety. Uniforms must be clean and neatly maintained.
4. Employees that are required to wear steel toe safety shoes or boots as part of their job shall receive a stipend annually to purchase the safety shoes or boots.
5. Alcoholic beverages shall not be purchased or consumed while in a city uniform, even off duty. All non-city related activities (i.e., mowing a friend's lawn after hours while in a city uniform) are considered improper use of city-issued property, and could lead to disciplinary action.

D. CARE AND MAINTENANCE OF UNIFORMS

1. Employees are personally responsible for the proper care, cleaning, alterations and repair of uniforms issued to them. As a convenience and to aid in maintenance of uniforms, a cleaning service may be available through the City.
2. If uniform item(s) becomes unserviceable (torn beyond repair, unpresentable, attained, etc.) the employee may be required to launder the item and request a replacement.
3. If an employee loses a uniform item, the employee will be charged the current cost for the item for a replacement. The employee may make payment for the item over-the-counter or have the cost withheld from his/her pay.

E. TERMINATION OF EMPLOYMENT

1. When an employee terminates employment with the City or is transferred into a position of which wearing a uniform is not required; the employee must return all uniform items to their immediate supervisor no later than the date of termination or reassignment. All returned items must be laundered and in good condition.
2. When an employee terminates employment with the City, the employee must return his/her identification card to the Human Resources Department.
3. If the employee fails to return any uniform item(s), the cost of the unreturned item(s) will be deducted from the employee's final payment in accordance with the Fair Labor Standards Act (FLSA).

F. POLICY VIOLATION AND REVISION

1. An employee who does not wear the uniform specified, without a reason acceptable to the immediate supervisor will be subject to disciplinary action, up to and including termination of employment.

2. Employees may not wear city uniforms in any capacity other than when they are performing official business for the city.
3. Failure to comply with the guidelines established in this policy may lead to disciplinary action up to an including termination of employment.
4. Employees and volunteers shall exercise caution in their conduct when wearing apparel with insignia, logos, or language indicating an affiliation with the City of Brooksville in order to not bring discredit or reflect negatively upon the City.

6.9 PERSONAL APPEARANCE/WORKSPACE

A. POLICY

City of Brooksville employees' work attire and workspace should be appropriate for the assigned duties. Employees are expected to present a professional, business-like image. Radical departures from conventional business dress or personal grooming and hygiene standards are not permitted. Office and/or workspace décor should present a professional setting.

Employees are expected to choose business appropriate clothing and footwear that communicates professionalism for the type of work being performed and the setting in which the work is performed. While climate and custom may permit a, somewhat, casual work attire, employees are reminded that the type of casual attire one may choose to wear to the workplace is quite different from weekend casual attire. At a minimum, clothing should provide a professional appearance; not be dirty, wrinkled, unkempt, provocative or otherwise inappropriate for the job duties of the individual.

B. DRESS CODE POLICY

1. Employees are prohibited from wearing any apparel, and are required to conceal any tattoos, that express in either pictures or words:
 - a. Content of a sexual nature;
 - b. Sexually, racially, religiously, or ethnically offensive sentiments;
 - c. Sentiments advocating violence or subversion;
 - d. Gang affiliations, or otherwise tending to incite violence or disruption in the workplace, or;
 - e. Other content, which if expressed by other means would violate City policies.
 - f. Tattoos may be required to be covered if deemed offensive by management.
2. Employees are prohibited from wearing any apparel that promotes or advertises another company or organization. Apparel with the City of Brooksville logo is permitted.
3. Some positions in City service require specific uniforms. Employees serving in such positions are expected to comply with the uniform requirement. (See Uniform Policy).

C. PERSONAL GROOMING AND WORKSPACE POLICY

1. Employees should be sensitive to the fact that customers and other employees may have sensitivity to aftershaves, colognes, and perfumes and they should be used in moderation.
2. When wearing jewelry to work, employees should select jewelry that projects a professional image.
3. All employees must maintain a personal appearance that is neat, clean and appropriate for their position. All clothing should be clean and pressed with the acceptable business footwear (see examples below). All footwear will be clean and should be sturdy, stable, safe and appropriate to the duties and responsibilities of the employee.
4. Body piercings (other than earrings) may need to be removed and/or covered if deemed offensive by management or pose a safety hazard under OSHA Regulations.
5. Hair should be clean, brushed and not considered a radical departure from conventional business appearance and be safely secured for any positions that are subject to OSHA Regulations.
6. Employee workspace should not include items that could be deemed sexually, racially, religiously, or ethnically offensive.

D. PROPER ATTIRE GUIDELINES

Clothing worn by City employees while on duty must be appropriate for their position.

The following are examples of what is considered **APPROPRIATE** while on duty:

1. Collared shirts (long or short sleeves), polo shirts, City logo apparel, sweaters, blouses. Men's shirts must be neatly tucked in at all times.
2. Skirts, dresses, dress pants or slacks, and khaki pants. Skirt/dress length should be no shorter than 2 inches above the top of the knee.
3. Suits, sport jackets and neckties are optional.
4. Footwear should be business appropriate, such as closed-toe shoes, pumps, oxfords, penny-loafers, and flats, are acceptable. Open-toe dress shoes are acceptable.

The following examples, but are not limited to, what is considered **INAPPROPRIATE** while on duty:

1. Tight fitting slacks, trousers or pants, leggings, sweatpants, jeans or pants of denim fabric.
2. Sweatshirts, tank tops, t-shirts (unless part of a uniform or issued by the city and approved by the Department), midriff/torso exposing tops, low cut front or back blouses or tops.

3. Jeans or shorts (unless part of a uniform that meets the uniform standards with regard to length and color and approved by the department).
4. Sun dresses, “Mini” or extremely short or spandex skirts or dresses.
5. See-through garments of any kind, without a shirt/top underneath.
6. Any kind of attire that does not present a professional and business-like appearance for the workplace.
7. Footwear, such as sneakers, flip flops, sandals, or any other type that could be considered unsafe for the workplace.

E. DRESS DOWN FRIDAY

City employees are allowed to “dress down” on Fridays. Employees may wear jeans (without holes, tears, etc.) to work on Friday, unless otherwise instructed by their department manager or supervisor. If employees have a job-related commitment or are required to attend scheduled meetings where the wearing of jeans is not appropriate, they should otherwise dress appropriately.

F. MISCELLANEOUS

1. Employees who work between a variety of work locations shall wear city-issued identification ID Badges which is visible while at work.
2. Because the performance requirements vary in each department, the determination of Employees’ specific dress and personal appearance standard will be appropriate to the work and services provided by the position, as determined by the Department Director.
3. Any employee not meeting the standards of this policy or the departmental operating procedures may be subject to disciplinary action, which may include requiring the employee to leave the premises. Employees sent home to change will not be compensated for their time, however, will be required to use available PTO for time missed because of failure to comply with this policy.

6.10 TOBACCO/SMOKE FREE WORK ENVIRONMENT

A. POLICY

In keeping with the City’s objective of providing a healthy, comfortable, and safe environment in all respects by prohibiting smoking in areas where ambient smoke may be inhaled by unwilling people and in compliance with the Florida Clean Indoor Air Act (FCIAA) Florida Statutes Sections 386.201, it is the policy of the City to regulate the smoking of tobacco products in facilities operated and maintained by the City. This Act creates and protects areas that are free from the hazards of tobacco smoke. This policy applies equally to all employees, customers, and visitors.

B. DEFINITIONS

Tobacco- cigarettes, cigars, pipe tobacco, chew, dip, or snuff

Tobacco substitute- vapor pipes, electronic cigarettes, herbal chew or snuff

C. PROCEDURE

1. The Florida Clean Indoor Air Act (FCIAA) provides specific requirements for the regulation of smoking in all government buildings and facilities (Including City vehicles).
2. The Act is applicable to all City owned, operated, maintained, leased, or otherwise controlled facilities.
3. Use of tobacco or tobacco substitute products is expressly prohibited in both employee and Public use areas including, but not limited to: waiting rooms, lobbies, lounges, rest rooms, elevators, hallways or any other areas of common use by the public.
4. Use of any tobacco or tobacco substitute product in a City vehicle is strictly prohibited.
5. This policy is meant to protect the health, comfort, and environment of City employees and of the general public using City facilities.
6. Each Department Manager shall post no-smoking signs as required by this policy.
7. The Florida Clean Indoor Air Act provides substantial penalties against the person in charge of a public area who does not comply with the Act.

6.11 DRUG and ALCOHOL-FREE WORKPLACE

The City of Brooksville is committed to providing a safe work environment for its employees, guests, community and the public. The abuse of alcohol and drugs is a national problem, which impairs the safety and health of employees, promotes crime and harms the community. In order to maintain the highest standards of morale, productivity and safety in operations, the City has instituted a drug and alcohol-free workplace policy. With the cooperation and assistance of its employees, this program will provide a safe workplace environment free from drugs and alcohol use and/or abuse.

Employees are prohibited from using, selling, dispensing, distributing, possessing, or manufacturing illegal drugs and alcoholic beverages on City premises, work sites, or in City vehicles. Employees are prohibited from off-premise possession, use, or sale of illegal drugs. In addition, employees are prohibited from off-premise use of alcohol and drugs when such activity adversely affects job performance, job safety, or interferes with the City's ability to carry out its mission.

The City recognizes that alcohol and drug dependency may require medical supervision and treatment if there is to be successful rehabilitation. The desire and intent are to encourage any employee with alcohol or drug dependency to voluntarily enter a drug or alcohol rehabilitation program. It is the responsibility of each employee to initiate and obtain assistance before any difficulties with drugs or alcohol affects his or her work. Accordingly:

EMPLOYEES ARE HEREBY NOTIFIED THAT IT IS A CONDITION OF EMPLOYMENT FOR EACH EMPLOYEE TO REFRAIN FROM REPORTING TO WORK OR WORKING WITH THE PRESENCE OF DRUGS OR ALCOHOL IN HIS OR HER BODY. IF AN EMPLOYEE TESTS CONFIRMED POSITIVE OR REFUSES TO SUBMIT TO A TEST FOR DRUGS OR ALCOHOL, THE EMPLOYEE IS SUBJECT TO DISCIPLINARY ACTION, INCLUDING TERMINATION, AND MAY FORFEIT ELIGIBILITY FOR MEDICAL AND INDEMNITY BENEFITS.

Please refer to the City of Brooksville's Drug and Alcohol-Free Workplace Policy 6.2 for more information

6.12 HARASSMENT AND DISCRIMINATION POLICY

I. POLICY

The City is committed to maintaining a work environment free of harassment based upon race, color, national origin, ethnicity, sex, gender, pregnancy, sexual orientation, gender identity, disability, genetic information, religion, creed, age, military service, veteran status, and marital status. The City will not tolerate the inappropriate harassment of any of its employees, officials, or any other individual who does business with the City. This prohibition of harassment applies to all officials, employees, representatives, vendors, or any other individual doing business with the City. It is the affirmative responsibility of all City personnel for maintaining a workplace that is free from harassment and intimidation and the failure to do so will subject an employee to disciplinary action.

The City is committed to promptly and thoroughly investigating all complaints of inappropriate harassment as set forth in this policy. If, after a thorough investigation, it is determined that inappropriate harassment has occurred in violation of this policy, immediate and appropriate disciplinary action, up to potential discharge, will be taken to promptly end the harassment. Appropriate follow-up steps will also be taken where necessary to ensure that the harassment ceases and does not re-occur.

II. DEFINITIONS AND EXAMPLES

A. Sexual Harassment and Sexual Misconduct

Improper harassment includes harassment on the basis of one's sex, gender, pregnancy, and gender identity. Prohibited forms of sexual harassment include, but is not limited to, the following illustrative conduct:

1. Engaging in any form of sexual misconduct;
2. Unwelcome or offensive sexual advances;
3. Making, proposing, insinuating, or demanding sexual propositions or requests for sexual favors;

4. Making sexual innuendos;
5. Making sexually suggestive remarks;
6. Making obscene, vulgar, or sexually explicit comments, gestures, noises or conduct;
7. Engaging in sexually oriented kidding, teasing, name-calling, or practical jokes;
8. Engaging in physical contact of a sexual nature such as brushing against another's body, pinching, grabbing, rubbing, hugging, poking or patting;
9. Commenting on someone's looks, gender, dress, sexuality, sexual orientation, or femininity/masculinity in a derogatory or objectifying manner or in a manner that would be reasonably expected to make him or her uncomfortable;
10. Stalking, including cyberstalking;
11. The publication, to anyone, of documents, objects, text, pictures, or graphics in the workplace that contains material that is of a sexual nature; and,
12. Using the computer or other electronic equipment to access any content that contains material of a sexual nature.

As noted above, inappropriate harassment includes all forms of sexual misconduct. Sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, sexual molestation, sexual exploitation, and inflicting sexual injury.

B. Other Forms of Prohibited Improper Harassment

In addition to inappropriate sexual harassment, the City also prohibits harassment on the basis of race, color, national origin, ethnicity, sexual orientation, disability, genetic information, religion creed, age, military service, veteran status, and marital status. Any conduct of an offensive or harassing nature and which is based on any of these characteristics will not be tolerated. Such prohibited conduct includes, but is not limited to:

1. Making, engaging in, displaying, or disseminating derogatory, critical, offensive or uncomplimentary jokes, slurs, epithets, comments, innuendos, displays, posters, or other verbal or written conduct based on race, color, national origin, ethnicity, sex, gender, pregnancy, sexual orientation, gender identity, disability, genetic information, religion, creed, age, military service, veteran status, and marital status.
 2. Engaging in any physical conduct taken against another individual because of his or her race, color, national origin, ethnicity, sex, gender, pregnancy, sexual orientation, gender identity, disability, genetic information, religion, creed, age, military service, veteran status, and marital status.
 3. Teasing or making fun of another individual's ethnicity, accent, cultural or religious beliefs or practices, mental or physical disabilities, medical limitations, and other similar characteristics.
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4. Taking adverse action against any individual or mistreating the individual in any manner because that individual has requested or received a reasonable accommodation because of a disability or religious belief.
5. Commenting on someone's looks, gender, dress, sexuality, sexual orientation, or femininity/masculinity in a derogatory or objectifying manner or in a manner that would be reasonably expected to make him, her or them uncomfortable.

Additionally, sexual or other inappropriate harassment may occur when the intended target of the conduct is not offended, but others find the conduct to be intimidating, hostile, or offensive. Accordingly, this policy prohibits inappropriate harassment regardless of whether those involved or who witness the conduct find it offensive or unwelcome.

III. THE PREVENTION OF HARASSMENT IN THE WORKPLACE IS EVERY EMPLOYEE'S RESPONSIBILITY.

All personnel are responsible for ensuring compliance with this policy and maintaining a workplace that is free of harassment and intimidation. If any person experiences or witnesses harassment in the workplace, he or she has an affirmative obligation to report the harassment to his or her supervisor, or one of the individuals designated below. Employees who witness inappropriate harassment and fail to report it are subject to disciplinary action, up to and including dismissal. However, an employee is not required or expected to report complaints to the person he or she believes is harassing against him or her. In such cases, however, the employee is obligated to report the inappropriate conduct to one of the other employees identified below.

Upon receiving a report of harassment, supervisors are responsible for immediately advising the Director of Human Resources of the report, without regard to whether the harassment involves the supervisor or the supervisor's subordinate employee(s). If the reported harassment involves the Human Resources Director, the supervisor is obligated to advise the City Manager of the report. The failure by a supervisor to advise Human Resources (or the City Manager) of the receipt of a report of harassment will be grounds for discipline.

Additionally, supervisors, together with the Director of Human Resources, are responsible for ensuring that each of their subordinate employees are properly trained on the City's policies prohibiting harassment, discrimination, and retaliation, the requirement that all prohibited conduct be immediately reported, and the applicable procedures and all available avenues for reporting prohibited conduct. The Director of Human Resources is responsible for ensuring that all employees are trained on these procedures on a regular basis.

IV. COMPLAINT AND INVESTIGATION PROCEDURE FOR PROHIBITED HARASSMENT

A. Reporting Prohibited Harassment

Any employee who believes he or she has been the subject of harassment or who witnesses harassment prohibited by this policy must immediately report the harassment

to either (1) his or her supervisor; or, (2) the Director of Human Resources. If the employee's supervisor and the Director of Human Resources are involved in the alleged harassment or if the employee is uncomfortable reporting the matter to both his or her supervisor and to the Director of Human Resources, the employee may elect to instead report the matter to another Department Head and/or the City Manager. In any event, any employee who believes he or she has been subjected to prohibited harassment or who has witnessed prohibited harassment are obligated to immediately report the matter to at least one of the avenues outlined above.

Additionally, if, after reporting the harassment as outlined above, the harassment continues or any further incidents of inappropriate behavior occur, employees are obligated to immediately report the continuing or additional acts of harassment. Since the City may not be aware that the harassment is ongoing or that its initial handling of the matter has not satisfactorily resolved the issues or caused the offending conduct to cease, employees are required to report any continuing harassment or new incidents of misconduct even where he or she has previously reported a complaint.

B. Confidentiality and Timeliness of Investigation

All complaints will be handled in a timely manner. Although strict confidentiality cannot always be guaranteed, the City is committed to investigating the allegations and remedying any inappropriate conduct in as confidential a manner as the circumstances and law allow. Personnel violating that directive are subject to immediate discipline. In general, communications will be made to others only on a "need to know" basis. Anyone involved in the investigation of a complaint will be instructed not to discuss the subject outside the investigation. All investigations will be completed as promptly as the circumstances of the allegations allow.

C. Nature of Investigation and Prohibition of Retaliation

After receiving a complaint of inappropriate harassment or retaliation, the City will promptly investigate the allegation and take any action deemed appropriate based on the results of the inquiry. Although each investigation will necessarily vary depending on the nature of the allegations and the circumstances involved, the investigation of a complaint will ordinarily include conferring with the parties involved and any named or apparent witnesses and reviewing pertinent documents, e-mail communications, pictures or any other relevant physical evidence.

All persons who participate in such an investigation shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or participating in an investigation. Prohibited retaliation includes, but is not limited to:

- Shunning and avoiding normal interactions with an individual who reports harassment, discrimination or retaliation;
- Making express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation;
- Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process; or,

- Taking any adverse action against an individual because that individual reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

An employee who believes he or she has been subjected to retaliation on the basis of having filed a complaint or having participated in an investigation, must immediately report it pursuant to the complaint process outlined above. Any employee determined to have retaliated against another individual in violation of this policy will be subject to disciplinary action, up to and including dismissal.

D. Conclusion of Investigation

The City is committed to conducting all investigations in a fair and impartial manner. If, after a thorough investigation, it is determined that prohibited harassment or retaliation has occurred, immediate and appropriate action will be taken to promptly remedy any improper conduct and to ensure that no prohibited actions occur in the future. Such action may include discipline of anyone determined to be in violation of this policy, remedial training concerning the City's policies and procedures relating to prohibited harassment and retaliation, and any other measure determined to be necessary for the effective enforcement of this policy.

6.13 VIOLENCE FREE WORKPLACE

The City strives to provide a safe and healthy work environment that is free from threats and violence for all employees and other persons in the workplace. In order to facilitate this, the City has a zero tolerance for workplace violence.

Workplace violence includes any act, threatened actions or words that endanger or harm another employee, or result in other employees having a reasonable belief that they are in danger. Such actions include but are not limited to, verbal or physical harassment, verbal or physical threats, act of assault battery, stalking, kidnapping or other hostile act that could result in the bodily harm to another employee, visitor, or guest or other violence, or other behavior that causes others to feel unsafe in the work setting.

It is the goal of this policy to promote the safety and well-being of all people in the workplace. All employees of the City are expected to treat each other, customers, the general public and all others with courtesy, dignity and respect. A violation of this policy may result in disciplinary action up to and including termination of employment, and, civil and/or criminal sanctions, if appropriate.

A. PROCEDURE

Employees shall not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If such behavior is observed or experienced, Employees must report it immediately to a Supervisor or Manager. Supervisors and Managers who receive such reports shall seek advice from Human Resources regarding the appropriate steps involved in investigating the incident and initiating the appropriate actions.

1. All Employees are responsible for fostering a safe work environment by maintaining situational awareness, and adhering to a climate of dignity and

respect.

2. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.
3. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City without proper authorization by the City. Anyone licensed to carry a concealed weapon must remain in accordance with the [Florida Statute §790.06](#).
4. Conduct that threatens, intimidates, or coerces another Employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, or any characteristic protected by federal, state, or local law.
5. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Department Director, or designee. This includes threats by Employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, the Employee should be as specific and detailed as possible.
6. Supervisors play a key role in recognizing potential workplace violence and taking proactive measures to de-escalate situations before they become hostile. Supervisors must promote a climate of dignity and respect and investigate all reports of workplace violence.
7. Any threatening or intimidating communications, conduct or gesture, including brandishing of a weapon, directed toward another employee or citizen that causes a reasonable belief of physical harm to a person or property is strictly prohibited. If necessary, the Hernando City Sheriff's Department will be contacted.
8. All suspicious individuals or activities should be reported as soon as possible to the Department Director, or designee.

For more comprehensive information please see City of Brooksville's, Violence-Free Policy 6.3.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 7

WAGE AND HOURS

7.0 CHAPTER 7 INTRODUCTION

The City Manager shall establish the hours of work, which, as practicable, shall be uniform within occupational groups, shall be determined in accordance with the needs of the City, and shall consider the needs of the public who may be required to do business with various departments/divisions. Flexible work hours may be implemented upon approval of the City Manager or designee. The normal business hours for City, offices are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

7.1 OFFICE HOURS/WORKWEEK PROCEDURES

- A. No City Department shall operate on less than a forty (40) hour workweek (excluding lunch breaks) unless specifically approved in advance by the City Manager, except under City policy which allows for special holidays and other activities within the workweek.
- B. A Department may establish a normal workweek in excess of forty (40) hours if such is deemed necessary to accomplish the Department's mission and is approved in advance by the City Manager.
- C. The official payroll workweek shall commence at 12:01 a.m. Wednesday and end at 12:00 midnight Tuesday.
- D. Employees are expected to be present for work every day they are scheduled to work. This includes telecommuters, who have been approved to work from home or other remote site, but still have a specific work schedule.
- E. Employees are expected to report for work on time and complete their regularly scheduled workday. An employee who reports to work at any time after the employee's regular starting time is considered to be tardy, including returning from breaks or lunch.
- F. If an employee must be absent or late, it is the employee's responsibility to notify his/her Supervisor/designee. This notification must be given as soon as the employee knows he/she will be tardy or unable to work, and must be given by the employee directly to his/her immediate Supervisor. Employees must make every attempt to notify their Supervisors that they will be late prior to the start of the employee's scheduled work shift.

All absences shall be properly recorded and charged.

G. Excessive Tardiness

- a. An employee who abuses tardiness to the point it becomes excessive shall have disciplinary action taken in order to correct the abuse.
- b. If any employee who has received disciplinary action continues to abuse this standard, they shall be subject to further disciplinary action, up to and including termination.
- c. Departments are advised to develop and communicate to employees departmental guidelines that indicated both the needs of the Department and the importance of timely and regular attendance, while recognizing the importance of work/life balance.

H. Employees who fail to report for duty without contacting their Supervisor/designee before their scheduled start time may receive disciplinary action, up to and including termination.

I. Employees who fail to report for duty without contacting their Supervisor/designee for three (3) consecutive workdays shall be considered voluntarily resigned.

J. An Employee who fails to return to work on the date specified on the FMLA leave request form, without receiving an extension in advance, shall be considered to have voluntarily resigned employment or may be subject to disciplinary action up to and including termination.

K. Employees are required to record their actual work in accordance with the Fair Labor Standards Act (FLSA).

L. Employees working overtime without prior authorization shall be subject to disciplinary action, up to and including termination.

M. Exceptions

1. As job conditions vary from position to position, an employee's working hours may also vary according to the schedule set by the Department Head.
2. Flexibility in the regular workday is permitted providing operational efficiency is maintained, and an employee has approval from their Department Head.

N. Breaks.

Breaks are not legally required to be provided; however, Employees may be allowed to take a break as work permits and in conjunction with Departmental procedures and approvals.

1. Breaks less than ten (10) minutes will be considered Hours Worked and are compensated accordingly.
2. Employee break privileges may be revoked by the City if in the sole and absolute discretion of the City it is determined that an Employee abuses and/or misuses the Break privilege.

O. Meal Periods.

Employees are typically provided with a regular Meal Period of at least 30 minutes within an eight (8) hour workday. Meal Periods are scheduled by the Department Director, or designee.

1. Meal Periods should be observed away from the Employee's normal work area.
2. Employees must utilize his or her Meal Period; it may not be saved for purposes of leaving work early and will not be accumulated.
3. Meal Periods are generally not considered Hours Worked and Employees are not compensated for Meal Period time; however, if the Employee's work schedule requires that the Employee be "on-duty" during the Meal Period, the time will be considered as Hours Worked and the Employee will be compensated for the Meal Period.
4. Civil Leave Pay is compensation provided to Full Time Employees who are summoned or subpoenaed to court. Up to (2) weeks, 80 hours of pay is allowed annually; court documentation is required for approval.

P. All work hours will be regulated under the Fair Labor Standards Act (FLSA).

7.2 FAIR LABOR STANDARDS ACT (FLSA)

It is the policy of the City of Brooksville to abide by FLSA requirements as mandated by federal law and state statutes.

- A. The Department of Labor is responsible for FLSA compliance. Further information can be found at <http://www.dol.gov>.
- B. FLSA does not require:
 1. Vacation, holiday, severance, or sick pay;
 2. Meal or rest periods (unless minor under 16) holidays off, or vacations;
 3. Premium pay for weekend or holiday work;
 4. Pay raises or fringe benefits; or
 5. A discharge notice, reason for discharge, or immediate payment of final wages to terminated employees.
- C. The FLSA does not limit the number of hours in a day or days in a week an employee may be required or scheduled to work, including overtime hours, if the employee is at least 16 years old.
- D. Section 7(K) of the Fair Labor Standards Act allows certain Non-exempt Employees in Fire Rescue to be paid Overtime Hours based on a schedule other than after (40) forty hours in a seven (7) day period.
- E. FLSA 29 USC 207 (r)(1) allows for a reasonable unpaid break for nursing mothers to breastfeed or pump.

7.3 OVERTIME & FLEXIBLE TIME

Overtime compensation is paid for Overtime Hours that are worked above and beyond the normal (40) hours and only provided to Non-Exempt employees.
period.

- A. No overtime hours are to be worked without prior authorization from the Employee's Department Director or designee
- B. Holidays that occur during an employee's normally scheduled workweek and are not worked will be used in the calculation of the overtime rate of pay. In the case where an employee works on a holiday, either the holiday pay or the actual hours worked, whichever is greater, will apply towards the calculation of overtime, but not both.
- C. Flex Time. Department Directors may authorize the use of flextime. Flextime allows employees to select from a range of starting and ending times for the work day. Flextime must account hour for hour of the normal amount of work hours within the standard work week.

7.4 ON CALL POLICY

- A. Purpose:
 - 1. The On-Call Policy for the City of Brooksville is established to ensure timely response to emergencies and essential services outside of regular business hours. This policy outlines the procedures and responsibilities for employees designated to be on-call.
- B. Definitions:
 - 1. For the purposes of the Policy and Guidelines, the following words shall have the meaning indicated:
 - a. Employee: Any person(s) actively employed at the City of Brooksville.
 - b. On-Call: To be available outside of regular working hours to respond to emergencies, handle urgent tasks, or provide essential services as needed by the city.
 - c. Department Head: Department Director or highest ranked in the department.
- C. Eligibility:
 - 1. Employees eligible for on-call duty will be determined by department head or supervisors based on job requirements, skills, and availability.
 - 2. Employees must possess the necessary qualifications and training to effectively respond to emergencies related to their area of expertise.
 - 3. Employees who reside outside of the 25-mile radius are ineligible for on-call unless they drive to a city facility first to pick up a city vehicle.
- D. Compliance:
 - 1. Upon the approval of the City Manager, or designee, certain Employees may be utilized by the Department Director, or designee, to perform "on-call" duties. "On Call" duties may require the Employee to remain accessible for call in purposes. The "On-Call" Employee shall not be inhibited in freedom of travel or presence in any particular location other than the requirement that such Employee shall at all times during periods of "on-call" be able to respond within the City within a one hour time period if no alternative time period is already established by the Department Director, or designee.

2. On-call employees are required to carry a city-issued communication device (e.g., cellphone) and be accessible during their designated on-call period.
 3. On-call employees must respond promptly to calls within a 15-minute time frame, or as otherwise determined by departmental procedures.
 4. On-call employees must adhere to all applicable safety protocols and procedures while responding to calls or performing work duties.
 5. On-Call time occurs during other than normal hours of operation. Since the Employee may travel freely during periods of "on-call" time, subject to the restrictions noted above, the Employee's time for an assignment of "On-Call" status is not compensable as Hours Worked, unless the Employee is actually Called-In to work.
- E. Documentation and Reporting:
1. On-call employees are responsible for accurately documenting all calls received, actions taken and time spent responding to calls or performing work duties.
 2. Any incidents, significant issues or deviations from standard procedures should be reported to the appropriate supervisor or department head as soon as possible.
- F. Toll Expenses:
1. Coverage: The city will cover toll expenses for business-related travel, not to and from work on a regular basis. For commuting purposes, tolls may not be reimbursed unless otherwise specified.
 2. Reimbursement Procedure: If an employee incurs tolls for business purposes while commuting, they must submit a detailed report, including receipts, for reimbursement.
 3. Exceptions: Employees who use the vehicle for business-related activities outside their usual commute may be eligible for toll reimbursement, subject to prior approval and documentation.
- G. Route Selection:
1. Efficient Routes: Employees should choose the most efficient route to minimize travel time and toll costs. Use of toll roads should be justified by significantly faster travel times or other business needs.
 2. Navigation Tools: Employees may use GPS and navigation tools to identify and choose the best route that balances time and cost considerations.
 3. Pre-Approval: In cases where alternative routes may involve significant tolls or detours, employees should seek approval from their supervisor or manager.
- H. All City of Brooksville employees are expected to comply with the provisions outlined in this policy. Failure to adhere to the on-call policy may result in disciplinary action, up to and including termination of employment.

7.5 ON CALL PAY POLICY

Upon the approval of the City Manager, or designee, certain Employees may be utilized by the Department Director, or designee, to perform "on-call" duties.

- A. "On Call" duties may require the Employee to remain accessible for call in purposes. The "On-Call" Employee shall not be inhibited in freedom of travel or presence in any particular location other than the requirement that such Employee shall at all times during periods of "on-call" be able to respond within the City within a time period which shall be established by the Department Director, or designee.

- B. On-Call Employees receive pay for being placed in an "On-call" status. An "On Call" Employee will be paid ***\$1.00 per hour for each 24-hour period*** (Example 7 days of On-Call=\$24 x 7=\$168), or portion thereof, during which the Employee was "On- Call" ("On Call Pay"). On Call Pay is not associated with nor considered regular pay for accrual or calculation of any benefits. An Employee who is On-Call may be Called In to perform work. If an On-Call Employee is called in and performs work, the Employee is not in an "On-Call" status while working; and for any Hours Worked, the Employee will be compensated at his or her regular rate of pay.
- C. On-Call Rotation
1. On-call duty will be rotated among eligible employees within each department to ensure equitable distribution of responsibilities.
 2. Department heads or supervisors will establish and maintain an on-call schedule.
- D. Disciplinary Action: Failure of the Employee, designated as "On Call," to respond timely when called and failure to comply with the Drug Free Workplace policy may result in a forfeiture of payment for the "on-call" period, may result in ineligibility for future "on-call" assignments; and may subject the Employee to disciplinary action up to and including termination.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 8

Leave – Paid Time Off (PTO) Policy

8.0 PTO POLICY INTRODUCTION

It is the policy of the City, to establish specific guidelines on leave accrual and appropriate usage of leave for all City employees.

Paid Time Off (PTO) is an employee benefit which combines traditional vacation and sick leave programs into one plan with two components. This type of program provides both employees and the City a flexible method of scheduling time off with pay. As a result, PTO time may be used at the employee's discretion, provided that approvals are obtained for this leave as stated in this manual. Use of PTO is unrestricted provided the employee has been employed for 30 consecutive days and has supervisor approval.

All regular full-time and permanent part-time employees of the City of Brooksville earn Paid Time Off (PTO). Any accruals of Sick, Vacation, ESL are still available under the Sick/Vacation policy rules and guidelines.

8.1 PROCEDURES:

1. Eligibility for PTO
 - a) Regular full-time employees will be allowed to earn and accrue paid time off.
 - b) Part-Time, Temporary and seasonal employees will not be eligible for PTO.
 - c) New employees shall earn and accrue PTO, but are not eligible to use accumulated PTO until the first of the month following thirty (30) days of employment from date of hire, unless otherwise approved by the City Manager or provisions within this policy. Employees may be granted up to two (2) days of PTO for their own personal illness with the approval of their Department Director. Any additional PTO usage prior to thirty consecutive days of employment will require approval by the Department Director.
 - d) Promoted, demoted or transferred employees will retain all PTO privileges and accrued balances accumulated in their prior position and/or department.
 - e) Regular full-time employees will earn and accrue PTO immediately upon employment as follows:

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual PTO Accrual	Annual Accrual Days
1-4 years	6.16 hours	160 hours	20 Days
5-8 years	7.69 hours	200 hours	25 Days
9-14 years	9.23 hours	240 hours	30 Days
> 15 years	10.77 hours	280 hours	35 Days

- f) Paid Time Off will not be earned by an employee during an unpaid leave of absence or when an employee has been placed in a non-pay status, (i.e., suspension, investigation or administrative leave)

8.2 Paid Time Off (PTO) Carryover policy:

1. Employees are permitted to carry over unused Paid Time Off (PTO) into the new fiscal year in accordance with their years of continuous service, as outlined below:
 1. 1 to 4 years of service: Maximum carryover of 240 hours
 2. 5 to 8 years of service: Maximum carryover of 320 hours
 3. 9 to 14 years of service: Maximum carryover of 400 hours
 4. 15 or more years of service: Maximum carryover of 480 hours
2. All PTO must be used by September 30 of each year. Any PTO balance in excess of the applicable carryover limit will be forfeited and not carried into the new fiscal year.
3. For overage of PTO hours - Usage of PTO over by deadline
 1. As part of a one-time transition from the previous Paid Time Off (PTO) policy, employees with accrued PTO hours in excess of the current maximum carryover limit (as defined in this policy as updated in August 2025) will be granted a limited opportunity to utilize the excess hours before they are forfeited.

8.3 Eligibility and Conditions

- A. This one-time procedure applies only to employees who have a PTO balance exceeding carryover maximum hours as of September 30, 2025. Eligible employees will be required to use all PTO hours in excess of carryover by April 1, 2026.
- B. Any hours above the carryover limit that are not used by the stated deadline will be automatically forfeited and will not be eligible for payout, rollover, or future use.
- C. This is a one-time exception granted under the PTO policy and does not establish a precedent for future carryover or extended utilization allowances.

8.4 Procedure for Utilization

- A. Employees are encouraged to work with their supervisors to schedule and use any excess PTO in a manner that supports operational needs while ensuring compliance with the utilization deadline.
- B. All excess PTO must be used and recorded in the timekeeping system.
- C. No extensions, deferrals, or cash-outs will be permitted.

8.5 Examples of reasons to use PTO, include but are not limited to the following:

- A. Vacation
- B. Sick Leave
- C. Absence for transaction of personal business which cannot be conducted during off-duty hours.
- D. Holidays other than those designated by the City.
- E. Supplement income for time loss due to work related personal illness, injury, or disability where statutory workers' compensation payments are being received in an amount not to exceed the employee's regular base pay.
- F. Maternity or paternity leave purposes.
- G. Supplement income for time loss due to disability not work related, where employee is receiving disability insurance benefits/payments in an amount not to exceed the employee's regular base pay.
- H. Absences from work not covered by other types of leave provisions established by the City, such as up to (3) days of Bereavement Leave in the event of a death of an immediate family member (see glossary for details).
- I. Employees are provided up to (3) days of Bereavement Leave in the event of a death of an immediate family member (see glossary for details). This Paid Time Off does not affect PTO balance

8.6 Request for Paid Time Off

- A. Requests for PTO leave should be submitted electronically via the employee's direct supervisor to department manager, for approval, at least one (1) week prior to requested leave when possible. Vacation requests not submitted in advance of the requested date are subject to denial.
- B. Departments may establish a departmental policy for operational needs which may be more restrictive or provide exceptions to the one (1) week advance requirement.
- C. Paid Time Off requests will be granted at the sole discretion of the Department Director or designee; however, every effort will be made to accommodate employees. Employees are responsible for maintaining a sufficient balance of PTO to cover vacations, illness, etc. If an adequate balance of PTO is not available to cover the employee's requested time off, the employee's request for time off may be denied.
- D. When PTO is being used for an employee's own personal illness, or the illness of a family member, employees shall notify their immediate supervisor or department manager as soon as the employee knows that they will be unable to work for purposes of determining potential abuse of PTO, eligibility of FMLA or whether employment has been abandoned. Notice must be given no later than the first day of absence and before the starting time for employee's scheduled shift. Employees failing to notify and report to the department within three (3) consecutive work days will be considered as having

- resigned (quit without notice) and employment may be terminated.
- E. A doctor's statement as proof of illness is required if leave extends beyond three (3) consecutive work days or at any other time that a department manager has reason to believe that the employee is abusing Paid Time Off. A false claim of illness, injury, or disability will be cause for dismissal.
 - F. Paid Time Off may be used only as accrued, and will not be allowed in advance of PTO being earned or accrued.
 - G. Paid Time Off will be charged at a minimum of one-half (1/2) hour increments for all employees.
 - H. Failure to return from PTO Leave may be deemed a voluntary resignation, unless the Employee obtains prior approval of other leave benefits.

8.7 Abuse of Paid Time Off

- A. When an employee's absences are such that the City has reasonable grounds to believe that an abuse of the PTO policy exists, the employee will be notified in writing by their department manager of the suspected abuse and given a written warning.
- B. Reasonable grounds for identifying potential abuse of PTO may include, but are not limited to, the following patterns or behaviors:
 - 1. More than three unscheduled absences within a 30-day period (unless a healthcare provider note is provided);
 - 2. A pattern of frequent one-day unscheduled absences, particularly when consistently occurring on Mondays, Fridays, or immediately before or after scheduled PTO days;
 - 3. A high frequency of unscheduled absences over a defined period without medical documentation or justification;
 - 4. A low or zero PTO balance maintained over time, indicating excessive leave usage without accrual;
 - 5. Any repeated or observable pattern of absenteeism that adversely affects the delivery of municipal services or departmental operations.
 - 6. Further disciplinary action, up to and including termination, may be taken by the department manager when PTO is abused. Abuses in leave will be included on the employee's annual performance evaluation.

8.8 Cash Payment of Paid Time Off

- A. It is the intent of this policy that all employees take their Paid Time Off annually for the period in which it has been earned.
- B. An employee may request cash payment for portions of accrued PTO once annually from the City in accordance with the provisions of this policy and the request must be completed per the Finance Director's timeline to be paid out in December.

- C. Employees with a PTO balance over 80 hours will be eligible to cash-out up to 40 hours of PTO (employee must have 80 hours remaining after cash-out) annually, at their rate of pay at the time of the cash-out.
- D. Employees with Extended Leave Bank (ELB) may utilize for medical leave purposes. The ELB is not eligible for cash out in any capacity upon departure from the City of Brooksville.
- E. Compensation shall be contingent upon budgetary restrictions and may be terminated by the City of Brooksville through the budget process.
- F. PTO will carry over into the next year, maximum carryover will be determined as provided in this policy.

8.9 Payment of Unused Paid Time Off

- A. Employees who voluntarily resign or are separated from employment in good standing will receive payment for 50% of their accrued and unused Paid Time Off at the time of separation. Employees who are eligible for and retire from the City of Brooksville will receive 100% of their accrued and unused Paid Time Off at the time of their retirement. (For employees in the DROP program, please see additional provisions listed in the DROP policy). Employees dismissed for misconduct may not receive the accrued time, unless specifically recommended by the Department Manager and approved by the Human Resources Department.
- B. Employees who are moved to a lay-off status will receive 100% pay for accrued Paid Time Off up to time of the layoff.

9.0 Right to Contribute Paid Time Off Hours (Donating PTO)

- A. In the event that an employee's own illness or physical incapacity should continue beyond a point where his/her Paid Time Off has been exhausted, or short/long term disability does not apply, other employees may contribute accumulated PTO to employee with the appropriate approvals. Contingent upon the approval of the Department Director and the HR Department, in accordance with the donation policy, employees will be allowed to donate PTO time to an employee when the injury or illness is for the minor child of the employee.
- B. Employee contributions must be done in multiples of at least (4) hours per employee. The donation of time must be completed on the appropriate donation of time form and approved by both the Department Director and the Human Resources Director or designee. No more than (20) hours can be donated by each employee.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 9

Holiday Pay

9.0 HOLIDAY PAY POLICY

The City provides a competitive paid time off benefit to Employees in recognition of certain Holidays. The City reserves the right to add or delete any days from the list of Holidays if it is determined to be in the best interest of the City.

9.1 HOLIDAY PAY ELIGIBILITY

1. Only Full-time, Regular Employees are eligible for Holiday Pay.
 2. To be eligible for Holiday Pay, an Employee must work the last regularly scheduled workday preceding the Holiday and the first regularly scheduled workday following the Holiday, unless the absence is approved in advance, or otherwise authorized, by the Department Director or designee. See Section 3.0 for further details.
 3. An Employee who separates or commences an unpaid leave of absence (a) on the last regularly scheduled workday preceding a Holiday, (b) on a Holiday, or (c) on the first regularly scheduled workday following the Holiday will not receive Holiday Pay.
 4. An Employee that is in an unpaid leave status will not be eligible for Holiday Pay.
 5. Temporary/Part Time/Seasonal employees and casual laborers are not eligible for Holiday Pay.
- A. Recognized Holidays
1. The following days will be observed as Holidays and City offices will be closed with the exception of those Departments who are normally required for continuous or emergency duty.
 - a) New Year's Day – January 1 or Observed Holiday if falls on a weekend
 - b) Dr. Martin Luther King Day – 3rd Monday in January
 - c) President's Day – 3rd Monday of February
 - d) Good Friday – Two days before Easter Sunday
 - e) Memorial Day – Last Monday of May
 - f) Independence Day – July 4 or Observed Holiday date if falls on a weekend

- g) Labor Day – 1st Monday in September
- h) Veteran’s Day – November 11
- i) Thanksgiving Day – 4th Thursday in November
- j) Day after Thanksgiving – Friday following Thanksgiving
- k) Christmas Eve – December 24 or Observed Holiday date if falls on a weekend
- l) Christmas Day – December 25 or Observed Holiday date if falls on a weekend

2. City paid Holidays which fall on Saturday may be observed on the preceding Friday, paid Holidays which fall on a Sunday may be observed on the following Monday.

3. Holidays shall be observed from 12:00 a.m. to 11:59 p.m.

B. Employees Required to Work on Holidays.

1. Exempt Employees. Holiday Pay for Exempt Employees is compensated as part of base pay. In the event that an Exempt Employee is either scheduled or called-in to work on a Holiday in which they would otherwise not be working, the Exempt Employee is granted an additional day of PTO in lieu of Holiday Pay. The additional day of PTO shall be added to the Exempt Employee’s Vacation Leave balance in the same pay period in which the Holiday occurs.

2. Non-Exempt Employees on Regular Work Schedule. When a Non-Exempt Employee’s regular work schedule requires the Employee to work on a Holiday, such Employee shall be compensated for all Hours Worked on the Holiday, at the Employee’s Regular Rate of Pay; and the Employee shall be compensated for (8) hours of Holiday Pay. For Example: If an employee whose regular work schedule on the holiday is 4 hours, the employee receives pay for a total of 4 hrs. at the employee’s regular rate of pay, plus (8) hours of Holiday pay.

3. Non-Exempt Employees Called in to Work on Holiday. A Non-exempt Employee called-in to work on a Holiday in which the Employee was not otherwise scheduled to work shall be compensated for all Hours Worked on the Holiday within a 24-hour period, or a minimum of four (4) hours, whichever is greatest, at time and one-half the Employee’s Regular Rate of Pay, and shall be compensated (8) hours of Holiday Pay at the Employee’s Regular Rate of Pay. For Example: For an employee regularly scheduled to work an 8-hour day who is called-in to work for 5 hours on a City Holiday will be paid for the 5 hours actually worked x (1.5 x pay-rate/hour) plus 8 hours holiday pay x pay-rate/hour.

C. Floating holidays:

1. Purpose: A floating holiday is a benefit offered to employees in addition to paid time off (PTO). Employees can use it as a paid day off substituting for a day in which the City is open and operating business as normal. An employee can typically choose which days they want to take off at their own discretion (e.g., religious holidays, special events, birthdays) and with prior approval from their immediate supervisor.

2. All full-time, regular employees receive two floating holidays, equal to two 8-hour days, per fiscal year, in addition to the City of Brooksville's regularly paid holidays. These two floating holidays may be used only for religious or cultural holidays, employee birthdays, or other state or federal holidays which the City of Brooksville does not observe and which remains open.
 - a) Floating holidays are available at the beginning of each fiscal year for all current full-time, benefit eligible employees. A new employee will receive two floating holidays upon hire. Employees who separate from employment and are rehired within the same fiscal year are not eligible to receive floating holidays regardless of prior usage.
 - b) A floating holiday shall be used for the purpose intended by this policy to observe religious and cultural holidays, or for special occasions. The request must be scheduled and approved in advance by the employee's immediate supervisor in accordance with the City's current PTO approval process policy. Floating holidays will not be carried over to the next fiscal year, nor may they be cashed out if not taken or paid upon termination of employment.

9.2 HOLIDAY PAY OVERVIEW

1. Per City Council approval, on designated holidays, permanent full-time permanent employees will be paid for eight (8) hours of Holiday pay at the employee's regular rate of pay. In addition to holiday pay, full-time, non-exempt employees working on a designated holiday will also receive pay for hours actually worked at their regular hourly pay rate.
2. Hours paid for holiday time will not count as hours worked for purposes of determining whether an employee has worked more than forty (40) hours in a workweek; therefore, do not contribute to Overtime (OT) calculations.
3. An employee must be in "pay status" both the entire workday before and the entire workday after a holiday period to be eligible for holiday pay. "Pay status" includes, in addition to a regular workday, employees on PTO. Employees on "Leave without Pay" (i.e., on suspension, receiving disability or worker's compensation pay or on and extended approved FMLA or Leave of Absence) or in any other non-pay status do not receive compensation for a holiday occurring during that period. If a holiday occurs during the time an employee is on PTO, he/she is not charged leave time for the holiday. An employee on Workers' Compensation does not receive holiday pay in addition to their regular Workers' Compensation benefits.
4. For Employees on any type of leave status; i.e. bereavement leave, or military leave, during a designated holiday; such leave will be compensated as holiday time and not as leave.
5. Employees given holiday work assignments who fail to report for and perform such work for any reason other than verified illness or emergency, shall not receive pay for the unworked holiday and may be subject to disciplinary action up to and including termination.
6. Extenuating Circumstances. When extenuating circumstances (i.e. car accident, death of immediate family member, etc.) have rendered the Employee unable to

comply with all the conditions of this policy and procedure, the Employee may appeal his or her eligibility for Holiday Pay to the City Manager. The City Manager's decision is final.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 10

FAMILY AND MEDICAL LEAVE ACT (FMLA)

10.0 FMLA POLICY

The Family and Medical Leave Act of 1993 (FMLA) provides job protection for eligible employees who must take certain types of leave. It is the policy of the City of Brooksville, hereinafter referred to as the 'City', to comply with the provisions of the Family and Medical Leave Act by granting eligible employees leave for the reasons outlined in the Eligibility portion of this policy. The City grants up to 12-weeks of (FMLA) during any 12-month period to eligible Employees, and up to 26-weeks of family and medical leave during any 12- month period to eligible employees of Covered Service Member, as defined by (USERRA), in accordance with the Family and Medical Leave Act (FMLA), as amended. Leave in accordance with this Act may be paid if the employee has a sufficient leave balance, or unpaid if all leave balances have been depleted or a combination of paid and unpaid leave, depending on the circumstances of the leave. Family and Medical Leave will run concurrent with an employee's paid leave time or other form of unpaid leave for absences permitted under this law.

10.1 FMLA PROCEDURE

Eligibility

1. To qualify for family or medical leave under this policy, the Employee must meet all of the following conditions:
 - a. The Employee must have worked for the City for 12 months or 52 weeks; the 12 months or 52 weeks need not be consecutive. For eligibility purposes, an Employee will be considered to have been employed for an entire week even if the Employee was on the payroll for only part of a week or if the Employee is on approved or authorized leave during the week; and
 - b. The Employee must have worked at least 1250 hours during the twelve-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an Employee.
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The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1250 hours worked.

A. Type of Leave Covered

1. To qualify as FMLA leave under this policy, the Employee must be taking leave for one of the reasons listed below:
 - a. The birth of a child and in order to care for that child;
 - b. The placement of a child for adoption or foster care and to care for the newly placed child;
 - c. To care for a spouse, child or parent, with a Serious Health Condition;
 - d. The Serious Health Condition of the Employee that makes the Employee unable to perform the functions of the Employee's position;
or
 - e. For any Qualifying Exigency arising out of the fact that the spouse, child or parent of the employee is on Active Duty (or has been notified of impending call or order to Active Duty) in the Armed Forces in support of a contingency operation.
2. Employees with questions about what illnesses are covered under this FMLA policy or under the City's other leave policies are encouraged to consult with Human Resources.
3. An employee who has been injured on the job and has been placed on Worker's Compensation may also qualify for Family and Medical Leave. If an employee who has been injured on the job meets the criteria for coverage under FMLA, the employee's Worker's Compensation time will also count as time under the FMLA policy. If an employee is placed on Worker's Compensation and is also placed on FMLA leave, the employee will be able to utilize PTO at their discretion to supplement the payment of Worker's Compensation benefits. FMLA may be concurrent with any type of Worker's Compensation benefit.
4. Retroactively Effective. If an Employee takes PTO or Vacation Leave, Sick Leave, Extended Illness Leave, for a condition that progresses into a Serious Health Condition that meets the criteria for FMLA leave and the Employee requests unpaid leave under this FMLA policy, the City may in its sole discretion retroactively designate all or some portion of the paid leave as FMLA leave under this policy.

A. Amount of Leave Available

1. An eligible Employee may be qualified for up to 12 weeks of leave under this policy during any 12-month period.
2. An eligible Employee who is the spouse, child, parent or next of kin of a Covered Service Member may take up to 26 weeks of leave during a 12-month period to care for the Covered Service Member.
3. Calculating Leave Amount. The City will calculate the 12-month period as a rolling 12-month period measured backward from the date an Employee uses any leave under this policy. Each time an Employee takes leave, the City will compute the amount of leave the Employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the Employee is entitled to take at that time.
4. Entitlement to leave for the birth, adoption, or placement of a child in foster care expires twelve months after the date of the birth, adoption, or placement, and must, therefore, be completed prior to that day.

- a. When Spouses are Both Employed by the City. If a husband and wife both work for the City there are some restrictions on use and amount of leave.
- b. If the husband and wife each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a Serious Health Condition, the husband and wife may only take a combined total of 12 weeks of leave.
- c. If both Spouses are Employees of the City, their combined leaves of absence will not exceed 12 weeks if leave is for reasons other than their own serious health condition, a serious health condition of their spouse or a serious health condition of their child.
- d. If the husband and wife both use a portion of the total 12-week FMLA leave for one of the above FMLA purposes, they would each be entitled to leave for other FMLA purposes. For example, if each spouse took six weeks of leave for the birth of a child, each could later use an additional six weeks due to a personal illness or to care for a sick child or spouse.
- e. If both Spouses are Employees of the City, and if leave is granted for a Covered Service Member, their combined leaves of absence will not exceed 26 weeks, inclusive of any other FMLA leave granted during the previous 12-month period.

B. Intermittent Leave or a Reduced Work Schedule

- 1. The Employee may take FMLA leave in consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year to be used for such purposes as periodic medical treatments, chemotherapy, dialysis, etc.) or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 or 26 workweeks over a 12- month period, whichever applies.
- 2. For Intermittent Leave that is foreseeable based on a planned medical treatment, including recovery from a Serious Health Condition or to care for a child after birth, or placement for adoption or foster care, the City may temporarily transfer an Employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.
- 3. For the birth, adoption or foster care of a child, the City and the Employee must mutually agree to the schedule before the Employee may take the leave intermittently or work a reduced hour schedule. If the Employee is taking leave for a Serious Health Condition or because of the Serious Health Condition of a family member, the Employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the Employee must prove that the use of the leave is medically necessary. The City may require certification of the medical necessity as discussed in Section G of this policy.
- 4. For Exempt Employees taking FMLA leave on an intermittent or reduced schedule basis, salary adjustments may be made in accordance with the law.

C. Concurrent Use of Paid and Unpaid Leave Banks and Other Leave Benefits May Be Required.

1. Leave authorized under this policy is unpaid; however, if the Employee has accrued or earned paid leave banks available, (i.e. PTO, Vacation Leave, Sick Leave, Extended Illness Leave), Employee will be required to use those banks concurrent with leave taken under this policy.
 - a. Paid leave banks will be used in the following order: First any available accrued sick leave, then any available accrued vacation leave balances. The combination of the paid leave and unpaid leave is not to exceed 12 or 26 weeks, whichever applies.
 - b. Disability leave for the birth of the child and for an Employee's Serious Health Condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA leave.

2. Example.

If an employer provides six weeks of pregnancy disability leave, the six weeks can be designated as FMLA leave and counted toward the Employee's 12-week entitlement. The Employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

D. Procedure for Requesting Leave and Approval of Leave

1. All Employees requesting leave under this policy must request leave using the Leave Request Form. At a minimum, verbal notice with an explanation of the reason(s) for the need for leave is to be provided to the Employee's immediate supervisor, who will advise the City designee.
2. If the leave is planned or foreseeable, thirty (30) days advanced notice is to be provided in writing by the Employee on the Leave Request Form.
 - a. Employees must give the City 30 days' notice, when the need for leave is planned or foreseeable. If an Employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the City receives notice.
 - b. If it is not possible to give 30 days' notice, the Employee must give as much notice as is practicable.
 - c. An Employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the City's operations.
3. If the leave is taken under the Qualifying Exigency provision, whether because the spouse, child, or parent of the Employee is on Active Duty or because of notification of impending call or order to Active Duty in support of a contingency operation, the Employee shall provide such notice as soon as possible upon receiving notice or call or order to Active Duty.
4. In instances, when Family and Medical Leave is needed due to unforeseen Serious Health Conditions, as much advanced notice as is possible is required when requesting such leave. For leave extending beyond 30 calendar days, the Employee must notify the City every 30 days as to the Employee's status and intent to return to work or to continue with available leave time.
5. While on approved leave, Employees are required to report periodically, but no less than every 30 days, to the City regarding the status of the Serious Health Condition and their intent to return to work.

6. The City will provide individual notice of rights and obligations to each Employee requesting leave within the time prescribed by statute or as soon as practicable.

E. Certification of the Serious Health Condition.

1. The City requires certification of the Serious Health Condition, Active Duty or Covered Service Member status upon requesting leave under this policy.
2. The Employee is to respond to such a request within fifteen (15) calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of authorization or continuation of leave. Medical certification is provided by using the U.S. Department of Labor Form WH 380 - Certification of Health Care Provider which is available from Human Resources.

Certification of the Serious Health Condition shall include:

- a. the date when the condition began,
 - b. its expected duration; and
 - c. a brief statement of treatment.
 - d. For medical leave for the Employee's own medical condition, the certification must also include:
 - 1) a statement that the Employee is unable to perform work of any kind; or
 - 2) a statement that the Employee is unable to perform the essential functions of the Employee's position.
 - e. For a family member who is seriously ill, the certification must include:
 - 1) a statement that the patient, the family member, requires assistance; and
 - 2) that the Employee's presence would be beneficial or desirable.
 - f. If the Employee plans to take intermittent leave or work a reduced schedule, the certification must also include:
 - 1) dates and the duration of treatment; and
 - 2) a statement of medical necessity for taking intermittent leave or working a reduced schedule.
3. The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the Employee to get a certification from a second Health Care Provider, which the City will select. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third Health Care Provider. The City and the Employee will mutually select the third Health Care Provider and the City will pay for the opinion. This third opinion will be considered final. The Employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

F. Employee Status and Benefits During Leave

1. Continuation of Group Health Insurance Benefits. While an Employee is on leave, the City will continue the Employee's health benefits during the leave period at the same level and under the same conditions as if the Employee had continued to work.
 - a. During the approved leave, the City will continue to pay its contribution of the health insurance premiums up to a maximum of 12 weeks.
 - b. The Employee must continue to pay his/her contribution to the premiums, regardless of whether the leave is paid or unpaid; failure to do so may result in loss of coverage and under certain circumstances, the City may recover from the Employee any insurance premiums paid on the Employee's behalf.
 - 1) While on paid leave, the City will continue to make payroll deductions to collect the Employee's share of the premium.
 - 2) While on unpaid leave, the Employee must continue to make this payment, either in person or by mail. The payment must be received in the appropriate office by the 1st day of each month. If the payment is more than 30 days late, the Employee's health care coverage may be dropped for the duration of the leave. The City will provide the statutory required notification prior to the Employee's loss of coverage.
 - 3) The Employee may volunteer to prepay premiums through increased payroll deduction when the need for FMLA is planned or foreseeable.
 - c. If the Employee chooses not to return to work for reasons other than a Serious Health Condition of the Employee or of the Employee's family member or a circumstance beyond the Employee's control, the City will require the Employee to reimburse the City the amount it paid for the Employee's Health Insurance premium during the leave period.

G. Continuation of Other Group Insurance Benefits

If the Employee contributes to a life insurance or disability plan, the City will continue making payroll deductions while the Employee is on paid leave.

1. While the Employee is on unpaid leave, the Employee may request continuation of such benefits, and pay their portion of the premiums; or the City may elect to maintain such benefits during the leave and pay the Employee's share of the premium payments. If the Employee does not continue these payments, the City may discontinue coverage during the leave. If the City maintains coverage, the City may recover the costs incurred for paying the Employee's share of any premiums whether or not the Employee returns to work.
2. Continuation of Other Employee Benefits. Benefits accrued up to the day on which the family or medical leave of absence begins will not be lost except to the extent used by the Employee to pay for such leave. During any portion of an unpaid family or medical leave, Employees shall not accrue employment benefits such as annual leave or sick leave.

H. Employee Status after Leave.

1. An Employee who takes leave under this policy will be returned/reinstated to the same position or a position with equivalent status, pay, benefits and other employment terms, upon conclusion of the leave and upon provision of a Fitness for Duty Certification from the Health Care Provider identifying whether or not the Employee is able to perform the essential functions of the job he or she held at the time leave began.
 - a. The City may choose to exempt certain highly compensated or “key” Employees from this requirement and not return them to the same or similar position. Under the FMLA, "key" Employees, or Employees who are salaried and whose earnings place the Employee in the top 10 percent of those Employees employed by a City, must be provided the same 12 weeks of leave as other Employees; however, these "key" Employees may be denied the right to return to the same or equivalent job if the City demonstrates that returning the Employee to the same or similar position if doing so causes a "substantial and grievous economic injury" to the City.
2. An Employee must give prior written notice to the City of his or her intent to return to work and the date the Employee is available to return to active status. The City will determine actual return date to Active Status.
3. An Employee who fails to return to work on the date specified on the leave request form, without receiving an extension in advance, shall be considered to have voluntarily resigned employment or may be subject to disciplinary action up to and including termination.
4. An Employee who advises the City of his/her intention to not to return to work following the expiration of the FMLA request will be considered to have voluntarily resigned employment.
5. Unauthorized or fraudulent use of this benefit shall result in disciplinary action up to and including termination.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 11

EMPLOYEE GRIEVANCE POLICY

11.0 GRIEVANCE POLICY INTRODUCTION

The City will provide a means to address any alleged violation of the Personnel Manual. This shall be referred to as the Grievance Procedure.

The City provides a fair and equitable formal process for an employee to have his or her grievance(s) heard when complaints are unable to be resolved informally and provides full opportunity for Employees to bring complaints and grievances to management's attention.

11.1 POLICY

Every Employee is encouraged to discuss work-related complaints or problems with their Department Director, or designee, or with management and to appeal discipline which the Employee thinks is unfair or not in accordance with established practices, policies and procedures.

Guidelines are established to provide all employees the opportunity to present their concerns and have the decision of management reviewed through a formal complaint and grievance procedure. All complaints and grievances shall be resolved fairly and promptly.

Items listed below are not applicable for a grievance under this policy:

- Harassment, sexual harassment (Please refer to the harassment policy)
- Layoffs and reductions-in-force
- Budget Appropriations
- Changes in the workforce due to restructuring and/or re-organization
- Changes in City Policies

It is the intent and desire of the City to adjust complaints or grievances informally, and both Supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after a complete review. The submission of a grievance by an employee shall in no way adversely affect the employee or his/her employment with the City and the following procedure shall be followed by an aggrieved employee.

Any grievance defined as a claim reasonably and suitably founded on a violation of the terms and conditions of the Personnel Manual Policies, Procedures, Rules, and Regulations shall systematically follow the Grievance Procedure as outlined herein. Any grievance filed shall refer to the provision or provisions of the Personnel Policies, Procedures, Rules, and Regulations alleged to have been violated, and shall adequately set forth the facts pertaining to the alleged violation. Such grievance shall be limited to an application or non-application of the Personnel Policies, Procedures, Rules, and Regulations.

- A. These procedures apply to all City Employees with the exception of Fire Department Union Employees.
- B. The Brooksville Professional Firefighters Local #4661 of the International Association of Fire Fighters (IAFF) Labor Agreement, Article 19, provides language which specifically sets forth the grievance procedure bargaining unit members (fire employees) may elect to utilize should a dispute or difference concerning the interpretation, application or claimed violation of the Labor Agreement or employment policies and procedures arise.
- C. City Employees who are subject to the provisions of Florida Statutes §112.82 Rights of Firefighters shall be afforded those rights as required by statute.

11.2 RULES OF THE GRIEVANCE PROCESS

- A. All grievances must be submitted in writing and must refer specifically to the sections and subsections of the Manual upon which the grievance is based. Each grievance shall include a concise statement of the facts asserted to support the grievance and any remedy that is claimed or requested by the grievant.
- B. An employee must file a grievance within ten (10) calendar days after a grievance occurrence. The day of the occurrence is not included in the ten (10) day period.
- C. If needed, Human Resources may counsel the aggrieved employee in the formulation of the grievance statement and in advising the affected employee of all rights and responsibilities in the grievance procedure.
- D. Human Resources shall not act as a representative or advocate for the aggrieved employee.
- E. The aggrieved employee shall have reasonable time to consult with Human Resources and participate in the grievance process, and that time shall not be charged against the employee when it falls during the employee's normal duty hours. If consultation time falls outside of the employee's normal duty hours, it shall not be considered as time worked.
- F. An employee shall have the right to be accompanied by any person, or legal counsel at any time throughout the processing of a grievance through the procedure contained herein.

- G. Employees are expected to follow all written and verbal directives of Supervisors. Compliance with such directives will not in any manner prejudice an employee's right to file a grievance within the time limits contained herein, nor shall compliance affect the ultimate resolution of the grievance. No employee or group of employees may refuse to follow Supervisory directions pending the outcome of a grievance.
- H. When an employee pursues the following grievance and appeal procedure, failure to strictly follow the time limits will automatically result in a final and binding denial of the grievance. If the City does not follow the time limits, the appropriate City official will be deemed to have denied the grievance and it may be appealed to the next step as if the official had timely rendered a decision.
- I. A grievance not advanced to the higher step within the time limit provided shall be deemed as having been settled on the basis of the decision most recently given.
- J. At any point in the grievance process after a grievance has been filed, an Employee may request, in writing, a cancellation or a continuance of up to ten (10) working days. To be valid, the request continuation must first be approved by the City Manager.
- K. If a grievance alleges the misconduct or actions of another City employee, then the named Employee shall be entitled to:
 - 1. Full disclosure of the grievance by being provided a copy of said grievance.
 - 2. Presence and/or representation at all grievance meetings.
 - 3. The right to present evidence at all grievance meetings including the right to testify and present witnesses.
 - 4. The right to file a counter-grievance, subject to all the policies and procedures herein, either concurrently or within five (5) calendar days of resolution of the primary grievant case.

11.3 GRIEVANCE FILING PROCEDURE

A. Step One: Contact Immediate Supervisor

- 1. The aggrieved Employee has the right to first personally bring his/her grievance, in writing, to his/her immediate supervisor within ten (10) calendar days after a grievance occurrence.
- 2. After receiving the grievance in writing from the Employee, the supervisor shall consult with Human Resources and no later than ten (10) calendar days from the date the grievance was received, will answer the grievance, in an attempt to resolve the matter in a manner which is satisfactory to the employee and which is consistent with the Personnel Policies and Guidelines or other City policies that may be involved.

3. The Employee shall refer to the next step of the procedure only if he/she disagrees with the solution or explanation provided by the immediate supervisor or if a response is not received within the policy time frame.
4. If the grievance is concerning the Employee's immediate supervisor the employee may go to Step Two of this policy.

B. Step Two: Department Director-If not resolved in Step One

1. Upon receipt of the grievance is not adjusted to the satisfaction of the Employee, the Employee shall have ten (10) calendar days to submit the grievance in writing to his/her Department Director. A copy may be forwarded to Human Resources, if desired.
2. The Department Director will notify the Employee of his/her decision within ten (10) calendar days from the receipt of the grievance form. This decision shall be made in writing.
3. The Employee shall refer to the next step of the procedure only if he/she disagrees with the solution or explanation provided by the Department Director or if a response is not received within the policy time frame.
4. If the grievance is concerning the Department Director the Employee may go to Step Three of this policy.

C. Step Three: Human Resources Administrator if not resolved in Step Two

1. If the Employee is not satisfied with the results received in Step Two, within ten (10) calendar days, from the date the answer is received, or the time for an answer has passed, the Employee will have the right to appeal to the Human Resources Administrator. Any appeal shall be made by the grievant in writing.
2. The Human Resources Administrator will notify the Employee of his/her decision within ten (10) calendar days from the receipt of the grievance appeal.
3. The Employee shall refer to the next step of the procedure only if he/she disagrees with the solution or explanation provided by the Human Resource Administrator or if a response is not received within the policy time frame.
4. If the grievance is concerning the Human Resource Administrator the employee may go to Step Four of this policy.

D. Step Four: City Manager-If not resolved in Step Three; Final Decision

1. If the grievance is not resolved through the first three steps, the grievant may submit the grievance in writing to the City Manager, within ten (10) calendar days after receipt of the decision from the Third Step or the time for the decision has passed.
2. Upon receipt by the City Manager, the employee will be given an opportunity within ten (10) calendar days to explain his/her position orally to the City Manager or his/her designee.
3. After considering all the information, the City Manager shall decide the grievance, within ten (10) days which decision shall be final and binding.

E. Disposition

1. Termination/Suspension Reinstatement - The employee may be compensated retroactively if he/she is reinstated as a result of the decision of management arising from the grievance procedure.
2. Records - Upon conclusion of the formal proceeding, all notes, documents, minutes of the procedure and materials shall be forwarded to Human Resources to be included and retained in the concerned employee's personnel file.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 12

COMPUTER USE, ELECTRONIC COMMUNICATIONS AND CELL PHONE USE

12.0 COMPUTER USE POLICY

This policy is intended to provide guidelines for the appropriate utilization of the City Information Technology (IT) resources. This policy applies to all Employees of the City and to all Internet access, electronic communications software and computer equipment attached to or used on the City network system and applies to all City owned software and hardware, cellular devices or smart mobile devices, regardless of location or connectivity. Use of the City's information technology resources is for municipal purposes only and must meet standards as specified in this rule. The intent of this policy is to permit maximum freedom of use consistent with federal and state law, City policy, and a productive working environment.

The City provides resources including electronic mail, intranet and Internet service, desktop support services, including network office automation file and print sharing, and peripherals, the primary purpose of which is to support and enhance the research and information capabilities of the City and to encourage electronic communications and sharing of information resources within the organization and to the public at large. Therefore, Employees may not use City computers and communication devices may not be used for commercial, profit-making, or political purposes, or to disseminate unsolicited information regarding religious or political beliefs. With the rapidly changing nature of electronic media developing among users of external on-line services and the Internet, this policy cannot provide guidelines for every possible situation. Instead, it expresses the City's philosophy and sets forth general principles for the use of Internet service and e-mail by all City employees.

The City recognizes that cellular devices or smart mobile devices are a valuable tool for City officials and employees to enhance their productivity. Cellular devices can provide an efficient and effective method of coordinating work activities, sharing information, and delivering public services with minimal delay. Therefore, the City may deem it necessary to authorize the use of or provide communication devices for Employees for their use for City business.

The City will communicate information to Employees through written and verbal communication mediums including bulletin board, telephone communication and electronic media.

12.1 STANDARDS OF CONDUCT

- A. Employees are responsible for regularly checking and reading the bulletin board, City emails, and for following the rules, regulations and instructions posted thereon.
- B. Communications to Employees must be approved in advance by the City Manager, or designee. Employees will not post anything on Bulletin Boards without prior written approval by the Department Director, or designee.
 - a. Authorized Use of City Issued Communication Devices
 - i. Employees shall not use City Issued Communication Devices for personal business, unless otherwise authorized or approved in advance by the Department Director, designee.
 - ii. Employees are responsible for the safekeeping and storage of any City Issued Communication Device and may be responsible for the replacement cost or repair of the device in the event it is damaged or lost as a result of the Employee's own negligence or abuse.
 - b. Return of City Issued Communication Devices Upon Separation. Employees are required to return any and all Communication Devices upon separation of employment.

12.2 GENERAL GUIDELINES

- A. Data. All electronic data on the City's IT resources are the property of the City. All mission critical data shall be stored on the user's assigned network drive. Only network drives are backed up on a regular basis. Users shall not store personal files on City computers.
- B. Right to Access and Monitor. The City reserves the right to access and monitor all data, including e-mail and Internet usage, on City IT resources. The City has software and systems in place that can monitor and record all Internet usage. All employees should be aware that the City's network is capable of recording each World Wide Web site visit, each chat, newsgroup or e-mail message, and each file transfer into and out of the City's network. The City Manager and/or his/her designee may review the Internet activity and analyze usage patterns to assure that the City's Internet and computer resources are devoted to maintaining the highest level of productivity. All data is subject to inspection by Department Heads, the IT administrator and the City Manager. All such data is to be available in accordance with the public records laws of the State of Florida. Employees have no right to privacy as it relates to any data stored on the City's IT resources including all computers.
- C. Hardware/Software. All IT resources, including hardware and software, are provided to an Employee for the purpose of aiding in the performance of the Employee's job functions. All hardware and software used is to be supplied by the City and installed by the IT Administrator. Hardware and software that is unauthorized or unlicensed by the City may not be used or installed on any City computer. Users may not alter and/or modify software or any computer settings or install any personal equipment on the City's network without prior approval of the IT Administrator.

12.3 SECURITY

- A. User Name/Passwords. In order to use the City's IT resources, every user is provided a user name and password. Only authorized users may use City IT resources. Users should not reveal their password to anyone – even fellow Employees under any circumstances.
- B. Access. Users must prevent access to the City's IT resources by unauthorized individuals. Employees shall immediately report to their Department Head any incident or activity that could compromise the security of the City's IT resources. Access to confidential information will be granted on a minimum level of access necessary to perform assigned responsibilities. Only authorized users will be granted remote access as this access introduces a higher level of risk. Only computer systems provided by the City (in compliance with minimum anti-virus and security standards) will be authorized to remote in.
- C. Terminated or Former Employees. Any user no longer employed by the City shall be denied access to the City's IT resources upon notification to the IT Administrator from the Human Resources Office or Department Head.

12.4 ACCEPTABLE USES OF IT RESOURCES

The following are deemed acceptable uses of the City's IT Resources:

- A. City-related business purposes only, including communicating with federal, state or local government personnel, vendors and other private businesses.
- B. Uses conducted in a responsible, efficient, ethical, and legal manner for which users must acknowledge their understanding of this rule and guidelines as a condition of receiving access with the burden of responsibility being upon the user to inquire as to acceptable and unacceptable uses prior to such use.
- C. Only those activities that enhance the ability of the user, increase their productivity and provide opportunities for professional growth, pursuant to which employees are encouraged to develop uses which meet their work-related performance objective needs and which take advantage of the network function. Examples of job-related responsibilities are accessing external databases; searching on-line public access information; disseminating documents to individuals or groups; participating in electronic mail discussion groups on job related topics; gaining access to software user support information and documentation.

12.5 UNACCEPTABLE USES

Unnecessary or unauthorized usage causes network and server congestion. Unlawful usage may also garner negative publicity for the City and expose the City to significant liabilities. This is permissible with the prior approval of the City Manager.

The following are unacceptable uses – this list is meant to be illustrative and may not be all-inclusive:

1. Disclosure of any confidential or proprietary City information.
 2. Violation of any laws, regulation, departmental or City policies, including State and City Codes of Ethics.
 3. Using profanity, obscenity or other language that may be offensive to another person, including the use of the computer for threats, harassment, slander, defamation, obscene or suggestive images or offensive graphical images. The display of any kind of sexually explicit image or document is a violation of the City's policy on sexual harassment. Sexually explicit material may not be archived, stored, distributed, edited, or recorded using the City's IT resources.
 4. Sending political endorsements or chain letters.
 5. Engaging in commercial activities, except as may be conducted or authorized by the City Manager and/or his/her designee for purchasing purposes.
 6. Installation of non-approved software, including, but not limited to, screen savers, games, remote control software, or entertainment software, use for any personal reasons, resulting in or relating to personal gain or for profit enterprise; copying (uploading or downloading) commercial software in violation of copyright law.
 7. Transmission of any material in violation of Federal, state or local law, ordinance, regulation or policy including unlawful or inappropriate communications as stated above, including, but not limited to, offensive, intimidating or embarrassing.
 8. Comments, jokes, slurs, insinuations, rumors or pictures based on race, sex, sexual orientation, age, religion, color, national origin, or disability.
 9. Attempting to circumvent security measures or accessing data of another user (e.g. disabling virus protection or tunneling a protocol through a firewall).
 10. Harm or destroy any data files or physical equipment other than editing or deleting information in the normal course of the employee's duties.
 11. The use of personal computing systems or test devices within the City of Brooksville networks.
 12. The use of the Internet for e-mail for any unlawful activity or personal gain.
 13. Sending credit card information by email or any other messaging technology.
 14. Attempting to read or hack into other systems or other person's log-ins, or crack passwords, or breach computer or network security measure.
 15. Developing programs designed to harass other users or infiltrate a computer or computer network or to damage or alter hardware or software.
 16. Using your computer or network services in a manner that is likely to cause network congestion or significantly hamper the ability of others to access and use the services or equipment.
 17. Intentionally seeking access to or copies of information, files, or data that is confidential under federal, state, or local law, unless specifically authorized to do so once the legal conditions for release are satisfied.
 18. Attaching personal equipment and/or use private services for the express purpose of circumventing this policy.
 19. Participating in the development, propagation, or forwarding of computer viruses.
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20. Allowing or providing access for unauthorized personnel to use the City's network system including Internet service and e-mail.
21. Identity Masking: No e-mail or other electronic communication may be sent which:
 - a. Attempts to hide the identity of the sender or represents the sender as someone else.
 - b. Adopts the identity of another person.
 - c. Uses another person's password.
 - d. Misrepresents the user's affiliation with City.
22. For any personal profit or gain.
23. For purposes not directly or indirectly related to the job duties or responsibilities for the user before, after, or during normal business hours.
24. For any non-City/City commercial or promotional purpose, including personal messages offering to buy or sell goods or services.
25. To sell or distribute City information, software, or services for personal gain or profit.
26. In such a way that causes City to be charged a fee by another person or entity.
27. Restricted Information: City's Internet service and e-mail must not be used for the following purposes:
 - To copy, retrieve, or forward copyrighted material (such as software, database files, documentation, articles, graphics files, and downloaded information) unless the individual has the right to copy or distribute such material.
 - To communicate any material regarding confidential information from a person's personnel file, medical record, or information regarding a person's health condition, financial status, or a person's home address, telephone number, or social security number, unless expressly authorized to do so.

12.6 E-MAIL

- A. Public Records. E-mail messages and attachments are official records when created or received in the transaction of official business and are subject to disclosure, in the absence of exception, as provided by Chapter 119, F.S.
- B. Responsibility. Employees are responsible for monitoring their e-mail account on a daily basis. Employees are also responsible for the content and dissemination of their e-mail. This responsibility includes that their messages are, (a) accurate; (b) courteous; (c) sent only to the pertinent staff; (d) protect confidentiality where appropriate; (e) are sent in a timely manner; and, (f) are filed appropriately.
- C. Blast E-mails. Users shall not send blast e-mails to all employees without the prior authorization of their Department Head.
- D. Use. E-mail shall be used for City business communications only.

12.7 INTERNET

- A. Internet service and e-mail are provided to City employees for conducting City business. Every department head, and Employee has the responsibility of maintaining and enhancing the City's public image and to use City e-mail and the Internet in a productive manner. The use of the City's Internet resources is limited to acquiring information related to or designed to facilitate the performance of assigned duties or the performance of any task or project. The use of the Internet must be supportive of organizational objectives and be consistent with the mission of the City. The use of Internet resources for commercial uses or profit or for personal use is prohibited.
- B. Internet Media Sites. The use of the City's Internet resources to access music or video sites for non-business use is prohibited unless otherwise authorized by the Department Head. These services consume a vast amount of bandwidth and therefore should only be used when the information needed is critical.
- C. Disclaimer of Liability. The City is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that included among the massive amount of information on the Internet is offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid coming into contact with some of this material on the Internet even when performing innocuous search requests. In addition, having an e-mail account may lead to receipt of unsolicited e-mails containing offensive content. Users accessing the Internet do so at their own risk and the City disclaims all liability.

12.8 SOCIAL MEDIA

The City recognizes that social networking provides an additional outreach tool, is an appropriate message delivery method in certain situations, and enhances City branding. All official City communications on social media sites or services are considered an extension of the City's information networks and are also governed by other related policies pertaining to the use of City electronic equipment and the Internet. It is the responsibility of Employees to conduct themselves in a professional manner and to adhere to established policies and procedures at all times. Failure to meet these standards and follow established procedures may lead to disciplinary action up to and including termination of employment.

- A. All social media sites operated as part of an Employee's official work responsibilities are considered property of the City and are subject to modification or removal by City officials at any time. The City expects all Employees to remember they are public employees and to conduct themselves in a manner that exemplifies the City, its public officials, fellow employees, and themselves.
- B. Department Directors will be responsible for determining the need for establishing new social media sites and overseeing access to social media sites. Official social media use is for communicating City business and fulfilling job duties, not for personal purposes.

- C. A public social media site is not the place to communicate internal City policies or to air disputes or grievances. Employees shall respect the rights, privileges, privacy, sensibilities, and property of others when using a social networking outlet. In all cases, postings must be professional and courteous. Employees should direct social media requests, by any participant, for official City action, to the appropriate resource, including the City website, City email address or a direct phone number.
- D. Any City social media sites should be used as an information source where the public can positively communicate to City staff to learn about City services. Conversations and posts should be limited to topics directly related to City services. All City social media sites are to be used only to post information, and to receive feedback. Posts should be written in a manner that reflects positively on City initiatives, programs, and endeavors and focuses on benefits to residents and the community at large.

12.9 LAPTOPS

- A. The primary use of laptop computers is to provide users access to the City's IT resources in a mobile environment. Employees assigned a laptop shall observe the following protocols in addition to any departmental policies relating to same:
- B. Users shall be solely responsible for the care and safeguarding of the equipment.
- C. Laptops used in vehicles shall be mounted in a docking station and shall not be used while the vehicle is in motion if it interferes with the safe operation of the vehicle.
- D. Users shall limit the use of the laptop to work-related functions.
- E. Users shall not allow access to their laptop by anyone not authorized to use City equipment.
- F. Users shall make their laptop available for inspection by their Department Head or the IT Administrator at any time.
- G. Users shall immediately notify their Department Head if the laptop has been stolen or is otherwise no longer in the possession of the employee.

12.10 TEXT MESSAGING

- A. Employees conducting City business on wireless communication equipment shall have no expectation of privacy regardless of whether the equipment is the property of the City or personal equipment.
- B. Text messages sent or received by City employees in connection with official City business are public records and subject to disclosure under Florida's Public Records Laws. In the event that a City business related text message is received or sent, via any text messaging application, the user shall be responsible for ensuring that the text message(s) is properly archived for retention purposes.
- C. For purposes of this section, "properly archived" shall mean forwarding a copy of the said text message(s) to the user's City email account with the subject line "Text Message" and a specific description. Should the employee not have a City issued email, he/she shall forward the sent or received text message(s) to the Office of the City Clerk for proper archiving.

12.11 DISTRACTED DRIVING POLICY

The City values the safety and wellbeing of all employees and are committed to ensuring a safe working environment. With the proliferation of electronic device and in-vehicle infotainment system use while driving, coupled with the myths surrounding a person's ability to multitask, we enforce the following distracted driving policy.

Employees shall:

- A. Not use handheld or hands-free mobile electronic devices or voice features in vehicles while operating a motor vehicle.
- B. Utilize the "Do Not Disturb" feature on smartphones and other mobile devices. If the feature is not available, turn off or silence mobile devices to prevent distraction.
- C. Pull over to a safe place out of traffic lanes and put the vehicle in "Park" if a call or text must be made.
- D. When necessary, inform others of this company policy to explain why calls, texts or emails may not be returned immediately.
- E. Will program any global positioning system (GPS), music device, or dashboard/voice information system prior to departing. If adjustments are needed while driving, pull over to a safe place out of traffic lanes and put the vehicle in "Park" to make the appropriate adjustment.
- F. Electronic distractions are only one type of distraction. Drivers should also refrain from eating, drinking, reading and other activities that may divert attention away from the task of driving.

The City is committed to keeping our workers safe and holding our employees to the highest standard of safety. Violations of this policy may result in disciplinary action, up to and including termination.

12.12 RESPONSIBILITY OF EMPLOYEES

Employees are responsible for understanding that, if they misuse the IT resources, or violate provisions of this policy, they may lose access and may be subject to disciplinary action, up to and including termination, as may be provided by the City's Personnel Manual. Particular concerns include issues of privacy, copyright infringement, e-mail etiquette, computer viruses, and any unintended use of network resources. Additional policies, procedures and requirements may be set forth by the City Manager from time to time.

Department heads are responsible for monitoring employee use and taking disciplinary action up to and including termination.

12.13 VIOLATIONS

- A. Violation of this policy can lead to internal disciplinary action, up to and including termination of employment. In addition, criminal or civil administrative penalties may be imposed.
- B. In the event that City incurs a cost due to an employee's negligence or misuse, the employee will be responsible for reimbursement of that cost.
- C. There are a number of state and federal laws regarding computer crimes. Certain violations may result in a person being charged with a criminal offense.

12.14 APPLICABLE LAWS

Federal Copyright Law: Many intellectual works are copyrighted. The owner of a copyright holds the exclusive right to reproduce and distribute the work. Most computer programs and manuals are copyrighted, and care must be taken to comply with copyright laws.

State and Federal Trade Secret Laws: Many intellectual works are protected under trade secret laws. Owners consider some programs and many manuals "trade secrets". There are civil and criminal penalties associated with disclosing this information to anyone not authorized to use the material. Unless authorized in writing by the owner of the trade secret, you should not disclose any material that contains trade secret declarations to anyone outside City government.

State Law: The Wireless Communications While Driving Law. A person may not operate a motor vehicle while manually typing or entering multiple letters, numbers or symbols into a wireless communications device to text, email and instant message. A person may not operate a motor vehicle while using a wireless communications device in a handheld manner in a designated school crossing, school zone or active work zone area. Active work zone, means that construction personnel are present or are operating equipment on the road or immediately adjacent to the work zone area.

Software License Agreements: Most computer software is licensed to a specific user or a group of specific users. The license agreement is very specific as to the rights that the user has to operate the program and make additional copies of the program. There are civil and criminal penalties associated with breaking a license agreement.

City of Brooksville, Florida

Personnel Rules and Regulations

Chapter 13 - Take Home Vehicle Policy

13.0 Purpose

The City of Brooksville Vehicle Take Home Policy outlines the guidelines and regulations regarding the assignment, usage, and responsibilities associated with take-home vehicles provided to designated employees of the City. This policy aims to ensure efficient operations, emergency response readiness, and responsible utilization of City resources while maintaining compliance with relevant laws and safety standards.

13.1 Definitions:

- 13.1.1 City Vehicle: Vehicle in which the City holds full ownership.
- 13.1.2 City Headquarters: Any City of Brooksville Department Office.
- 13.1.3 City Vehicle operators: Any part-time, temporary, or full-time staff/personnel member in actual physical control of a City Vehicle.
- 13.1.4 Department Head: Department Director or highest ranked in the department.
- 13.1.5 Employee: Any person(s) actively employed at the City of Brooksville.

13.2 Eligibility and Authorization

- 13.2.1 Employees must obtain prior written authorization from their department head and the City Manager to use a city vehicle as a take-home vehicle via the Take Home Vehicle Authorization Form provided by Human Resources.
- 13.2.2 Employees utilizing a take home vehicle for business purposes must be in good standing with no disciplinary actions within the year prior of completion of the authorization form.
- 13.2.3 Authorization is contingent upon the employee residing within a 25-mile radius from City Headquarters or within Hernando County.
- 13.2.4 Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
- 13.2.5 If possible, city vehicles will be permanently assigned to departments that have demonstrated a continued need for them. Additional vehicles are maintained in a motor pool for use by individual employees, as needed.

13.3 Vehicle Use Guidelines

- 13.3.1 The city vehicle is strictly for official use only. Employees are only permitted to use the vehicle for commuting between their residence and work and for official city business.
- 13.3.2 Personal use of the city vehicle is prohibited. This includes but is not limited to, running personal errands, transporting family members, friends or unauthorized individuals, and using the vehicle during personal time off.
- 13.3.3 The vehicle must not be driven outside of the 25-mile radius from City

Headquarters unless conducting official city business that requires travel outside this area or to and from employee's residence.

- 13.3.4 Employees must ensure the city vehicle is parked in a safe and secure location when not in use.

13.4 Fuel Card Usage

- 13.4.1 Fuel cards provided by the city are to be used exclusively for refueling city vehicles or city equipment. Employees are strictly prohibited from using the fuel card to purchase fuel for personal vehicles or any other non-city vehicle or equipment.
- 13.4.2 Employees must keep all receipts for fuel purchases and submit them to their department head as per the city's reimbursement policy.
- 13.4.3 All fuel purchases for city-owned vehicles and equipment should be made at fueling stations located within the boundaries of the City of Brooksville, whenever feasible. Employees should prioritize fueling at locations offering the most competitive prices while ensuring the quality and reliability of the fuel.
- 13.4.4 Exceptional Circumstances: In cases where fuel is not readily available within city limits, or where emergency situations necessitate refueling outside the city, employees may procure fuel from the nearest available source. However, such instances must be documented and reported to the appropriate supervisor or department head.
- 13.4.5 City Fuel Card must be utilized for all gas purchases and all mileage must be entered accurately at all times.

13.5 On-Call Responsibilities

- 13.5.1 Employees must keep the city vehicle clean, maintained, and ready for immediate use while on-call.
- 13.5.2 Employees must refrain from consuming alcohol or any substances that could impair their ability to operate the vehicle or respond to on-call duties effectively.
- 13.5.3 Personal errands or activities should not interfere with the ability to respond promptly to city business while on-call.

13.6 Prohibited Actions:

- 13.6.1 Using the city vehicle for any personal activities, recreational activities or transporting unauthorized passengers.
- 13.6.2 Utilizing the city vehicle outside of the authorized geographical limits (25-mile radius from City Headquarters) unless on official city business.
- 13.6.3 Misusing the fuel card for non-city vehicles, non-city equipment or purposes.
- 13.6.4 Engaging in any conduct that violates city policies, local, state, or federal laws while using the city vehicle.
- 13.6.5 Vehicle should not remain in idle for longer than five minutes unless in traffic on a city, county or state highway.

13.7 Safety and Security

- 13.7.1 Employees must follow all safety protocols and guidelines when operating city vehicles, including the use of seat belts and adherence to speed limits.
- 13.7.2 Vehicles must be secured at all times when unattended, with windows closed and doors locked. Staff/personnel are responsible for safeguarding City-issued equipment associated with their assigned City Vehicle(s). This includes (but is not limited to) issued equipment which is normally left in the assigned City Vehicles. For example, if a staff/personnel member leaves his or her assigned City Vehicle for repairs or maintenance (temporary or take-home), the staff/personnel shall insure that all

equipment is safeguarded prior to leaving the City Vehicle. If any equipment is subsequently stolen/ missing, the staff/personnel member may be subject to disciplinary action and/ or required to personally replace the issued equipment.

13.8 Reporting and Accountability

- 13.8.1 Employees must immediately report any accidents, damage, or incidents involving the city vehicle to their department head.
- 13.8.2 Any loss or misuse of the fuel card must be reported immediately to the finance department.
- 13.8.3 Employees are responsible for documenting all mileage, fuel usage, and maintenance activities related to the city vehicle and submitting this information as required by their department.
- 13.8.4 Employees must report any accident, theft or malicious damage involving a city vehicle to their supervisor and the human resources department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.

13.9 Vehicle Collisions or incidents:

- 13.9.1 All staff/personnel involved in any vehicular collision/accident/incident in a City Vehicle or in a private vehicle while performing City duties, shall:
 - 13.9.1.1 Call the appropriate law enforcement agency (9-1-1);
 - 13.9.1.2 Call the employee's immediate supervisor, or main department number if unable to reach supervisor;
 - 13.9.1.3 Comply with the City's Drug-Free Workplace Policy and submit to required testing immediately;
 - 13.9.1.4 Allow the department supervisory personnel or the appropriate law enforcement agency to determine if the City Vehicle involved should be towed; and
 - 13.9.1.5 Complete the City's standard Incident Report, in accordance with policies and procedures.

13.10 Vehicle Use

- 13.10.1 City Vehicles are to be used when necessary to conduct business of the City of Brooksville and its operations. Use of a City Vehicle for any personal use except authorized De Minimis Personal Use is strictly prohibited. Staff/personnel shall not operate City Vehicles for the purpose of conducting a private business or enterprise or any other personal use.
- 13.10.2 When operating a City Vehicle, staff/personnel will be in appropriate attire and will have in their possession necessary identification and equipment in order to effectively perform the functions/responsibilities of their position while maintaining a positive, professional image. If staff/personnel are not in City uniform, they will wear appropriate attire suitable for representing the City of Brooksville. Examples of inappropriate attire includes but is not limited to the following: bare feet; sandals; bathing suits; tank tops; clothing with offensive or suggestive language or clothing containing advertising of alcoholic beverages, tobacco, etc; shorts; soiled, torn, or otherwise objectionable clothing items.
- 13.10.3 City Vehicles authorized to be driven to the staff/personnel's residence should be parked either in a garage, private driveway, or an otherwise safe and secure place. The Assigned Take-Home Vehicle should not be parked on a roadway or anywhere that it may suffer damage or violate laws, codes or ordinances.
- 13.10.4 All staff/personnel utilizing a City Vehicle other than normal working hours must keep a log showing each trip, time, destination, and reason/City business for the trip.

13.11 Compliance and Enforcement

- 13.11.1 Employees must adhere to all city policies, traffic laws, and regulations while operating a city vehicle.
- 13.11.2 Regular audits and inspections may be conducted to ensure compliance with this policy.
- 13.11.3 Staff/personnel authorized to drive City Vehicles are required to immediately inform their supervisor if their license becomes canceled, invalid, expired, restricted, suspended, or revoked. Failure of
- 13.11.4 Valid State of Florida driver's license and requirements - All City Vehicle operators are responsible for possessing and maintaining a valid State of Florida driver's license and any/all additional requirements as may be applicable by Federal and State laws for operators of specialized vehicles such as emergency apparatus, commercial motor vehicles and heavy staff/personnel to notify their supervisor may result in disciplinary action, up to and including termination. The supervisor will in turn immediately notify the Department Director and Human Resources Director of the employee's canceled, invalid, expired, restricted, suspended, or revoked license status before the close of business that day.
- 13.11.5 Employees who drive a vehicle on city business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. The use of cell phones (including texting) while behind the wheel of a moving vehicle being used on city business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.
- 13.11.6 Employees are not permitted, under any circumstances, to operate a city vehicle or a personal vehicle for city business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any city vehicle at any time or operate any personal vehicle while on city business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. Employees are to obey all traffic laws and regulations as defined by the Federal government, State of Florida and City policies for public safety at all times; all drivers and passengers are required to wear seat belts at all times, in accordance with Florida State laws; to operate the vehicle in a manner that ensures maximum life expectancy of the City Vehicle. No smoking, other tobacco products, alcohol, illegal drugs/substances, firearms or weapons are allowed in City Vehicles at any time.
- 13.11.7 Not use handheld or hands-free mobile electronic devices or voice features in vehicles while operating a City vehicle.
- 13.11.8 Employees who are on call on a 24-hour basis may be allowed to take a city vehicle home so they can respond to business needs as soon as possible. Such employees must provide a written acknowledgment that they fully understand that the vehicle is used only as part of emergency response and is not for personal use and complete the agreement affiliated with this policy.

13.12 Toll Expenses

- 13.12.1 Coverage: The city will cover toll expenses for business-related travel, not to and from work on a regular basis. For commuting purposes, tolls may not be reimbursed unless otherwise specified.
- 13.12.2 Reimbursement Procedure: If an employee incurs tolls for business purposes while commuting, they must submit a detailed report, including receipts, for reimbursement.
- 13.12.3 Exceptions: Employees who use the vehicle for business-related activities outside their usual commute may be eligible for toll reimbursement, subject to prior approval and documentation.

13.13 Route Selection

- 13.13.1 Efficient Routes: Employees should choose the most efficient route to minimize travel

time and toll costs. Use of toll roads should be justified by significantly faster travel times or other business needs.

13.13.2 Navigation Tools: Employees may use GPS and navigation tools to identify and choose the best route that balances time and cost considerations.

13.13.3 Pre-Approval: In cases where alternative routes may involve significant tolls or detours, employees should seek approval from their supervisor or manager

13.14 Non-Compliance

13.14.1 Non-compliance with this policy or inappropriate use of a City Vehicle as otherwise define in this policy and/or determined by City Manager may result in disciplinary action, including verbal or written warnings, loss of fuel purchasing privileges, or other appropriate measures, depending on the severity and frequency of the violation.

City of Brooksville, Florida

Personnel Rules and Regulations

APPENDIX A GLOSSARY

City Manager – The appointed manager of all City services.

Classification Plan – An inventory of all positions, their pay grade, and salary range.

Class – A group of positions designated to a pay grade which are similar in difficulty and responsibility, educational and skill requirements.

Cronyism - the appointment of friends and associates to positions of authority, without proper regard to their qualifications.

Demotion– The placement of an employee into a position with a lower status and pay classification.

Department – A large section of City services which may be made up of many smaller divisions. Current departments within the City of Brooksville include: City Manager, City Attorney, City Clerk, Community Development, Human Resources, Financial Services, Fire Rescue, Department of Public Works, and Parks & Recreation

Domestic Relationship – Individuals who are living together sharing joint responsibility for each other's common physical, financial and social welfare as if in a legally recognized spousal relationship.

Exempt Employee – An Employee within a position where the job duties and functions qualify for either an executive, administrative, or professional exemption under the tests and standards established within the Fair Labor Standards Act (FLSA)

Full-time Position – A position that is budgeted to work 30 hours or more per week.

Flexible Scheduling - A method of scheduling typically used for adjusting a Non-exempt Employee's work hours (start and stop times) within an Employee's regularly scheduled workday or workweek within so as not to incur Overtime Hours whenever possible.

Hours Worked - All hours that an Employee is necessarily required to be on the City's premises, on duty or at a prescribed work place. Hours compensated as Regular Hours and Overtime Hours are considered Hours Worked. Hours inclusive of time-off periods inclusive of paid time off for holidays, jury duty, vacation, sick leave or any leave of absence are not Hours Worked.

Immediate Family Member- Includes spouse, children, mother, father, brother, sister, in laws (maternal and paternal), any relative residing in the same household, step-family relationships, grandchildren, grandmother, legal guardian.

Intern – An employee appointed to work in a position with the City in order to complete specified training in a field of study.

Job Description – A written description consisting of the characteristics of the class, essential functions of the position, training and education, knowledge, skills and abilities, and physical and mental requirements which are specific to every department possessing the position or job.

Lay Off Status- An inactive status due to lack of work

Merit Pay Increase - An increase in compensation which may be established in conjunction with the budget process which may be granted to an Employee based on merit or performance evaluation.

Minimum Qualifications - Those items listed in the job description under the heading of requirements. They include training and experience; knowledge, skills, and abilities; and physical and mental requirements.

Nepotism – the practice among those with power or influence of favoring relatives or friends, especially by giving them job.

Non-exempt - A budgeted position where the job duties and functions are such that an exemption under the tests and standards of the FLSA does not qualify for an exemption. Non-exempt personnel are compensated for all hours worked at a regular rate of pay for hours up to and including 40 hours per workweek. Any hours worked more than 40 hours per week will be compensated at an Overtime rate of pay; except for those Non-exempt Employees employed in certain firefighter occupations which may have different requirements under the FLSA.

On-Call Status – A status of when an Employee is ready and available to work without notice over a specific period of time.

Overtime Hours - Hours Worked by a Non-exempt Employee in excess of 40 hours per workweek; except for those Non-exempt Employees employed in certain firefighter and law enforcement occupations which may have different requirements under the FLSA. Overtime Hours will be compensated at a rate of time-and-one-half the Employee's regular rate of pay.

Parent - The biological parents or the persons who were responsible for parenting the Employee when the Employee was a child.

Pay Period - A two workweek period (80 hrs) for which Employees are paid for Hours Worked and PTO.

Part-Time Position – A position budgeted for less than 30 hours per week.

Permanent Position – One which is established in the budget and designed to be continuous in nature.

Personnel File – The Employee’s official file retained in the Human Resources Department.

Position Title – Job title relevant to the duties of a position.

Probationary Position – A specified period of time, 6 months, that a supervisor will closely observe the work of a newly hired or promoted Employee, or any Employee who accepts a lateral transfer or demotion into a new position.

Promotion – The placement of an Employee into a position with a higher maximum pay rate.

PTO-Paid Time Off

Qualified Employee or Applicant - An Employee or Applicant who meets or exceeds the minimum qualifications required for a job.

Regular Employee – An Employee that has worked for the City for a continuous period of employment, 6 months. The status of Regular Employee is not utilized for determination of benefits with the City.

Regular Hours - Hours worked up to and including 40 hours per workweek; except for those Non-exempt Employees employed as firefighters, which have different requirements under the FLSA. Regular Hours will be compensated at an Employee’s regular rate of pay.

Reduced Leave Schedule - A leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Salary Range – The minimum and maximum pay established for each position within a class.

Seasonal Position – A position that is set up for a specific period of time. Seasonal employees are dismissed from duty after the season is completed.

Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Son or daughter - Biological, adopted or foster child, a step child, a legal ward, who is under 18 years of age; or who is older than 18 years of age and incapable of caring for himself because of a doctor’s certified mental or physical disability.

Temporary Position – One which is established and approved by the City Manager and is typically less than 12 months in duration.

Transfer – The placement of an Employee into a different vacant position