

Personnel Policies and Procedures Manual

Summary of Changes

Integration of changes approved in ordinance 14-01 into appropriate sections of Manual. Formatting changes throughout for increased readability and consistency in presentation. Removed all references to Code of Conduct as no such document was included in the Manual. Removed all references to and entirety of original Chapter XIII: Safety Program.

Chapter I: General Provisions

Minor editing and modification of verbiage for improved readability throughout chapter

1.03 Code of Ethical Standards

Added the following verbiage at the recommendation of our labor law firm, The Krizner Group:
All unpermitted gifts must be immediately declined, returned or discarded. Employees must report receipt of any excepted item not available to the general public to their supervisors and Human Resources by the end of each month. Employees found in violation of this policy will be subjected to immediate disciplinary action, up to and including termination of employment.

1.05 Scope

The following verbiage was added: Where a contract exists between the City of Alachua and employees belonging to a bargaining unit the contract takes precedence over this policy

Chapter II: Definition of Terms

Removed all terms pertaining to the previous Classification Plan in which positions were banded by groups and classifications.

Added the following terms: Manual, Salary Range and Termination

Chapter III: Recruitment, Selection and Employment

3.01 Policy Statement

Moved section B regarding EEO to section E. Statement regarding EEO Plan availability was moved to section F.

Added section G. Accommodations per recommendation of The Krizner Group.

3.04 Procedure for Filling Vacancies

A. Internal Recruitment

Added the following verbiage: Employees in a training period are ineligible for internal recruitment except as deemed in the best interest of the City by the City Manager.

3.06 Employment Restrictions

No material change. Update to verbiage regarding definition of relations.

Acquired Immune Deficiency Syndrome policy removed. **13.08 Contagious Illness Policy** added

Chapter IV: Compensation Plan

Combined applicable content from original Chapters IV Classification Plan & V Compensation Plan.
Removed all references to classifications.

Addition of **4.02 Job Descriptions** and **4.03 Salary Ranges**

Chapter V: Pay Practices

5.01 Overtime Pay

Section was moved and all references to compensatory time off moved to section **5.02**

Compensatory Paid Time

Addition of the following:

5.03 Stand-by Pay

Stand-by time is paid at (1) hour on week days and two (2) hours on weekends and holidays at time and one half (1½) the regular rate of pay.

5.04 Call-out Pay

All call-outs will be paid at time and one-half (1½) the regular hourly rate of pay. All call outs after normal working hours will be compensated for a minimum of two (2) hours or for the total hours actually worked whichever is greater.

5.05 Rest Time Pay

Reworded for clarity and readability. No material changes.

5.06 Longevity

Moved from **4.06 Salary Increases** in **Chapter IV: Compensation Plan**

Added range of years to time requirements for instance 5-9 years of consecutive full-time employment

5.07 Safe Harbor Provision

Integrated verbiage from previous Manual update.

Sections on **Other Salary Increases**, **Entrance at Minimum** and **Pay Rates in Transfer, Promotion and Demotion** moved to **Chapter IV: Compensation Plan**.

5.08 Record Keeping

Moved from chapter on **Other Personnel and Related Subjects**. First two bullet points were separated to create **5.09 Rounding of Hours**.

Chapter VI: Hours of Work and Employee Schedules

Travel and Other Official Expenditures moved to **Chapter XII: Travel and Motor Vehicle Use**

6.01 Hours of Work

Changes to verbiage for clarity and readability.

6.02 Work Break, F. Breastfeeding Accommodation

Integrated verbiage from previously approved ordinance.

6.03 Flex Schedule

Addition of

3. Custom Flex Schedule

In certain circumstances, the City's business needs are best accommodated with a custom work schedule. For instance, an employee may alternate a Monday – Thursday, Tuesday – Friday schedule or a department may require 24-hour coverage and therefore custom schedules for its employees.

Chapter VII: Attendance and Punctuality

New chapter including:

7.01 Attendance

Regular attendance is paramount for the successful operation of the City. In order to best serve our citizens and customers:

A. All full-time exempt employees are required to be present at their assigned workplace for the total hours of their normal workweek unless the Supervisor authorizes absence. All exempt employees must properly record and charge all absences.

B. All full-time non-exempt employees are required to be present at their assigned workplace for their full scheduled shift each workday unless the Supervisor authorizes absence. Nonexempt employees must properly record and charge all absences.

C. Part-time employees are required to be present at their assigned workplace for the total hours for which they are being compensated, unless the Supervisor authorizes absence. Part-time employees must properly record all absences.

7.02 Tardiness

All employees, temporary and regular, are expected to arrive for work as scheduled. An employee's failure to report to work by the start of his/her scheduled shift will be considered tardiness. Employees must notify their Supervisor of tardiness in accordance with policy. Failure to comply with this requirement and/or excessive tardiness may result in disciplinary action up to and including termination.

7.03 Absence

No employee, temporary or regular, may absent himself from his job without notifying the immediate supervisor in accordance with policy. Failure to comply with this requirement and/or excessive absenteeism may result in disciplinary action up to and including termination

7.04 No Call/No Show

Failure to follow proper notification of absence procedure for three (3) consecutive working days shall constitute job abandonment. This voluntary termination will be effective the last day worked.

7.05 Notification of Absence/Tardiness

All Supervisors must supply their employees with accurate contact information for the purpose of business related communications. Employees are responsible for having this information available as needed to notify their Supervisor of unscheduled absence or tardiness. Employees should provide Supervisors **as much notice as possible** in events of absence/tardiness.

In the case of absence, notification must be no later than one hour prior to the start of the scheduled work shift. Failure to provide notification of absence prior to one hour before the start of the scheduled work shift may result in a No Call/No Show with the exception of extenuating circumstances as determined by the Supervisor or Human Resources.

Chapter VIII: Holidays and Leave

8.01 Eligibility

Verbiage added

8.02 Holiday, A. Holiday Schedule

Heading added to differentiate existing policy content

B. Hours Worked on a Holiday

Heading added to differentiate existing policy content. Change to policy as follows:

When a regular employee is required, by regular scheduling, to work on a holiday he/she shall receive holiday pay at the regular rate of pay, and, in addition thereto, shall receive his/her regular rate of pay for all hours worked on the holiday.

C. Use of Leave

Heading added to differentiate exiting policy content.

8.03 Personal Leave

Content pertaining to personal leave removed from **8.02 Holidays** to create new section. No material changes to content.

8.04 Annual Leave. C. Accumulation of Annual Leave Hours

Revised second bullet to require one (1) full of service in addition to the minimum two (2) weeks' notice to qualify for payment of accrued annual leave upon termination.

8.06 Jury Duty

Differentiated from original Leave of Absence policy section.

Employees summoned or subpoenaed to attend court as a witness for the City or for jury duty shall receive full pay and benefits for hours spent in court. All monies received by employee for such services shall be remitted to the City.

8.07 Administrative Leave – 8.10 FMLA

No material changes. Sections were moved from their original location in the Manual. Changes to verbiage as needed for clarity and

8.14 Death of an Employee

Differentiated from original Leave of Absence policy section.

Chapter IX: Employee Education and Training

9.02 Training Period

Addition of training period section as follows:

All employees new to a position whether at initial hire, promotion, demotion or transfer is subject to a working test and training period during which the employee is required to demonstrate the knowledge, skills and ability to perform the duties of the position. This period allows and requires the supervisor to evaluate an employee's performance and abilities with particular emphasis on training and supportive corrective action. The initial training period at hire will be six (6) months. The training period in cases of internal mobility may vary in duration but should be clearly stated at commencement of the new position.

9.03 Types of Training

B. Voluntary Training/Education

Addition of the following:

As approved by the City Manager, the City may bear the full costs of job-related, voluntary training. This may include but is not limited to annual association conferences, professional certifications, and seminars.

C. Tuition Reimbursement

Heading added to differentiate from above stated **Voluntary Training/Education** policy

D. Coach and Counsel/Verbal Warning

Moved section from **Chapter XVIII: Disciplinary Actions and Terminations**

Chapter X: Employee Dress, Appearance and Conduct

Differentiated chapter from original Other Personnel and Related Subjects chapter. Integration of **10.05 Social Events within the Workplace** and verbiage additions to **10.06 No Solicitation/Distribution** policy from previously approved ordinance.

Chapter XI: Computer, Email, Internet and Photocopier Use

Content moved from original Chapter XVII.

11.03 Personal Use of the City Communication and Computer Systems

Addition of:

A. Restrictions on Usage

The City reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance related reasons.

11.05 Password and Encryption Key Security and Integrity

Additions made based on recommendation of The Krizner Group.

To maintain the integrity of City systems the City must govern the creation, maintenance and security of System and network passwords, passphrases and encryption keys. Passwords are an aspect of System security as they are the front line of protection for user accounts. As such, all employees are responsible for taking the appropriate steps to select and secure their passwords:

A. All passwords (e.g. user account, JOOMLA website administration, etc.) should be changed at least once every six (6) months.

B. Passwords must not be inserted in emails or other forms of electronic communication.

C. Passwords should never be written down or stored online or anywhere within the office

or workspace. Similarly, passwords should not be stored in a file on any computer system, including digital assistants, smartphones or similar devices without encryption.

D. Employees should not use the “Remember Password” feature found on many computer and website applications.

E. All passwords must conform to the guidelines described below:

1. Contain both upper and lower case characters
2. Have digits and punctuation as well as letters
3. Be at least eight (8) alphanumeric characters long and is a passphrase
4. Is not a word in any language, slang, dialect or jargon
5. Is not based on personal information, names of family members, etc.

F. Employees should not use the same password for City accounts as for other non-City access (e.g. personal ISP account, bank accounts, etc.).

G. If an account or password is suspected to have been compromised, report the incident to the IT department and immediately change all passwords.

11.10 Cyber Communication and Social Media Use by Employees

Integrated from previously approved ordinance.

Chapter XII: Travel and Motor Vehicle Use

Chapter is the combination of content regarding travel from other areas of original manual and original Chapter XII Motor Vehicle Use

12.06 Take Home Vehicles

B.2.e. Requirement for temporary take home vehicles changed from within Alachua and within 15 miles of City Hall to “or” within 15 miles of City Hall as follows:

For temporarily issued take home vehicles (for example: a vehicle issued to an employee on stand-by or during emergency situations), the employee must ensure the vehicle stays within Alachua County or within 15 miles of City Hall.

Chapter XIII: Other Personnel Policies and Related Subjects

Majority of content from original Other Personnel and Related Subjects chapter with no material changes.

13.04 Smoking and Use of Electronic Cigarettes and Vaporizing/Smoking Apparatuses

Original Non Smoking Policy expanded to include electronic cigarettes, vaporizers and all other nature of smoking or vaporizing apparatuses.

13.08 Contagious Illness Policy

Replaces and expands upon previous AIDS and HIV policy. Verbiage added at the recommendation of The Krizner Group.

Chapter XIV: Harassment

14.02 Definitions

Edited to include EEOC definition of terms “harassment” and “sexual harassment” separately.

14.03 Consensual Relationships

Heading added to differentiate content included in original policy

Chapter XV: Drug Free Workplace Policy

Content moved from original Chapter XI: Drug Free Workplace policy. No material changes.

Chapter XVI: Violence in the Workplace and Weapons and Dangerous Materials

Combined content from original Chapter XIV Violence in the Workplace and Chapter XVI: Guns, Weapons, and Dangerous Materials.

16.05 Guns, Weapons and Dangerous Materials

Edit to verbiage to remove “or member of the public” to remain compliant with F.S. 790.33.

Policy now opens as follows:

It is City policy to strictly prohibit any employee, vendor or contractor

Chapter XVII: Domestic or Sexual Violence

Content moved from original Chapter: XV Domestic or Sexual Violence. No material changes.

Chapter XVIII: Disciplinary Actions and Terminations

Content from original Chapter VIII: Separations and Disciplinary Actions

Oral Warning/Counseling

Moved to **Chapter IX: Employee Education and Training** under heading **Coach and Counsel/Verbal Warning**

18.04 Notices of Disciplinary Action

Edited existing verbiage to read as follows:

Notices of Disciplinary Action

The following shall serve as a guide in aiding supervisors and employees in the disciplinary process.

A. Written Warning

In situations where a verbal warning has not resulted in the expected improvement or the severity of violation justifies a written warning may be issued defining the nature of the violation under the rules.

The corrective action notice shall state the nature of the improvement required or policy violation in detail, associated consequences as applicable and the expected performance and plan to achieve said performance. Written warnings must be issued within a reasonable time following the occurrence of the violation unless there is a reasonable cause for delay due to employee or supervisor unavailability. The written warning will

be given to the employee and a copy shall be placed in the employee's personnel file. No grievance may be filed contesting an employee corrective action notice, however, a rebuttal from the employee may be attached to the employee notice.

A. Final Notice

Progressive written disciplinary warnings may be issued for repeated violations of the same policy or lack of expected improvement. If progression or severity warrant an employee may be placed on final notice. A final notice generally precedes demotion or termination.

18.05 Types of Disciplinary Action

Edited existing verbiage to read as follows:

Types of Disciplinary Action

A. Probation Period

An employee may be placed on a probationary review period to monitor performance improvement or policy adherence. In cases regarding performance, one or more Special Evaluations may be required to document performance as observed by the Supervisor. In cases of policy violations, additional violations of the policy during the probation period will result in additional disciplinary action as defined in the corrective action notice.

B. Suspension

A Department Director or Human Resources may recommend suspension without pay for an employee for violation of City policy, department rules or other disciplinary reasons. All suspensions must be in writing by the Department Director in accordance with policy. The length of suspension without pay may vary according to the severity of the incident and will be determined by the Department Director in a recommendation to Human Resources based on the facts of the case.

C. Demotion

Any Department Director may demote an employee to a position with a decrease in salary and job responsibilities, as appropriate, for such time as is necessary to correct deficiencies in job performance or job qualifications. The duration of such demotion and reduction in pay and responsibilities may be temporary or permanent, as appropriate under the circumstances. A permanently demoted employee is entitled to advance under the pay plan as any other employee based upon job performance.

B. Involuntary Termination

An employee may be involuntarily terminated as disciplinary progression or severity warrant.

18.08 Return of City Property

Added verbiage regarding return of issued property in the event of termination as follows:

When possible, an employee should relinquish all City property on the last day worked. In the event not all City property is in the employee's possession on the last day he/she is expected to return any outstanding items to City Hall on the next business day following termination. Costs for unreturned City property will be deducted from the final paycheck to the full extent permitted by law.

Chapter XIX: Grievance Policy

No material changes.

Chapter XX: Public Employee Oath

No material changes.

Receipt of Personnel Policies and Procedures

No material changes.