

PERSONNEL POLICIES AND PROCEDURES MANUAL

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS

**Updated
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Table of Contents

Policy Name	Policy Number
HUMAN RESOURCES RESPONSIBILITIES	
County Coordinator's Letter	
Functions of This Manual	101
Employee Supervision	102
Human Resources Manager	103
Code of Employer- Employee Relations	104
EMPLOYMENT	
Equal Employment Opportunity	201
Productive Work Environment	201 A
Sexual Harassment	201 B
Hiring	202
Orientation and Training	202 A
Medical Procedures	203
Serious Diseases	203 A
Probationary Period	204
Transfer	205
Promotion	206
Hours of Work	207
Stand-By Status	207A
Outside Employment	208
Political Activity	208 A
Employee Classifications	209
Layoff and Recall	210
Termination of Employment	211
Retirement	212
Whistleblower	215
PAY PRACTICES	
Salary Administration	301
Performance Evaluations	302
Severance Pay	303
Job Evaluation	304
Pay Procedures	305
Performance Bonuses	306
REIMBURSEMENT OF EMPLOYEE EXPENSES	
Travel	401
Automobile Usage	402
Employee Use of Employer Furnished Transportation	402 A
Membership in Clubs and Civic Organizations	403
Participation in Trade and Professional Associations	404

EMPLOYEE BENEFITS

Holidays	501
Educational Assistance	502
Employee Counseling	503
Employee Recognition and Service Awards	504

COUNTY PREMISES AND WORK AREAS

Employee Safety	601
Maintenance of Work Areas	602
Personal Property	603
Parking	604
Security	605
Smoking	606

ABSENCE FROM WORK

Attendance and Punctuality	701
Sick Leave	702
Annual Leave	702A
Leaves of Absence	703
Rest Breaks	704
Meal Breaks	705
Funeral Leave	706
Jury and Witness Duty	707
Military Leave	708
Family and Medical Leave	709
Worker's Compensation Leave	710

PERSONAL CONDUCT

Behavior of Employees	801
Personal Appearance of Employees	802
Personal Finance of Employees	803
Citizen Relations	804
Use of Communication Systems	805
Conflicts of Interest	806
Disciplinary Procedure	807
Drugs, Narcotics, and Alcohol	808
Internet, E-Mail, and Computer Usage	809
Social Media	810

MISCELLANEOUS

Personnel Records	901
Participation in Community Affairs	902
Workplace Violence	903
Dispute Resolution Procedure	904

EMPLOYEE RECEIPT OF *POLICIES AND PROCEDURES MANUAL*

I, _____, (employee), acknowledge receipt of this Manual. I am responsible for reading and understanding its contents and keeping it updated. I also understand that this Manual is County property that must be returned to the Human Resource Manager when I leave this organization.

Issued To: _____

Signed: _____

Date Received: _____

August 3, 2004

To: All Employees

Re: Personnel Policies and Procedures

This Manual has been prepared as a guide and reference for employees at all levels of the County organization. The Manual has the approval of the Board of County Commissioners.

We believe that it is in the best interest of the County and our employees to have written personnel policies to help Levy County meet its mission, to prevent misunderstandings and problems, and to ensure that all employees know what is expected of them. It is essential that all employees understand the role of these policies in meeting the County's objectives.

Any policy, however, is only as good as its implementation. Department heads and supervisors who are in direct contact with, and responsible for, a group of employees are essential to effective policy implementation. They are the individuals who must translate these ideas and principles into action. We depend upon them for the successful development of a productive, legal, and harmonious working environment for our employees.

Accordingly, I request that all employees thoroughly familiarize themselves with the contents of this Manual so that all personnel policies of the County may be administered appropriately.

Fred Moody

County Coordinator

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: FUNCTIONS OF THIS MANUAL	Effective Date: August 3, 2004	Number: 101
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended: October 4, 2011	Page: 1 of 1

Policy:

It is the policy of Levy County that this Manual is designed and intended to be used as a working outline of the basic personnel policies, practices and procedures for the organization. The primary purpose of this manual is to ensure that employees of Levy County are dealt with in a consistent and fair manner, and that all personnel policies and practices are applied evenly.

Comments/Procedures:

1. This Manual contains general statements of County policy designed to serve as a framework. It should not be read as including the fine details of each policy, or as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The County may add, revoke or modify policies in the Manual as needed.
2. Employees are encouraged to submit suggestions to Human Resources when policies need to be amended or changed to reflect the current working conditions and/or practices.
3. The Human Resource Manager, or designee, is responsible for recommending, developing, revising, and implementing countywide policies, subject to the approval of the County Coordinator and adoption by the Board of County Commissioners.
4. Department heads, supervisors and employees should refer to the Manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to Human Resources.
5. Departments may develop and implement specific standard operating procedures on a departmental basis needed to meet specific operational needs, provided they are consistent with the general framework provided by this Manual. **All such departmental practices should be submitted to the Human Resource Manager, or designee, prior to implementation to assure consistency with County practices and policies.**
6. In addition to these Personnel Policies and Procedures, there are also other materials – collective bargaining agreements, departmental rules and procedures, explanatory memorandum, etc. – that further define the rights and responsibilities of Board of County Commission employees. In the event of any conflict between these policies and procedures and any collective bargaining or employment agreements, such agreements will take precedence.
7. The employees and volunteers to which this Personnel Policies and Procedures Manual applies shall not include: (a) elected officials; (b) the County Attorney and all employees and volunteers reporting either directly or indirectly to the County Attorney; (c) any person(s) hired as an independent contractor on a contractual, fee, per diem, seasonal, casual, or retainer basis.
8. Department Heads of the County are considered “at will” employees. This means that Department Heads serve at the pleasure of the County and may be separated from employment at any time for any reason subject to applicable employment laws.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EMPLOYEE SUPERVISION	Effective Date: August 3, 2004	Number: 102
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County that the work of all employees will be assigned, directed, and reviewed by supervisory personnel. Employees ordinarily will have only one supervisor to whom they report.

Comments/Procedures:

- (1) A primary role of each supervisor is to provide a link between department heads and non-management employees. Accordingly, supervisors are expected to communicate the goals and policies of management to the employees they supervise. They also are expected to communicate to department heads the attitudes, suggestions, and complaints of their employees.
- (2) In addition to mastering the technical skills needed in their work, supervisors should be able to lead and motivate their employees to do their best work. Thus, department heads and supervisors should attempt to:
 - (a) Treat employees as individuals;
 - (b) Give recognition for good performance and provide guidance when improvement is needed;
 - (c) Explain in advance when and why changes are necessary;
 - (d) Recommend employees with growth potential for promotion, even if it means losing them to other work units;
 - (e) Explain the reasons for decisions to employees;
 - (f) Set work goals and standards for employees;
 - (g) Create a feeling of teamwork among employees; and
 - (h) Set good examples by holding themselves to the standards of conduct and performance that they demand of their employees.
- (3) Department heads and supervisors are responsible for ensuring that management's goals for employee conduct and performance are achieved and that the personnel policies established by this Manual are implemented. Therefore, department heads' and supervisors' duties include:
 - (a) Recommending the hiring of personnel and overseeing special job training;
 - (b) Keeping employees informed about their work assignments, work progress, and opportunities for advancement;
 - (c) Evaluating the performance of probationary employees, regular employees, and employees who are being considered for termination;
 - (d) Recommending salary adjustments, promotions, transfers, and termination of employees;
 - (e) Scheduling vacations and lunch and rest breaks;
 - (f) Approving meal allowances and reimbursement of employee expenses;
 - (g) Controlling absenteeism and tardiness and approving requests for time off;
 - (h) Verifying employee time worked and scheduling overtime when necessary;
 - (i) Recommending job elimination when appropriate;
 - (j) Complying with applicable federal and state laws and regulations, including those concerning nondiscrimination, sexual harassment, and employee safety;

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">EMPLOYEE SUPERVISION</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: right;">102</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended:	Page: <p style="text-align: right;">2 of 2</p>

- (k) Maintaining neat and orderly work areas;
 - (l) Implementing suggestion, disciplinary, and problem review procedures; and
 - (m) Ensuring that all rules and regulations are observed by employees.
- (4) The activities described in this policy are only guidelines and should not be considered as creating a contract or promise, express or implied, to employees that supervisors will in each case perform any or all of the activities or that those activities will be performed the same way in each case.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: HUMAN RESOURCE MANAGER	Effective Date: August 3, 2004	Number: 103
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County that the Human Resource Manager functions as the head of the Human Resources Department and is responsible to the County Coordinator.

Comments/Procedures:

- (1) The Human Resource Manager, as operating head of the Human Resources function, supervises the work of the Human Resource staff.
- (2) The Human Resource Manager is responsible for handling Levy County's human resources function and, in that capacity, serves as a senior consultant to top management on all matters concerning human resource management. In addition, the Human Resource Manager provides staff assistance to department heads and supervisors in developing, communicating, and carrying out Levy County's personnel policies.
- (3) The Human Resource Manager's responsibilities include the following:
 - (a) Planning and formulating general personnel policies, including workforce planning;
 - (b) Overseeing compliance with all federal, state, and local employment laws and regulations;
 - (c) Overseeing recruiting, interviewing, testing, selection, placement, and orientation of new employees;
 - (d) Implementing special education, counseling, training, and development programs;
 - (e) Coordinating the evaluation, transfer, promotion, layoff, recall, demotion, and termination of employees;
 - (f) Administering compensation programs for both exempt and nonexempt employees;
 - (g) Administering employee benefit plans and programs and the disclosure of information concerning benefits to employees;
 - (h) Implementing appropriate disciplinary and grievance procedures and ensuring that those policies or procedures will be followed in every case; and
 - (i) Maintaining personnel records and evaluating personnel programs and policies.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: CODE OF EMPLOYER-EMPLOYEE RELATIONS	Effective Date: August 3, 2004	Number: 104
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to attempt to implement effective personnel policies and to require all employees to support the organization's best interests.

Comments/Procedures:

- (1) Levy County is committed to a mutually rewarding and direct relationship with its employees. Thus, Levy County attempts to:
 - (a) Provide equal employment opportunity and treatment regardless of race, religion, color, sex, age, national origin, disability, or military status;
 - (b) Provide compensation and benefits commensurate with the work performed;
 - (c) Establish reasonable hours of work based on Levy County's production and service needs;
 - (d) Monitor and comply with applicable federal, state, and local laws and regulations concerning employees;
 - (e) Offer training opportunities for those whose talents or needs justify the training;
 - (f) Be receptive to constructive suggestions about job duties, working conditions, or personnel policies; and
 - (g) Establish appropriate means for employees to discuss matters of concern with their immediate supervisor or department head.
- (2) Levy County, as part of its commitment to providing citizens with excellent services and to creating a productive work environment, expects all employees to:
 - (a) Deal with citizens in a professional manner;
 - (b) Represent Levy County in a positive and ethical manner;
 - (c) Perform assigned tasks in an efficient manner;
 - (d) Be punctual;
 - (e) Demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and
 - (f) Follow the policies adopted by Levy County.
- (3) Levy County retains the sole discretion to exercise all managerial functions, including the rights to:
 - (a) Dismiss, assign, supervise, and discipline employees;
 - (b) Determine and change starting times, quitting times, and shifts;
 - (c) Transfer employees within departments or into other departments and other classifications;
 - (d) Determine and change the size and qualifications of the workforce;
 - (e) Determine and change methods by which its operations are to be carried out;
 - (f) Determine and change the nature, location, goods produced, services rendered, quantity, and continued operation of the business; and
 - (g) Assign duties to employees in accordance with Levy County's needs and requirements and to carry out all ordinary administrative and management functions.
- (4) Levy County retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will and as it sees fit.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EQUAL EMPLOYMENT OPPORTUNITY	Effective Date: August 3, 2004	Number: 201
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, marital status, familial status, political affiliation or any other characteristic protected by applicable federal or state law, except when a specific sex, age or physical requirements constitutes a bona fide occupational qualification necessary for the proper and efficient performance of the tasks of a specific position.

Comments/Procedures:

- (1) This policy applies to all terms, conditions, and privileges of employment and all policies of Levy County.
- (2) Levy County, if required by law, will establish a written affirmative action program to achieve prompt and full utilization at all levels and in all segments of the workforce of minorities, the disabled, certain veterans, and women. The results of the program should be reviewed annually and modified as necessary to achieve its objectives.
- (3) The Human Resource Manager, who reports directly to the County Coordinator on matters relating to this policy, is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. The Human Resource Manager's duties include:
 - (a) Assisting management in collecting and analyzing employment data;
 - (b) Developing policy statements, required affirmative action programs, and recruitment techniques designed to comply with the equal employment policies of Levy County;
 - (c) Complying with federal and state statutory record keeping and notice requirements of employment-related statutes and regulations;
 - (d) Preparing, if required by state or federal law, an annual review and summary of Levy County's affirmative action programs and submitting the results achieved under these programs to the County Coordinator.
 - (e) Assisting supervisory personnel in arriving at solutions to specific personnel problems;
 - (f) Serving as liaison between Levy County and government agencies, equal employment opportunity organizations, and other community groups; and
 - (g) Keeping management informed of the latest equal employment opportunity developments.
- (4) Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter should be referred to the Human Resource Manager.
- (5) While overall authority for implementing this policy is assigned to the Human Resource Manager, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employees who believe they have suffered from discrimination should report this concern to their supervisor or the Human Resource Manager.
- (6) Complaints of discrimination will be handled and investigated under Levy County's DISPUTE RESOLUTION policy, unless special procedures are considered appropriate. All complaints of discrimination will be investigated promptly and in as impartial and confidential manner as possible, and a timely resolution of each complaint should be reached and communicated to the parties involved. Levy County prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about discrimination.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PRODUCTIVE WORK ENVIRONMENT	Effective Date: August 3, 2004	Number: 201A
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another’s work performance or that creates an intimidating, offensive, or hostile environment.

Comments/Procedures:

- (1) Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Special attention should be paid to the prohibition of sexual harassment.
- (2) Each department head and supervisor has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No department head or supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee’s refusal or willingness to submit to sexual advances will affect the employee’s terms or conditions of employment.
- (3) Other sexually harassing or offensive conduct in the workplace, whether committed by department heads, supervisors, non-supervisory employees, or non-employees, is also prohibited. This conduct includes:
 - (a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
 - (b) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
 - (c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
 - (d) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
 - (e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as email, instant messaging, and Internet materials).

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, religion, disability, pregnancy, age, or military status is also prohibited.

- (4) Any employee who believes that a department head’s, supervisor’s, other employee’s, or non-employee’s actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to the employee’s supervisor; or to the department head or Human Resource Manager if the complaint involves the department head or supervisor.
- (5) Complaints of harassment will be handled and investigated under Levy County’s DISPUTE RESOLUTION policy, unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.
- (6) Any employee, supervisor, or department head who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. Levy County prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: SEXUAL AND OTHER ILLEGAL OR IMPROPER MISCONDUCT AND HARASSMENT POLICY	Effective Date: May 18, 2010	Number: 201B
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 4

Policy:

The purpose of this policy is to make all employees of Levy County aware that it is the policy of the County that sexual, racial or other forms of illegal or improper harassment and misconduct will not be tolerated.

Comments/Procedures:

STATEMENT OF POLICY

Sexual harassment is included among the prohibitions of Title VII of the Civil Rights Act of 1964, which prohibits sex discrimination in employment, and is prohibited by the County.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of sex based nature, where submission to such conduct is made a term or condition of employment, or an employment decision is based on an individual's acceptance or rejection of such conduct, or such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment involves not only members of the opposite sex but also of the same sex.

Other forms of harassment in addition to sexual harassment are illegal (such as racial harassment) and/or are improper and will not be tolerated. Such harassment involves unwelcome language or actions involving race, color, religion, age, national origin or ancestry, marital status or family responsibilities, veterans' status, or disability.

Sexual misconduct is a course of conduct that causes bodily injury or personal injury arising from that bodily injury, from sexual abuse, sexual molestation, sexual assault, sexual exploitation and/or physical sexual abuse.

Sexual harassment or misconduct, as well as other illegal or improper harassment of our employees by other employees or by persons who are not employed by but do business with the County, will not be tolerated.

In addition, the County will not allow any retaliation against any employee who raises a concern about sexual harassment or misconduct as well as other improper or illegal harassment or participates in an investigation of any of the aforementioned and tells the truth to the best of his or her knowledge and belief.

EXAMPLES OF PROHIBITED SEXUALLY RELATED CONDUCT

The County considers the following conduct to be examples of conduct, which violates its prohibition of sexual harassment or misconduct.

- A. Unwelcome physical assaults or touching of a sexual nature, including:
 - 1. Rape, sexual battery, molestation, or attempts to commit such acts.
 - 2. Intentional physical contact which is sexual in nature such as touching, pinching, patting, grabbing, rubbing, hugging, or poking another employee's body.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: SEXUAL AND OTHER ILLEGAL OR IMPROPER MISCONDUCT AND HARASSMENT POLICY	Effective Date: May 18, 2010	Number: 201B
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 4

- B. Unwelcome sexual advances, propositions, and other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person’s sexuality or sexual experience directed at or made in the presence of an employee who has indicated in any way that such conduct in his or her presence is unwelcome.
- C. Job actions related to sexual matters such as:
 - 1. Preferential treatment for submitting to sexual activity, including soliciting or attempting to solicit an employee to engage in sexual activity for compensation or reward.
 - 2. Threatening to, or actually making an employee’s job more difficult, or taking away any benefit or privilege to entice an employee to submit sexually.
- D. Display of sexually related material, such as:
 - 1. Pictures, posters, computer screensavers, calendars, graffiti, objects, promotional material, reading or other material of a sexually suggestive or sexually demeaning nature is not permitted in the workplace.
 - 2. Reading or otherwise publicizing in the work environment materials that are sexually revealing, pornographic, or sexually demeaning.

EXAMPLES OF OTHER ILLEGAL OR IMPROPER HARASSMENT

Derogatory, critical or uncomplimentary jokes, comments, displays, posters, other written materials as well as actions based on age, race, religion, national origin or ancestry, marital status or family responsibilities, veteran’s status or disability are often unwelcome and hurtful to others and can be illegal. Such actions have no place in the work environment at the County and will not be tolerated.

The above examples are not to be considered a comprehensive list of prohibited conduct, but set forth examples of the types of prohibited conduct.

MAKING COMPLAINTS OF SEXUAL HARASSMENT OR MISCONDUCT OR OTHER ILLEGAL OR IMPROPER HARASSMENT OR RETALIATION

- A. Anyone who has suffered sexual harassment or misconduct or other illegal or improper harassment or retaliation or who has observed such conduct should report it to his immediate Supervisor, his Department Director, another Department Director, Human Resources Manager or County Coordinator.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: SEXUAL AND OTHER ILLEGAL OR IMPROPER MISCONDUCT AND HARASSMENT POLICY	Effective Date: May 18, 2010	Number: 201B
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 3 of 4

- B. All complaints will be investigated expeditiously. Upon completion, and a determination that a complaint is valid, the County will take appropriate remedial action, including discipline up to termination of employment. If the complaint is found to be without merit, no disciplinary action will be taken against the employee against whom the complaint was made.

BAD FAITH CLAIMS OF SEXUAL HARASSMENT OR MISCONDUCT OR OTHER ILLEGAL OR IMPROPER HARASSMENT

Bad faith claims of sexual harassment or misconduct or other illegal or improper harassment are claims made when the person making the claims knows the claim is false but makes it anyway. Persons who make bad faith claims under this subsection will be subjected to disciplinary action up to and including termination.

INTERNAL INVESTIGATION PROCEDURE

The following procedure for investigating and resolving claims of sexual harassment or misconduct or other forms of illegal/improper harassment prohibited by this policy.

- A. All employees have been informed as to the policy concerning illegal/improper harassment or misconduct. All incidents, reports or complaints of sexual harassment or misconduct should be filed or reported to the Human Resources Manager immediately. All such complaints, once filed, shall be investigated and handled exclusively by the County Coordinator, or his designee, in consultation with the County’s Attorney and/or the County’s Labor Attorney, unless otherwise specifically provided in this procedure. However, an employee disciplined as a result of a finding of sexual harassment or misconduct or filing a willful or intentional bad faith claim of sexual harassment misconduct shall be entitled to file a grievance in accordance with applicable policy or an applicable collective bargaining agreement.
- B. Because of the extremely sensitive nature of these types of problems and the potential “spill-over effect” on the job future and personal lives of all involved, the following procedures are established.
- C. When a complaint of illegal/improper harassment is made against an employee or person doing business with the County:
 - 1. A complaint file will be opened by the Human Resources Manager which will be separate from the personnel file of the employee involved. Said file will be confidential to the extent allowed by Florida law and will be available only to the County Coordinator, or his designee, for the specific case, and:
 - a. The County Attorney and County Labor Counsel;
 - b. Investigators, if any (until the investigation is completed) assigned the specific case by the County Coordinator.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: SEXUAL AND OTHER ILLEGAL OR IMPROPER MISCONDUCT AND HARASSMENT POLICY	Effective Date: May 18, 2010	Number: 201B
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 4 of 4

2. Investigators assigned to handling the complaint will not discuss any aspect of the investigation with anyone, except those persons who have access to the file as provided in Paragraph 1 above and then only upon request or as necessary to complete the investigation.
3. The investigators will be charged with the responsibility of gathering information relevant to the complaint. The identity of persons interviewed will remain confidential except to those persons enumerated in Paragraph 1 above unless otherwise directed by the County Coordinator or required by law.
4. Unless otherwise directed by the County Coordinator, the investigation will be supervised by the County Attorney or the County Labor Counsel.
5. Upon completion of the investigation the investigators will make a verbal report to the County Coordinator.
 - a. A record of the decision of management will be made in the separate file by the County Coordinator and the parties will be advised of the decision.
 - b. If the decision involved discipline of any employee other than oral reprimand (e.g., written reprimand, suspension or discharge) a copy of the actual notice of disciplinary action will be placed in the employee's personnel file.
 - c. If the person against whom the claim was made is exonerated or no disciplinary action other than oral reprimand is taken, no entry will be made in the personnel file. In such instance, the complaint investigation shall clearly state whether there was no merit to the complaint or that it was insufficiently serious to warrant discipline more severe than oral reprimand. If any oral reprimand was given, the County Coordinator shall prepare a memo explaining the oral reprimand. The complaint investigation file will not be disclosed to anyone other than as provided in Paragraph 1 above unless disclosure is required by law.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: HIRING	Effective Date: August 3, 2004	Number: 202
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County to be an equal opportunity employer and to hire individuals on the basis of their qualifications and ability to do the job to be filled.

Comments/Procedures:

- (1) Supervisors and department heads who need to fill a job opening or want to add a new job position should submit an employment requisition to Human Resources for approval. All requisitions will be reviewed, but those for new job positions will be evaluated in greater detail before being approved.
- (2) Levy County will normally try to fill job openings above entry level by promoting from within, if qualified internal applicants are available. In addition, Levy County will normally give consideration to any known qualified individuals who are on layoff status before recruiting applicants from outside the organization.
- (3) If candidates from within Levy County are to be considered for job openings, Human Resources will post the openings in accordance with procedures contained in the PROMOTION policy. Current employee candidates for the openings will be considered and processed as outlined in the TRANSFER policy.
- (4) If candidates from outside Levy County are to be considered for job openings, Human Resources will be responsible for recruiting the candidates and should use the recruitment methods and sources it considers appropriate to fill the openings.
- (5) During the recruitment, hiring, and orientation process, no statement should be made promising permanent or guaranteed employment; and no document should be called a contract unless, in fact, a written employment agreement is to be used.
- (6) When candidates from outside Levy County are to be considered for job openings, the following procedures should be implemented:
 - (a) Any candidate for employment must fill out and sign an employment application form in order to be considered for hiring.
 - (b) Human Resources will consider requests for accommodation of disabilities and religious beliefs and will determine what, if any, accommodation will be made.
 - (c) Applicants determined to be qualified for consideration for available job openings will be referred by Human Resources and given any tests required for the job.
 - (d) The department head has the responsibility to determine whether an applicant is technically qualified for the open position and meets the other job-related criteria necessary to perform the job. The decision whether to hire the applicant is to be made by the department head, but must also have the approval of the Human Resource Manager.
 - (e) Following a decision to hire the applicant, Human Resources will make an offer of employment, which should include any necessary contingencies or disclaimers. Human Resources will then determine whether the applicant has the legal right to work in the United States and, where appropriate, conduct credit, personal reference, driving record, and criminal conviction checks. A prior conviction, taken by itself, will not necessarily disqualify an applicant. If the applicant accepts the offer and a medical examination is required, the Human Resource Manager should arrange it.
 - (f) If the background, medical, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with Levy County, the applicant will be refused employment or, if already employed, may be terminated.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: HIRING	Effective Date: August 3, 2004	Number: 202
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

- (g) Human Resources is responsible for orientation of new employees and the processing of their employment forms; the department head or supervisor is responsible for any necessary job training.
- (7) A member of an employee’s immediate family will be considered for employment by Levy County if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, under the following circumstances:
 - (a) An employee shall not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the County over which that person exercises jurisdiction or control, any individual who is a relative of that employee.
 - (b) No employee shall be employed in a classification, which is directly or indirectly supervised by that employee’s relative.
 - (c) Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring, or promoting an employee. For purposes of this policy, “immediate family” and “relative” includes: the employee’s spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, current step father, current step mother and any other member of the employee’s household.

- (8) Employees who marry or become members of the same household may continue employment as long as there is not:
 - (a) A direct or indirect supervisor/subordinate relationship between the employees; or
 - (b) An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, Levy County will attempt to find a suitable position within Levy County to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

- (9) Levy County is taking affirmative action as required by law to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era and qualified disabled individuals. Levy County is also taking affirmative action as required by law to employ and advance in employment-qualified individuals without regard to race, sex, religion, or national origin.
- (10) Former employees who left Levy County in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment. A former employee who is reemployed will be considered a new employee from the date of reemployment. Length of service for the purposes of benefits is governed by the terms of each benefit plan. Employees who retire may be eligible, in certain circumstances, to be considered for rehire.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: ORIENTATION AND TRAINING	Effective Date: August 3, 2004	Number: 202A
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to provide orientation programs for new employees and to conduct or support training programs that it determines to be appropriate.

Comments/Procedures:

- (1) Human Resources is responsible for the overall development and coordination of the orientation program and for implementing the portions that cover corporate history, philosophy, policies, benefits, and new employee files and documentation. Each department head or supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and department and may select a coworker to serve as a sponsor to facilitate the new employee's transition.
- (2) Department heads or supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, and for arranging outside trainers. In addition, Levy County, to the extent feasible, will maintain a library of self-instructional programs and materials for employee use. Training will normally be conducted during regular working hours.
- (3) Department heads or supervisors may approve employee participation in continuing education and training programs when that instruction is regarded as beneficial or considered necessary for satisfactory job performance. In some cases, employees may be required to enroll in and complete the programs satisfactorily.
- (4) Human Resources must approve and coordinate, upon recommendation of the appropriate department head or supervisor, employee participation in external and in-house programs dealing with supervisory, professional, or management development; cost reduction; quality improvement; and compliance with government regulations.
- (5) Levy County may consider the feasibility of sponsoring or conducting special programs for groups of employees when continuing education and in-service programs are required for licensing or for re-certification of a license. Under those circumstances, it will apply for approval by the licensing authority and will attempt to comply with all requirements established by that authority. However, it may at its discretion cancel, modify, or withdraw from any certification or program.
- (6) Levy County will provide special training programs explaining its anti-discrimination and harassment policies and for safety and health matters, when considered necessary or as required by government regulation.
- (7) County-sponsored or -conducted orientation and training programs may be reviewed periodically to evaluate the quality of the instruction, the content, and the results. Human Resources or an outside organization will administer the evaluation, which may involve the testing of participants.
- (8) Employees may receive certificates of completion for successfully finishing County-approved or -sponsored training and educational programs. Human Resources will maintain records of all training programs completed by each employee.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: MEDICAL PROCEDURES	Effective Date: August 3, 2004	Number: 203
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County that applicants to whom a conditional offer of employment has been extended and current employees may be required to undergo medical tests, procedures, or examinations whenever department heads determine that these are necessary for the safe or efficient operation of the organization.

Comments/Procedures:

- (1) Successful applicants for employment may be required as a condition of employment to take a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If department heads determine that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made should be examined.
- (2) Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests an accommodation for a disability, or has a questionable ability to perform current job duties or the duties of the job for which the employee is being considered.
- (3) Employees are encouraged, but not required, to have physical examinations periodically during their employment and to participate in wellness programs.
- (4) Medical examinations required by Levy County will be paid for by it and will be performed by a physician or licensed medical facility designated or approved by it. Medical examinations paid for by Levy County are the property of Levy County, and the examination records will be treated as confidential and kept in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.
- (5) Employees who need to use prescription or nonprescription legal drugs while at work must report this requirement to the Human Resource Manager if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their jobs safely and properly while taking the prescription or nonprescription legal drugs.
- (6) Levy County reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Levy County also may require a second and, if necessary, third medical opinion regarding an employee's absence because of illness or injury. Any required additional opinions will be paid for by Levy County.
- (7) Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees.
- (8) Employees who become ill on the job or suffer any work-connected injury, no matter how minor, must report immediately to their supervisors. Department heads or supervisors will arrange referral for examination, treatment, and recording of the incident as necessary. Time spent by an employee in waiting for and receiving this medical attention will be considered hours worked for pay purposes.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">MEDICAL PROCEDURES</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">203</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended:	Page: <p style="text-align: center;">2 of 2</p>

- (9) An injured employee’s department head or supervisor, the County Coordinator, the Safety Officer, the Human Resource Manager or medical personnel are authorized to have the employee transferred to an outside medical facility for treatment. Human Resources is responsible for developing and administering programs concerning employee health and safety.
- (10) Levy County also may require job applicants and current employees to take a test to determine the presence of drugs, narcotics, or alcohol, unless prohibited by law. For policies and procedures on this type of testing, see DRUGS, NARCOTICS, AND ALCOHOL policy.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: SERIOUS DISEASES	Effective Date: August 3, 2004	Number: 203A
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County that employees with infectious, long-term, life-threatening, or other serious diseases or illnesses may work as long as they are able to perform the duties of their job without undue risk to their own health or that of other employees, citizens, or members of the public.

Comments/Procedures:

- (1) Serious diseases and illnesses for the purposes of this policy include, but are not limited to: cancer, heart disease, major depression, multiple sclerosis, hepatitis, tuberculosis, certain musculoskeletal disorders, human immunodeficiency virus (“HIV”), and acquired immune deficiency syndrome (“AIDS”).
- (2) Levy County will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases and illnesses.
- (3) Employees afflicted with a serious disease or illness are to be treated no differently than any other employee. Therefore, if the serious disease or illness affects their ability to perform assigned duties, those employees will be treated like other employees who have disabilities that limit their job performance.
- (4) An employee who is diagnosed as having a serious disease or illness and who wants an accommodation or if the disease or illness directly threatens the health or safety of the employee or others should inform a department head, supervisor or the Human Resource Manager of the condition as soon as possible. Department heads, supervisors and the Human Resource Manager should review with the employee County policy on issues such as employee assistance, leaves and disability, infection control, requesting and granting accommodations, Levy County’s continuing expectation regarding the employee’s performance and attendance, and available benefits.
- (5) Employees who have a serious disease or illness and who want an accommodation should provide the Human Resource Manager with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. Levy County also may require a doctor’s certification of an employee’s ability to perform job duties. In addition, Levy County may request that an employee undergo a medical examination.
- (6) Levy County will attempt to maintain the confidentiality of the diagnosis and medical records of employees with serious diseases and illnesses, unless otherwise required by law. Information relating to an employee’s serious disease or illness will be treated as confidential and ordinarily will not be disclosed to other employees.
- (7) Levy County will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, engineering and work practice controls, and personal protective equipment will be used where appropriate to limit the spread of diseases in the workplace.
- (8) Employees concerned about being infected with a serious disease or illness by a coworker, citizen, or other person should convey this concern to their department head, supervisor or the Human Resource Manager. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease or illness, without first discussing their concern with a supervisor, will be subject to discipline, up to and including termination. In addition, where there is little or no evidence of risk of infection to the concerned employee, the employee’s continued refusal may result in discipline, up to and including termination.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PROBATIONARY PERIOD	Effective Date: August 3, 2004	Number: 204
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended: May 18, 2010	Page: 1 of 1

Policy:

It is the policy of Levy County that all new employees and all present employees transferred or promoted to a new job should be carefully monitored and evaluated for an initial introductory period. After satisfactory completion of the introductory period, those employees will be evaluated as provided for in the PERFORMANCE EVALUATIONS policy.

Comments/Procedures:

- (1) Normally, the probationary period should last six months. Department heads and supervisors should observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, behavior, or development should be brought to the employee's attention for correction.
- (2) Department heads or supervisors should prepare a written evaluation of the employee's job performance. The evaluation should include a recommendation as to whether the employee should continue in the position. Copies of the evaluation should be forwarded to the department head and the Human Resource Manager for inclusion in the employee's personnel file.
- (3) Employees generally will be allowed to continue in their new positions if they are given both a satisfactory performance evaluation and their supervisor's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation and endorsement may have their probationary period extended if the department head or supervisor feels additional time is warranted in order to achieve acceptable job performance.
- (4) Department heads or supervisors may recommend the termination of a newly hired employee at any time. A recommendation for termination should be submitted in writing to the Human Resource Manager for review and should include an evaluation and a list of actions taken to assist the employee. Action to terminate should have the prior approval of the County Coordinator.
- (5) Newly hired employees will be eligible for health insurance and life insurance, however, other benefits may be limited during the probationary period. Transferred or promoted employees, although evaluated according to this policy, remain eligible for all benefits while demonstrating their ability to perform their new jobs. The probationary period will be extended by the number of workdays missed because of an excused leave of absence.
- (6) At the discretion of management, transferred or promoted employees who are unable to perform satisfactorily in their new jobs may be returned to their original positions.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: TRANSFER	Effective Date: August 3, 2004	Number: 205
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County that it may at its discretion initiate or approve employee job transfers from one job to another or from one location to another.

Comments/Procedures:

- (1) Levy County may require employees to make either a temporary or long-term job transfer in order to accommodate the organization’s business needs. Levy County will try to limit the number and duration of temporary transfers that it requests of individual employees in a twelve-month period.
- (2) All job openings for which management solicits candidates from within Levy County will be posted on the employee bulletin board and announced in employee publications.
- (3) Employees may request a voluntary job transfer when a vacancy occurs. Requests for transfer normally should be handled as follows:
 - (a) The employee should submit a written request to the department head or Human Resource Manager. The request should include the reason for the transfer and the department and specific job that the employee wants. Requests based on posted job openings must comply with the procedures described in the PROMOTION policy, and should be initiated prior to the cut-off date specified in the posting.
 - (b) The department head or Human Resource Manager should determine if the requested job or a suitable job opening exists and whether the employee is eligible. If a job opening exists and the employee is eligible, the employee will be considered for the position.
 - (c) If the employee is eligible for a job opening, the Human Resource Manager or designee should arrange an interview between the candidate and the department head who has the job opening. The candidate will be allowed time off with pay for job interviews related to the transfer.
 - (d) The department head with the job opening will make the final transfer decision.
 - (e) Supervisors and department heads may initiate the procedure and propose employees for a position.
- (4) Employees who want to initiate a transfer to another County facility will be handled in the same manner as described in comment 4(a), above.
- (5) Transferred employees will be subject in their new positions to the provisions of the PROBATIONARY PERIOD policy. In addition, transferred employees may be required to have a medical examination if the examination is job-related and consistent with business necessity.
- (6) Transferred employees will retain their existing job seniority until satisfactorily completing their probationary period on the job. That seniority will be transferred to the employee’s new job at the successful completion of the probationary period.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PROMOTION	Effective Date: August 3, 2004	Number: 206
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to offer employees promotions to higher-level positions when appropriate. Department head's prefer to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in Levy County's best interest.

Comments/Procedures:

- (1) All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, department head, and the Human Resource Manager.
- (2) Employee eligibility for promotion will be determined by the requirements of the new job. In addition, to be considered, the employee must have a satisfactory performance record, and have no disciplinary actions during the same period.
- (3) All job openings and promotions for which management solicits candidates from within Levy County will be posted on the employee bulletin board and announced in employee publications. When job openings or promotion opportunities are posted:
 - (a) Interested employees must initiate a written request to the department head or Human Resource Manager prior to the cut-off date specified in the posting;
 - (b) Supervisors and department heads may initiate the procedure within the same time period and propose employees for the position; and
 - (c) Levy County may, at its discretion, solicit outside candidates during or after the posting period.
- (4) Employees who are candidates for job openings and promotions will be considered for the position as outlined in the TRANSFER policy.
- (5) Employee candidates for promotion will be screened and selected on the basis of attendance and work records, performance evaluations, and job-related qualifications including, in some instances, aptitude or achievement tests. Seniority will be considered if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications. In addition, employees seeking promotion may be required to have a medical examination if the examination is job-related and consistent with business necessity.
- (6) Promoted employees will be subject to the provisions of the PROBATIONARY PERIOD policy in their new positions.
- (7) Seniority and pay for promoted employees will be handled as outlined in the TRANSFER policy.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: HOURS OF WORK	Effective Date: August 3, 2004	Number: 207
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: October 4, 2011	Page: 1 of 2

Policy:

It is the policy of Levy County to establish the time and duration of working hours as required by work load and production flow, citizen service needs, the efficient management of human resources, and any applicable law.

Comments/Procedures:

- (1) The normal workweek consists of forty hours. The normal workday will vary depending on job duties. Rest or coffee breaks are considered as time worked.
- (2) The schedule of hours for employees will be determined by each department head. The department head will inform employees of their daily schedule of hours of work, including meal periods and rest or coffee breaks, and of any changes that are considered necessary or desirable by Levy County.
- (3) Department heads may schedule overtime or extra shifts. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) as needed. Employees are not permitted to work overtime without the prior approval of their supervisor or department head.
- (4) Employee attendance at lectures, meetings, and training programs will be considered hours of work, and therefore will be compensated time, if attendance is requested by management.
- (5) "Reporting-Time", "Stand-By" and "Call-Out" pay will be approved as required.
- (6) Earned comp time must be recorded and tracked on electronic time records. Comp time must be used within pay period it is earned or the pay period immediately following.
- (7) All hourly employees are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and must be completed by the close of each workday. The following points should be considered in filling out time records:
 - (a) Employees should record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday;
 - (b) Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor;
 - (c) Employees are required to take scheduled lunch or meal breaks;
 - (d) Employee time records should be checked and signed by the supervisor involved. Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered by the supervisor on the time record. Authorized overtime also should be identified by the supervisor;
 - (e) Unapproved absences should not be considered as hours worked for pay purposes. Supervisors should inform employees if they will not be paid for certain hours of absence; and
 - (f) Filling out another employee's time record or falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">HOURS OF WORK</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">207</p>
Applies to: <p>All Employees of the Levy County Board of County Commissioners</p>	Last Amended: <p style="text-align: center;">October 4, 2011</p>	Page: <p style="text-align: center;">2 of 2</p>

- (8) Personnel employed in executive, administrative, professional, or certain computer-related capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records but must account for daily attendance. In addition, exempt employees will not be eligible for overtime compensation, except when the County is in a declared State of Emergency, or when performing services under a mutual aid agreement during a declared State of Emergency. In the event of a declared State of Emergency, the following provisions will apply:

PROVISIONS:

(a) Eligibility.

In the event the Board of County Commissioners declare a State of Emergency, or exempt employees are performing services pursuant to a Statewide Catastrophic Mutual Aid Agreement or similar agreement, exempt employees (as defined under the Fair Labor Standards Act) of the County who perform essential services may be required to work hours in excess of their regular schedule, as deemed necessary by the Chair or other designated member of the Board of County Commissioners, the County Coordinator, or the Director of the Emergency Management Department (herein each of these persons shall be referred to as an “Administrating Official”). Under the Declaration of a State of Emergency, or Mutual Aid Agreement, exempt employees shall be compensated for emergency duty hours assigned in excess of their regular bi-weekly work schedule.

(b) Authorization.

The appropriate Administrating Official shall authorize compensation for exempt employees for all hours in excess of their bi-weekly work schedule that are spent performing essential services during a declared State of Emergency. Only employees performing related emergency work and approved to perform such work by an Administrating Official shall receive compensation.

(c) Payment.

Compensation for these excess hours shall be paid at a straight time rate that is calculated by dividing the employee’s bi-weekly salary amount by his/her bi-weekly scheduled hours. There will be no substitution of compensatory time for payment of excess hours.

(d) Record Keeping.

- (i) All hours worked in excess of the employee’s regular bi-weekly schedule shall be documented to define duties performed and hours of work on a “Daily Work Record” in order to receive compensation.
- (ii) All hours worked in excess of the regular bi-weekly schedule shall be entered on time sheets and identified by codes determined and announced by the Clerk of Court.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: STAND-BY STATUS	Effective Date: September 8, 2009	Number: 207A
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

To ensure adequate coverage after hours, weekends and on holidays to cover emergencies and breakdowns of any and all county vehicles or related equipment or incidents that requires immediate reaction to ensure the safety and wellbeing of the general public. This policy applies to non-exempt employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (“FSLA”) and paid on an hourly basis.

Comments/Procedures:

1. Employees that have been notified by their immediate supervisor that they will be on standby for a specified period shall receive compensation at a rate of 2 hours of straight pay daily. All employees that are eligible for rotation will be supplied with a county vehicle, and either a cell phone or pager to provide service in the event there is a call out.
2. It shall be the responsibility of the employee on standby to be available at all times either by home telephone, pager or cell phone. Upon notification, employee must be able to commence travel from their residence within the timeframe established below.
3. If an employee wishes to be relieved from standby it shall be their responsibility to make arrangements in advance for a replacement that is acceptable to their immediate supervisor and approved by the same.
4. Any employee who does not respond as required to a call out within the specified amount of time, or fails to seek approval in advance to be relieved from standby status or is incapacitated in any manner, shall not receive the minimum standby pay that would otherwise be received. The employee will also be subject to disciplinary action up to and including termination in accordance with the personnel policies and the progressive discipline schedule. All employees have been issued a copy of the policies that govern employment and any questions regarding this or any other policy should seek clarification from their immediate supervisor or the Human Resources Manager.
5. Under no circumstances is any employee on a standby status permitted to consume any thing that may impair their ability to respond or drive a county issued vehicle while on a standby status to include over the counter medications. Anyone found to be in violation of this section of the policy will be subject to disciplinary action to include up to termination of employment.
6. It is anticipated that situations will arise that may prevent an employee due to emergencies to be relieved from standby in advance as described in section (3) of this policy. The following are reasons an employee may be relieved from standby in an emergency or unplanned event:

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: STAND-BY STATUS	Effective Date: September 8, 2009	Number: 207A
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

- a. Funeral Leave and or attendance as defined in policy number 706 of the Levy County Personnel policies and procedures.
- b. Death of an immediate family member as defined in policy number 706 of the Levy County Personnel policies and procedures.
- c. Onset illness or injury that has rendered the employee unable to perform their job duties while on standby status.

In the event and emergency of the above mentioned nature occurs the following steps will be taken to fill the vacancy:

- a. The employee with the emergency or the immediate supervisor may ask for a volunteer replacement to fill the void during the emergency period.
- b. In the event there are no volunteers an employee will be selected from a list that will take the following into consideration:
 - aa. Necessary skills required to perform any and all tasks that may required while on standby status
 - bb. Length of employment or seniority

- 7. Any employee on standby must have an available means of communication such as home telephone, cell phone or pager that will allow that employee to be contacted at anytime during the standby period. For example if a standby employee has a cell phone or pager that will not alert due to poor signal then the employee will/may be required to have a home telephone where they may be notified for a response.
- 8. Any employee on standby is not required to remain at their residence, but they are required to leave word at their residence or with their immediate supervisor as to how they may be reached and be available in the event any situation arises that will require the employee to react. Employee must meet response time established below.

Road Dept Shop:

Must be able to commence travel within 15 minutes of the notification from their residence.

Construction/Maintenance:

Must be able to commence travel within 15 minutes of the notification from their residence.

Animal Services:

Must be able to commence travel within 15 minutes of the notification from their residence.

Emergency Management:

Must be able to commence travel within 15 minutes of the notification from their residence.

Emergency Medical Service:

Must be able to commence travel within 15 minutes of the notification from their residence.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">OUTSIDE EMPLOYMENT</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">208</p>
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

Comments/Procedures:

- (1) All employees must disclose secondary jobs. Notification is to be made to the Human Resource Manager.
- (2) Levy County requires that employees' activities and conduct away from the job must not compete or conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to Levy County. This requirement, for example, prohibits employees from performing any services for citizens on nonworking time that are normally performed by County personnel. This prohibition also extends to the unauthorized use of any County tools or equipment and the unauthorized use or application of any confidential trade information or techniques. In addition, employees are not to solicit or conduct any outside business or work/employment during paid working time.
- (3) Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.
- (4) Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">POLITICAL ACTIVITY</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">208A</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended: <p style="text-align: center;">February 19, 2008</p>	Page: <p style="text-align: center;">1 of 1</p>

Policy:

Any employee running for public office must prevent campaign activity from interfering with County employment. Any employee running for Board of County Commissioners must comply with the resign to run provisions contained in Section 99.012(3), Florida Statutes.

Comments/Procedures:

- (1) Any county employee who desires to run for public office must comply as follows:
 - a. Advise his/her department head of his/her intentions who shall then consult with the County Coordinator.
 - b. If the employee desires to take a leave of absence, a written request for the amount and time of leave must be submitted for approval.
 - c. The department head and County Coordinator shall determine if the requested leave can be granted without imposing a hardship on the department in which the employee is working.
 - d. Employees must not engage in any activity related to seeking the elected office during working hours.
 - e. If leave is granted the employee shall first use annual and personal leave and may then request leave without pay.

- (2) Campaign literature, shirts, baseball caps or other paraphernalia is not allowed in county offices, county vehicles or any county property.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EMPLOYEE CLASSIFICATION	Effective Date: August 3, 2004	Number: 209
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County to classify employees as full-time, part-time, or temporary and as exempt or nonexempt for the purposes of compensation administration. In addition, Levy County may supplement the regular workforce, as needed, with other forms of flexible staffing.

Comments/Procedures:

- (1) The Human Resource Manager is responsible for classifying employees. Employees generally may be categorized as follows:
 - (a) A full-time employee is an individual who works a normal forty-hour workweek and is hired for an indefinite period. A full-time employee may be classified as either exempt or nonexempt.
 - (b) A part-time employee is an individual who works less than a 32-hour workweek and is hired for an indefinite period. A part-time employee may be classified as either exempt or nonexempt.
 - (c) A temporary employee generally is an individual who is hired either part-time or full-time for a specified, limited period. A temporary employee may be classified as either exempt or nonexempt.
 - (d) A nonexempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA") and is typically paid either on an hourly or salary basis.
 - (e) An exempt employee is exempt from the provisions of the FLSA and is not entitled to overtime payments. Exempt employees typically are paid on a salary basis and include administrative, executive, and professional employees, outside sales representatives, and certain highly skilled computer professionals.

Other flexible staffing classifications or arrangements may be added as needed.

- (2) Temporary and part-time positions generally will be filled as follows:
 - (a) The head of the department with the need will attempt to fill the position by transfers from within the department.
 - (b) If the position cannot be filled from within the department, then the department head will submit a request to the Human Resource Manager. The Human Resource Manager will then try to fill the request by transferring employees from other departments.
- (3) Full-time employees who are given temporary transfers are not considered temporary employees unless their job has been eliminated and only temporary employment is available.
- (4) Levy County may use students and other similar applicants for flexible staffing purposes, as allowed by law. Minor applicants generally will be required to provide a certificate of age. The Human Resource Manager will handle the assignment of students to special temporary or part-time jobs that are part of training programs.
- (5) Full-time employees are generally eligible for paid absences, vacations, and holidays.
- (6) An employee whose status changes from full-time to part-time may use any days of accrued leave as follows:
 - a) annual leave not to exceed
 1. EMT's and Paramedics, 360 hours
 2. Remaining employees, 240 hours
 - b) sick leave not to exceed one-fourth of accrued hours

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EMPLOYEE CLASSIFICATION	Effective Date: August 3, 2004	Number: 209
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

- (7) An employee whose status changes from temporary or part-time to full-time will be considered as hired on the date of the change of status for purposes of eligibility for paid absences and vacation. Information concerning eligibility for other County benefits, such as the pension plan, is available from the Human Resource Manager.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">LAYOFF AND RECALL</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">210</p>
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County that, if it must reduce employment because of adverse economic or other conditions, layoffs and recall from layoffs generally will be conducted in a manner that is consistent with County requirements and in accordance with the procedures described below.

Comments/Procedures:

- (1) Levy County will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoff before any final decisions are made. In the event that a layoff is expected, Levy County will attempt to communicate information about an impending layoff as soon as possible. However, Levy County reserves the right to alter the layoff procedure and withhold information about the layoff as permitted by law in order to protect Levy County's business interests.
- (2) A Management employee's length of service is measured from the original date of employment with Levy County, as long as there has not been a break in service greater than 30 days. During a layoff, employees with breaks in service greater than 30 days, but less than one year per break, are credited only for their time actually worked, i.e., the break time does not get counted unless required by law. Employees with a break in service greater than one year receive credit for service only from their most recent date of hire with Levy County.
- (3) Employees selected for layoff will be given as much notice as is required by law or as much as is reasonable under the circumstances. Employees will be informed of the reason for the layoff, the estimated length of the layoff, and any rights they have to appeal their selection for layoff to the Human Resource Manager.
- (4) Employees who are laid off will be maintained on a recall list for six months or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the Human Resource Manager if they become unavailable for recall. Employees who do not keep a current home address on record with the Human Resource Manager will lose their recall rights.
- (5) Notice of recall will be sent by registered mail, return receipt requested, to the current home address on record with the Human Resource Manager. Unless an employee responds to the recall notice within seven days following receipt of the notice, or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any job rights with Levy County.
- (6) If the layoff is expected to exceed 30 days, vacation pay equal to the number of unused vacation days accrued during the vacation year will be paid at the time of layoff. Employees who are laid off will not accrue vacation or days of paid absence during the layoff. When an employee returns to work following a recall, however, the employee may use any vacation or days of paid absence accumulated but not used at the time of the layoff.
- (7) The Human Resource Manager will provide information regarding benefits during layoff.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: TERMINATION OF EMPLOYMENT	Effective Date: August 3, 2004	Number: 211
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County to terminate employment because of an employee’s resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the workforce. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason.

Comments/Procedures:

- (1) Employees are requested to give written notice of their intent to resign. Suggested guidelines:
 - (a) Department heads should give four weeks’ notice;
 - (b) Supervisory and administrative employees should give at least three weeks’ notice; and
 - (c) All other employees should give at least two weeks’ notice.

Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

- (2) For policies and procedures leading up to discharge for disciplinary reasons, see CORRECTIVE ACTION / DISCIPLINARY PROCEDURE policy.
- (3) For policies and procedures governing termination as a result of retirement, see RETIREMENT policy.
- (4) For policies and procedures governing a permanent reduction in force, see LAYOFF AND RECALL policy.
- (5) Department heads should send notices of resignation or recommendations for termination to the Human Resource Manager for review. This information should be accompanied by any needed supporting documents, such as performance evaluations or disciplinary reports. Typically, all terminations should be cleared by the Human Resource Manager before any final action is taken. Specific reasons for all terminations will be documented by the department head.
- (6) Notice of involuntary terminations should be handled carefully and discreetly, preferably in a private meeting including the employee to be terminated, the immediate supervisor, and another member of management. At its discretion, the County Coordinator may give two weeks’ notice of a termination decision or two weeks’ pay in lieu of notice. The Human Resource Manager may attempt to obtain a general release of any legal claims from terminating employees.
- (7) The Human Resource Manager should maintain written reports of the termination notice meeting (when applicable). Pertinent items requiring managerial review and needed changes of policy should be brought to the attention of the County Coordinator.
- (8) The Human Resource Manager will attempt to have the final pay for terminating employees available on the first payday after termination. It is the responsibility of the department head to present a written account of all County property to be turned over to the Human Resource Manager prior to the terminating employee taking possession of his/her final check. Such property includes: County identification cards, keys, credit cards, tools, computer passwords, cellular phones, pages, written documents, uniforms and automobiles. The terminating employee must make arrangements with the Human Resource Manager to pick up his/her final check and return all County property in their possession. If the employee owes Levy County any money or is responsible for any lost or damaged property, those accounts are to be provided by the department head and are to be settled as originally agreed or by deduction from final pay, unless prohibited by law.
- (9) The Human Resource Manager is responsible for notifying terminating employees who are covered by Levy County’s group health plan of their right to continue coverage under that plan.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: TERMINATION OF EMPLOYMENT	Effective Date: August 3, 2004	Number: 211
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

- (10) Terminating employees may be eligible for future employment if recommended by their supervisor and approved by the Human Resource Manager. Terminating employees who wish to be considered for future employment should inform the Human Resource Manager.
- (11) Requests for employment references should be made in writing to the Human Resource Manager and should include an authorization by the employee for the release of the requested information. Generally, the Human Resource Manager will not release reference information without the employee's authorization, or will limit the information to verification of the employee's position, job location, and dates of employment with Levy County.
- (12) Termination and discharge procedures are only guidelines and do not create a legal contract between Levy County and its employees. Levy County reserves the right to implement its policies and procedures as it sees fit.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: RETIREMENT	Effective Date: August 3, 2004	Number: 212
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

POLICY 212 RETIREMENT

Policy:

It is the policy of Levy County to provide employees assigned to established positions membership in the Florida Retirement System (FRS), in accordance with Florida Retirement System rules.

Comments/Procedures:

1. The Florida Retirement System is a compulsory, State administered retirement plan. The provisions of Chapter 121, Florida Statutes will be adhered to in administration of the retirement program.
2. Employees who choose to take normal retirement are requested to give Human Resources as much advance notice of their intent as possible, or at least six months.
3. Employees who qualify for retirement under this policy become eligible to receive retirement, health and various other benefits in accordance with the provisions of the State of Florida and County's employee plans. Retiring employees are eligible to receive pay for accrued but unused vacation and sick leave in accordance with County policies. All employee benefit plans and programs are subject to amendment or termination, even after retirement, at the County's sole discretion.
4. Human Resources arranges for a pre-retirement counseling program on a periodic basis with representatives from the Florida Retirement System and the Social Security Administration. It is recommended that all employees approaching retirement age or becoming vested attend one of these informational sessions.
5. After one year of retirement, employees may be eligible to reapply for employment with Levy County or another FRS employer. Those who are interested in future temporary or part-time employment with the County should make that interest known at their exit interview.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: WHISTLEBLOWER	Effective Date: October 4, 2011	Number: 215
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

The Board of County Commissioners code of ethics and conduct requires every employee to observe high standards of business and personal ethics in the conduct of his or her duties and responsibilities. As employees and representatives of the Levy County Board of County Commissioners, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the policy of the Levy County Board of County Commissioners to provide a safety net to any employee (whistleblower) who reports an activity that he/she considers to be illegal or dishonest. Our integrity is based on ensuring we have open lines of communication and address any questionable activities immediately.

Comments/Procedures:

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee is to immediately contact the County Coordinator.

The County Coordinator shall confer with Legal Counsel regarding any whistleblower report filed within (3) working days.

Whistleblower protections are provided to ensure confidentiality and to protect the employee from retaliation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment act such as termination, compensation decrease, or poor work assignments.

Any whistleblower who believes he or she is the victim of retaliation must contact the County Coordinator or Legal Counsel immediately.

No Retaliation

No employee who, in good faith, reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Levy County Commission prior to seeking resolution outside the organization.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: WHISTLEBLOWER	Effective Date: October 4, 2011	Number: 215
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

Reporting Violations

The code addresses the Levy County Commissions' open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's management team is in the best position to address an area of concern. However, if an employee is not comfortable speaking with his or her management team or the employee is not satisfied with the response, the employee is encouraged to speak with someone in Human Resources or anyone in management whom the employee is comfortable approaching. The management team is required to report suspected violations of the code of conduct to the County Coordinator, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when an employee is not satisfied or is uncomfortable with following the organization's open-door policy, individuals should contact the County Coordinator directly.

For more information, visit http://fchr.state.fl.us/complaints_1/florida_s_whistle_blower_s_act

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: SALARY ADMINISTRATION	Effective Date: August 3, 2004	Number: 301
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to pay compensation that is nondiscriminatory and competitive. However, all compensation policy decisions must take into consideration Levy County's overall financial condition.

Comments/Procedures:

- (1) The Human Resource Manager is responsible for coordinating the continuing internal review of all compensation and for making sure that each job is evaluated and assigned a job grade and salary range. This review should determine whether compensation accurately and fairly reflects each individual's responsibilities and performance.
- (2) The Human Resource Manager will, when considered appropriate, participate in or conduct compensation surveys covering other employers with similar jobs. This and other available information should be used to help set pay policy and to determine the relative competitive position of Levy County's pay structure.
- (3) New non-management employees will be hired at the first step on the pay plan for the assigned classification. If a new employee is to be hired at a higher step on the pay grade, such higher pay plan shall be subject to the approval of the Board of County Commission.
- (4) When the County Coordinator determines that the duties and responsibilities of a classification are not appropriately described in any existing specification, he/she may create a new classification and assign said classification to a pay grade on pay plan.
- (5) When the County Coordinator determines that a classification is no longer needed, he/she may abolish that classification.
- (6) Supervisors should make clear that overall compensation includes numerous non-cash benefits and that Levy County contributes to Social Security and unemployment insurance on each employee's behalf.
- (7) Employees who have questions about Levy County's salary administration and benefits program should direct their concern to their supervisor, department head, or the Human Resource Manager.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PERFORMANCE EVALUATIONS	Effective Date: August 3, 2004	Number: 302
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County that the job performance of each employee should be evaluated periodically by the employee's supervisor.

Comments/Procedures:

- (1) Supervisors should complete performance evaluations upon the following occasions:
 - (a) Mid-Probation Performance Evaluation for new hires;
 - (b) End of Probation Performance Evaluations for new hires, transfers, promotions;
 - (c) Annually, twelve months from the date of the last evaluation.

Between scheduled evaluations, supervisors should discuss with employees on an informal basis any performance issues that require attention and should keep records of any significant incidents.

- (2) In evaluating employees, supervisors should consider factors such as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.
- (3) The department head, the supervisor and employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and supervisor should then sign and date the evaluation and forward it to the Human Resource Manager for review and inclusion in the employee's personnel file.
- (4) In addition to adding written comments to their performance evaluation, employees may request a review by their department head or the Human Resource Manager.
- (5) Information derived from the performance evaluation may be considered when making decisions affecting training, pay, promotion, transfer, or continued employment.
- (6) The procedures discussed in this policy are only guidelines. Levy County may, in its sole discretion, modify or revoke them in whole or in part at any time. Therefore, these procedures are not a promise or contract, express or implied, and Levy County retains the right to determine whether and how they will be applied, depending on the circumstance.
- (7) Department heads will be evaluated annually by the County Coordinator.
- (8) County Coordinator will be evaluated annually by members of the Levy County Commission.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">SEVERANCE PAY</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">303</p>
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County that severance pay may be granted to terminated employees under certain limited circumstances. Levy County will establish the terms for severance pay in writing and communicate these terms to employees as required by law. Levy County, however, retains the right to amend or terminate its severance pay plan at any time.

Comments/Procedures:

- (1) Severance pay is intended to provide extra economic help to certain terminated employees while they adjust to their job loss.
- (2) The Human Resource Manager is responsible for administering County policy on severance pay and will handle any employee claims or complaints.
- (3) Employees normally will not be considered eligible for severance pay if their employment is terminated because of:
 - (a) A voluntary resignation;
 - (b) Misconduct;
 - (c) A layoff that is expected to be short-term;
 - (d) A breach of an employment agreement; or
 - (e) A normal retirement, employee-initiated early retirement, permanent disability, or death.
- (4) Eligible employees may be required to sign a release agreement in order to receive severance pay. If a release is required, an employee's refusal to sign it will result in a reduction or complete denial of severance pay.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: JOB EVALUATION	Effective Date: August 3, 2004	Number: 304
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to evaluate all jobs in order to establish a consistent basis for measuring and ranking the relative worth of each job.

Comments/Procedures:

- (1) The Human Resource Manager is responsible for developing and administering the job evaluation program.
- (2) Written job descriptions should be prepared for each position in Levy County. Each job then should be evaluated and ranked using a standardized rating system that measures the job content and worth of the job in the external marketplace.
- (3) All existing jobs are to be assigned a grade or classification based on their relative worth as determined by the evaluation.
- (4) Each grade or classification has a salary range assigned to it and provides for a spread from a minimum to a maximum rate. Employee compensation within any labor grade or classification is based on factors such as merit, experience, individual productivity, length of service, and external market factors.
- (5) The Human Resource Manager should evaluate all new positions and review on a periodic basis all job descriptions and evaluations to assure that they accurately reflect current conditions.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">PAY PROCEDURES</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">305</p>
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Comments/Procedures:

- (1) Employees normally will be paid on a bi-weekly basis. If the regular payday occurs on a holiday, employees will be paid on the last working day before the holiday.
- (2) Employees on each payday will receive, in addition to their check, a statement showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.
- (3) Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify the Clerk Finance Department immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, the Clerk Finance Department will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, and Levy County will not be responsible for the loss or theft of a check if it cannot stop payment on the check.
- (4) Nonexempt employees (those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of forty hours during their normal workweek. (For a more detailed discussion of exempt and nonexempt status, see EMPLOYEE CLASSIFICATIONS policy.)
- (5) Nonexempt employees will receive premium pay at one and one-half their regular rate for work on Saturday and Sunday, unless the normal workweek includes regular Saturday and Sunday work.
- (6) For policies and procedures regarding call-out, stand-by and reporting-time pay, see HOURS OF WORK policy. For policies and procedures governing pay upon termination, see TERMINATION OF EMPLOYMENT policy.
- (7) Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their department head, supervisor or with the Human Resource Manager.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PERFORMANCE BONUSES	Effective Date: March 6, 2012	Number: 306
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to pay long-term employees a bonus for satisfactory or better performance.

Comments/Procedures:

- (1) An employee who has worked for five (5) years or more and whose most recent performance evaluation reflects satisfactory or better performance shall receive an annual bonus of \$100.00 on that employee's anniversary date. An employee who has worked ten (10) years or more and whose most recent performance evaluation reflects satisfactory or better performance shall receive an annual bonus of \$200.00 on that employee's anniversary date. An employee who has worked fifteen (15) years or more and whose most recent performance evaluation reflects satisfactory or better performance shall receive an annual bonus of \$250.00 on that employee's anniversary date.
- (2) Employees who are entitled to a longevity or similar bonus based on time of service that is governed by a collective bargaining or other employment agreement shall be entitled to the applicable bonus contained in such agreement in lieu of, not in addition to, any bonus provided in this policy.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">TRAVEL</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">401</p>
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County that business travel must be approved in advance and should be engaged in and reimbursed according to the guidelines below.

Comments/Procedures:

- (1) Employees holding jobs that require extensive travel are expected to travel as a condition of employment. For all other jobs, travel is considered only an incidental function of the position, but may be required.
- (2) Department heads must approve any employee travel in advance. Under normal circumstances, administrative staff within each department makes all travel arrangements for transportation and lodging for their employees.
- (3) Levy County may issue guidelines specifying or restricting travel booking requirements. Under normal circumstances, employees should use the most appropriate form of transportation available, book the least expensive fares, and stay in moderately priced establishments.
- (4) Employees should provide their supervisor with a copy of their itinerary before leaving on business travel.
- (5) Employee expenses for approved travel will be paid according to Florida Statutes and reimbursed when properly documented by the employee and approved by the department head. Examples of expenses normally paid or reimbursed include transportation, meals, and lodging. Any travel expenses not covered by Florida Statutes will not be paid nor reimbursed and are the employee's personal responsibility.
- (6) Time spent by nonexempt employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) in traveling away from home on County business during normal working hours is considered hours worked for pay purposes.
- (7) Employees traveling on County business are representatives of Levy County and are expected to maintain a high level of professionalism and to follow all of Levy County's policies and rules.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">AUTOMOBILE USAGE</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">402</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended:	Page: <p style="text-align: center;">1 of 2</p>

Policy:

It is the policy of Levy County to provide vehicles for business use, to allow employees to drive on County business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

Comments/Procedures:

- (1) Department Heads and employees must follow the “Employee Use of Employer Furnished Transportation” policy adopted by the Board and incorporated as policy 402A. Employees may not drive vehicles for County business without the prior approval of their Department Head. Before approving a driver, the supervisor must check the employee’s driving record, verify the existence of a valid driver’s license and personal auto liability insurance coverage, and make certain that the employee is eligible for coverage under any applicable County insurance.
- (2) Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. In addition, employees holding those jobs must inform their supervisors of any changes that may affect their ability to meet the standards of this policy. For example, employees who lose their licenses must report this to their supervisors immediately, and shall not be permitted to operate a motor vehicle or motorized equipment on the job until his/her driving privileges are restored. For all other jobs, driving is considered only an incidental function of the position.
- (3) County vehicles will be assigned to those departments that have demonstrated a continuing need for them. Additional vehicles are maintained in a motor pool for use as needed. Employees who receive prior approval from their supervisors may rent a car when traveling out of town on County business.
- (4) Employees who need transportation in the course of their normal work may be assigned a County vehicle for their use. All other employees needing transportation for County business may use vehicles assigned to their department or those drawn from the motor pool. As a last alternative, when no County vehicles are available, employees may use their own vehicles for business purposes, but only with the prior approval of their department head.
- (5) Employees who drive a vehicle on County business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and follow all traffic laws, to avoid distractions while driving (such as using cellular telephones), and to maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any County or legal standards for insurance, maintenance, and safety. Employees are responsible for any driving infractions or fines that result from their driving and must report them to their supervisors.
- (6) Employees are not permitted, under any circumstances, to operate a County vehicle, or a personal vehicle for County business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
- (7) Employees driving on County business may claim reimbursement for parking fees and tolls actually incurred. In addition, employees driving County vehicles may claim reimbursement for gasoline and other expenses directly incurred for business purposes. Employees using a County-supplied cellular phone must keep a log to substantiate its business use. All requests for reimbursement must be approved by the employee’s supervisor.
- (8) Employees who use their personal vehicles for approved business purposes will receive a mileage allowance according to Florida Statutes. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">AUTOMOBILE USAGE</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">402</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended:	Page: <p style="text-align: center;">2 of 2</p>

- (9) Employees must report any accident, theft, damage, breakdown, or mechanical problem involving a County vehicle used on County business to their supervisor and the Human Resource Manager, regardless of the extent of damage or lack of injuries. These reports must be made as soon as possible but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers.

- (10) Time spent by nonexempt employees (those covered by the minimum wage and overtime provisions of the Fair Labor Standards Act) in driving a County or personal vehicle on County business during normal working hours is considered hours worked for pay purposes. Commuting time before the start and after the end of the workday is not treated as work time for pay purposes.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EMPLOYER FURNISHED TRANSPORTATION	Effective Date: August 3, 2004	Number: 402A
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

EMPLOYEE USE OF EMPLOYER FURNISHED TRANSPORTATION

POLICY:

It is policy of the Board of County Commissioners to have written procedures in accordance with applicable state statutes and Internal Revenue regulations regarding the utilization, documentation, and federal income tax reporting of the use of County owned vehicles by authorized personnel.

PROPER USE:

Some employees drive County vehicles or use their own vehicles when performing work for the County. The County will quarterly review motor vehicle reports of the employees to ensure that they are maintaining valid driver's licenses and safe driving records. These employees are also required to notify their immediate supervisors of any moving violation within one (1) working day after the citation is received.

Drivers with unsatisfactory motor vehicle reports or who have had their licenses suspended may be prohibited from driving County vehicles and/or from using their personal cars when performing work for the County. If this prevents an employee from performing his/her duties, the employee may be reassigned to another position or be otherwise administratively reviewed.

Some employees, as part of their duties, are assigned County vehicles. IT CANNOT BE STRESSED STRONGLY ENOUGH THAT THESE VEHICLES SHALL BE USED FOR COUNTY BUSINESS ONLY.

All employees shall obey all traffic laws of the State of Florida and operate their vehicles in an appropriate manner, including the proper use of seat belts to be worn at all times, provided that the vehicle is equipped with such.

Safety shall be of prime concern to the employee at all times. Also, the vehicle operator is personally liable for any traffic liens due to a violation of traffic laws.

Employees shall be responsible for the daily pre-trip inspection of their vehicles to insure that they are in good and proper working order. All vehicles will carry County identification on both sides of the vehicle unless deemed otherwise by the County Coordinator. All County furnished vehicles are to be kept in a clean and appropriate manner.

No vehicle shall leave Levy County without the permission of the department head, County Coordinator, or under emergency situations only, a County Commissioner.

Employee furnished transportation is for the use of the employee only, and may be driven only by employees who have received authorization from their department head. No employee shall transport non-authorized persons in County owned vehicles. Only persons who are expressly engaged in performing work or some other good for the County are authorized to ride with employees in vehicles. Exceptions may be granted by the County Coordinator for specific instances.

Employees designated by department heads, who have a purpose for doing so, may be allowed to drive vehicles to and from home on a short term, or temporary basis only. Authorization to drive vehicle to and from home on a long-term basis must be granted by the County Coordinator. Only vehicles designed for general transportation (automobiles, light trucks, vans) may be used in this manner. The use of heavy equipment, or other equipment not commonly associated as transportation, to and from home is prohibited.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EMPLOYER FURNISHED TRANSPORTATION	Effective Date: August 3, 2004	Number: 402A
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

PROCEDURES:

The County Coordinator may from time to time designate certain employees who are allowed commuting use of County owned or leased vehicles. Such commuting use will only be allowed when there exists a bona fide benefit to the County for such commuting use. Such benefits include on-call status of employees, proximity to work locations, and emergency response.

Employees allowed commuting use of vehicles are prohibited from using the vehicles for other personal use except on de minimis basis. Such de minimis use might include a stop for lunch between two business locations, or a brief stop at a convenience store on the way home from work.

Managerial employees who are salaried, have job responsibilities that require work beyond a typical 40 hour week, or who are on call may be allowed personal use beyond de minimis with full Board of County Commissioner approval, with limitations set forth by the Board. However, these employees must carry their own auto liability and property damage insurance rider for this use. This personal use shall be entered into a transportation log that will be submitted to the Finance Office on a quarterly basis. The benefit for this use will be computed and the used charged to that employee on current IRS guidelines.

Before assignment of a vehicle a memo of understanding will be signed by the employee, specifying the IRS benefit that will be charged back to that employee based on the current IRS definitions for vehicle use.

In addition to these procedures, County employees who are assigned County owned vehicles must comply with all other County policies, and state and federal laws applicable to the utilization of such vehicles.

FRINGE BENEFIT STATUS:

Employees who commute in vehicles other than “qualified non-personal use vehicles” will be considered to be receiving taxable fringe benefit income subject to federal income and employment (FICA) taxes. Based upon current IRS regulations, the taxable fringe benefit for these employees will be computed upon \$3.00 per commuting round trip.

This taxable benefit will be added to the taxable income of affected employees on a bi-weekly basis beginning _____ . Unless affected employees notify the Board’s Finance Office otherwise, 10 round trips or \$30.00 will be added to each employee’s compensation bi-weekly. Appropriate Federal income and FICA taxes will be withheld from this amount. Employees who report a lesser amount of trips will be charged for those trips based upon the \$3.00 round trip rate.

The employee has the right to forego his/her use of an employer provided transportation at any time; however, the employee shall be responsible for any charges resulting from the time period in which employer provided transportation was used.

Request for County Vehicle Transportation

Temporary (on call, etc)

Permanent (take home, etc.)

NAME: _____

DEPARTMENT: _____

VEHICLE ASSIGNED TO: _____

DESTINATION: _____

REASON/EXPLANATION (in detail):

Approved _____

Disapproved _____

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: MEMBERSHIPS IN CLUBS AND CIVIC ORGANIZATIONS	Effective Date: August 3, 2004	Number: 403
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to encourage employees to participate in the activities of certain community clubs and civic organizations.

Comments/Procedures:

- (1) Employees are encouraged to seek membership in community clubs and civic organizations where membership will promote Levy County's interests and enhance its image in the community. However, employees who participate in clubs or community organizations may not allow their activities to interfere with job performance or harm or conflict with Levy County's interests.
- (2) Levy County may identify certain community organizations in which it wants to be represented and then designate the employees that it will sponsor for membership in them. Employees who are designated for membership act as County representatives in the organization and are expected to promote its interests.
- (3) Employee participation in club and civic organization activities is not considered as hours worked for pay purposes unless it is at Levy County's request or under its direction and control.
- (4) Levy County will normally consider the following factors when selecting organizations for representation and designating employees to sponsor for membership:
 - (a) The nature and purpose of the club or organization;
 - (b) The potential benefit to Levy County, including the enhancement of the employee's leadership and organizational skills;
 - (c) The cost to Levy County;
 - (d) The extent to which Levy County is already represented in the club or organization; and
 - (e) The employee's job responsibilities, length of service, and overall qualifications for membership.

Levy County will review periodically its representation in community organizations and its sponsorship of employees for membership and will make changes as it considers appropriate.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PARTICIPATION IN TRADE AND PROFESSIONAL ASSOCIATIONS	Effective Date: August 3, 2004	Number: 404
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to encourage employees to participate in certain trade and professional associations.

Comments/Procedures:

- (1) Employees are encouraged to participate in trade and professional associations that promote County goals, individual skills development, and professional recognition. However, employee participation in those associations must not conflict with Levy County’s interests.
- (2) Levy County may identify certain trade and professional associations in which representation is desirable and then designate the employees that it will sponsor for membership. Employees who are designated for membership act as County representatives in the association and are expected to promote its interests and to participate accordingly.
- (3) Employee participation in trade and professional association activities will not be considered as hours worked for pay purposes for employees classified as nonexempt under the Fair Labor Standards Act, unless participation is at Levy County’s request or under its direction and control.
- (4) Department heads are responsible for coordinating representation in trade and professional associations. The following factors normally will be considered in selecting associations for representation and in designating employees to be sponsored for membership:
 - (a) The nature and purpose of the association;
 - (b) The potential benefit to Levy County, including enhancement of Levy County’s reputation and the development of the employee’s leadership and organizational skills;
 - (c) The cost to Levy County;
 - (d) The extent to which Levy County is already represented in the association; and
 - (e) The employee’s job responsibilities, length of service, and overall qualifications for membership.
- (5) Department heads are responsible for planning, budgeting, and approving the expenses of their employees’ participation in association activities. Levy County will pay or reimburse the approved expenses of employees sponsored for membership in trade and professional associations according to Florida Statutes.
- (6) Employees must have their department heads advance approval before soliciting or accepting any official position in a trade or professional association. If the employee receives approval, the department head also should determine the extent of compensation that the employee will receive for association activities conducted during working time. Additionally, the department head should decide the extent that the employee will be reimbursed for expenses incurred in performing official duties.
- (7) Employees are encouraged to contribute articles, present papers, and give talks to trade and professional associations. However, employees must obtain prior approval for any communication that might represent Levy County’s position or involve any information that is confidential.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">HOLIDAYS</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">501</p>
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed.

Comments/Procedures:

- (1) The schedule of holidays Levy County will observe during each calendar year will be adopted by the Board of County Commission and published by the Human Resource Manager.
- (2) Full-time employees are eligible to receive their regular rate of pay for each observed holiday.
- (3) A holiday that occurs on a Saturday or Sunday generally will be observed by Levy County on either the preceding Friday or following Monday.
- (4) Levy County recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in Levy County's regular holiday schedule. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt Levy County's business and if the employee's department head approves. Employees may use accrued vacation leave or "floating" holidays for these occasions, or they may take the time off as an unpaid, excused absence.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EDUCATIONAL ASSISTANCE	Effective Date: August 3, 2004	Number: 502
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to provide educational assistance to its employees in accordance with the guidelines established below.

Comments/Procedures:

- (1) Levy County will pay for certain training that directly enhances the employee's present job or that will enhance the employee's potential for advancement to a position within Levy County and to which the individual has a reasonable expectation of advancing. All training must be approved in writing by Department Head in advance.
- (2) The Department Head normally should consider the following factors in evaluating requests for educational assistance:
 - (a) The nature and purpose of the course of study;
 - (b) The benefits to be derived by the employee and Levy County;
 - (c) The employee's level of responsibility and length of service;
 - (d) The estimated cost; and
 - (e) Any potential lost time or productivity while the employee participates in the program.
- (3) Records of all education programs completed by each employee will be maintained by the Human Resource Manager.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EMPLOYEE COUNSELING	Effective Date: August 3, 2004	Number: 503
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to assist employees with counseling and referral services that will help in solving personal problems, both on and off the job, and career planning.

Comments/Procedures:

- (1) Levy County recognizes that personal difficulties can adversely affect job performance. Accordingly, employees experiencing personal problems are encouraged to seek assistance from their supervisor or from the Human Resource Manager.
- (2) Supervisors should be alert to signs of the existence of personal problems among their employees. Indications of personal problems include excessive absenteeism, changes in both behavior and employee attitudes, and substandard job performance.
- (3) Supervisors, where appropriate, should try to communicate with employees who seem to be experiencing problems. Depending on the circumstances, the supervisor should proceed as follows:
 - (a) If an employee’s problem seems to require professional counseling, or does not lend itself to an easy solution, the supervisor should refer the employee to the Human Resource Manager who will discuss the problem with the employee and arrange for the counseling services that seem appropriate.
 - (b) If the employee’s problem is an unresolved complaint or grievance, the supervisor should advise the employee of the appropriate steps to be taken in compliance with the DISPUTE RESOLUTION Policy.
- (4) Employees needing extended treatment may request a leave of absence in accordance with Levy County’s leave policy.
- (5) The Human Resource Manager will also, to the degree that its resources permit, provide counseling and reference information for employees seeking guidance on education and career planning, relocation, outplacement, and retirement planning.
- (6) Employees are required to meet satisfactory standards of job performance. Performance evaluations are to be based on factors related to job performance, regardless of whether an employee seeks counseling. In certain circumstances, however, Levy County may require an employee to participate in counseling as a condition of continued employment.
- (7) Communications between employees, supervisors, the Human Resource Manager, and professional counselors or agencies as a result of this policy are to be confidential, except to the degree necessary to protect the safety of the employee or others or to protect the security of County property.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EMPLOYEE RECOGNITION AND SERVICE AWARDS	Effective Date: August 3, 2004	Number: 504
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to recognize employee contributions and service to the organization by presenting employee recognition and service awards to eligible employees according to the guidelines below.

Comments/Procedures:

- (1) All full-time and part-time employees are eligible to receive a service award upon completion of twenty-five years of service and at the end of every additional five years of service. Service does not have to be continuous to count toward service credit for the award. In addition, service with subsidiaries, predecessors, or acquired organizations counts toward service credit.
- (2) Levy County may reward outstanding performance and productivity by presenting recognition awards to eligible employees. Generally, the Human Resource Manager will be responsible for setting eligibility requirements and implementing the different programs. Department heads and supervisors may assist in determining award recipients.
- (3) In most cases, employee recognition awards will be presented as soon as possible following the determination of award recipients.
- (4) The Human Resource Manager is responsible for identifying the employees who will be honored, notifying the presenter, ordering the awards, and arranging for appropriate announcements and publication of awards, both internally and externally.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: EMPLOYEE SAFETY	Effective Date: August 3, 2004	Number: 601
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by Levy County or by federal, state, or local law.

Comments/Procedures:

- (1) The County Coordinator shall appoint a Safety Officer to oversee Levy County’s safety policies and procedures. The Safety Officer’s responsibilities include:
 - (a) Monitoring compliance with County safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act and any other applicable federal, state, or local employee safety laws or regulations;
 - (b) Developing and implementing written safety plans or programs as needed;
 - (c) Investigating, correcting, and reducing recognized unsafe and unhealthful working conditions or potential hazards;
 - (d) Conducting periodic safety and health inspections of all work areas, machinery, equipment, and any recognized potentially hazardous County facilities;
 - (e) Representing Levy County during investigations conducted by the Occupational Safety and Health Administration (“OSHA”), by any other federal, state, or local safety and health personnel, or by insurance underwriting representatives;
 - (f) Organizing the safety training and retraining of employees;
 - (g) Monitoring compliance with the various requirements established by any law or by the organization’s insurance carrier relating to recordkeeping and the retention of records;
 - (h) Investigating all accidents, hazardous incidents, and fires involving County employees, or which occur on County premises, and preparing the required reports;
 - (i) Posting notices required by law or by the organization’s insurance carrier; and
 - (j) Evaluating the effectiveness of Levy County’s safety program.
- (2) Department heads are responsible for ensuring that employees under their supervision understand and comply with all County safety rules, regulations, and procedures. Department heads’ safety responsibilities include:
 - (a) Being familiar with all safety and health procedures relevant to the operations under their supervision;
 - (b) Inspecting their work areas periodically;
 - (c) Training their employees in safety matters or arranging for safety training where appropriate;
 - (d) Identifying conditions that are recognized in Levy County’s industry as being unsafe; and
 - (e) Reporting accidents and injuries to the Safety Officer immediately and ensuring that any injured employee is referred to appropriate medical care.
- (3) Employees should report to the Safety Officer or their department head all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees or citizens.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">EMPLOYEE SAFETY</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">601</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended:	Page: <p style="text-align: center;">2 of 2</p>

- (4) Employees are encouraged to submit suggestions to the Safety Officer concerning safety and health matters. Appropriate awards will be made by management to employees whose suggestions are both adopted and significantly enhance safety, reduce costs, or increase productivity.
- (5) Levy County will provide special clothing or equipment when special clothing or equipment is required by law or by County policy. Employees are responsible for the proper use and maintenance of the clothing and equipment. Failure to use provided safety equipment and clothing will subject an employee to disciplinary action up to, and including, discharge.
- (6) Employees are responsible for knowing and adhering to those safety rules that apply to the area(s) in which they work.
- (7) Employees who fail to work safely and/or to immediately report violations, potentially unsafe conditions, or injuries that occur on the job shall be subject to disciplinary action up to, and including, discharge.
- (8) Department heads should not discharge or discriminate in any manner against an employee because the employee has instituted a safety-related proceeding, has testified in that type of proceeding, or has otherwise exercised any right provided by law. Employees may accompany government safety compliance officers during so-called “walk around inspections,” but they will not be compensated for that time unless specifically assigned the task by management.
- (9) Department heads should provide information about the availability of employee exposure or medical records to employees who are exposed to known toxic substances and recognized harmful physical agents, at the time they are first hired and at least annually after that. These employees also should be notified that they may be required to submit to medical examinations and tests at intervals determined by the length of their time on the job and whenever there is reason to believe that they were unduly exposed to toxic substances or harmful physical agents. Copies of the OSHA regulation requiring access to employee exposure and medical records are available in the office of the Safety Officer for examination.
- (10) Violations of County safety rules, regulations, or procedures will result in disciplinary action, up to and including termination.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: MAINTENANCE OF WORK AREAS	Effective Date: August 3, 2004	Number: 602
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County that work areas must be kept clean and orderly at all times.

Comments/Procedures:

- (1) Employees are responsible for maintaining their work areas in a clean and orderly fashion. To fulfill this responsibility, each employee should, at a minimum, do the following:
 - (a) Place coats, boots, umbrellas, and other items of clothing in designated areas so that workstations are not unnecessarily cluttered (see PERSONAL PROPERTY policy);
 - (b) Consume any food or beverages only in employee break areas so that work areas are kept free of food and related litter; and
 - (c) Prior to the end of the workday, clean and store all tools and equipment and properly secure any items, papers, or information of value.
- (2) Department heads are responsible for having their employees maintain their work areas according to the requirements of this policy. Each department head should:
 - (a) Make sure that aisles, floors, and walls are free of debris and other unnecessary items and that all end-of-the-shift tasks have been performed;
 - (b) Monitor the facilities and equipment and issue maintenance requests where appropriate;
 - (c) Arrange for the removal of any items from the workplace that are not needed for the flow of business or the enhancement of employee comfort;
 - (d) Report to the Safety Officer any existing or potential workplace hazards and safety violations; and
 - (e) Ensure the proper disposal of all trash, waste, and scrap.
- (3) Levy County will attempt to maintain the temperature, lighting, and noise level of its facilities at a level that is comfortable for employees and also appropriate for the nature of its operations. Employees should inform their department heads of any concerns about working conditions.
- (4) Employees must abide by the smoking restrictions established by state or local law and may smoke only in the areas where it is specifically permitted by County policy. (See SMOKING Policy)

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">PERSONAL PROPERTY</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">603</p>
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County to ask employees to refrain from bringing unnecessary or inappropriate personal property to work.

Comments/Procedures:

- (1) Levy County recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may disrupt work or pose a safety risk to other employees.
- (2) Employees are expected to exercise reasonable care to safeguard personal items brought to work. Levy County is not responsible for the loss, damage, or theft of personal belongings; and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.
- (3) To maintain security and protect against theft, Levy County reserves the right to inspect all personal property brought onto Levy County's premises, including vehicles, packages, briefcases, backpacks, purses, bags, and wallets. In addition, Levy County may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and remove all County property and other items that violate County rules and policies.
- (4) Articles of personal property found on the premises should be returned to the owner, if known, or turned in to the County Commissioners' office. Inquiries regarding lost property should be directed to the County Commissioners' Office.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">PARKING</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">604</p>
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County to provide parking facilities, when practical, for the benefit and convenience of its employees and visitors.

Comments/Procedures:

- (1) Levy County will provide parking for as many employees as practical. Special spaces will be designated for certain employees and visitors.
- (2) Employees working at the courthouse and employees visiting the courthouse from other departments are to park in designated parking areas other than Court Street. Both sides of Court Street will be used for public parking only.
- (3) Employees are expected to observe the established parking rules. In addition, parking lots are considered part of Levy County premises; therefore, all County policies and rules apply to employees and their vehicles while on the lot. Levy County reserves the right to search vehicles parked in county parking lots.
- (4) Employees who use Levy County parking lots do so at their own risk. Employees are encouraged to lock their cars at all times when left in the parking facilities. Levy County assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle while on the parking lot.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: SECURITY	Effective Date: August 3, 2004	Number: 605
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to make reasonable efforts to provide for the security of its property, its employees, and authorized visitors to its premises.

Comments/Procedures:

- (1) Employees, visitors, suppliers, and guests are prohibited from possessing firearms or other weapons on County property and at events sponsored by Levy County. Employees are further prohibited from carrying weapons in employer-provided vehicles or in personal vehicles while on business.
- (2) Employees who want to take County property or equipment off premises must have their supervisor's written authorization. Removing property or equipment without authorization will result in discipline. Employees are responsible for the proper care and return of all County property and equipment assigned to their possession.
- (3) Employees may be searched, questioned, and subject to surveillance whenever Levy County believes this is necessary to maintain security. All personal property brought onto Levy County's premises, such as vehicles, packages, briefcases, backpacks, purses, bags, and wallets, are subject to inspection. In addition, Levy County may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all County property and other items that are in violation of County rules and policies.
- (4) Employees may be asked to take a polygraph examination when Levy County is investigating economic losses such as those resulting from theft, embezzlement, sabotage, or similar economic injury. No disciplinary action will be taken against any employee solely on the basis of the results of a polygraph examination or for a refusal to take a polygraph examination.
- (5) Employees working in sensitive or high-security jobs must meet any applicable special security clearance requirements specified for those jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet or comply with any special security requirements is grounds for termination of employment or rejection of an applicant.
- (6) Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on Levy County premises and while away from the premises on business. Levy County assumes no responsibility for loss, damage, or theft of personal property.
- (7) Employees are expected to know and comply with Levy County's security procedures and should report any violations or potential problems to their department head, supervisor or Security Officer. Violations of County security rules or procedures will result in disciplinary action, up to and including termination. In addition, illegal acts committed by employees may be reported to law enforcement authorities.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">SMOKING</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">606</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County to comply with all applicable federal, state, and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well being of its employees.

Comments/Procedures:

- (1) Levy County recognizes that smoking in the workplace can adversely affect employees. Accordingly, smoking is restricted at all of its facilities.
- (2) Smoking is prohibited inside all County facilities.
- (3) The Human Resource Manager is responsible for implementing and monitoring smoking regulations, and supervisors are expected to enforce the regulations. The smoking policy applies to employees during working time and to visitors while on Levy County's premises.
- (4) Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers with regard to the smoking policy. Smokers have a special obligation to keep smoking areas litter-free and not to abuse break and work rules. Complaints about smoking issues should be resolved at the lowest level possible but may be processed through Levy County's dispute resolution procedure. Employees who violate the policy will be subject to disciplinary action.
- (5) Levy County does not discriminate against individuals on the basis of their use of legal products, such as tobacco, if the use occurs during nonworking time and off of Levy County's premises.
- (6) Employees may contact the Human Resource Manager for information regarding the effects of smoking and the availability of smoking cessation programs.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: ATTENDANCE AND PUNCTUALITY	Effective Date: August 3, 2004	Number: 701
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to require employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and citizen service and will not be tolerated.

Comments/Procedures:

- (1) Supervisors should notify employees of their starting, ending, and break times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time. Supervisors should record all absences and, for nonexempt employees (those subject to the minimum wage and overtime requirements of the Fair Labor Standards Act), any tardiness or early departure exceeding ten minutes.
- (2) Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. If the supervisor is unavailable, notification should be made to the Human Resource Manager.
- (3) Employees will be compensated during authorized absences. Nonexempt employees will not receive compensation for time missed because of tardiness or early departure if the time missed exceeds 10 minutes after starting time or before quitting time. Failure to notify Levy County properly of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action.
- (4) Nonexempt employees who are delayed in reporting for work more than 30 minutes and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who report for work in a condition considered not fit for work, whether for illness or any other reason, will not be allowed to work.
- (5) Employees generally are expected to report for work during inclement weather conditions if Levy County does not declare an emergency closing. Nonexempt employees who are unable to report because of weather conditions will be granted an authorized unpaid absence. Nonexempt employees who are late because of weather conditions will be given a chance to make up their missed time if work schedules and conditions permit.
- (6) Nonexempt employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than forty hours during the workweek.
- (7) Employees must report to their supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and, when applicable, certify that they are fit to return to work. When appropriate, the department head or supervisor should counsel the employee on the importance of good attendance and warn that excessive tardiness or absences will lead to discipline, up to and including termination.
- (8) Employees must obtain permission from their supervisor in order to leave Levy County premises during working hours. In addition, employees who are frequently away from the premises for business reasons should inform their supervisors of their whereabouts during working hours.
- (9) Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.
- (10) Employees who are absent from work for three consecutive days without giving proper notice to Levy County will be considered as having voluntarily quit. At that time, Levy County will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: SICK LEAVE	Effective Date: August 3, 2004	Number: 702
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: June 8, 2010	Page: 1 of 2

POLICY:

It is the policy of Levy County to provide employees with appropriate time off due to illness under certain conditions. Eligible employees accrue paid sick leave and may take time off as necessary due to illness.

Comments/Procedures:

- (1) Paid sick leave will accrue as follows:
 - a. Sick Leave (non-job related) – Employees (as defined in the Florida State Department of Administration of Retirement manual) shall accrue sick leave at eight (8) hours per month with no limitation on amount of sick leave that may be accumulated. A county employee who has accrued sick leave time in excess of 200 hours may donate sick leave time to another employee who needs additional time due to extenuating circumstances and said request for transfer shall not be unjustly denied.
 - b. Sick Leave (non-job related) for all EMTs and Paramedics – Employees (as defined in the Florida State Department of Administration Division of Retirement manual) shall accrue sick leave at six (6) hours per pay period with no limitation on amount of sick leave that may be accumulated. An employee who accrued sick leave time in excess of 200 hours may, if approved by Management, donate sick leave time to another employee who needs additional time due to extenuating circumstances and said request for transfer shall not be unjustly denied.
- (2) Sick leave is accrued on the last day in the pay period. It is recorded and available for use the day following the issuance of the paycheck for the accrual period. An employee must have active payroll status during the following pay period to be credited for sick leave accrued during the previous pay period.
- (3) Sick leave with pay may not be taken prior to the time it is recorded and available for use.
- (4) Sick leave accrual begins with the first pay period of employment with the County. It may be used as soon as it is recorded.
- (5) Sick leave may only be used for the illness of the employee, an illness in the employee’s immediate family, necessary medical appointments and treatments, injury, disability, pregnancy or quarantine by health authorities or a physician; and as described in the Family & Medical Leave policy.
- (6) For three consecutive days of sick leave taken, employees may be required to supply proof of illness, injury, or disability by submitting, at their own expense, a physician’s statement. Failure to provide such documentation may result in corrective action and the leave being unpaid.
 - The County may, at its choosing and expense, require an employee to get a second or third medical opinion. The cost of second and/or third opinions will be paid by the requesting department.
- (7) Sick leave shall be charged in increments of one-quarter (1/4) hour.
- (8) Employees using sick leave the day(s) prior to or immediately following a scheduled vacation or holiday may be required to provide proof of illness. Failure to provide such proof may result in the loss of pay for such sick leave and/or for the holiday, and may result in a corrective action.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">SICK LEAVE</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">702</p>
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: <p style="text-align: center;">June 8, 2010</p>	Page: <p style="text-align: center;">2 of 2</p>

- (9) If an employee is scheduled to work on a holiday and subsequently calls in sick for that day, that employee will be required to show proof of illness or forfeit pay for that holiday.
- (10) No limit is placed upon the number of sick leave hours that may be accumulated for use by any employee.
- (11) Once an employee has used all of his/her accrued sick leave he/she may be required to substitute other available paid leave to be used as sick leave.
- (12) When an employee has worked full-time for the Levy County Board of County Commissioners for 6 years or more, and voluntarily leaves employment, that employee will be compensated for any unused sick leave at the employees current regular hourly rate of pay for one-fourth (1/4) of all used sick leave credits accrued. In no case will an employee receive payment for unused sick leave credits accrued in excess of 480 hours.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: ANNUAL LEAVE	Effective Date: August 3, 2004	Number: 702A
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County to provide employees with time off due for vacations or annual leave to be used for personal leave. Eligible employees accrue paid annual leave and may take time off as necessary.

Comments/Procedures:

- (1) The established vacation year is the calendar year, January 1 through December 31 each year. Vacations are accrued or earned based on the employee’s length of service and on the time actually worked.
- (2) Full-time employees will accrue and receive payment for vacation leave as follows:

Annual Leave – Employees (as defined in the Florida State Department of Administration of Retirement manual) will accrue paid vacation leave based on the years of service from the date of employment on the schedule below:

<u>Years of Service</u>	Hours to Accrue
1 to 5 years	8 hrs / month
5 to 10 years	10 hrs / month
10 to 15 years	12 hrs / month

Annual Leave for all EMTs and Paramedics – Employees (as defined in the Florida State Department of Administration of Retirement manual) will accrue paid vacation leave based on the years of service from the date of employment on the schedule below:

<u>Years of Service</u>	Hours to Accrue
1 to 5 years	6 hrs per pay period
6 to 10 years	7.5 hours per pay period
11 to 15 years	9 hrs per pay period
16 to 20 years	10.5 hrs per pay period
20 + years	12 hrs per pay period

Employees may not take paid vacation until they have actually earned the vacation. New employees accrue paid vacation upon initial employment but may not take any vacation until completion of probationary period.

- (3) Employees who feel that there is a discrepancy in the calculation of their vacation pay or eligibility may request a review of that calculation by the Human Resource Manager or designee.
- (4) Vacation pay for full-time employees will consist of the employee’s regular rate of pay for the vacation period and generally will be paid on the regularly scheduled payday.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">ANNUAL LEAVE</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">702A</p>
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">2 of 2</p>

- (5) Generally, employees should submit vacation plans to their department heads or supervisor at least four weeks in advance of the requested vacation date. Management reserves the right to designate when some or all vacations must be taken. Department heads are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts based on length of service. However, employees who want to change their plans after the vacation schedule has been set lose their seniority consideration.
- (6) Employees who are entitled to a vacation of two weeks or less may take their full vacation at one time. Those who are entitled to a vacation of more than two weeks normally may take only a maximum of two weeks consecutively, with the balance to be taken separately as full weeks or as individual days.
- (7) Employees may not receive vacation pay in lieu of time off. In addition, employees will not be paid for any unused vacation remaining at the end of the vacation year.
- (8) When employment is terminated, employees will receive vacation pay for any unused vacation accrued at the time of termination as follows:
 - a) annual leave not to exceed
 - 1. EMT's and Paramedics, 360 hours
 - 2. Remaining employees, 240 hours
- (9) Annual leave is accrued on the last day in the pay period. It is recorded and available for use the day following the issuance of the paycheck for the accrual period. An employee must have active payroll status during the following pay period to be credited for annual leave accrued during the previous pay period.
- (10) Annual leave with pay may not be taken prior to the time it is recorded and available for use.
- (11) New employees must complete the probationary period or extension thereof before being eligible for annual leave payment but, if the probationary period is successfully completed, annual leave will accrue from the employees date of hire.
- (12) The taking of annual leave will be on the dates approved by the employee's department head or immediate supervisor.
- (13) Annual leave shall be charged in increments of one-quarter (1/4) hour.
- (14) Annual leave may be accumulated to a maximum of 44 workdays. (44 work days x 8 hr shift = 352 hours)

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: LEAVES OF ABSENCE	Effective Date: August 3, 2004	Number: 703
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to grant employees extended leave(s) of absence under certain circumstances. Except where specifically stated otherwise, employees will not receive compensation during a leave of absence.

Comments/Procedures:

- (1) Employees must request in advance leave without pay if it is necessary for personal reasons to be absent from work. The department head shall at his discretion either approve or disapprove requests for such leave provided, however, such requests shall not be unjustly denied.
- (2) Employees who are on an approved leave of absence are expected to report any change of status in the need for a leave, as soon as such a change takes place, to the immediate supervisor or to the department head.
- (3) Employees intending to return to work from an approved leave of absence shall notify the immediate supervisor or department head in advance of returning to work. Employees are encouraged to provide as much advance notice as possible. Failure to notify the supervisor or department head may result in a delay in the return to work.
- (4) An employee who fails to return to work at the conclusion of an approved leave will be considered to have voluntarily abandoned their position. In such instances involving leave of absence without pay the County may recover from the employee the County's share of any insurance premiums paid by Levy County on behalf of the employee and his/her dependents.
- (5) Benefits that accrue according to length of service such as paid vacation, sick leave, do not accrue during periods of unpaid leave of absence which exceeds (5) working days in any pay period. Likewise, holidays will not be granted during periods of unpaid leave.
- (6) An employee returning to work from a leave of absence, including military leave, must comply with reinstatement requirements specified by federal and state law. If the same job or one of equivalent status is not available as a result of a reduction in force, the employee will be treated in the same manner as though he/she were not on leave at the time of the reduction in force.
 - a. An employee may be allowed to take a short-term leave without pay for a period of time not to exceed two (2) normal workweeks. The department head or designee may approve such leave, and advance notice is required. All regular and probationary employees are eligible for short-term leave without pay.
- (7) The County Coordinator or designee may grant administrative leave with pay when it is determined that it is in the best interest of the County not to have the employee in the work area.
- (8) The County Coordinator may place employees on involuntary leave of absence, either paid or unpaid, when deemed necessary and appropriate.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: REST BREAKS	Effective Date: August 3, 2004	Number: 704
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to provide rest breaks during the course of each workday.

Comments/Procedures:

- (1) Nonexempt employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) should receive, unless job conditions do not permit, a rest break of fifteen minutes at approximately the middle of every four hours of work not interrupted by a meal period.
- (2) Supervisors are responsible for scheduling the time for nonexempt employees' rest breaks and should consider the workload and the nature of the job performed. Whenever necessary, the frequency and time of rest periods may be changed.
- (3) Time spent on rest breaks will be compensated as working time, and nonexempt employees are not required to sign out and in on their time cards. However, employees are expected to be punctual in starting and ending their breaks and may be disciplined for tardiness.
- (4) Employees who choose to remain at work during rest breaks are not entitled to arrive later than the scheduled starting time or leave before the normal quitting time and will not receive extra pay for the time worked.
- (5) Rest breaks must be taken in designated non-work areas. Employees are not permitted to leave Levy County's premises during this period.
- (6) Employees on rest breaks may not interfere with other employees who are continuing to work.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">MEAL BREAKS</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">705</p>
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County to provide meal breaks during the course of each workday.

Comments/Procedures:

- (1) Full-time employees are allowed a meal break near the middle of the workday. In departments operating on single shifts, the break may be sixty minutes or less. In departments operating on two or three shifts, the meal break will be sixty minutes or less, depending on operating requirements.
- (2) Part-time employees scheduled to work more than five consecutive hours during any workday will receive a meal break of the same duration as full-time employees in their department.
- (3) Supervisors are responsible for balancing workloads and scheduling meal breaks and should take into consideration the workload and the nature of the job performed. Whenever necessary, the duration and time of meal periods may be changed.
- (4) Employees required to work more than ten hours in any workday will be allowed a second meal break no later than six hours after returning from their first meal break.
- (5) Nonexempt employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for their meal breaks unless they are required to work during their breaks. Nonexempt employees must sign out and back in on their time cards for all meal breaks.
- (6) Employees on meal breaks are not permitted to interfere with other employees who are continuing to work.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: FUNERAL LEAVE	Effective Date: August 3, 2004	Number: 706
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to provide time off to employees for bereavement to attend funerals or memorial services.

Comments/Procedures:

- (1) Full-time employees may be granted, upon request and with the approval of the department head, funeral leave with pay due to a death in the family. Leave may be granted for:
 - a) The death of the employee’s Spouse, Children, Parents, Grandparents, Grandchildren, Sisters, Brothers, Parents of Spouse, Brother and Sister of Spouse, and Grandparents of Spouse.
- (2) An employee who has a death in his/her immediate family will be granted a maximum of three (3) work days paid leave for a death within the State of Florida, and a maximum of five (5) days paid leave for a death outside of the State of Florida, provided, however, the maximum paid leave allowed for this purpose shall be ten (10) days per fiscal year.
- (3) An employee requesting funeral leave shall provide a statement in writing to his/her immediate supervisor giving the name of the deceased and his/her relationship to the employee, as well as the location (city & state) of the memorial. This information shall be attached to the leave request form kept in the official personnel record for the employee located in Human Resources.
- (4) Additional funeral leave or funeral leave for individuals not specifically listed in this policy shall require the use of accumulated vacation or sick leave; otherwise, the bereavement leave will be considered an unpaid leave of absence.
- (5) Abuse of funeral leave shall be subject to disciplinary action.
- (6) Falsification of the need for funeral leave shall result in immediate termination.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: CIVIC & WITNESS DUTY LEAVES	Effective Date: August 3, 2004	Number: 707
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County to provide time off to employees for jury duty, witness duty, and time off to vote.

707 CIVIC & WITNESS DUTY LEAVES

707:1 JURY DUTY

- (1) When a regular employee is required to serve on jury duty, the employee shall be relieved of responsibility for his/her normal work shift, and the County shall pay the employee the amount that would have normally been received had the employee worked the time served for jury duty.
- (2) An employee who is required to serve on jury duty shall notify his/her supervisor or department head of the requirement within twenty-four (24) hours of receiving the notification to report for jury duty whenever possible, but in no event later than the beginning of the next work shift.
- (3) When an employee is released or excused from jury duty, the employee shall notify his/her supervisor as quickly as possible of his/her ability to return to work. At that time, the supervisor will make a determination if the employee shall return to work immediately, or for the next scheduled work shift.
- (4) Certificate of attendance required.
 - a) A certification of attendance from the Clerk of Courts is required when returning to work from jury duty. It is the employee's responsibility to request a certification of attendance from the Clerk of Courts upon dismissal from jury duty and prior to returning to work.
 - b) The certification of attendance must be submitted to the employee's supervisor, along with a leave request indicating absence due to jury duty, immediately upon returning to work.
 - c) Failure to provide a certification of attendance from the Clerk of Courts shall result in the employee not being paid for the time spent on jury duty, and that time being considered an unexcused absence from work.
- (5) Payment received by the employee for jury duty, except for meals, travel, and lodging expenses, shall be endorsed to the County.
- (6) Abuse of this leave may result in disciplinary action.
- (7) Falsification of the need to attend jury duty, or any documents relating to the jury duty, shall result in immediate termination.

707:2 WITNESS DUTY

- (1) Any regular employee, who during his/her normal work schedule, upon the request and for the benefit of the County attends any legal proceedings involving the County, or is subpoenaed to any court proceeding involving the County, shall be paid as if the employee were engaged in his/her normal work.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: CIVIC AND WITNESS DUTY LEAVES	Effective Date: August 3, 2004	Number: 707
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

- (2) Any regular employee who is subpoenaed to appear as a witness in any civil or criminal matter in which the employee is not personally involved nor has a monetary interest in the outcome, shall be paid as if the employee were engaged in his/her normal work.
- (3) This provision shall not apply to any employees who are appearing in court for his or her own personal business or as a request by a friend such as testifying in a divorce case or other civil action.
- (4) A certification of attendance from the Clerk of Courts is required when returning to work from witness duty, whether paid by the County or not, for that time.
 - a) It is the employee's responsibility to request a certification of attendance from the Clerk of Courts upon dismissal from witness duty and prior to returning to work.
 - b) The certification of attendance must be submitted to the employee's supervisor along with a leave request indicating absence due to witness duty immediately upon returning to work.
 - c) Failure to provide a certification of attendance from the Clerk of Courts shall result in the employee not being paid for the time spent on witness duty, and that time being considered an unexcused absence from work.
- (5) Payment received by the employee for witness duty, except for meals, travel, and lodging expenses, shall be endorsed to the County.
- (6) Time spent under this provision as a witness shall be considered as time worked for the purpose of determining overtime pay.
- (7) Abuse of this leave may result in disciplinary action.
- (8) Falsification of the need to attend witness duty, or any documents relating to the witness duty, shall result in immediate termination.

707:3 TIME OFF TO VOTE

- (1) Any County employee whose work schedule does not allow the employee at least two (2) hours before or two (2) hours after work while the polls are open to vote outside normal working hours may be granted sufficient time off with pay to vote (up to one hour) on all designated federal, state, and local election days.
- (2) Time off to vote must be requested in advance and shall be scheduled by the employee's supervisor.
- (3) Abuse of this leave may result in disciplinary action.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: MILITARY DUTY LEAVE	Effective Date: August 3, 2004	Number: 708
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to provide time off to employees for military duty.

MILITARY DUTY LEAVES (In accordance with Chapter 115, Florida Statutes)

- (1) An employee who is a member of the National Guard or a reserve component of the Armed Forces of the United States shall, upon presentation of a copy of the employee's official orders to the employee's supervisor, be granted leave with full pay and without loss of benefits (including retirement) during periods in which the employee is ordered to active duty for training, and that time will be considered continuous service.
 - a) Requests for military leave under this subsection shall be submitted in writing with proper documentation at least one (1) month prior to the commencement date of the orders.
 - b) Whether continuous or intermittent, such paid leave under this subsection shall not exceed thirty (30) working days in any twelve (12) month period.
 - c) Each 12-hour shift or less shall equal one (1) working day leave of absence.
 - d) All other shifts over twelve (12) hours and up to twenty-four (24) hours shall equal two (2) working days leave of absence.
 - e) Any absence in excess of thirty (30) working days under this subsection may be covered by accrued and available vacation leave, or be an excused absence without pay.
- (2) Any employee who is ordered to report for a physical examination with the Selective Service System shall, upon presentation of official orders, be granted paid leave for this purpose.
- (3) Any County employee who is also a member of the National Guard or a reserve component of the Armed Forces of the United States may be granted leave of absence from their respective duties to perform active military service, the first thirty (30) days of any such leave will be with full pay. During such leave of absence the employee shall be entitled to preserve all benefits and retirement privileges, and such time will be treated as continuous service.
- (4) After the 30-day period described in 406:2.4(3) above, the County shall supplement, if required or at its discretion, the military pay to bring the employee's pay to the level earned at the time he/she was called to active duty.
- (5) Abuse of the provisions set forth for military leaves shall result in disciplinary action.
- (6) Falsification of the need for, or any records relating to, military leave shall result in immediate termination.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: FAMILY AND MEDICAL LEAVE	Effective Date: August 3, 2004	Number: 709
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: February 3, 2009	Page: 1 of 6

Policy:

It is the policy of Levy County to grant its employees up to twelve (12) weeks leave of absence in any twelve (12) month period to be used in accordance with the provisions of the Family & Medical Leave Act (FMLA).

Comments/Procedures:

Section 1 - ELIGIBILITY AND REASONS

Employees who have worked for the Levy County Board of County Commissioners for at least twelve (12) months, and for at least 1,250 hours during the preceding twelve (12) months, may:

- A. Take up to twelve (12) weeks of unpaid leave in a twelve (12) month period for the following reasons:
 - 1. The birth of the employee’s child and to care for the newborn child;
 - 2. The placement of a child with the employee for adoption or foster care;
 - 3. In order to care for the employee’s spouse, child or parent who has a serious health condition;
 - 4. Because of a serious health condition which renders the employee unable to perform the essential functions of the employee’s position.
 - 5. Because of a qualifying exigency (as defined below) arising out of the fact that the employee’s spouse, child (of any age) or parent is a retired or reservist member of the military on active duty or has been notified of an impending call or order to active duty in support of a contingency operation. Leave under this subsection is not available for an employee whose family member is on active duty as a member of the Regular Armed Forces.

- B. Take up to twenty-six (26) weeks of unpaid leave in a single twelve (12) month period in order to care for the employee’s spouse, child (of any age), parent or next of kin who is a military service member who is undergoing medical treatment, recuperation, or therapy, or who is in outpatient status, or who is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: FAMILY AND MEDICAL LEAVE	Effective Date: August 3, 2004	Number: 709
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: February 3, 2009	Page: 2 of 6

SECTION 2 - DEFINITIONS

The following definitions apply for purposes of Policy 709.

- A. Serious Health Condition – A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either: (1) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., the inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with the inpatient care; or (2) continuing treatment by health care provider, as defined by the FMLA and the pertinent regulations.
- B. Serious injury or illness – A “serious injury or illness” means an injury or illness incurred by a military service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.
- C. Child – Except as otherwise noted in this policy, “child” means a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis (in the place of a parent) and who is either under the age of eighteen (18) or, if older than the age of eighteen (18), is incapable of self care because of a mental or physical disability.
- D. Parent – Parent means biological, adoptive, step or foster parent, or any other individual who stood in loco parentis (in the place of a parent) to the employee when the employee was a child. Parent does not include parents “in law.”
- E. Next of Kin – The “next of kin” of a military service member means the nearest blood relative other than the service member’s spouse, parent or child, in the following order of priority (unless the service member has specifically designated in writing another blood relative as his nearest blood relative for purposes of military caregiver): (1) blood relatives who have been granted legal custody of the service member, (2) brothers and sisters, (3) grandparents, (4) aunts and uncles and (5) first cousins.
- F. Qualifying exigency – A “qualifying exigency” includes leave taken for any of the following reasons:
 - (1) to address any issues resulting from an impending call to active duty deployment on less than seven days’ notice,
 - (2) to attend military events and related activities (such as a military ceremony, briefing, family support program, etc.),
 - (3) to make arrangements relating to childcare and school activities,
 - (4) to make financial and legal arrangements,
 - (5) to attend counseling,
 - (6) to spend time with a covered military member who is on a short-term, temporary rest and recuperation leave during the period of deployment,
 - (7) to attend post-deployment activities (such as a military ceremony, event, reintegration briefing, etc.), and
 - (8) any other exigency agreed upon by the Levy County Board of County Commissioners and employee.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: FAMILY AND MEDICAL LEAVE	Effective Date: August 3, 2004	Number: 709
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: February 3, 2009	Page: 3 of 6

SECTION 3 - MEASURING THE TWELVE MONTH PERIOD AND COUNTING FMLA LEAVE

- A. For leave taken for any of the reasons listed in Section 1-A the twelve (12) month period in which eligible employees may take twelve (12) weeks of leave will be calculated using a “rolling” twelve month period measured backward from the date an employee uses any FMLA leave. At any time when a need for FMLA leave arises, the amount of FMLA that an employee would be entitled to use is measured by counting how much FMLA leave the employee has used during the prior twelve months. If during that prior twelve month period the employee has already used 12 weeks of FMLA leave, the leave is exhausted. If the employee has not used twelve weeks of FMLA leave during the prior twelve month period, he or she is entitled to the balance of the twelve weeks that has not been used. For example, if an employee used four weeks of FMLA leave beginning 2/1/94, four weeks beginning 6/1/94, and four weeks beginning 12/1/94, the employee would not be entitled to any additional leave until 2/1/95. However, beginning on 2/1/95, the employee would be entitled to four weeks of leave, on 6/1/95 the employee would be entitled to an additional four weeks of leave, etc.
- B. For leave taken for the reason listed in Section 1-A the single twelve (12) month period for calculating leave needed to care for a military service member begins when the employee first starts taking leave for that reason and ends twelve (12) months after that date. Leave under Section 2-B may not exceed twenty-six (26) weeks in any single twelve (12) month period when combined with other FMLA-qualifying leave under any section of this policy.
- C. For leave taken for the birth of a child or placement of a child for adoption or foster care, the entitlement to leave under this policy expires twelve (12) months from the date of the child’s birth or placement.
- D. If both spouses work for the Levy County Board of County Commissioners the combined leave shall not exceed twelve (12) weeks in a twelve (12) month period if the leave is taken for the birth of the employee’s child, or to care for the child after birth, for the placement of a child with the employee for adoption or foster care, or to care for the employee’s parent with a serious health condition.
- E. If both spouses work for the Company, the combined leave shall not exceed twenty-six (26) weeks of leave during the single twelve (12) month period described in Section 2 above if the leave is taken for the birth of the employee’s child, or to care for the child after birth, for the placement of a child with the employee for adoption or foster care, to care for the employee’s parent with a serious health condition, or to care for a service member with a serious injury or illness.
- F. To the extent allowed by law, in the event an absence is for a reason covered by this policy, the Levy County Board of County Commissioners reserves the right to count it as FMLA leave whether the employee has requested FMLA leave or not. Leaves covered by workers’ compensation and/or a disability plan will also be counted as FMLA leave to the extent the leave qualifies under this policy.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: FAMILY AND MEDICAL LEAVE	Effective Date: August 3, 2004	Number: 709
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: February 3, 2009	Page: 4 of 6

SECTION 4 - INTERMITTENT LEAVE OR LEAVE ON A REDUCED SCHEDULE BASIS

- A. In the case of leave based upon a serious health condition or a service member’s serious injury or illness, leave may be taken intermittently or on a reduced schedule basis, but only if such leave is medically necessary and the medical need can be best accommodated by intermittent leave or a reduced schedule. If intermittent leave or leave on a reduced hours basis is required for planned medical treatment, the employee is required to make reasonable efforts to schedule the treatment so as not to unduly disrupt the Levy County Board of County Commissioners operations.
- B. In the case of leave for the birth or placement of a child in adoption or foster care, intermittent leave or working a reduced schedule is not permitted unless the Levy County Board of County Commissioners, in its sole discretion, elects to allow it.
- C. In the case of leave based upon a qualifying exigency, leave may be taken intermittently or on a reduced schedule basis.
- D. If intermittent leave or leave on a reduced hours leave is required or provided, the Levy County Board of County Commissioners may, in its sole discretion, temporarily transfer the employee to another position for which the employee is qualified with equivalent pay and benefits that better accommodates that type of leave.

SECTION 5 - EMPLOYEE NOTICE AND CERTIFICATION REQUIREMENTS

- A. For leave that is foreseeable, the employee must provide the Levy County Board of County Commissioners with at least thirty (30) days’ notice. If the need for leave is not foreseeable, the employee is required to provide the Levy County Board of County Commissioners with as much notice as is practicable once the need for leave becomes known. Requests for leave should be on approved forms which are available from the human resources department.
- B. The Company will require that leave based upon a serious health condition, or a service member’s serious injury or illness, be supported by a medical certification from a health care provider. In accordance with applicable regulations, the Company may request, at the County’s expense, a second opinion from a health care provider of the County’s choice (as well as a third opinion if the second opinion conflicts with the first opinion). The Levy County Board of County Commissioners will require that medical certification be submitted showing that a request for intermittent leave or leave on a reduced schedule basis is medically necessary.
- C. The Levy County Board of County Commissioners may require subsequent medical recertification of an ongoing condition from the employee’s health care provider every six (6) months in conjunction with an absence, or more often to the extent permitted by applicable law.
- D. The Levy County Board of County Commissioners will require that leave based upon a qualifying exigency also be supported by a certification and supporting documentation, including a copy of the military member’s active duty orders or other similar documentation.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: FAMILY AND MEDICAL LEAVE	Effective Date: August 3, 2004	Number: 709
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: February 3, 2009	Page: 5 of 6

- E. Certification forms to be completed under this section are available from the human resources department. If an employee’s certification or recertification is deemed by the Levy County Board of County Commissioners to be incomplete, the Levy County Board of County Commissioners will notify the employee of the deficiency and the employee will be provided seven (7) days to cure the deficiency. A failure to complete the certification may result in the denial of leave for the period of time until the completed certification is submitted.
- F. During leaves under this policy, the employee must periodically report on their medical status and intent to return to work. Upon taking such leave, the employee will be advised of the reporting requirements.
- G. For leave taken because of the employee’s own serious health condition, the employee is required to furnish a medical certification from his or her health care provider advising that the employee is able to safely resume performing the essential functions of his or her position before the employee will be allowed to return to work.

SECTION 6 - HEALTH INSURANCE PREMIUMS

- A. During leaves of absence under this policy, the Levy County Board of County Commissioners will continue to pay its portion of health insurance premiums and maintain the employee’s coverage under the health plan in the same manner as if the employee had been continuously employed during the entire leave period, provided the employee continues to pay his or her share of the premiums.
- B. Should the employee fail to continue to pay his or her share of the premium, notices of proposed insurance cancellation and the opportunity to pay the premium as required by the FMLA will be provided before the cancellation.
- C. The employee will be advised in advance of any changes in premiums so that he or she will have ample opportunity to make arrangements to continue to pay his or her share of the premiums during the FMLA leave.
- D. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Levy County Board of County Commission for the Levy County Board of County Commissioners’ portion of health insurance premiums during the family leave as permitted by law, unless the employee does not return due to a serious health condition which prevents the employee from performing his job or circumstances beyond the control of the employee. To avoid required reimbursement, appropriate certification from a health care provider may be required if the employee does not return to work because of a serious health condition.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: FAMILY AND MEDICAL LEAVE	Effective Date: August 3, 2004	Number: 709
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: February 3, 2009	Page: 6 of 6

SECTION 7 - ACCRUAL

During any period of leave under this policy, accrual of employment benefits, such as vacation pay, medical leave, seniority, etc., shall continue. Pension benefits will be determined in accordance with applicable regulation, but employees will be required to make the pension contributions required, if any, under any Florida State Retirement-sponsored pension plan covering them. Employment benefits to which an employee may be entitled on the day on which the FMLA leave of absence begins will not be lost because of such leave, except for those paid leave days substituted for unpaid leave taken under this policy as described below. Upon return from FMLA leave, employees are entitled to any changes in benefit plans not dependent upon seniority or accrual during the leave period.

Employees will not be disqualified from bonuses based upon attendance or safety for which they qualified prior to leave because of the taking of FMLA leave.

SECTION 8 - SUBSTITUTION OF ACCRUED PAID LEAVE

- A. For unpaid leaves under this policy, the Levy County Board of County Commissioners will require employees to substitute any accrued paid leave (including vacation, sick, personal leave, etc.) that he or she may have. This means that the employee's FMLA leave under this policy will run concurrently with the use of any accrued paid leave. The employee will be notified of the designation when the leave begins.
- B. Where the leave is not unpaid but the employee is not receiving his or her full pay (such as when on workers' compensation leave or leave under a disability plan), accrued paid leave may be used to supplement the employee's pay to bring him or her up to their full salary, to the extent that both the Levy County Board of County Commissioners and the employee agree.

SECTION 9 - JOB RESTORATION UPON RETURN FROM FMLA LEAVE

With the exception of certain key employees, employees who return to work from FMLA leave of absence within or on the business day following the expiration of the leave are entitled to return to their job or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Designation of key employee status and whether such status will affect the employee's right to reinstatement will be made at the time the employee requests leave, or at the commencement of leave, whichever is earlier, or as soon as practicable thereafter if such determination cannot be made at that time.

SECTION 10 - FAILURE TO COOPERATE

Employees who fail to provide information to, or otherwise cooperate with, the Levy County Board of County Commissioners in administering this policy, may have their leave delayed and/or subject to discipline up to and including discharge as permitted by law.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: WORKER'S COMPENSATION LEAVE	Effective Date: August 3, 2004	Number: 710
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended: February 7, 2006	Page: 1 of 2

Policy:

It is the policy of Levy County to insure the availability of all reasonable and necessary authorized medical care and payment of all related medical costs to employees who are injured or develop an occupational disease as a result of the conditions of their job. Additionally, employees may be entitled to receive partial compensation for lost wages due to a qualified job-related injury or illness.

Comments/Procedures:

- (1) Employees who sustain an on-the-job work-related injury or illness related to work should immediately inform their supervisor and complete the required paperwork to process the claim. Failure to notify the supervisor immediately may impact benefits under the Workers' Compensation Law.
- (2) In non-emergency situations, prior to medical attention being sought for any work-related injury or illness, employees shall consult with the appropriate administrative staff in each department for treatment or referral to an authorized health care provider. Failure to follow this procedure may jeopardize the employee's benefits under the Workers' Compensation Law.
 - **This provision does not apply to life-threatening emergencies when immediate care must be sought through "9-1-1" dispatch.**
 - If an authorized health care provider certifies the inability of an employee to perform work due to a work-related injury or illness, the employee is entitled to workers' compensation indemnity benefits as follows:
 1. The employee will not be allowed compensation for the first seven (7) days of disability;
 2. However, if the disability lasts for more than twenty-one (21) days, the employee will be allowed compensation for the first seven (7) days;
 3. The employee will be allowed compensation on the eighth (8) day as provided by Florida Workers' Compensation Law.
The employee may elect to use accrued sick leave (or vacation leave once all sick leave is exhausted) for the first seven (7) days of disability.
- (3) If the employee chooses to use accrued sick leave (or vacation leave once all sick leave is exhausted) for the first seven (7) days of disability, any workers' compensation benefits payable to the employee will revert back to the County. Once these compensation benefits have reverted back to the County, the employee will receive credit back for the accrued sick leave (or vacation leave) that the employee used at the same percentage as provided by Florida Workers' Compensation Law. After the waiting period, employee will collect 66.66% of salary from Workers' Compensation carrier. And, if elected by the employee, 33.33% of salary will be paid from accrued sick leave (or vacation leave once all sick leave is exhausted). If an employee elects not to use accrued sick leave, or if sick and annual leave is not available, the employee will only receive Workers' Compensation benefits.
- (4) Indemnity benefits will be based upon the employee's average weekly wage for the thirteen-(13) week period immediately preceding the work-related injury or illness.
- (5) Workers compensation may not be payable if the injury was occasioned primarily by the intoxication of the employee; by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician; or by the willful intention of the employee to injure or kill himself, herself, or another.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: WORKER'S COMPENSATION LEAVE	Effective Date: August 3, 2004	Number: 710
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended: February 7, 2006	Page: 2 of 2

- (6) If injury is caused by the knowing refusal of the employee to use a safety appliance or observe a safety rule required by statute or lawfully adopted by the County, and brought to the employee's attention prior to the accident, or if injury is caused by the employee's refusal to use safety equipment provided by the County, workers' compensation indemnity benefits may be reduced by twenty-five percent (25%) and the employee will not be allowed to use accrued sick or vacation leave to supplement workers' compensation indemnity.

- (7) Once maximum medical improvement (MMI) has been reached, the employee shall be returned to their regular position unless the employee is unable to perform an essential job function of the position.
 - If the employee is unable to perform an essential job function and has a qualifying condition that may substantially limit one or more life function(s); the employee should contact Human Resources. If the employee cannot perform the essential functions of the position after MMI and proper certification is received for a qualifying condition under the Americans with Disabilities Act (ADA); the County will consider all requests for reasonable accommodations.

- (8) *Return to Alternate Duty.* When the County has been advised that the employee is entitled to receive a temporary partial disability benefit or a temporary total disability benefit, and there is medical certification that the employee cannot perform the duties of the employee's regular position, but the employee can perform some work beneficial to the County, the department head may return the employee to alternate duty at his/her regular rate of pay to perform any duties the employee is capable of carrying out, subject to the following conditions:
 - a) The employee shall be advised, in writing, of the alternate duties to be performed, hours of work, and period of alternate assignment. A copy of the notice shall be forwarded to Human Resources to be placed in the employee's official personnel file.
 - b) Under no circumstances shall the employee be allowed to continue to perform the alternate duties once maximum medical improvement has been reached unless appointed to another existing and open position, the duties of which are within the employee's restrictions.
 - c) Alternate duty is at the sole discretion of the Department and is based on the operational needs and requirements of the County. No alternate duty positions will be created in the absence of an operational need or requirement.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: BEHAVIOR OF EMPLOYEES	Effective Date: August 3, 2004	Number: 801
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended: June 8, 2010	Page: 1 of 2

Policy:

It is the policy of Levy County that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits Levy County, or is offensive to citizens or coworkers will not be tolerated.

Comments/Procedures:

- (1) Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of Levy County. Appropriate employee conduct includes:
 - (a) Treating all visitors and coworkers in a courteous manner;
 - (b) Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to Levy County's best interests (including conduct outside of work while in clothing or vehicles that identify or imply the individual is or may be a County employee and may be on duty);
 - (c) Reporting to management suspicious, unethical, unsafe or illegal conduct by coworkers or suppliers;
 - (d) Reporting to management any threatening or potentially violent behavior by coworkers;
 - (e) Cooperating with County investigations;
 - (f) Complying with all County safety and security regulations;
 - (g) Wearing clothing appropriate for the work being performed;
 - (h) Performing assigned tasks efficiently and in accord with established quality standards;
 - (i) Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time;
 - (j) Giving proper advance notice whenever unable to work or report on time;
 - (k) Smoking only at times and in places not prohibited by County rules or local ordinances;
 - (l) Eating meals only during meal periods and only in the designated eating areas; and
 - (m) Maintaining cleanliness and order in the workplace and work areas.

- (2) The following conduct is prohibited and individuals engaged in it will be subject to discipline, up to and including termination:
 - (a) Engaging in or threatening acts of workplace violence, including but not limited to:
 - (i) Possessing firearms or other weapons in County buildings;
 - (ii) Fighting or assaulting a coworker, guest, or citizen;
 - (iii) Threatening or intimidating a coworker, security guard, citizen, or guest;

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: BEHAVIOR OF EMPLOYEES	Effective Date: August 3, 2004	Number: 801
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended: June 8, 2010	Page: 2 of 2

- (b) Engaging in any form of sexual or other harassment;
 - (c) Reporting to work under the influence of alcohol, illegal drugs, or narcotics or using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on County premises;
 - (d) Disclosing trade secrets or confidential County information;
 - (e) Falsifying or altering any County record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
 - (f) Stealing, destroying, defacing, or misusing County property or another employee's or citizen's property;
 - (g) Misusing County communications systems, including electronic mail, computers, Internet access, and telephones;
 - (h) Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
 - (i) Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
 - (j) Soliciting or distributing in violation of County policies;
 - (k) Smoking where prohibited by local ordinance or County rules;
 - (l) Using profanity or abusive language;
 - (m) Sleeping on the job without authorization;
 - (n) Playing pranks or engaging in horseplay; and
 - (o) Wearing improper attire or having an inappropriate personal appearance.
 - (p) Use, sale, distribution, or possession of alcoholic beverages or drugs on County premises, in County uniform, or in County vehicles.
 - (q) Assault or battery of a fellow employee or citizen;
 - (r) An employee's failure to report their misdemeanor or felony arrest to management; and
 - (s) An employee's failure to report their suspended required license to management.
- (3) The examples of impermissible behavior described in Comment (2), above, are not intended to be an all-inclusive list. At the County Coordinator's or department head's discretion, any violation of Levy County's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action. Questions about this policy should be directed to the Human Resource Manager.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PERSONAL APPEARANCE OF EMPLOYEES	Effective Date: August 3, 2004	Number: 802
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County that each employee’s dress, grooming, and personal hygiene should be appropriate to the work situation.

Comments/Procedures:

- (1) Employees are expected at all times to present a professional, businesslike image to citizens. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Levy County. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
- (2) Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:
 - (a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear raveled, faded or ripped jeans, suggestive attire, athletic clothing, flip-flops, screen print t-shirts, novelty buttons, campaign attire or accessories of any kind and similar items of casual attire that do not present a businesslike appearance.
 - (b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - (c) Sideburns, moustaches, and beards should be neatly trimmed.
 - (d) Tattoos and body piercings (other than earrings) should not be visible.
- (3) Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- (4) At its discretion, Levy County may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.
- (5) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also will result in disciplinary action.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PERSONAL FINANCES OF EMPLOYEES	Effective Date: August 3, 2004	Number: 803
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to require employees to meet their financial obligations in a timely manner.

Comments/Procedures:

- (1) Employees should manage their personal finances so that they do not adversely affect job performance or Levy County's image in the community. The failure of employees to meet financial obligations may impose an administrative and financial burden on Levy County through extra bookkeeping and the need to respond to legal notices and court orders.
- (2) Levy County will not disclose employee financial information to outside parties without express written permission from the employee, except as required by law.
- (3) Levy County may conduct, where appropriate, credit checks of applicants for employment in accordance with its HIRING policy. In addition, Levy County may conduct credit checks on current employees being considered for promotions or transfers to positions where personal financial considerations may impact the employee's ability to perform the job.
- (4) The manager of the payroll function is the only person authorized to receive a writ of garnishment or attachment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. Payroll will notify the affected employee and then deduct the required amount from the employee's earnings, up to the limit permitted by law.
- (5) No employee will be terminated because his earnings have been garnished for one indebtedness. However, repeated garnishments for more than one indebtedness may result in discipline, up to and including termination, depending on the circumstances of the case and any legal restrictions.
- (6) Levy County will not deny employment to, or terminate the employment of, any person solely because that person has filed a petition for bankruptcy.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">CITIZEN RELATIONS</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">804</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County to be citizen and service oriented and to require employees to treat citizens in a courteous and respectful manner at all times.

Comments/Procedures:

- (1) Our citizens provide the primary source of Levy County’s income and each employee’s job security. To promote excellent relations with our citizens, all employees must represent Levy County in a positive manner and make citizens feel appreciated when dealing with the organization.
- (2) Employees with citizen contact are expected to know Levy County’s products and services and to learn what citizens want and need. These employees should educate citizens about the use of the organization’s products and services and should seek new ways to serve citizens.
- (3) Employees are encouraged to report recurring citizen-related problems to their supervisor and to make suggestions for changes in County policies or procedures to solve problems.
- (4) Employees should be prepared to listen carefully to citizen complaints and deal with them in a helpful, professional manner. If a controversy arises, the employee should explain County policy respectfully and clearly. Citizens who become unreasonable, abusive, or harassing should be referred to the employee’s department head or supervisor if the employee cannot resolve the problem.
- (5) A “Citizens Complaint” form is available in the County Commissioners’ office if the matter cannot be resolved by the department head.
- (6) Employees should be polite and thoughtful when using the telephone. A positive telephone contact with a citizen can enhance goodwill, while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:
 - (a) When answering the telephone, use a pleasant tone of voice, give the name of the department, and identify yourself;
 - (b) If the person with whom the caller wishes to speak is on another line, ask if the caller wants to be placed on hold;
 - (c) If a caller has been placed on hold, carefully monitor the time and offer to have the call returned if the person called is not available within a reasonable period;
 - (d) When a caller leaves a name, number, or message, make sure it is recorded correctly and given promptly to the appropriate individual; and

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: USE OF COMMUNICATION SYSTEMS	Effective Date: August 3, 2004	Number: 805
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business.

Comments/Procedures:

- (1) Communications services and equipment include mail, electronic mail (“e-mail”), courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, Intranets, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, voice mail, and bulletin boards. Department heads and supervisors are responsible for instructing employees on the proper use of the communications services and equipment used by the organization for both internal and external business communications.
- (2) Most communications services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult their supervisor if there is a question about the proper mode of communication.
- (3) All County communications services and equipment, including the messages transmitted or stored by them, are the sole property of Levy County. Accordingly, Levy County may access and monitor employee communications and files as it considers appropriate.
- (4) On-line services and the Internet may be accessed only by employees specifically authorized by Levy County. Authorized employees must disclose all passwords to Levy County and their supervisors but should not share the passwords with other employees. Employees’ on-line use generally should be limited to work-related activities, except as allowed in Comment (6). In addition, employees should not duplicate or download from the Internet or from an e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. When appropriate Internet material or e-mail files are downloaded, they should be scanned using Levy County’s antivirus software.
- (5) Employees should not use e-mail, facsimiles, cellular telephones, or any other insecure communication system to communicate confidential or proprietary information.
- (6) Incidental personal use by employees of Levy County communications services and equipment is allowed as long as the use does not interfere with the employee’s work or Levy County’s operations and does not violate any County policies. **Employees must properly log any personal user charges and reimburse Levy County for them.** However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged directly to the employee’s personal credit card or account. County communications property or equipment may not be removed from the premises without written authorization from the employee’s supervisor.
- (7) Employees who do not have direct access to a County telephone should make provision to have emergency or other necessary incoming calls routed to their supervisor, department head or to the Human Resource Manager. Although Levy County will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.
- (8) Employees should ensure that no personal correspondence appears to be an official communication of Levy County since employees may be perceived as representatives of Levy County and, therefore, damage or create liability for Levy County. Furthermore, employees should not print or distribute office telephone numbers or addresses on any personal or special interest materials.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: USE OF COMMUNICATION SYSTEMS	Effective Date: August 3, 2004	Number: 805
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

- (9) All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, be accurate, appropriate, and work-related.
- (10) Employees may not use Levy County’s address for receiving personal mail or use County stationery or postage for personal letters. In addition, personalized County stationery and business cards may be issued only by Levy County.
- (11) Improper use of County communications services and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy, any misuse that would result in violations of other County policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically retrieved or transmitted communications.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">CONFLICTS OF INTEREST</p>	Effective Date: <p style="text-align: center;">August 3, 2004</p>	Number: <p style="text-align: center;">806</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended:	Page: <p style="text-align: center;">1 of 1</p>

Policy:

It is the policy of Levy County to prohibit its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of Levy County, its citizens, or its suppliers. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.

Comments/Procedures:

- (1) Employees are expected to represent Levy County in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor. Top management and employees who have contact with citizens and suppliers may be required to sign a special statement acknowledging their understanding of and adherence to this policy.
- (2) Employees may not engage in, directly or indirectly either on or off the job, any conduct that is disloyal, disruptive, competitive, or damaging to Levy County.
- (3) Employees may not accept any employment relationship with any organization that does business with Levy County. This prohibition on employment includes serving as an advisor or consultant to any organization of that type, unless the activity is conducted as a representative of Levy County.
- (4) Employees must disclose any financial interest they or their immediate family have in any firm that does business with Levy County. Levy County may require divestiture of the interest if it considers the financial interest to be in conflict with its best interests.
- (5) Employees and their immediate family may not accept gifts, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with Levy County. The meaning of gifts for purposes of this policy includes the acceptance of lavish entertainment and free travel and lodging.
- (6) Any conflict or potential conflict of interest must be disclosed to Levy County. Failure to do so will result in discipline, up to and including termination.
 - a. Employees must comply with any provisions of Chapter 112 part III F.S., governing Code of Ethics for Public Employees.
 - b. Employees who violate the Code of Ethics as set forth in Part III of Chapter 112 of the Florida Statutes shall be subject to disciplinary action up to, and including, discharge, as well as any applicable civil penalties.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: CORRECTIVE ACTION/DISCIPLINARY PROCEDURE	Effective Date: June 8, 2010	Number: 807
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of the County that all employees and volunteers are expected to comply with the County’s standards of behavior and performance and that any noncompliance with these standards must be remedied.

Comments/Procedures:

General Provisions

- (1) Under normal circumstances, the County endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. The County does, however, retain the right to administer discipline in any manner it sees fit and to modify or delete these procedures at its sole discretion.
- (2) Corrective action is typically warranted when an employee is not meeting County standards of attendance, performance, or conduct (attitude or human relations).
- (3) The normal application of progressive discipline is:
 - 1) Counseling Statement in File or,
 - 2) Documentation of Oral Warning or,
 - 3) Issue a Written Warning or,
 - 4) Place Employee on Suspension Without Pay or,
 - 5) Issue a Final Written Warning/Last Chance Agreement or,
 - 6) Termination of Employment.

Disciplinary Procedures

Facts and circumstances surrounding the incident or violation shall be carefully considered before taking any formal disciplinary steps. The level discipline given will be due to severity of infraction. In all cases of formal corrective action and/or discipline, Human Resources should be contacted to ensure appropriate action steps are taken.

A copy of the discipline form shall be given to the employee and the original forwarded to Human Resources for inclusion in the employee’s file.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: DRUGS, NARCOTICS, AND ALCOHOL	Effective Date: August 3, 2004	Number: 808
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County to maintain a workplace that is free from the effects of drug and alcohol abuse.

Comments/Procedures:

- (1) Employees are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on County premises or work sites. In addition, Levy County prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or Levy County Government’s reputation in the community.
- (2) Levy County will not hire, subject to state or local law restrictions, alcoholics or drug abusers whose current use of those substances prevents them from performing their jobs or who would constitute a direct threat to the property or safety of others. Whenever applicants for employment are to be tested for the presence of illegal drugs or alcohol, they are to be informed in advance and in writing.
- (3) Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or controlled substances and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on County premises and work sites.
- (4) Employees subject to the Drug-Free Workplace Act who are convicted of any criminal drug violation occurring in the workplace must report the conviction to the Human Resource Manager within five days, and the Human Resource Manager will take appropriate action as required by law.
- (5) Employees, their possessions, and County-issued equipment and containers under their control are subject to search and surveillance at all times while on County premises or work sites or while conducting County business.
- (6) Employees may be asked to take a test at any time to determine the presence of drugs, narcotics, or alcohol, unless the tests are prohibited by law. Employees that agree to take the test must sign a consent form authorizing the test and Levy County’s use of the test results for purposes of administering its discipline policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline and may result in termination. Tests that are paid for by Levy County are the property of Levy County, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee’s doctor.
- (7) Department heads should report immediately to the Human Resource Manager any action by an employee who demonstrates an unusual pattern of behavior. The Human Resource Manager will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises. Safe transit should be arranged.
- (8) Employees must report their use of over-the-counter or prescribed medications to the Human Resource Manager if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: DRUGS, NARCOTICS, AND ALCOHOL	Effective Date: August 3, 2004	Number: 808
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

- (9) Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Participation in counseling, including County-sponsored or required counseling, is confidential and should not have any influence on performance evaluations. Job performance, not the fact that an employee seeks counseling, is to be the basis of all performance evaluations.
- (10) Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Human Resource Manager that the employee is capable of performing his job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other County policies.
- (11) Levy County will, to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: INTERNET, E-MAIL AND COMPUTER USAGE	Effective Date: March 6, 2012	Number: 809
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 4

POLICY:

POLICY REGARDING USE OF COMPUTERS AND OTHER DEVICES BY EMPLOYEES

In conjunction with Levy County BOCC Personnel Policies and Procedures Policy No. 805 (Use of Communication Systems)

The use of Levy County automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for county business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable with permission from a Department Head or Supervisor as long as it is not excessive or inappropriate, occurs during personal time, and does not result in expense or harm to the county or otherwise violate this policy.

Comments/Procedures:

Use is defined as "excessive" if it (1) interferes with normal job functions, responsiveness, or the ability to perform daily job activities; (2) interferes with Levy County's operations; or (3) if it violates County policies. Electronic communication should not be used to solicit or sell products or services that are unrelated to the county's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

- (1) Use of county computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:
 - a) Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate county purposes;
 - b) Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
 - c) Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
 - d) Making unauthorized copies of county files or other county data;
 - e) Destroying, deleting, erasing, or concealing county files or other county data, or otherwise making such files or data unavailable or inaccessible to the county or to other authorized users of county systems;
 - f) Misrepresenting oneself or the county;
 - g) Personal correspondence that could be misinterpreted as an official communication of Levy County;
 - h) Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
 - i) Engaging in unlawful or malicious activities;

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: INTERNET, E-MAIL AND COMPUTER USAGE	Effective Date: March 6, 2012	Number: 809
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 4

- j) Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the county's networks or systems or those of any other individual or entity;
 - k) Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
 - l) Sending, receiving, or accessing pornographic materials;
 - m) Becoming involved in partisan politics;
 - n) Causing congestion, disruption, disablement, alteration, or impairment of county networks or systems;
 - o) Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
 - p) Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
 - q) Using recreational games; and/or
 - r) Defeating or attempting to defeat security restrictions on county systems and applications.
- (2) Using county automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the county anti-harassment policies and is subject to disciplinary action. The county's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of county resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The county will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.
- (3) Unless specifically granted in this policy, any non-business use of the county's automation systems is expressly forbidden.
- (4) If you violate these policies, you will be subject to disciplinary action, up to and including termination.
- (5) **Ownership and Access of Electronic Mail, Internet Access, and County Computer Files; No Expectation of Privacy**

The county owns the rights to all data and files in any computer, network, or other information system used in the county and to all data and files sent or received using any county system or using the county's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The county also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: INTERNET, E-MAIL AND COMPUTER USAGE	Effective Date: March 6, 2012	Number: 809
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 3 of 4

content. Employees must be aware that the electronic mail messages sent and received using county equipment or county-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by county officials at all times. The county has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with county policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate county official.

The county uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on county electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and county use at any time. Further, employees who use county systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than county systems or the county-provided Internet access.

The county has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

(6) Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and county rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of county policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

(7) Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: INTERNET, E-MAIL AND COMPUTER USAGE	Effective Date: March 6, 2012	Number: 809
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 4 of 4

(8) Policy Statement for Internet/Intranet Browser(s)

- a) The Internet is to be used to further the county's mission, to provide effective service of the highest quality to the county's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are county resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.
- b) Employees are individually liable for any and all damages incurred as a result of violating county security policy, copyright, and licensing agreements.
- c) All county policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, county information dissemination, standards of conduct, misuse of county resources, anti-harassment, and information and data security.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: SOCIAL MEDIA	Effective Date: March 6, 2012	Number: 810
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

While it is the policy of Levy County to encourage its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a concern. These concerns will arise if an employee's activities have the effect of hindering or impairing the work of any other employee; harassing, demeaning, or creating a hostile working environment for any other employee; disrupting the smooth and orderly flow of work within the office or station; or causing the dissemination of unlawful speech by any means throughout the county, among its citizens and/or visitors in the community at large. This applies to the use of any social media outlets.

In the area of all social media (print, broadcast, digital, and online services such as Facebook, LinkedIn, MySpace, Plaxo, and Twitter, among others), employees may use such media in any way they choose off duty and off county property, as long as such use does not produce the adverse consequences noted above.

Comments/Procedures:

For this reason, Levy County reminds its employees that the following guidelines apply in their use of social media, **both on and off duty**:

1. If an employee publishes any personal information about the employee, another employee of the organization, any county department, a patient, a citizen, or visitor of the county in any public medium (print, broadcast, digital, or online) that:
 - a. contains defamatory, obscene, slanderous, libelous, threatening or unlawful speech;
 - b. constitutes extortion or bribery;
 - c. creates a real threat of immediate disruption to the smooth and orderly flow of the work of any employee or generally the work within the office, station, emergency scenes, or the delivery of services to the citizens and/or visitors of Levy County, such as intemperate, abusive, or insulting language;
 - d. creates a harassing, demeaning, or hostile working environment for any employee;
 - e. is a violation of HIPPA practices and policies,

the employee(s) responsible for such problems will be subject to disciplinary action, up to and potentially including termination of employment, depending upon the severity and repeat nature of the offense.

2. No employee may use county equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of a Department Head or Supervisor.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">SOCIAL MEDIA</p>	Effective Date: <p style="text-align: center;">March 6, 2012</p>	Number: <p style="text-align: center;">810</p>
Applies to: <p>All Employees and Volunteers of the Levy County Board of County Commissioners</p>	Last Amended:	Page: <p style="text-align: center;">2 of 2</p>

3. Employees who, through social media, conduct themselves in such a way that their actions toward and relationships with each other cause disruption between employees in the workplace or to the flow of work or community relations, or who cause the dissemination of unlawful speech by any means throughout the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from the Department Head or Supervisor to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.

4. Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution or civil liability to those harmed, or both.

5. Social media access and use involving county equipment and resources are subject to Levy County BOCC Personnel Policies and Procedures #809 (Internet, E-Mail, and Computer Usage Policy) as well as Levy County BOCC Personnel Policies and Procedures #805 (Use of Communication Systems) at all times.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PERSONNEL RECORDS	Effective Date: August 3, 2004	Number: 901
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to maintain personnel records according to federal, state, and local record keeping requirements.

Comments/Procedures:

- (1) The Human Resource Manager shall serve as the official custodian of personnel records.
- (2) Employees have a responsibility to make sure records are up to date and should notify Human Resources, in writing, of any changes, including, but not limited to:
 - a) Name;
 - b) Address;
 - c) Telephone number;
 - d) Marital status and number of dependents (for benefits and tax withholding purposes only); and
 - e) Persons to be notified in case of emergency.
- (3) Personnel records of County employees shall be open to inspection pursuant to the requirements set forth in Chapter 119, Florida Statutes.
- (4) Inspection of personnel records shall be subject to the following procedures:
 - a) Requests for personal inspection of a County personnel file or job application must be made to the Human Resource Manager.
 - b) The Human Resource Manager or designee will require that inspections be at a reasonable time and place in order to protect the integrity of the records. All inspections will be made under the supervision of a member of the Human Resources staff.
 - c) Human Resources shall furnish a copy or copies of any item(s) requested from the records upon payment of the fee as defined in Chapter 119, Florida Statutes [currently fifteen (\$0.15) cents per single-sided copy and twenty (\$0.20) cents per two-sided copy; an additional charge per page will be assessed for a certified copy of the public record].
 - d) If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by the personnel of the agency involved, or both, the County may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and based on the actual cost incurred for such extensive use of information technology resources or labor costs of the personnel providing the service.[FL Statutes 119.07 (1)(b)]
- (5) Employees, under the same rules and condition that apply to the public, may inspect any personnel file including their own.
- (6) Supervisory and management employees who have an employment-related need for information about another employee or applicant may inspect the records and/or files of that employee or applicant.
- (7) Employees are to refer all requests from outside the County for personnel information concerning applicants, employees and past employees to Human Resources.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: PARTICIPATION IN COMMUNITY AFFAIRS	Effective Date: August 3, 2004	Number: 902
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to encourage employees to participate in the community service affairs of charitable, educational, religious, fraternal, and civic organizations.

Comments/Procedures:

- (1) Levy County may identify certain community activities in which it wants to be represented and designate the employees it will sponsor for participation or membership in these organizations. Designated employees will represent Levy County in the organization and will be expected to promote Levy County’s interests. Under these circumstances, time spent on the community activity will be considered hours worked for pay purposes.
- (2) Time spent on community affairs, when not undertaken at the request of management, should normally be outside of the employee’s regular working hours and, therefore, will not be considered hours of work for pay purposes.
- (3) Every employee who expresses an opinion in a public forum should clearly state whether the opinion is a personal one or one representing Levy County. Any public communication that might be considered as representing Levy County’s position must be approved in advance by the County Coordinator.
- (4) Employees planning to campaign for, seek, or accept appointment to public office should review the appropriate Florida Statutes to determine how this might affect their continued employment with the County (see POLITICAL ACTIVITY policy).

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: WORKPLACE VIOLENCE	Effective Date: August 3, 2004	Number: 903
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County to provide a safe environment for working and conducting business. Levy County will not ignore, condone, or tolerate acts of violence committed by or against County employees, or members of the public, while on Levy County property or while performing Levy County business at other locations. County employees determined to be in violation of this policy will be subject to appropriate disciplinary action, up to and including discharge from employment.

903:1 VIOLENCE DEFINED

- (1) The term “violence” has been defined as: An unjust or unwarranted exertion of force, action, power or vehement rough language against a person, property, rights or laws of an injurious or destructive nature.
- (2) The word violence in this policy shall include, but is not limited to, any act or behavior that:
 - a) constitutes a physical assault;
 - b) consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual;
 - c) carries the potential for physical harm to another individual (as would be interpreted by a reasonable person);
 - d) involves carrying or displaying weapons, destroying property, or throwing objects in a matter reasonably perceived to be threatening;
 - e) menaces another (as would be interpreted or perceived by a reasonable person);
 - f) consists of a communicated or reasonably perceived threat to destroy property; or a reasonable person would perceive as obsessively directed, e.g. intensely focused on a grudge, grievance, or romantic interest in another person, and reasonably likely to result in harm or threats of harm to persons or property.
- (3) Violent acts and behavior can take any one of many forms. Such conduct might be physical or nonphysical, verbal or nonverbal, direct or indirect, and explicit or implicit.

903:2 RESPONSIBILITIES/ COMPLAINT PROCEDURE

- (1) Levy County takes every workplace violence issue seriously. As a means for prevention, Levy County employees are strongly urged to take appropriate action immediately upon knowledge of violent behavior taking place either on Levy County property or regarding any legitimate interest of Levy County.
 - a) **Emergencies**
For immediate assistance in an emergency situation (e.g. assault, direct threat of immediate violence, suicide attempt, or any crime in progress) dial 911.
 - b) **Incidents Not Rising to the Level of an Immediate Emergency**
 - 1. If the complaint involves a non-emergency situation, employees are strongly urged to report the violent behavior to a department head or supervisor. The department head or supervisor shall report that complaint immediately to the Human Resources Manager (or the County Coordinator’s Office as appropriate) in person or by telephone. Failure to follow this procedure subjects the supervisor to disciplinary action.
 - 2. If the complaint accuses the employee’s supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in bringing the complaint to his or her immediate supervisor, the employee may bring the complaint to another supervisor, the Human Resources Manager or designees, or the County Coordinator’s Office, as appropriate.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: WORKPLACE VIOLENCE	Effective Date: August 3, 2004	Number: 903
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

903:3 INVESTIGATION OF ALLEGATIONS

Levy County recognizes that workplace violence investigations require discretion and sensitivity to protect the rights of all persons involved and shall proceed in a manner that demonstrates objectivity, fairness and a concern for confidentiality.

903:3(a) INVESTIGATION ASSIGNMENT AND PROCEDURE

Who Shall Conduct Investigations

- (1) Incidents involving emergency and/or criminal activity will be referred to the Levy County Sheriff’s Department or the appropriate jurisdiction for investigation. An internal investigation may occur simultaneously if it does not interfere with the efforts of the outside investigator.
- (2) Incidents that do not involve an emergency situation and/or criminal activity, the Levy Human Resources Manager, in consultation with the County Coordinator’s Office and the County Attorney, will determine the appropriate course of investigation.

Investigation Process

- (1) Due to the varying nature of violence in the workplace, Levy County reserves the right to conform its investigative process as appropriate to handle the sensitive and subtle considerations presented by workplace violence issues on a case-by-case basis.

903:3(b) COOPERATION AND CONFIDENTIALITY

- (1) Levy County employees are required to fully cooperate in any internal investigations that may be conducted. This includes, but is not limited to, answering all questions honestly and fully.
- (2) Employees interviewed at any time during an investigation shall keep any and all information that is shared during the investigation strictly confidential and shall not, under any circumstance, discuss the information or the investigation with anyone other than authorized persons.
- (3) Failure to cooperate with an investigation, or failure to abide by the rule of confidentiality, will be grounds for disciplinary action.
- (4) Levy County will take all reasonable and lawful efforts to keep the information provided to it in the complaint and investigation process as confidential as practically possible to provide for a thorough investigation, and to the extent permitted by Florida Law.
- (5) Nothing in this section will apply to compromise an accused individual’s rights protecting against self-incrimination in a criminal investigation.

903:3(c) RETALIATION PROHIBITED

- (1) Retaliation against employees for reporting violent behavior or assisting in the investigation of a complaint is prohibited and will not be tolerated.
- (2) Retaliation includes, but is not limited to, such acts as refusing to recommend an employee for a benefit for which he or she qualifies, spreading rumors about the employee, encouraging hostility from co-workers, or escalating the violent situation.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: DISPUTE RESOLUTION PROCEDURES	Effective Date: June 8, 2010	Number: 904
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 2

Policy:

It is the policy of Levy County that employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution procedure. Levy County will attempt to resolve promptly all disputes that are appropriate for handling under this policy.

Comments/Procedures:

- 1) When appropriate, disputes or grievances will be handled as outlined in the Collective Bargaining Agreements.
- 2) All other disputes will be handled as outlined in this dispute resolution policy.
- 3) An appropriate dispute is defined as an employee’s expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters that may be considered appropriate disputes under this policy include:
 - a) A belief that County policies, practices, rules, regulations, or procedures have been applied inconsistently to an employee;
 - b) Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
 - c) Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, or disability; and
 - d) Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.
- 4) Employees should notify Levy County in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for employees with appropriate complaints. As used in this policy, the terms “timely fashion,” and “promptly” generally will mean five working days.
- 5) The dispute resolution procedure has a maximum of three steps, but disputes may be resolved at any step in the process. Disputes will be processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.
- 6) Employees who feel they have an appropriate dispute should proceed as follows:
 - a) Step One – Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the employee may proceed directly to step two. The supervisor should investigate the complaint, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee’s personnel file.
 - b) Step Two – Appeal the decision to the department head, if dissatisfied with the supervisor’s decision, or initiate the procedure with the department head if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The supervisor’s version of the dispute and decision will then be submitted using a similar written form. The departments head will, in a timely fashion, confer with the employee, the supervisor, and any other members of management considered appropriate, investigate the issues, and communicate a decision in writing to all the parties involved.
 - c) Step Three – Appeal the unsatisfactory department head decision to the County Coordinator. The timeliness requirement and procedures to be followed are similar to those in Step Two. The County Coordinator will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: DISPUTE RESOLUTION PROCEDURES	Effective Date: June 8, 2010	Number: 904
Applies to: All Employees and Volunteers of the Levy County Board of County Commissioners	Last Amended:	Page: 2 of 2

- 7) The Human Resource Manager will provide training and support to supervisors and department heads in dealing with employee complaints. In addition, employees should be encouraged to consult with the Human Resource Manager, their supervisors, or other members of management on a less formal basis regarding employee complaints or disputes.
- 8) Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as County policy. When appropriate, the decisions will be retroactive to the date of the employee's original dispute notification.
- 9) Based upon the nature of the complaint, information concerning an employee dispute may be confidential. Supervisors, department heads, and other members of management who investigate a complaint must use caution and discretion in discussing it only to those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- 10) Time spent by employees in dispute discussions with management during their normal working hours will be considered hours worked for pay purposes.
- 11) Employees will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raising meritless disputes. Implementation of the dispute resolution procedure by an employee does not limit the right of Levy County to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, employees and supervisors are prohibited from retaliating against an employee who properly used the dispute resolution procedure.
- 12) Levy County may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy.