

CITY OF FORT MEADE

2.5 Personnel and Medical Records

The personnel records of employees are public records and may be provided upon receipt of properly completed public records requests, as provided in Chapter 119, F.S., unless exempt from disclosure. (Public Records Law). If you believe your personnel records are exempt from disclosure, please contact the Human Resources Department.

Social security numbers and employee medical records are confidential and disclosed as allowed by applicable law.

2.6 Personnel Records

The City maintain a personnel file for each employee. Personnel files are subject to public records under Florida law and include some or all of the following documents:

2.7 Employment Reference

Only the City Manager or Human Resources are authorized to provide an employment reference on behalf of the City, to a third party, including prospective employers. Any request for reference information must be immediately directed to the human resource office for appropriate management. The human resource office shall only provide a former employee's position title, dates of employment, and whether such employee is eligible to be rehired, absent court mandate, a contractual agreement to the contrary, or in response to a public records request for the personnel records. Any written requests for materials subpoenaed or otherwise received in connection with some legal action or investigation must also be immediately submitted to Human Resources. Any Public Records Request shall be immediately directed to the Deputy City Clerk to process the public records request in accordance with Chapter 119, Florida Statutes.

2.8 Anti- Nepotism/Employment of Relatives

It is the objective of the City to attract and retain employees of the highest caliber. Consistent with this policy, the City will consider for employment qualified applicants who are related to employees and to permit employment of relatives when, in the judgment of the City Manager, it is in the best interest of the City to do so.

Anti-Nepotism

Nepotism is showing favor to a relative simply because of familial status rather than an objective evaluation of ability or suitability. The City has established the following policy:

When the City employs more than one member of a family, one family member may not be employed within the same department, nor shall one family member supervise another or in any way direct the work or workflow of another employee, or have express influence to impose discipline, promotion, demotion, or discharge on the related employee. The City Manager, in conjunction with Human Resources, must review all such hires.

All employment decisions, such as appointment, employment, promotions, or advancement, will be based solely on merit and fitness and will be conducted in a manner that is non-discriminatory without regard to familial status. In no way will a relative be permitted to serve on an interview

panel where he or she has authority to recommend a family member.

Additionally, employment decisions, as well as status changes, such as marriage that could result in conflict of this policy will be reviewed by the City Manager and Human Resources. If it is determined that a conflict exists, and there is no viable solution, reassignment to another department and/or position may be considered. If a transfer is not feasible for any reason, termination of employment for one employee may be necessary. The affected employees will be given a reasonable time to determine which will terminate employment voluntarily. If no decision is made within the agreed upon timeframe, the decision for termination will be made by the City Manager with input from Human Resources and the affected Department Heads. Consideration of qualifications, attendance records, discipline records, performance appraisals, and time served at the City will be part of the decision making process for either a transfer or termination. For purposes of this policy, a transfer may be in the form of a promotion or a demotion. An employee transferred to a lesser paying position will not receive the same rate of pay received in the position held prior to the transfer.

Definition of Relatives

For purposes of this policy, the City defines relatives in accordance with §112.3135, Florida Statutes, as:

Father, mother	Son-in-law, daughter-in-law
Son, daughter	Brother-in-law, sister-in-law
Brother, sister	Stepfather, stepmother
Uncle, aunt	Stepson, stepdaughter
First cousin, nephew, niece	Stepbrother, stepsister
Husband, wife	Half-brother, half-sister
	Father-in-law, mother-in-law

2.9 Outside Employment

City employees may not engage in any outside employment or business which could hinder or impair their performance of their duties, reflect negatively on the City, be incompatible with their City employment or conflict with their efficiency on the job. The City Manager shall be the final determinant in the appropriateness of outside employment. City employment must be considered the primary employment, and no employee may engage in outside employment, which could interfere with the performance of his/her City duties or be a conflict with the interest of the City.

- If an employee sustains an injury while engaged in outside employment, the employee is ineligible to receive benefits under the City's workers' compensation policy.
- No employee may accept pay or compensation from an outside person or business for time worked while simultaneously on work time for the City.

Authorization for off-duty employment must be requested in writing to the Department Head to ascertain that there is no conflict with their job duties. The Department Head must consult with the City Manager on all requests. Written approval of the Department Head and City Manager must be granted before off-duty work begins.

Every employee engaging in approved outside employment shall respond immediately to any