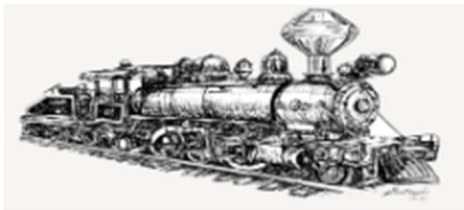


# Town of Century Personnel Administration Policy

Adopted:

Revised:

***These policies, procedures, and guidelines were developed to assist administrators, managers, supervisors, and employees understand and interpret the manner in which business will be conducted at the Town of Century. This is not an all-inclusive collection of policies, procedures, and guidelines.***



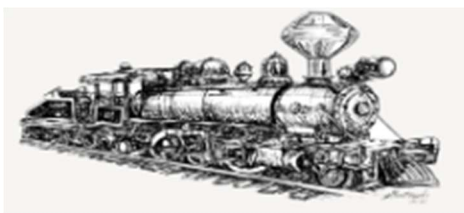
## **PERSONNEL ADMINISTRATION**

The Town of Century recognizes the value of a merit-based personnel system for its employees. As the official responsible for the employment of all Town employees per the Town Charter, the Council retains the right to alter or amend the scope of coverage of this policy and may exclude individuals or categories of employees from coverage based upon the employee's employment status. Employees covered by collective bargaining units or individual employment contracts are covered by this policy only to the extent that the collective bargaining agreements or contracts are silent on an issue or do not conflict with this policy; in the event of conflicting provisions or language, the language of the collective bargaining agreement or contract will prevail.

### ***Section A-1: DEFINITIONS***

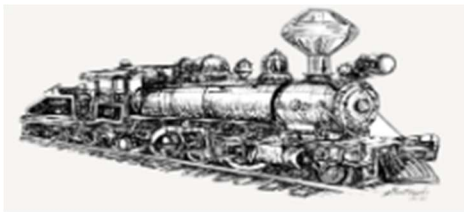
As used in this chapter, the following listed terms, words and phrases have the indicated meanings:

- A. Administrative service - All positions within the Town, whether elected, appointed, salaried, hourly, honorary, gratuitous or any combination.
- B. Appointing authority - the Town Council or their designee.
- C. Appointment – Initial employment of a person in a position within the service of the Town of Century.
- D. Class – A group of positions similar as to duties performed, level of responsibility, qualifications, training, experience, or skill, and such other characteristics that the same title and the same rate of compensation may be applied to each position in the group.
- E. Demotion - A change of an employee from a position in one class to a position in another class having a lower minimum starting salary and with less discretion and/or responsibility.
- F. Department - A unit within the organizational structure of the Town, with specific duties.
- G. Eligible - A person who has properly filed an application, met the requirements of a position, and successfully completed the examination/screening process and is qualified to be placed on a list of qualified applicants.
- H. Eligible list - A list of names taken from the eligible register, used for promotions and entrance appointments. A list established from an internal recruitment



contains the names of the top five (5) applicants; a list established from an external recruitment contains the names of the top twenty-five (25) applicants.

- I. Employee - A person appointed to a position in the service of the Town for which they are compensated on a full-time or part-time basis.
- J. Employment - The initial appointment to a position within the service of the Town.
- K. External Recruitment: Position open to persons not employed by the Town of Century.
- L. Internal Recruitment: Position open to persons employed by the Town of Century.
- M. Lay-off – An authorized reduction in force after a determination by the Mayor and approval by the Council of a lack of funds, lack of work, material changes in duties or organization for purposes of economy or efficiency, or abolishment of positions.
- N. Minimum Qualifications - Requirements such as education and experience that qualify an applicant to be considered for appointment. Additional requirements may also be indicated when necessary, such as licenses, certificates, etc. No person is employed or promoted who does not qualify for a position.
- O. Part-time position - A part-time position is one that requires less than 40 hours per week to perform.
- P. Pay Range - The minimum and maximum pay assigned to a class or position.
- Q. Position - A group of duties and responsibilities assigned by the appointing authority, requiring the services of one (1) person. Refers to functions to be performed, and may be part-time, full-time, temporary or permanent, occupied or vacant.
- R. Probation – a ninety-day period of service by an employee in a position, applying to a position acquired by initial appointment or by promotion.
- S. Promotion - Change of an employee from a position in one class to a position in another class having a higher range of pay/minimum salary and carrying a greater scope of discretion and responsibility.
- T. Rank - Relative position within a chain of command, high to low, based on the range of pay. The number assigned to each pay range determines the order of rank.
- U. Relatives – An employee's father, mother, son, daughter, brother, sister, uncle, aunt, grandparent, grandchild, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.
- V. Resignation - The termination of an employee at his or her request, considered to be effective upon acceptance by the appointing authority.



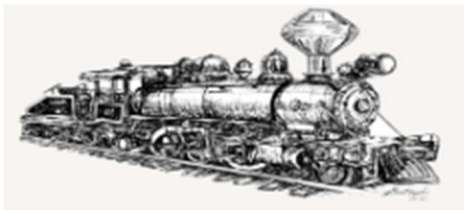
- W. Seniority - First determined by: 1) a period of service in a class or position within a chain of command (rank) in a department; 2) then by period of service within a department; 3) then by period of service as an employee of the Town.
- X. Title - A descriptive designation for a group of tasks to be performed.
- Y. Transfer - The lateral movement of an employee from one position to another, having the same salary range, the same level of responsibility, and the same basic minimum qualifications and requirements.
- Z. Vacancy - A position duly created and still existent, but not occupied by an employee.

### ***Section A-2: EMPLOYMENT AT WILL***

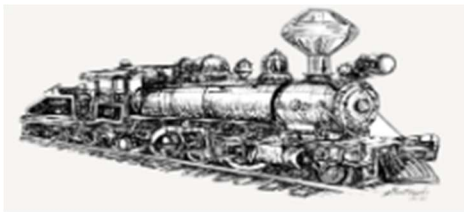
- A. All employees of the Town are “at will” employees under Florida state law, and as such their terms and conditions of employment may be altered or amended at the will of the employer. Employment is subject to the provisions of applicable collective bargaining agreements, individual contracts, or the benefits and procedures provided by Florida state law and this policy.
- B. All persons who were classified service employees at the time of the adoption of this policy will continue their employment under this policy unless discharged for cause or by reasons of a lay off.

### ***Section A-3: EMPLOYMENT, PROMOTION, DEMOTION, & TRANSFER***

- A. Per the Town Charter, the Town Council has the executive authority to, “appoint, discipline, and remove all officers and employees...” When a vacancy is to be filled, the Town Council or designee may choose to fill the vacancy from within the Town’s workforce (internal), may request an external recruitment process be conducted, or in limited cases directly hire the person the Mayor determines best suited for a position. Those positions to be filled by recruitment may be advertised internally and externally concurrently. Job bulletins will provide information about the position being filled, such as salary, qualifications, selection process, etc.
- B. When an appointing authority chooses to fill a position by seniority promotion, he or she may do so as defined in this policy.



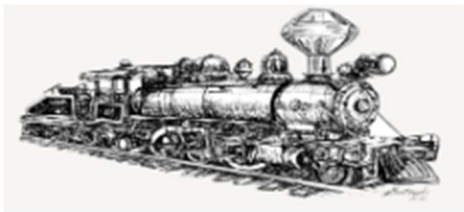
- C. When a position is announced internally, a job bulletin will be distributed and open for a minimum of ten (10) business days. The position may be open to one department or to all town departments. Applicants are required to submit the appropriate application by the announced application deadline. Positions announced internally are open only to employees of the Town. Employee must maintain employment to continue eligibility.
- D. When a position is announced externally, a job bulletin will be distributed and open for a minimum of ten (10) days. External recruitments may require outside advertising (i.e., newspapers, trade journals, etc.). External recruitments are generally posted on Wednesdays.
- E. Applications are accepted only when positions are posted. Applications are required for all positions filled by a recruitment process and must be filed with the Town Clerk by the announced application deadline. Applications collect details regarding experience, training, education, and other pertinent information. Required documentation may be required with the application that provides proof of education, certification, veteran preference, etc. Applicants must attest to the truthfulness of all statements contained in the application; false statements or misrepresentation is cause for denying employment or for discharge from town employment at any time after being employed.
- F. Eligible registers will be prepared based on internal and/or external recruitment status. Registers will contain the names of candidates who meet the minimum qualifications.
- G. Eligible registers are in effect for one year, unless extended by request of the Town Council. If a substantial change is made to the qualifications of a position, an eligible register may be cancelled.
- H. The eligible list of applicants will be provided to the Town Council; any person on the list is eligible for employment or promotion. However, employees who separate employment are no longer eligible to remain on an internal eligible register/list.



- I. Prior to employment or appointment to a position, appropriate background and reference checks will be completed in accordance with Town policy.
- J. Any applicant for employment who makes a false statement in connection with any application or examination forfeits his or her right to be eligible for selection under that job announcement. In case he or she has been appointed, he or she forfeits his or her employment.
- K. When a vacancy is to be filled by demotion, the employee must meet the qualifications for the target position. Demotions may be voluntary or involuntary.
- L. When a vacancy is to be filled by transfer, the employee must meet the qualifications for the target position and department directors/administrators must agree to accept the transferee. The request for transfer must be documented and approved by both department directors/administrators.

#### **Section A-4: PROBATION**

- A. While employees are considered at-will, employees hired and promoted after inception of this policy are required to serve in a probationary status for 90 days from the date of employment or promotion. This period is to ensure time for each employee to become familiar with the responsibilities and functions of the position and gives the Town an opportunity to evaluate the employee's job performance.
- B. The probationary status is considered complete when a period of 90 days has elapsed from the date of employment or promotion. An employee holding a probationary entrance position may be discharged by the appointing authority at any time during the period of probation, without the right of appeal. (Note: Unless otherwise covered by a collective bargaining agreement. An employee serving a probationary period in a position to which he or she has been promoted, may be removed from that promotional position at any time during the probationary period, but must be returned to his or her former position or a comparable position if such a position is vacant. If a position is not available, before dismissal,



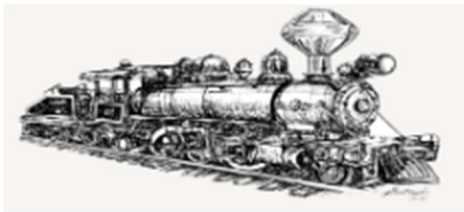
the Town will make a reasonable effort to retain the employee in another vacant position. This does not apply to matters of discipline, nor does it create a right to displace an employee from an occupied position.

- C. An appointing authority can extend an employee's probation because of an extended absence, disciplinary action, or documented work deficiencies. An extension should not exceed 60 days past the initial probationary period, except in the case of an approved absence, which may be extended for the period of the absence.
- D. Persons appointed to apprenticeship or training programs remain on probation for the entire time they are in the position or program and may be terminated at any time without the right of appeal.

#### ***Section A-5: EMPLOYEE PERFORMANCE EVALUATION PROGRAM***

- A. Under the direction of the Mayor or designee, the Town Clerk administers a program for rating the work performance of Town of Century employees.
- B. The Performance Evaluation Program is designed to provide procedures and guidelines for supervisors to evaluate the performance of Town employees in the accomplishment of their assigned duties and responsibilities.
- C. Through the uniform application of these procedures and guidelines, supervisors can use the Performance Evaluation Program as an effective management tool to recognize accomplishments, guide and reward performance, and improve productivity and morale.
- D. Approved forms must be used for all official employee performance evaluations. These forms are available electronically to facilitate electronic completion.
- E. Performance evaluations were developed in four categories: non-supervisory; first-line supervisor; manager-supervisor; and director-administrator. The examples for each category are not all-inclusive, but are meant to provide a guideline. The





department director/administrator is responsible for ensuring the appropriateness of the evaluation compared to the level of responsibility. Each evaluation contains a group of core competencies that every employee is expected to exhibit. As the level of job responsibility increases, so do the competencies.

- a. *Non-Supervisory* – employees with no supervisory responsibilities. Example classifications include: Clerk I, II, III, Maintenance Worker I, II, III, Field Service Workers, etc. A First-line supervisor generally conducts the evaluation for these employees.
  - b. *First-line Supervisor* – employees who supervise a small group of employees and are not responsible for major department operations. Example classifications include: Operations Supervisor I, II, Lead Workers, Field Services Technician, Field Services Leader, Administrative Officer I, II, Senior Administrative Officer I. A manager-supervisor generally conducts the evaluation for these employees.
  - c. *Manager-Supervisor* – employees responsible for supervising larger groups of employees and are responsible for major department operations. Example classifications include: Administrative Officers II, III, IV, Senior Administrative Officer II, III, Managers, etc. A Department-Administrator conducts the evaluation for these employees.
  - d. *Director-Administrator* – employees responsible for supervising departments and major functions of the Town. The Town Administrator or Mayor would conduct the evaluation for these employees.
- F. Performance evaluations should be conducted annually, on the anniversary of entry into the classification. However, new employees should be introduced to the rating criteria within the first two weeks of employment. Supervisors should use this time to explain specific responsibilities and expectations so there are no surprises when the first evaluation occurs. If an employee is experiencing performance issues during the year, supervisors should meet to discuss performance issues and expectations in an effort to correct the problems and answer questions the employee may have. These sessions should be documented. Supervisors are encouraged to document performance on a continual basis. Make daily or weekly notes about positive and negative performance, since the annual evaluation should represent performance for the entire year. Documentation should be behavior based. For example, documenting what the employee said or what the employee did—these objective notes will be beneficial during the rating process.





- G. When the employee's anniversary date approaches and it's time to conduct the evaluation, the supervisor is responsible for reviewing and rating the employee on the approved form. The supervisor should meet privately with the employee to discuss both positive and negative behavior during the rating period. The form contains a section for employees to submit a written response to any performance evaluation. Written responses must be free of profane, discriminatory, abusive, or inflammatory language. After the supervisor meets with the employee and the employee has an opportunity to comment, the rating supervisor's supervisor is asked to review and sign the evaluation form. The completed evaluation, including comments made by supervisors and employee, are placed in the official personnel file with the Town Clerk.
- H. A point system is included as part of the evaluation process. The assignment of a scoring system lends itself to a merit-based pay system should one be implemented.

#### ***Section A-6: EMPLOYMENT OF RELATIVES***

Employment of relatives is prohibited when it creates or is perceived to create favoritism.

- A. No appointing authority can appoint, employ, promote, or transfer any relative to a position where the appointing authority exercises jurisdiction or control.
- B. The appointment, employment, promotion, advancement, or transfer of a relative into any division, activity, or section is prohibited if the action creates a prohibited relationship where a relative would supervise (directly or indirectly), make or influence personnel decisions concerning a relative, or creates a conflict of interest or the appearance of a conflict of interest.
- C. Prior to relatives being employed, promoted, or transferred into any division, activity, or section, a department director/administrator/manager must certify to the Mayor that no prohibited relationship would occur now or in the future.



- D. Employees can become relatives by marriage while working in the same activity, or department, so long as a prohibited relationship is not created. Such action must be specifically authorized by the Town Council.

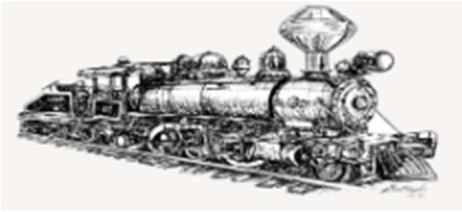
#### ***Section A-7: EQUAL EMPLOYMENT OPPORTUNITY***

The Town of Century strongly supports the principles of equal employment opportunity in all its employment policies and practices, including recruitment, examination, appointment, training, promotion, retention, compensation, benefits, transfers, or any other aspect of personnel administration. The Town of Century requires that all these practices be administered without regard to race, age, creed, religion, ancestry, national origin, disability, sex, marital status, or any other non-merit factor.

It has been and shall continue to be the Town's policy to comply with the letter and spirit of applicable federal, state, and local statutes concerning equal employment opportunity. The Town pledges that it will make a determined and sustained effort to prevent and eliminate all discrimination within the organization.

#### ***Section A-8: LAY-OFF***

- A. A lay-off may become necessary due to shortage of funds, material changes in duties or organization for purposes of economy or efficiency, lack of work, or abolishment of positions. When it has been determined by the Mayor and Approved by the Town Council that an excess number of positions and employees exist, the Mayor will certify a lay-off.
- B. In the event of a lay-off, the Town will adhere to the statutory requirements of Chapter 295.07, of the Florida Statutes, that provides preference in retention for eligible veterans.
- C. Employees discharged by reason of a lay-off will be given notice a minimum of thirty (30) calendar days prior to such reduction or discharge.
- D. Employees discharged via a lay-off will have their names entered on an eligible register for each title or class for which positions were eliminated, to remain effective for one year unless extended by request of the appointing authority. If



positions become available while the register is effective, the appointing authority will consider these persons for town reemployment.