

SECTION 1: Definitions

- 1.1 Abandonment of Position: When an employee is absent without authorization for three or more consecutive workdays, the employee may be deemed to have voluntarily resigned from his or her position and may be separated from employment, except where otherwise precluded by applicable law.
- 1.2 Active Pay Status: The status of an employee when working, when on authorized paid leave, on a holiday, or other time when pay is being credited to the employee.
- 1.3 ADA: The Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009.
- 1.4 Anniversary Date: The date an employee begins employment and the same date in following years. This is the date upon which entitlement to fringe benefits is based unless a specific benefit provides otherwise.
- 1.5 At-will employment: All employees of the City of LaBelle, Florida are considered at will employees. At-will employment means that the employee can quit or be fired at anytime for any reason. Nothing in this document or any verbal or written representations should be interpreted as a contract of employment or as an implied contract of employment.
- 1.6 City Commission: The elected governing board for the City of LaBelle.
- 1.7 Classification: The process of analyzing, documenting, evaluating, and assigning a position to an appropriate job family and pay scale.
- 1.8 Compensatory Time (aka Comp Time): Time off from work that is earned by non-exempt employees in lieu of overtime pay.
- 1.9 Dismissal: Involuntary separation from City employment.
- 1.10 Exempt Employee: An employee exempt from the minimum wage and/or overtime under the Fair Labor Standards Act.
- 1.11 FLSA: Fair Labor Standards Act.
- 1.12 FMLA: Family Medical Leave Act.
- 1.13 Full-time Employee: A full-time employee is an employee who fills a position for which the assigned hours of work total at least thirty (30) hours a week.
- 1.14 Initial Probationary Period: The first 180 days of employment.
- 1.15 Insubordination: The refusal to perform work when and as assigned, failure to obey a legal order and/or any other act or acts of disrespect or disregard of proper administrative authority.
- 1.16 Job Description: A written Document that lists the essential functions of a job, and that documents the skills, working conditions, and effort and responsibilities.
- 1.17 Non-exempt Employee: An employee not exempt from the minimum wage and/or overtime under the Fair Labor Standards Act.
- 1.18 Part-time Employee: A part-time employee is an employee who fills a position for which the assigned hours of work total less than 30 hours a week.
- 1.19 Re-employment: The hiring of a person who formerly worked for the City. Persons rehired will be new employees for all purposes, unless otherwise approved by the Mayor.

- 1.20 Regular Employee: A regular employee is hired to fill a specific position. A regular employee can be exempt or non-exempt.
- 1.21 Seniority: The total time an employee has worked for the City of LaBelle without a break in service.
- 1.22 Tuition Reimbursement: A program by which the City will provide some cost recovery for post-secondary education by City employees that benefits the operations of the City of LaBelle to better serve our residents and visitors.
- 1.23 Volunteer: Any person performing services for the City of LaBelle without receiving compensation for such services. Volunteers must comply with the conduct policies in this manual but are not eligible for any compensation or benefits as set forth in these policies.
- 1.24 Work Day: The hours an employee is scheduled, directed or otherwise required to work per day.
- 1.25 Work Week: The number of hours regularly scheduled to be worked during any seven consecutive days or other work period allowed by the Fair Labor Standards Act.
- 1.26 Working Time: Working time will be all hours employees perform actual work for the City, as defined by the Fair Labor Standards Act.

SECTION 2: Terms of Employment and Scope of Policy Manual

The rules and procedures listed in this handbook are intended to serve as a guide for all employees. Even though the Rules and Procedures contain a section on corrective action and provide a grievance procedure, employees of the City of LaBelle are employees at will and may be terminated at any time without cause. The City is not intending to create and does not create any definite term or guarantee of employment for any period of time. All employees are placed on a 180 day probationary period except Fire employees are placed on 1 year probationary period. This handbook is not a contract and does not create property interest in your employment and the policies and procedures set forth herein are subject to change at any time at the sole discretion of the City with or without advance notice.

These rules and procedures are not intended to prevent departments and divisions from implementing and maintaining additional operating policies and procedures to meet specific operational needs, provided that such policies and procedures do not conflict with any provision of this handbook, the City Charter, City Code, or other applicable law. Any such Department and Division policies and procedures are subject to approval by the Mayor.

Amendments, changes or revisions to these policies may be made at any time but are subject to approval by the City Commissioners. Upon enactment or modification, the new personnel policies shall be distributed to all City employees for review. Any amendments, changes or revisions shall take effect immediately upon approval of the City Commission unless otherwise specified and shall automatically be deemed to supersede all prior policies on the same subject. All employees are responsible for being familiar with and abiding by these policies.

If it is determined by any competent jurisdiction such as the Federal, State, or local authorities, or by the City of LaBelle Commission that civil emergency conditions exist, including riots, civil disorders, hurricane conditions, similar catastrophe or disorders, or public employee strikes, these policies may be suspended by the Mayor during the time of the declared emergency.

This policy and procedure manual supersedes all previous personnel policies, directives and guidelines.

SECTION 3: General Policies

3.1 Code of Ethics for City of LaBelle Employee

This Policy is applicable to all employees including volunteers, full-time employees, part-time employees, and elected officials.

Policy:

City of LaBelle shall comply with the Code of Ethics required under Chapter 112, Part III, Florida Statutes.

- A. Statutory Code of Ethics: The following is a summary of Chapter 112, Part III:
1. Solicitation or acceptance of gifts – No public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgement of the public officer, employee, local government attorney, or candidate would be influenced thereby.
 2. Unauthorized compensation – No public officer or employee of an agency, or local government attorney or his or her spouse or minor child shall, at any time, accept any compensation, payment, or thing of value when such public officer, employee, or local government attorney knows, or with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which the officer, employee, or local government attorney was expected to participate in his or her official capacity.
 3. Misuse of public position – No public officer or employee of an agency, or local government attorney shall corruptly use or attempt to use his or her official position or any property or resource which may be within his or her trust, or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.
 4. Doing business with one's agency – No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in

his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision.

5. Conflicting employment or contractual relationship – No public officer or employee of an agency shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, an agency of which he or she is an officer or employee, excluding those organizations and their officers who, when acting in their official capacity, enter into or negotiate a collective bargaining agreement contract with the state or any municipality, county, or other political subdivision of the state; nor shall an officer or employee of an agency have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public duties.

6. Disclosure of use of certain information – A current or former public officer, employee of an agency, or local government attorney may not disclose or use information not available to members of the general public and gained by reason of his or her official position, except for information relating exclusively to governmental practices, for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

3.2 Introductory Period

The first 180 days of employment shall be regarded as an essential part of the evaluation process. Your work will be closely observed to secure the most effective adjustment to your new position. All new and reclassified City employees are placed in an introductory period and upon successful completion your status will change to that of a regular employee. Unless otherwise extended by your supervisor. Employees who successfully

complete their introductory period and become regular employees remain “at will” employees.

3.3 Employment of Relatives

Scope:

This policy is applicable to all employees including volunteers, full-time employees, part-time employees, and elected officials

Policy: City of LaBelle employees shall comply with Section 112.3135, Florida Statutes, on Employment of Relatives. The statute is summarized below:

- A. A public official may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the agency in which the official is serving or over which the official exercises jurisdiction or control any individual who is a relative of the public official. An individual may not be appointed, employed, promoted, or advanced in or to a position in an agency if such appointment, employment, promotion, or advancement has been advocated by a public official, serving in or exercising jurisdiction or control over the agency, who is a relative of the individual or if such appointment, employment, promotion, or advancement is made by a collegial body of which a relative of the individual is a member.
- B. This does not apply to people serving in a volunteer capacity who provide emergency medical, firefighting, or police services. Such people may receive, without losing their volunteer status, reimbursements for the costs of any training they get relating to the provision of volunteer emergency medical, firefighting, or police services and payment for any incidental expenses relating to those services that they provide.
- C. In the event of an emergency, the Mayor may authorize the temporary employment of individuals whose employment would be otherwise prohibited by this section. Such employment may not exceed six months.
- D. “Relative,” for purposes of this section only, with respect to a public official, means an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-

brother, or half-sister.

3.4 Fraternization

Scope:

This policy is applicable to all employees including volunteers, full-time employees, part-time employees, and elected officials

Policy: The City of LaBelle respects the rights of its employees to conduct their personal lives as they wish. However, the City of LaBelle recognizes that romantic relationships can create a conflict of interest (actual or perceived) or adversely affect work performance and employee morale, create concerns of favoritism, and potentially result in claims of harassment.

For purposes of this policy, a “romantic relationship” includes dating, sexual relationships, domestic partnerships, and employees who share the same household as a couple.

A. Co- Worker Relationships

There is no prohibition against co-worker romantic relationships or employees who marry each other or become involved in a domestic partnership provided they do not work in a direct supervisory relationship with each other or in a position, which substantially and directly influences the employment conditions of the other or in a position that has an audit or investigation function over the other. Under these circumstances, the City of LaBelle will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. In the event that no such transfer is possible, or if such a transfer is not accepted by the City of LaBelle or the employees, and if neither employee will resign, the City of LaBelle may terminate the employment of one of the employees. It shall be the sole discretion of the City of LaBelle to determine which employee to terminate.

B. Reporting Relationships

If a romantic relationship develops between a supervisor and an employee, it is the supervisor’s responsibility to promptly disclose the existence of the relationship to the Human Resources Director. The employee may make the disclosure as well,

but the obligation of doing so rests with the supervisor.

3.5 Children in the Workplace

In order to ensure that a productive, professional, safe environment is maintained at all times, employees shall not bring children into the workplace during the employees' normal working hours. The City of LaBelle understands emergencies happen and exceptions may be considered on a case-by-case basis with prior approval from the supervisor, director, or Mayor.

3.6 Outside Employment

- A. City employees may not participate in outside employment if, in the sole opinion of the City, it in any way conflicts with their job duties and responsibilities or working schedules with the City. As a City employee your primary employment responsibility is to the City of LaBelle. If you are going to have any outside employment you must submit a letter to your supervisor requesting approval to do so.

3.7 Political Activity

- A. Employees may engage in political activities during non-working hours provided That their activities do not interfere with the operation of City business.
- B. Employees will not wear or display political badges, buttons or stickers while at work, riding in or on City equipment or when in City uniform.
- C. Employees will comply with all state and local laws involving political activity.
- D. Employees may run for elective office or be appointed to non-elective offices other than non-elective office involving City of LaBelle Commission, provided the position in no way interferes with their work as a City of LaBelle employee. Employees running for elective office must comply with Section 99.012, F.S. Employees seeking elective office while employed by the City must adhere to the following provisions:
 - (1) The employee is not to engage in any political/campaign activities during assigned working hours or in response to on-call hours.
 - (2) Discussion of the employee's candidacy, platform, issues and any other campaign related activities with fellow employees or members of the

public is prohibited while serving the role of City of LaBelle employee during assigned working hours.

- (3) The employee must not wear city issued uniforms or clothing during off hours and while campaigning.
- (4) When the employee drives his or her personal vehicle to work, once upon City property, all signage or any indication of the employee's campaign activity displayed from the personal vehicle must be removed and placed out of sight while the vehicle is on City property.

- E. Failure to comply with the provisions stated above will be grounds for dismissal from employment with the City of LaBelle.
- F. If the employee is successfully elected to the seat of City of LaBelle Commissioner, it is required that prior to being sworn into office, the employee must resign from his/her current employment with the City.

It is the policy of The City of LaBelle on a non-partisan basis to support the active interest of individual employees in governmental affairs and in the political life of the community. The City of LaBelle encourages employees to be informed about issues and candidates, and to be concerned with respect to policies and legislation that they personally believe to be desirable and in the interest of good government. The City in no way seeks to influence employees in their choice of political party affiliations or candidates, recognizes that this is a matter for each individual to decide.

3.8 Release of Information

- A. Pursuant to Chapter 119, Florida Statutes, City records, which fall within the definition of public records, shall be open for inspection and copying at reasonable times, except when such public records are made confidential and/or exempt from disclosure under Chapter 119 or other Florida Law.
- B. The City Clerk is the custodian of all public records and will process all requests for public records with the following exceptions:
 - 1. The Hendry County Sheriff's Office will process all public records requests for law enforcement-related records.
 - 2. The Human Resources Department administers personnel and litigation records and will process all requests for those records.
 - 3. Routine requests for Department records that can be completed within 15

minutes or less will be processed by the Department's Records Custodian.

3.9 Use of City Property

- A. The City provides employees with necessary job equipment, materials, and vehicles to carry out the job assigned to them. When you are assigned any such equipment, it becomes your responsibility to exercise reasonable care in its use to preserve the life of the equipment and to observe all safety precautions. Personal use of vehicles, materials, supplies, tools or other equipment or property is prohibited without the express consent of your supervisor. Violation could result in discharge, prosecution, or both.

No unauthorized persons are to be permitted to operate or be a passenger in a City vehicle

3.10 Dress Code and Appearance

- A. Employees shall take care to present a neat, orderly, and presentable appearance to the public. As the nature of the City's work varies greatly, it is recognized that what is appropriate for employees in one department may not be appropriate for another. Hair styles are to be maintained in a professional manner, especially when dealing with the public. Facial hair, makeup, cosmetics, and similar appearance factors will be displayed in a manner which does not interfere with the safety or productivity of the employee or their co-workers. When wearing jewelry, please do it in a conservative, professional manner.
- B. Determination of any employee's specific dress and appearance is a supervisory responsibility. And such dress or appearance standards prescribed by a department must be relevant to the work to be accomplished.
- C. All **non-uniformed** City employees must be dressed professionally along with the City approved picture ID card at all times when on duty. Garments such as: mini skirts (no shorter than 2" above the knee), spaghetti straps, and see-through attire are not permitted. For the comfort of our employees during summer months sleeveless dress clothing will be permitted. However, no spaghetti straps or tank tops. **CLOTHING MUST BE PROFESSIONAL.** Non-uniformed City employees will be permitted to wear jeans on casual Friday.
- D. All uniformed City employees are provided with uniforms and must be worn. A City picture ID is provided please have available in case you are asked for your ID whether in an emergency or from the public. Closed toe shoes or boots are required at all times. Safety vests must be worn when working in areas that have

vehicular traffic. During cold weather jackets, coats or cardigan sweaters can be worn over uniforms provided they are free of any offensive slogans or pictures.

3.11 Personal Business

Any personal mail should be sent directly to your home address, not to the CITY OF LABELLE. All personal calls should be kept to an absolute minimum. If any emergency situation should arise, notify your friends and relatives to contact the Human Resources Department and their message will be sent to you or your immediate supervisor promptly.

If you have an outside business do not use City Hall as your business address.

3.12 Personnel Records

- A. Complete personnel files are maintained for all employees of the City. To keep all records up to date; it is essential that you notify your immediate supervisor or Human Resources of any changes in address, telephone number, marital status, number of dependents or a change of beneficiary on your life insurance and retirement paperwork.
- B. Personnel records are subject to the public records requirements under Chapter 119, Florida Statutes. In addition, employees may view any portion of their personnel file, including confidential medical file.

3.13 Valid Drivers License

All operators of City vehicles and equipment are required to have a valid State of Florida Operator's or Commercial Driver's License and appropriate endorsement, with a good driving record, and to keep supervisors informed of any change in status in their license. Proof of license will be filed in the employee's personnel file. If the status of your driver's license changes at any time you must notify your Supervisor and Human Resources immediately.

Suspension or revocation of the driver's license, of an employee who is required to use a City vehicle as part of his/her position may result in a demotion or discharge.

Employees operating personal motor vehicles for City business shall maintain automobile liability coverage with limits of \$100,00 per person, \$200,000 per occurrence for bodily injury and \$50,000 for property damage. The employee's

insurance coverage shall be primary. The City may require proof of the required coverage.

3.14 Distracted Driving Policy

City employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to e-mails, instant messages, and text messages.

If a City employee needs to use their cell phone, they must pull over safely to the side of the road or another safe location.

Additionally, The City employees are required to:

Turn the cell phone or other wireless device off or put them on silent or vibrate before starting the vehicle.

Pull over to a safe place and put the vehicle in “Park” if a call must be made or received while on the road. Employees should consider modifying their voice mail greeting to indicate that they are unavailable to answer calls or return messages while driving.

The City of LaBelle employees should inform the public, vendors, and any other necessary individuals of this policy as an explanation of why calls may not be returned immediately.

Employees should pull over to a safe place and put their vehicle in “Park” to make any adjustments to a Global Positioning System “GPS” or any other navigation devices.

THE CITY OF LABELLE is concerned about the safety and well-being of its employees. This is so important that violations of this policy will be considered serious and may result in disciplinary action up to and including termination. No employee shall operate a City owned or leased vehicle, or a personal vehicle for City business, when any physical or mental impairment limits the employee’s ability to drive. This prohibition includes, but is not limited to, circumstances in which the employee is unable to operate a vehicle safely or legally because of fatigue, injury, illness, medication or while under influence of drugs or alcohol.

3.15 Smoking and Vaping Policy

Scope:

This Policy is applicable to all City employees and any person inside City buildings and vehicles

Policy:

In accordance with Chapter 386, Florida Statutes, smoking or vaping in an enclosed indoor workplace is prohibited. Due to the potential of sanitary issues, use of all tobacco products in the workplace and in city vehicles is prohibited.

3.16 Telephone Etiquette

It is always important that you are courteous while talking to the public on the telephone. You are the “voice” of the City and anything you say reflects upon the citizen’s opinions of the City of LaBelle.

SECTION 4: EQUAL EMPLOYMENT OPPORTUNITY, HARASSMENT AND DISCRIMINATION

Scope:

This Policy is applicable to all employees.

Policy:

Equal Employment Opportunity

- 4.1 The City of LaBelle provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, pregnancy, national origin, ethnicity, disability, genetics, protected veteran status, military service, sexual orientation, gender identity or expression, marital status, or any other characteristic protected by federal, state, or local laws.

The City of LaBelle is committed to the concept and practice of equal employment opportunity to assure equal employment opportunity in all aspects of employment. It is the policy of the City of LaBelle to recruit, hire, train, and promote into all job levels, employees and applicants for employment without regard to race, sex, pregnancy, color, religion, national origin, ethnicity, age, genetic information, disability, marital status, veteran status (except if eligible for veterans’ preference), military service, gender

identity and expression, and/or sexual orientation.

The City of LaBelle bases all such decisions on individual merit, qualification and competence, as they relate to the particular position and promotion of the principle of equal employment opportunity. The City of LaBelle's commitment to equal opportunity applies to all facets of the employment relationship, including compensation, benefits and all other terms, conditions and privileges of employment. All employment decisions will be made in accordance with principles of Equal Employment Opportunity.

Any individual who believes he or she has been subjected to discrimination in violation of this policy has an affirmative obligation to report it in accordance with the Complaint and Investigation Procedure below.

Harassment policy

Policy:

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

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

DEFINITIONS AND EXAMPLES

4.2 Sexual Harassment and Sexual Misconduct

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

- Engaging in any form of sexual misconduct
- Unwelcome sexual propositions;

- Sexual innuendo;
- Sexually suggestive remarks;
- Vulgar or sexually explicit comments, gestures, noises or conduct;
- Sexually oriented kidding, teasing or practical jokes; and
- Physical contact of a sexual nature such as brushing against another's body, pinching, grabbing, rubbing, hugging, poking, or patting.
- The publication to anyone, of documents, objects, text, pictures, or graphics in the workplace that contains material that is of a sexual nature.
- Using the computer to access any content that contains material of a sexual nature.

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

4.3 Other Forms of Prohibited Inappropriate Harassment

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

- A. Making, engaging in, displaying, or disseminating derogatory, critical, offensive, or uncomplimentary jokes, slurs, epithets, comments, innuendos, displays, posters, other verbal or written materials based upon another's gender, race, national origin, ethnicity, sex, disability, religion, color, age, pregnancy, sexual orientation, gender identity, genetic information, creed, military service, veteran status and marital status.
- B. Any physical conduct taken against another individual because of his or her gender, race, national origin, disability, religion, color, ethnicity, sex, genetic information, age, pregnancy, sexual orientation, gender identity, disability, creed, military service, veteran status and marital status.
- C. Teasing or making fun of another individual's ethnicity, accent, cultural or religious beliefs or practices, mental or physical disabilities or medical limitations and other similar characteristics.
- D. Taking adverse action against any individual or mistreating the

individual in any manner because that individual has requested or received a reasonable accommodation because of a disability or religious belief.

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

4.4 The Prevention of Harassment in The Workplace is Every Employee's Responsibility

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

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

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

4.5 Complaint and Investigation Procedures for Prohibited Discrimination, Harassment and Retaliation

1. Reporting Prohibited Harassment

Any employee who believes he or she has been the subject of harassment, discrimination, or retaliation, or who witnesses harassment, discrimination, or retaliation prohibited by this policy must immediately report to either (1) his or her supervisor; (2) Department

Head; (3) Superintendent of Public Works; or (4) the Human Resources Director.

Employees are not expected to report the matter to the person they believe harassing, discriminating, or retaliating against them. However, in such cases, employees are expected to report the matter to another employee identified above.

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

2. Confidentiality and Timeliness of Investigation

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

3. Nature of Investigation and Prohibition of Retaliation

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. The investigation may also entail reviewing pertinent documents, email communications, pictures and/or any other relevant physical evidence.

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

- a. Shunning and avoiding normal interactions with an individual who reports harassment, discrimination or retaliation.
- b. Making express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation.

- c. Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting an investigation process.
- d. Taking any adverse action against an individual because that individual reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

An employee who believe they have been subjected to retaliation based on having filed a report of harassment or having participated in an investigation, must immediately report it pursuant to the complaint process above. Any employee determined to have retaliated against another individual in violation of this policy will be subject to discipline up to and including dismissal.

4. Conclusion of Investigation

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

SECTION 5: AMERICANS WITH DISABILITIES ACT – REASONABLE ACCOMMODATION

The City of LaBelle is committed to complying with all applicable provisions of the Americans with Disabilities Act, the Florida Civil Rights Act, or other applicable law. It is the City of LaBelle's policy not to discriminate against any qualified individual on the basis of disability regarding recruitment, hiring, advancement, termination or any terms or conditions of employment.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential of their jobs or to enjoy the equal benefits and privileges of employment, provided such accommodation does not constitute an undue hardship to the City of LaBelle. Any individual with a disability who believes that he or she needs a reasonable accommodation should submit a request for accommodation to the Human Resources Director.

Once an accommodation request is received , the City will engage in an informal interactive process with the individual to clarify what the individual needs and to identify possible accommodations. Unless otherwise waived by the City or precluded by applicable law, the City will require that medical documentation be submitted to support accommodation requests. Such documentation will usually include seeking information as to the whether the medical condition qualifies as a disability under the ADA; a description of the medical restrictions imposed by the condition; whether a reasonable accommodation is necessary and the type of accommodations that may be effective; the probable duration of the need for an accommodation; whether the applicant or employee can safely perform the essential functions of the position with or without an accommodation; information needed to determine if the accommodation poses an undue hardship; and any other narrowly-tailored information needed by the City to assess its obligations and options under the ADA. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Any employee who feels that he or she has not been treated in accordance with this policy should contact their Department Head, Human Resources Director, or Superintendent of Public Works. The City of LaBelle prohibits and will not tolerate retaliation against any employee who requests a reasonable accommodation or makes a good faith complaint under this policy.

Any job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should contact the Human Resources Director.

SECTION 6: REASONABLE ACCOMMODATIONS FOR PREGNANT EMPLOYEES AND APPLICANTS

It is the policy of the City of LaBelle to comply with all the relevant and applicable provisions of the Pregnant Workers Fairness Act (PWFA), which require that reasonable accommodations be made available to pregnant employees or applicants unless such accommodation would constitute an undue hardship to the City of LaBelle. Accordingly, to the extent required by the PWFA or other applicable law, the City of LaBelle will provide a reasonable accommodation to the known limitations related to the pregnancy, childbirth, or related medical conditions of an employee or applicant, unless the accommodation would impose an undue hardship on the City of LaBelle as follows:

1. The pregnant employee or applicant (or the employee's or applicant's representative) must communicate any known limitations for which the employee or applicant is seeking accommodation. For purposes of this policy, a "known limitation" means any physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

2. The City of LaBelle reserves the right to request the employee provide medical or other supporting documentation to the extent permitted by applicable law. Such medical documentation may include information demonstrating a need for accommodation, information pertaining to the employee's ability to perform the essential functions of the job, information concerning possible accommodations that may permit the employee to perform the essential functions of the job, information pertaining to any limitations that may affect the employee's ability to perform the job, the duration of any restrictions or needed accommodations, and any other information necessary for the City of LaBelle to administer the reasonable accommodation interactive process.
3. Before making a final decision regarding an accommodation, the City of LaBelle and the pregnant employee or applicant will engage in an interactive process and communicate regarding potential reasonable accommodations that may be effective and available without imposing an undue hardship. During this process, the employee or applicant is encouraged to suggest possible accommodations. The City of LaBelle will not require an employee or applicant affected by pregnancy, childbirth, or related medical conditions to accept any accommodation without first engaging in this interactive process with the employee or applicant.
4. The City of LaBelle will not mandate an employee or applicant use a reasonable accommodation where the employee or applicant is able to perform the essential functions of the position.
5. The City of LaBelle will not deny employment opportunities to any qualified employee or applicant based on the need, or potential need, to provide a reasonable accommodation.
6. The City of LaBelle will not require a qualified employee to take leave, whether paid or unpaid, if another reasonable accommodation can be provided to the known limitations related to the pregnancy, childbirth, or related medical conditions of the qualified employee.
7. The City of LaBelle will not take adverse action against any qualified employee or applicant on account of the employee or applicant requesting or using a reasonable accommodation pursuant to this policy.
8. As required by law, an individual's medical information should be kept confidential and not shared with anyone who is not involved in the reasonable accommodation process or who does not have a legitimate need to know.

For purposes of this policy, a qualified employee or applicant means:

- A. An employee or applicant who, with or without accommodation can perform the essential functions of the position; or,
- B. An employee or applicant who is unable to perform the essential functions, but (i) any inability to perform an essential function is temporary, (ii) the essential function could be performed in the near future, and (iii) the inability to perform the essential function can be reasonable accommodated.

Anyone who believes he or she has not afforded a required reasonable accommodation or who believes that this policy has been violated is required to report those concerns in accordance with the City of LaBelle's complaint procedure applicable to discrimination complaints.

Workplace Accommodations for Breastfeeding Mothers

In accordance with applicable law, the City of LaBelle will provide workplace accommodations for breastfeeding mothers as follows:

1. On request, the City of LaBelle will provide reasonable break time for an employee to express breast milk whenever needed by the employee for a period of up to a year after the birth of a child.
2. The City of LaBelle will provide a place, other than a restroom, that is shielded from view and free from intrusion from coworkers or the public, for use to express breast milk.
3. The City of LaBelle will not take adverse action against any employee on account of the employee requesting or using a workplace accommodation pursuant to this policy.

Anyone who believes he or she has not afforded the accommodations set forth in this policy or who believes that this policy has been violated is required to report those concerns in accordance with the City of LaBelle's complaint procedure applicable to discrimination complaints.

SECTION 7: DRUG-FREE WORKPLACE POLICY

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, alcohol free, healthful, safe, and secure work environment.

Policy:

The City's Drug-Free Workplace Policy is aimed at always ensuring zero tolerance to illegal drugs and its alcohol-free policy to zero tolerance under circumstances that affect or might affect the safety and well-being of employees, citizens and others, or that adversely affect or might affect the effective operation of City business. This policy has been implemented in accordance with sections 440.101 and 440.102 of the Florida Statutes. In addition, all employees required to have a Commercial Driver's License (CDL) under chapter 49 part 383 are subject to controlled substance and alcohol testing rules established by the Federal Department of Transportation. Regulatory penalties for infractions are in addition to disciplinary action including termination of employment.

7.1 Prohibitions

A. Illegal Controlled Substances

The City prohibits the use, distribution, possession, manufacture, cultivation, sale

or attempt to sell or distribute illegal controlled substances at any time whether on or off duty, whether on or off City property. Illegal controlled substances are defined by applicable State and Federal laws.

B. Alcohol Abuse

Employees of the City are prohibited from using or possessing alcohol while on duty; while on City premises; while driving a City vehicle, operating a piece of the City's equipment, or being transported in City vehicles at any time; reporting to work under the influence of alcohol; or, from otherwise using alcohol in a manner at any time which adversely affects the business interests or operations of the City.

7.2 Definition

A. Mandatory Testing Position- Mandatory testing position shall mean a job assignment that requires the employee to:

1. Carry a firearm;
2. Work closely with an employee who carries a firearm;
3. Perform life-threatening procedures;
4. Work with heavy or dangerous machinery;
5. Work as a safety inspector;
6. Work with children;
7. Work with detainees in the correctional system;
8. Work with confidential information or documents pertaining to criminal investigations;
9. Work with controlled substances;
10. Undergo an employee security background check pursuant to section 110.1127 of the Florida Statutes;
11. Perform safety-sensitive job duties and responsibilities.

B. Special Risk Position- Special risk position shall mean a position that is required to be filled by a person who is certified under:

1. Chapter 633 of the Florida Statutes (Fire Prevention and Control);
2. Chapter 943 of the Florida Statutes (Law Enforcement).

7.3 Legal Use of Prescription and Non-Prescription Drugs

A. The legal use of prescription and non-prescription drugs is often necessary. Unless used in accordance with a valid prescription from a medical professional, lawful medical authorization, or in accordance with accepted over the counter

uses, the City prohibits the use, distribution, possession, manufacture, cultivation, sale or attempt to sell or distribute prescription drugs. Employees are required to advise his or her supervisor if he or she is taking prescription or non-prescription drugs, including medical marijuana, whether on duty or off duty, which have the potential to adversely impact the employee's job performance, judgement, alertness, reaction time, ability to safely operate vehicles or equipment, ability to possess or use firearms (if required by the employee's job) or ability to perform the essential functions of the employee's position in a safe and efficient manner. Disclosure allows the City to determine whether the employee can safely perform the essential functions of the position, whether temporary work restrictions are necessary, whether any reasonable accommodation is available and appropriate, and whether any safeguards need to be implemented. Employees may be required to provide medical documentation or submit to a fitness-for-duty evaluation concerning their ability to safely and effectively perform the essential job functions of their position.

B. It should be emphasized that this policy generally prohibits the use of marijuana, both on and off duty. However, as a qualified physician may issue a physician certification permitting the use of medical marijuana for a qualifying medical condition under Florida law, the City will consider granting exceptions to the general prohibition on off duty marijuana use as a reasonable medical accommodation. Exceptions will be reviewed and decided on a case-by-case basis dependent on all relevant facts and circumstances. In all cases, exceptions must be requested in advance of an employee's use of medical marijuana so that the City can engage in the analysis referenced in Section 7.3A above. If an employee tests positive for marijuana and has not previously been granted a reasonable accommodation exception, it will be considered a violation of this policy and grounds for disciplinary action.

7.4 Drug and Alcohol Testing

A. Job Applicant Testing – Applicants for employment in special risk and/or mandatory testing positions are subject to pre-employment drug and alcohol test as a prerequisite to employment with the City. Current employees who are assigned to a special-risk and/or mandatory testing position from a non-special-risk or non-mandatory testing position are subject to being tested at the time of assignment.

B. Routine Fitness for Duty Testing – Employees may be required to submit to drug and alcohol testing as part of any routinely scheduled employee fitness-for-duty medical examinations.

C. Follow-up Testing – Employees who enter an employee assistance program or any similar

rehabilitation program will be subject to drug and alcohol testing as a follow-up to such program. Follow-up testing will be conducted without advanced notice and at least once per year for a period of no less than two years.

D. Reasonable Suspicion Testing – An employee will be subject to drug and alcohol testing whenever reasonable suspicion exists to believe the employee is using drugs or alcohol in violation of this policy or otherwise engaging in conduct in violation of this policy. Reasonable suspicion shall be based on specific, objective and articulable facts and reasonable inferences drawn from those facts in light of experience. In making this determination, relevant factors may include, but are not limited to:

1. Observable phenomena, such as direct observation of drug use or of physical symptoms or manifestation of being under the influence of a drug or alcohol;
2. Abnormal conduct, erratic behavior or significant unexplained deterioration in work performance;
3. A report of drug use, provided by a reliable source;
4. Evidence that an individual has tampered with a drug test during his or her employment with the City;
5. Information that an employee has caused or contributed to an accident or injury while at work;
6. Evidence that an employee has negligently or recklessly operated a vehicle, equipment or machinery while at work;
7. Evidence that an employee has used, possessed, manufactured, cultivated, sold, solicited, or transferred drugs.

Supervisors who determine that reasonable suspicion exists to require an employee to submit to a drug and/or alcohol test are required to promptly document in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing.

E. Random and or Suspicionless Testing – Employees who hold special risk or mandatory testing positions are subject to drug and alcohol testing on either a random or a suspicionless basis.

F. Other Lawful Testing – The City reserves the right to conduct any other type of lawful drug or alcohol testing. Employees who are subject to the drug and alcohol testing requirements imposed by the Department of Transportation on operators of commercial motor

vehicles must fully comply with this policy as well as the DOT-mandated Substance Abuse Policy for Commercial Motor Vehicle Operators. When safety-sensitive CDL employees are being tested pursuant to this policy (i.e., the non-DOT policy), the testing procedures set forth below shall apply. When safety-sensitive CDL employees are being tested pursuant to the DOT-mandated policy, the procedures set forth in the policy shall apply.

7.5 Drugs Tested for and Common Medications that may Affect Results

A. Drugs Tested For – Employees will be subject to drug testing for the detection of the following illegal drugs/drug groups, as well as others that may from time to time be declared illegal by state or federal law:

- Alcohol (including a distilled spirit, wine, malt beverage or other intoxicating liquor)
- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids (marijuana)
- Cocaine
- Methadone
- Methaqualone
- Opiates (Heroin, Morphine, Codeine)
- Phencyclidine (PCP)
- Propoxyphene
- Any other hallucinogen, synthetic narcotic, designer drug or a metabolite of any of the substances listed above

B. Common Medications Which Could Alter or Affect Test Results - Certain prescription and non-prescription medications may alter or affect a drug or alcohol test. Employees and applicants that are subject to testing are obligated to report any prescription or non-prescription medication which could alter or affect test results to the independent Medical Review Officer (“MRO”). The MRO is Dr. Neil J Dash, who can be reached at 546 Franklin Ave. Massapequa, NY 11758 1-800-547-2966. Employees and applicants subject to testing have the right to confidentially consult with the MRO for additional or technical information regarding medications which may alter or affect test results. The most common medications which may alter or affect a test include, but are not limited to:

<u>Drug</u>	<u>Medication Which May Alter or Affect Test</u>
Alcohol	Liquid medications containing ethyl alcohol (ethanol). For example many cough syrups, Vicks Nyquil, Comtrex, Listerine contain alcohol

Cannabinoids	Marinol (Dronabinol, Tetrahydrocannabinol (THC))
Amphetamines	Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastine
Cocaine	Cocaine HCl topical solution (Roxanne)
Phencyclidine	Not legal by prescription
Methaqualone	Not legal by prescription
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Pectoral Syrup, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbituates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butalbital, Phenrinin, Triad, etc.
Benzodiazepines	Activan, Azene, Clonopin, Dalmane, Diazepam, Halcion, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Paxipam, Restoril, Centrax
Methadone	Dolphine, Metadose
Propoxyphene	Davocet, Darvon N, Dolene, etc.

7.6 TEST RESULTS

The following procedures will be followed if an employee or job applicant has a confirmed positive test result:

A. An employee or applicant who receives a positive confirmed test result may contest or explain the result to the MRO identified above within five working days. If the MRO determines that the employee's explanation is unsatisfactory, the MRO will report the positive test to the City. The employee or applicant may contest a positive confirmed test result pursuant to this policy, section 440.102 of the Florida Statutes, or other applicable law. If an employee or applicant seeks to contest the laboratory result, it is his or her responsibility to contact the laboratory

to advise of any administrative or civil proceeding challenging the results and to request that the test sample be preserved.

B. Within 180 days of receiving written notification of a positive test result, an employee or applicant may, at his or her expense, have the positive sample retested at a different laboratory licensed and approved by the Agency for Health Care Administration.

C. Within five working days after receipt of a positive confirmed test result from the MRO, the City will inform the employee or applicant in writing of the test result, the consequences of the test result and any options that the City may elect to afford the employee or applicant in accordance with this policy. Within five working days after receiving notice of a positive confirmed test result from the City, the employee or job applicant may submit information to the employer explaining or contesting the test result and explaining why the test result does not constitute a violation of this policy. If the City determines that the explanation is unsatisfactory, the City will provide a copy of the test result to the employee or applicant along with a written reason as to why the explanation was deemed unsatisfactory.

7.7 CONSEQUENCES OF A POSITIVE CONFIRMED TEST, A REFUSAL TO SUBMIT TO TESTING OR TAMPERING WITH A TEST.

An employee who has a positive confirmed test, who refused to submit to a test or who tampers with a test is subject to disciplinary action up to and including termination, may forfeit eligibility for workers' compensation medical and indemnity benefits and may forfeit entitlement to unemployment compensation. A job applicant who has a positive confirmed test, who refuses to submit to a test or who tampers with a test will be ineligible for employment.

7.8 CONFIDENTIALITY

Absent written consent, all information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of the City's drug testing program are confidential and exempt from the provisions of Chapter 119 of the Florida Statutes (Public Records Law) and may not be used or disclosed except as otherwise provided by section 440.102 of the Florida Statutes or other applicable law.

7.9 EMPLOYEE ASSISTANCE PROGRAM

The City has an Employee Assistance Program (EAP) with one of its missions being to assist employees who voluntarily report drug or alcohol related problems, which have not

yet adversely affected their job or City operations. Employees who voluntarily seek help, who have not had a positive drug test and who are not participating in EAP at the time or at any previous time, will not be subject to discipline. Employees with drug or alcohol related problems who wish to seek voluntary assistance through the EAP may contact one of the following EAP providers (or any other similar provider):

RESOURCES FOR LIVING

1-800-272-3626

www.mylifevalues.com

Username:PRM

Password: 8002723626

Other Helpful Numbers

Drug/Alcohol Abuse Help line: 1-800-362-2644

Drug/Alcohol Abuse 24-hour Crisis Line: 1-800-283-2600

Alcoholics Anonymous: 1-800-252-6465

Drug Abuse Alcoholism & Cocaine: 1-800-333-4444

Drug-Free Workplace Helpline: 1-800-Workplace (967-5752)

Substance Abuse & Mental Health Svcs Admin Helpline: 1-800-662-HELP (4357)

Employees and applicants who violate this Policy will ordinarily not be eligible to elect participation in EAP in lieu of disciplinary action. The City may permit exceptions to this provision where the Human Resources Director or Mayor determine, in his or her exclusive discretion, that the specific circumstances warrant. In such circumstances, the City may require that an employee in violation of this policy participate and successfully complete the EAP as a condition of continued employment.

Employees employed in a mandatory testing or special-risk position who enter into EAP, whether voluntarily or involuntarily, will be removed from their mandatory testing or special-risk position and transferred to another position or placed on leave until the successful completion of the EAP. An employee placed on leave may utilize his or her accrued leave, if any, otherwise the leave shall be unpaid.

7.10 REPORTING VIOLATION OF THE POLICY

It is the obligation of every employee to report violations of this Policy. Failure to report may subject employees to discipline up to and including termination of employment.

7.11 COORDINATION WITH HUMAN RESOURCES

The City's Drug Free Work Place policy is subject to applicable law and all action taken

by members of management hereunder must be coordinated through the Human Resources Director to insure compliance with all applicable laws.

7.12 MANAGEMENT'S RESPONSIBILITIES

- A. City of LaBelle Supervisors are responsible for observing the behavior of employees on the job as a precaution against unstable or unreliable behavior that could threaten the safety and well being of employees or the public.
- B. Supervisors are responsible for maintaining a safe work environment by determining each employee's fitness for duty.
- C. In the event a supervisor has reasonable suspicion that an employee may be affected by drugs or alcohol or has otherwise violated this policy, the supervisor must contact Human Resources.

7.13 REPORTING AND CONVICTION OF ARRESTS AND/OR ALLEGED CRIMES INCLUDING DRUGS AND ALCOHOL

- A. All employees must report to their supervisor any arrest, indictment, conviction, plea or pretrial interventions of any type, of a drug or alcohol-related violation or alleged violation of law no later than five days after they become aware of it. Failure to report may result in immediate termination.
- B. Upon conviction of a crime involving illegal drugs, the employee will be immediately terminated.
- C. Without regard to prosecution or conviction by appropriate governmental entities, the City may, at its option, conduct its own independent investigation to determine whether this policy has been violated. If, in the opinion of the City, it believes a violation has occurred, it will take whatever disciplinary action it deems appropriate regardless of the ultimate outcome of any criminal case that may be brought against the employee. The City shall not be obligated to await the outcome of any pending criminal or legal action prior to taking disciplinary action.

SECTION 8: WORKPLACE VIOLENCE PREVENTION

Policy:

- 8.1 The City of LaBelle strives to provide a safe and healthy work environment that is free from threats and violence for all employees and other people in our workplace. We define workplace violence as actions or words that endanger or harm another employee or result in other employees

having a reasonable belief that they are in danger. Such actions include but are not limited to, verbal or physical harassment, verbal or physical threats, assaults or other violence or other behavior that causes others to feel unsafe in the work setting.

- 8.2 All employees of The City of LaBelle are expected to treat each other, their customers, the public and all others with courtesy, dignity and respect. All employees are expected to abide by the Employee Code of Conduct.
- 8.3 It is the responsibility of all employees to report all threatening behavior to their supervisor, Department Head or the Human Resources Director immediately. All threatening incidents will be documented by the person receiving the report and investigated by the Human Resources Director. This investigation may involve the assistance of the local law enforcement agency.
- 8.4 No employee acting in good faith, who reports real or implied violent behavior will be subject to retaliation or harassment based upon their report.
- 8.5 The City of LaBelle will not tolerate workplace violence. It is the goal of this policy to promote the safety and well-being of all people in our workplace.
- 8.6 A violation of this policy may result in disciplinary action up to and including termination of employment, and, civil and/or criminal sanctions, if appropriate.

SECTION 9: CLASSIFICATION PLAN

Policy:

- 9.1 All positions in the Classified Service of the City of LaBelle are grouped according to the type of work and level of responsibility required for the specific position. Each classification has an official job title and corresponding job description, which outlines the typical duties performed.
- 9.2 The City reserves the right to assign job duties outside of the employee's job description where the City deems it to be in its best interest. All positions in the classified service are paid in accordance with the pay grade assigned to each classification.
- 9.3 In addition, all positions in the City of LaBelle will be designated as regular full-time or regular part-time. All positions will be designated exempt or non-exempt under the Fair Labor Standards Act. All part-time positions will be non-exempt.

Procedures:

9.4 Classification Procedures

- A. Each Department Director is responsible for ensuring that the description for each position within his or her department accurately reflects the duties required to be performed by the employee holding the position. When a new position is created, existing positions are modified, or where gradual changes over time have occurred in a job, the Department Director shall work with the Human Resources Director to develop a new or revised job description.
- B. The Human Resources Director shall review all revised job descriptions and recommend changes if needed.

SECTION 10: FILLING VACANT POSITIONS

Policy:

- 10.1 Vacant positions shall be filled from among the most qualified candidates available. Positions will be filled using the following steps:
 - A. Determine the essential and non-essential functions of the position and assess the knowledge, skills, and abilities needed to perform those functions.
 - B. Give preference to qualified veterans when required.
 - C. Assess applicants based on their overall job-related qualifications.

Procedures:

- 10.2 When a vacancy occurs, the Department Supervisor will take the following steps:
 - A. Review the current job description, qualifications, and revise as needed.
 - B. Consider filling the position from in house.
 - C. Consider filling the position with an applicant from a previous job posting, if applicable. Applicants from previous job posting may be selected without advertising.
 - D. Submit a request to the Human Resources Director to post for the position.
- 10.3 Once Human Resources has received the request the following steps will be completed:

- A. Determine the qualifications needed and develop an advertisement for the vacant position.
 - B. Accept applications until 5:00 pm on the closing date or until filled.
- 10.4 The Human Resources Director will review the application with the assistance of the Superintendent of Public Works or the Department Supervisor.
- A. Application Review – review applications for essential functions for the vacant position.
 - B. Oral Interview - Job-related questions asked to all applicants selected for interviews with responses being evaluated to identify each applicant’s qualifications for the position.
 - C. Reference and Background Check – The gathering and use of job-related information from people who have knowledge of an applicant’s work experience.
- 10.5 Veterans’ Preference in Interview and Employment
- Preference in the selection process shall be given to preference-eligible veterans, reservists, and eligible family members of veterans as follows:
- A. Preference-eligible veterans, reservists, and eligible family members meet the position qualifications will be included in the application review and at a minimum must be included for consideration in the next step in the selection process, if applicable.
 - B. If interviews are conducted, a qualified preference-eligible veteran, reservists, or eligible family members will be given the opportunity to be interviewed
 - C. Preference in employment shall be given to eligible veterans, reservists, or eligible family members in accordance with Chapter 295, Florida Statutes.

SECTION 11: SEPARATIONS

- 11.1 Separations from City employment shall be designated as one of the following types:
- A. Resignation – Eligible for Rehire

Employees in good standing who elect to voluntarily resign and who give at least two-weeks written notice are deemed to have resigned and to be eligible for rehire.

B. Resignation – Not Eligible for Rehire

In the following instances, employees who voluntarily resign are not eligible for rehire.

1. The employee abandons his or her position, no call no show or fails to give a two-week written notice.
2. Employee resigns while under investigation, or during the disciplinary process, for an offense for which dismissal is being considered.

C. Retirement

All regular full-time and part-time employees are members of either Florida Retirement System (FRS) or Florida Municipal Pension Trust (FMPTF) (Firefighters only). Eligible for retirement if you meet the qualifications set forth by FRS or FMPTF.

D. Dismissal – Termination

Dismissal is the involuntary termination of employment against the wishes of the employee.

E. Exit Interview

The purpose of the exit interview is to provide management with information that will help identify potential problems and help keep the City of LaBelle a pleasant and efficient place to work.

Each employee who resigns from the City of LaBelle shall be asked to complete an exit interview form in the Human Resources Office at or before the time he or she receives the final paycheck and returns all City of LaBelle property, including identification and keys.

SECTION 12: EMPLOYEE BENEFITS

Policy:

12.1 The City of LaBelle has a very competitive benefits package for all Full-time

employees. The City provides Health, Vision, Dental, Life Insurance and Retirement Benefits to all full-time employees. Eligibility for such insurance is subject to the terms and conditions of the insurance plan coverage document itself or the governing documents of the retirement plans. Full details and eligibility conditions are more fully set forth in the terms of those plans and coverage documents. In the event of any inconsistencies between the plan documents and this Employee Handbook, the insurance plan documents and retirement coverage documents take precedence. Any questions or concerns should be directed to the Human Resources Director. As with other terms and conditions of employment, the City reserves the right to change, supplement, or rescind these benefits at any time and for any reason.

12.2 Eligibility

All Full-time regular employees shall be eligible for Group Health Benefits such as; Health, Vision, Dental, and Life Insurance 60 days after the first of the month in which you were hired. Retirement benefits start immediately.

12.3 Supplemental Insurance

City of LaBelle may allow employees to participate in various supplemental insurance plans such as: Aflac, Allstate, LegalShield, etc. The City does not endorse or approve such plans and are not responsible for the performance of the providers. These deductions are at the employees' expense through pre-tax or post-tax payroll deductions and are offered as a convenience to the employee.

12.4 COBRA Coverage

City of LaBelle will provide for continuation of health insurance coverage required by the Consolidated Omnibus Budget Reconciliation Act of 1985 should you leave employment. COBRA Coverage is at the employee's expense. The information will be mailed to the previous employee should they want to continue health insurance coverage.

12.5 Enrollment

- A. Full-time employees are eligible to enroll for Group Health Benefits on three occasions
 - 1. As a new hire, after satisfying the waiting period
 - 2. Annually during open enrollment in August

3. Within 30 days of a Qualifying event. Qualifying events include, but are not limited to Marriage, Divorce, Birth, Adoption, Gaining legal custody, or Guardianship of a child, Involuntary loss of other group health insurance coverage, or Death.
- B. Employees who do not wish to participate in the City's Health Insurance Plan may opt out by filling out the paperwork and signing refusal of coverage.
- C. For Pre-tax benefit plans, changes will be limited to those allowed under IRS Code section 125, and in accordance with the City of LaBelle cafeteria plan document.

12.6 Retirement

The City has three retirement plans:

1. Florida Municipal Pension Trust which is for the firefighters. Firefighters are eligible for this plan immediately. The City contributes a set rate and the employee contributes a mandatory 1% to their retirement. Retirement age is 55 years old and 10 years of service or 20 years of service regardless of age. Early retirement is 50 years old and 10 years of creditable service. Monthly retirement benefits are calculated by number of years of service multiplied by 3.75% and multiplied by average final compensation. Early retirement benefits are reduced by 3% for each year under the age of 55 years old.
2. Florida Retirement System is for all the general employees. The City contributes a rate set by the State and approved by the Governor and the employee must contribute 3% . You will be eligible for a Pension Plan benefit (i.e. be vested) when you complete six years of service (if you enrolled in the FRS prior to July 1, 2011) or eight years of service (if you enrolled in the FRS on or after July 1, 2011) and age 62 or 30 years of creditable service, regardless of your age before age 62.
3. FRS Investment Plan Vesting is for general employees if they choose the investment instead of pension plan. Members are vested after one year of service and are always 100% vested in their own contributions. For further details concerning regular retirement or early retirement refer to the Florida Retirement Systems booklet, MyFRS.com, or contact Human Resources.

These pension plans are governed by state and local law and may be amended from time to time. To the extent that the synopsis of the plans set forth above differs in any respect from the applicable state or local law, as may be amended, the state and local law govern. Nothing in this policy or in this handbook should be construed as granting any employee

or other individual any pension benefits or rights not otherwise set forth in the applicable state or local law.

12.7 USERRA Benefits and Continuation Coverage

- A. In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) City of LaBelle will continue to provide the same health insurance benefits to an employee absent from work to serve in the uniformed services for the first 30 days of service.
- B. For absences of more than 30 days, the employee may elect to continue the health insurance plan coverage for up to 18 months after the absence begins, or the period of service, whichever is shorter. The employee is required to pay for all premiums for periods of time the employee is on leave without pay.
- C. On return to work from service, health insurance coverage will be reinstated without any waiting period or exclusions for preexisting conditions, other than waiting periods or exclusions that would have applied even if there had been no absence for uniformed service.
- D. In addition, during periods of military service or absence due to work-related injuries, employees will be credited with retirement benefits as required by USERRA and Chapter 121, Florida Statutes.

12.8 Retiree Insurance Coverage

In accordance with Section 112.0801 Florida Statutes, City of LaBelle full-time general employee retirees have the option of continuing to participate in the City of LaBelle group health insurance plans. The City will pay a portion of the premium based on your years of service with the City at the time of retirement from the City's pension plan. If you have 30+ years the City will pay 100% of your premium, 25 years the City will pay 75% of your premium. These premiums will be paid until you reach Medicare age then you will be responsible for your own coverage and to pay your own premiums.

City of LaBelle full-time Firefighters retirees have the option of continuing to participate in the City of LaBelle group health insurance plans. The City will pay a portion of the premium based on your years of service with the City at the time of retirement from the City's pension plan. If you have 25+ years of service the City will pay 100% of your premium. If you have 20 years of service the City will pay 75% of your premium. These premiums will be paid until you reach Medicare

age then you will be responsible for your own coverage and to pay your own premiums.

12.9 Tuition Reimbursement

If you are continuing education to receive a degree and are paying your tuition without the use of scholarship funds the City will reimburse up to a total of \$5,000 lifetime with the proper receipts. You must sign an agreement to continue employment with the City for at least 2 years.

We will also, reimburse for CDL if approved by your supervisor and agreement is signed to remain at the City for 2 years after obtaining your CDL. If you fail to remain at the City for 2 years you will be responsible for reimbursing the City the funds that you were paid for obtaining your degree or CDL.

12.10 Employee Performance Evaluations

The Employee Performance Evaluation is designed to record the evaluation of an employee's performance, progress, attitude and behavior on the job as accurately and as fairly as possible on forms provided by the Human Resources Director. All evaluations shall be kept in the employee's personnel files

Employee Performance Evaluations are reviewed when merit increases are considered.

The primary responsibility for conducting performance evaluations is that of the employee's immediate supervisor.

SECTION 13: PAYROLL AND TIMEKEEPING

13.1 Pay Week and Pay Period

Employees are paid on a weekly basis, totaling 52 pay periods per year. The pay period officially begins at 12:00 a.m. each Friday and ends 7 days later at 11:59 pm on Thursday, followed by a paycheck on Friday for the hours worked in the previous week.

13.2 Hours of Work

The normal hours worked vary depending on the department. Your supervisor will advise you as to your hours.

Non-exempt Employees

- A. Non-exempt employees must maintain a complete record of the total number of hours worked per day per week. All hours must be accurately recorded on a paper or electronic time sheet that will be provided by the City. Each employee must sign or approve his or her timecard to verify the reported hours are correct. All time sheets are to be turned in and approved by your supervisor on Friday morning so they can be turned into the HR Director no later than 9:30 am every Friday. Please be sure to mark all hours worked, absences, late arrivals, early departures, holidays, etc. When you receive your paycheck or direct deposit, please promptly review them to verify that you were paid correctly.
- B. Unless authorized by your supervisor, employees should not work any hours that are not authorized. Employees may not start work early, stay late, work through lunch break, or perform any other extra work or overtime work that hasn't been authorized.
- C. Employees are prohibited from performing any off-the-clock work. Off-the-clock work means work performed but not reported on the timecard. Any employee who fails to report or inaccurately report hours worked will be subject to disciplinary action up to and including termination.
- D. It is a violation of City policy for any employee to falsify a timecard or to alter another employee's timecard. Any employee who believes that his or her timecard was altered as to no longer be accurate is to report this to the Human Resources Director.
- E. Supervisors may correct errors made by an employee, but in the event of a dispute over hours of work, supervisors may not alter an employee's timecard without consulting Human Resources.

Exempt Employees

- A. Exempt salaried employees receive a salary that is intended to compensate them for all hours they work. While it may be subject to review or modification from time to time, such as during salary review time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of work performance.

- B. Under Federal and State law, employee's salary is subject to certain deductions. For example, absent contrary state law requirements, salary can be reduced for the following reasons:
1. Absences for personal reasons*
 2. Absences for sickness or disability*
 3. Full day disciplinary suspensions for infractions of our written workplace conduct policies and procedures
 4. Family and Medical leave absences (either full or partial day)
 5. Although absences for jury duty, attendance as a witness, or military leave in any work week will not result in a deduction of salary in any week in which the employee has performed work, the City will deduct from salary to offset amounts received as payment for jury or witness fees or military pay.
 6. The first or last week of employment in the event the employee works less than a full work week.
 7. Salary may also be reduced for certain types of deductions such as health, dental, vision, or life premiums. State, Federal, local taxes, or social security. Voluntary contributions to a deferred compensation or pension plan.

(*Note: Normally employees will be required to use accrued leave for such absences. It is not an improper deduction to reduce an employee's accrued annual leave or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.)

13.3 Errors in Pay

- A. The Human Resources/Payroll department takes every precaution to avoid errors in your paycheck. However, we expect all employees to assist us by reviewing their paychecks and direct deposit statements for accuracy. Responsibility for ensuring that employees are properly paid and that correct deductions have been

made is shared between employee, supervisor, and Human Resources/Payroll department.

- B. Adjustments will normally be made in the next payroll after the Human Resources Director is notified of the error.
- C. Reporting Concerns or Obtaining More Information
 - 1. Please contact Human Resources immediately if you have any questions about your pay. If you believe you have been subject to any improper deduction or your pay doesn't accurately reflect your hours worked, you should report the matter to your supervisor. If the supervisor is unavailable, you may contact Human Resources at 863-675-2872.
 - 2. If you report violations of this policy, it will be fully investigated, and corrective action will be taken. In addition, the City will not allow any form of retaliation against any individual who reports a violation of this policy.

13.4 Overtime Compensation and Compensatory Time Off In lieu of Overtime

- A. It shall be the policy of the City to keep overtime work to a minimum. However, when non- exempt employees are directed by their authorized supervisor to work extra hours in addition to the regular hours or normal work of the department in which they are assigned, they shall be compensated in accordance with the provisions of the Fair Labor Standards Act. This means that employees who are not exempt from the overtime provision of the FLSA will be paid overtime at the rate of time and one-half for all hours actually worked in excess of forty (40) hours in the established seven (7) day work week.
- B. This rule does not apply to those positions determined to be exempt from overtime under the Fair Labor Standards Act.
- C. No paid absences shall be counted in the computation of overtime. Overtime is based on "actual hours worked", therefore, vacation, sick, holiday, personal day, compensatory time, and other such leaves will not be counted as hours worked or used in the computation of overtime compensation.
- D. There shall be no duplication or pyramid in the computation of overtime pay and nothing in this manual shall be construed to require the payment of overtime or other premium pay more than once for the same hours worked.

- E. Employees shall be given as much advance notice as practicable when overtime is required. Notwithstanding, employees are expected to work overtime assignments whenever directed by their supervisor, and the refusal or failure to work overtime as directed is considered grounds for disciplinary action.
- F. Employees who are not exempt from the overtime provisions of the FLSA are to work overtime hours only when assigned and authorized. At no time may a non-exempt employee work “off the clock.” “Volunteered time,” though well intentioned, is not permitted. This includes early and late work hours and working through lunch periods. Non-exempt employees who work off the clock will be subject to discipline. Supervisors who request or demand that a non-exempt employee work off the clock will be subject to discipline.
- G. In lieu of paying cash overtime, the City reserves the right to provide paid compensatory time off (accrued at a rate of one and one-half hours for each overtime hour worked).
- H. Compensatory Time may be taken as operational conditions permit with prior approval by the Department Head. Must be taken in the same work week it is earned if possible.
- I. During a declared state of emergency all employees, including exempt employees, will be paid for all time worked. For non-exempt employees, the pay will be calculated in the manner required by the FLSA (as set forth above). For exempt employees, any extra pay over and above the employee’s regular salary will be paid at the employee’s regular time and a half rate for hours worked above the employee’s normal schedule. For exempt employees, all determinations regarding hours worked above the normal schedule, hours to be compensated, and applicable rate of pay shall be solely determined by the City and shall not be subject to grievance or appeal.
- J. It is the City’s policy to comply with all applicable wage and hour laws and regulations. In accordance with this policy, the City prohibits deductions from the salary of exempt employees except where otherwise permitted by law. If you are an exempt employee and you believe that an improper deduction has been made to your salary, you must immediately report it to the Human Resources Director. Reports of improper deductions will be promptly investigated and, if it is determined that an improper deduction was made, the deduction will be reimbursed.

SECTION 14: ATTENDANCE AND LEAVE

Scope:

This policy applies to all employees of the City of LaBelle.

Policy:

- 14.1 Employees may be granted paid and unpaid leave from work for A variety of purposes including personal and family illnesses; work related or civic duties. City of LaBelle encourages employees to take periodic scheduled vacations to rest and relax.
- 14.2 All leave is subject to approval by the employee's supervisor. The supervisor retains the right to deny an employee's leave request for scheduled or unscheduled leave if it is determined that the request will impair operations or result in significant loss of service to the public. In the event of a declared State of Emergency affecting any portion of our service area, approved absence requests are subject to cancellation or modification.
- 14.3 In order for the City of LaBelle to operate in an efficient manner, and to meet the various needs of our citizens, it is essential that employees arrive on time, depart on time, and that they take breaks as scheduled. Excessive tardiness, excessive absenteeism, taking leave without pay, and working overtime without prior authorization may result in disciplinary action.
- 14.4 Late Call In: Employees are expected to report to work at the prearranged time set by your department supervisor. Any clock in after that set time is considered late. If you are going to be late you must notify your supervisor and advise how late you expect to be. After 3 late arrivals you will receive a written warning. If lateness continues after the warning letter, disciplinary action will be taken.
- 14.5 Holidays
- A. Full-time and Part-time City employees filling established regular positions are entitled to the following paid holidays annually:
- | | |
|------------------------|--------------------------|
| New Year's Day | January 1 |
| Martin Luther King Day | Third Monday in January |
| President's Day | Third Monday in February |
| Good Friday | Friday before Easter |
| Memorial Day | Last Monday in May |

Independence Day	July 4 th
Labor Day	First Monday of September
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve	December 24 th
Christmas Day	December 25 th
Employees' Birthday	

If a holiday falls on Saturday, the Friday before will be observed and any holiday falling on Sunday, the following Monday will be observed. To be eligible for holiday pay, you must be present at work the last scheduled day before and the first scheduled day after the day on which the holiday occurs unless approved by your supervisor in advance.

14.6 Sick Leave

As a new or rehired employee, you may be eligible for sick leave after completion of 90 days of continuous employment. Sick leave is earned on an accrual basis of 8 hours per month or a total of 96 hours (12 working days) per year and will not be advanced. Part-time employees that work a minimum of 20 hours per week, 52 weeks per year, may receive pro-rated sick leave.

Sick leave is granted by the department head or immediate supervisor for personal illness or as emergency leave in the event of serious injury, serious illness, or contagious illness of an employee's immediate family members. Sick leave accrual shall be unlimited.

After ten (10) years of continuous service sick leave will be paid at 50% when an employee leaves in good standing (with at least two weeks' notice) or upon death. Retirement is defined as any employee immediately entitled to benefits under the pension plan. Payment of such benefits in the event of death is payable to the surviving spouse, and if none, to the estate of the deceased.

A retirement under threat of potential dismissal or investigation, as determined exclusively by the City, shall not be considered to be in good standing. At its election, the City may also condition the payout of leave under this section on the employee's (or employee's estate) agreement to a written general release in favor

of the City. For any employee who does not qualify for payout of sick leave under this Section, accrued unused sick leave is considered forfeited at separation.

If you are out for more than two (2) days, a doctor's note will be required upon return to work.

Abuse of sick leave will affect your performance evaluations and shall result in disciplinary action.

An employee may receive donated sick leave from another employee if they are out for an illness or injury to the employee, employee's parent, employee's spouse, employee's children or grandchildren or the employee's sibling. The employee must be out of all sick, vacation, and comp time to receive donated time.

14.7 Annual Leave

The City provides vacation leave for the employees to enjoy vacation or take care of personal business. Vacation time must be taken at the **convenience of the department** so that it will not interrupt the working schedule. Vacation leave must be approved two weeks in advance unless it is an emergency. Vacations, where possible, must be taken within the same calendar year in which they are earned. Vacation time will be capped at 240 hours. Payment in place of one-half of your vacation will be permitted.

Full-time employees begin accruing vacation time immediately and earn vacation at the rate of two weeks per year (10 days) for years 1 through 5 and shall be eligible to take vacation after one full year of continuous employment.

Employees earn at the rate of three weeks (15 days) for years 6 through 10 of continuous employment; and four weeks (20 days) for years 11-25 of continuous employment; and five weeks (25 days) for years 26 and beyond of continuous employment. Part-time employees that work a minimum of 20 hours per week, 52 weeks per year earn pro-rated vacation.

Accrued, unused vacation pay will only be paid out on separation for employees who resign in good standing (as exclusively determined by the City) and who give at least 14 days' advance notice of the resignation. Employees who are involuntarily separated for any reason, who do not resign in good standing, or who do not give the requisite 14 days' advance notice will forfeit any unused vacation and will not be paid out. At its election, the City may also condition the payout of leave under this Section on the employee's (or employee's estate) agreement to a written general release in favor of the City.

14.8 Using Sick Leave and Annual Leave

Within the guidelines established by this policy, the Department Directors and Supervisors may issue specific instructions for requesting and obtaining approval to use sick leave or annual leave based on specific needs of their department. In addition, the following shall apply:

- A. Approval of taking leave is normally granted or denied by the employee's immediate supervisor. However, all requests for FMLA leave, military leave, or domestic violence leave shall be referred to the Human Resources Director.
- B. Employees earn Sick and Annual leave starting with the first day of employment but are not to take leave time until after their probationary period is successfully completed unless approved by the Supervisor.
- C. Employees are prohibited from taking paid leave time once they have given notice of intent to resign or retire. Exceptions may be approved by the Mayor on a case by case basis.
- D. Negative leave balance or borrowing against future leave is prohibited.

14.9 Leave of Absence with Pay or without Pay

Leave of absence with pay shall normally be granted only for jury duty, military reserve duty, funerals, and Victims of Domestic Violence or Sexual Violence as detailed below.

1. **Jury Duty:** If you have been lawfully summoned to report or perform jury service you shall be paid by the City your base rate of pay for such time as you are required to be away from the scheduled workday unless the jury duty extends for an exorbitant period of time, as determined by the Mayor. If excused from jury service during normal working hours, you must report to your supervisor to determine whether you will work the remainder of the normal work schedule. Any money received, except for travel or food, must be turned over to the City in order to receive your base pay for jury duty.

2. **Military Leave:**

A. **Leave for Active Military Service:**

Employees who are members of the U.S. Armed Forces Reserves or the National Guard will be granted a leave of absence to perform active military service. The first 30 calendar days of such leave will be with full pay for active federal military service that is equal to or greater than 90 consecutive calendar days on a single order. For any unpaid leaves under this policy, employees may elect, at their option, to use any accrued unused vacation or sick leave. The City will continue to pay its share of any health insurance coverage for up to 30 days of military leave.

The administration of leave for active military service under this section shall be as follows:

1. If it is known at the outset of the leave that the employee will be on Military Leave for Active Military Service for less than 90 consecutive days, then the leave will not be paid and the employee may instead choose, at his or her option, to use accrued vacation or sick leave.
2. If it is known at the outset of the leave that the employee will be on Military Leave for Active Military Service for 90 consecutive days or more on a single order, then the employee will receive full pay during the first 30 calendar days of such leave. After the first 30 calendar days of the period of active military service, the employee may choose, at his or her option, either to use accrued vacation or sick leave or to take unpaid leave.
3. If it is not known at the outset of the leave whether the employee will be on Military Leave for Active Military Service for 90 consecutive days or more on a single order, then the employee will be initially placed on unpaid leave unless the employee chooses to use accrued vacation or sick leave. If the employee reaches 90 consecutive days of Military Leave for Active Military Service, the employee will be retroactively paid for the first 30 calendar days or reimbursed for any accrued leave used during that 30-day period.

B. Leave for Reserve or Guard Training:

Employees who are members of the Reserve or National Guard will be granted a military leave of absence for all time in which the employee is ordered to engage in training. The employee is required to provide his or her supervisor as much advance notice as possible of the need and intent to be away for Reserve/Guard training. Up to 240 hours per year for Reserve or Guard training shall be paid leave. Any training hours required in excess of 240 hours per year shall be without pay.

C. Leave for Named Events or Declared Emergency:

A military leave of absence will also be granted to any employee who is a member of the Florida National Guard and is called to active state duty for a named event or an officially declared emergency or disaster pursuant to Florida Statutes, Section 250.48. Official orders for any such service shall be presented to an employee's immediate supervisor. Leave under this section shall be with pay for the first 30 days of the named event or emergency and thereafter shall be without pay.

D. Leave for Florida State Guard Duty:

A military leave of absence will also be granted to any employee who is a member of the Florida State Guard and is called to active state duty for a named event, declared disaster, or other covered operation pursuant to Florida Statutes, Section 251.001 (10)(a). Leave under this section shall be with pay for the first 30 days of the named event, disaster, or covered operation and thereafter shall be without pay.

E. General Requirement and Return to Work

Employees are required to provide as much advanced notice as possible of the need for military leave unless giving notice is impossible or precluded by military necessity.

Unless otherwise required by applicable law, reinstatement or re-employment by the City following a period of active military service will be granted as follows:

1. If discharged from the military, the employee must have received an honorable discharge.
2. The military leave has not cumulatively exceeded five years.
3. The employee reported back to work or applied for reinstatement;
(a) within 90 days after release from military service lasting more than 180 days; (b) within 14 days after release from military service lasting between 31 and 180 days; or, (c) on the next regularly scheduled workday following release from military service of less than 31 days.

The employee will be reinstated in the position he or she would have attained if not for the military leave (or similar one in terms of status, pay, and seniority) and will receive full credit for time spent in the military, provided the above requirements are met.

3. Funeral Leave:

After completion of 90 days of continuous employment, leave with pay to attend the funeral of a member of the employee's immediate family or other family members living in the employee's immediate household will be granted not to exceed three (3) days in state for any one bereavement. Under unusual or extreme circumstances this may be extended to five (5) days with the approval of the appropriate department head. Five (5) days will be granted for any one bereavement out of state. The employee shall, upon request, provide to the City such acceptable information as is necessary for the proper administration of this article. For purposes of this leave, immediate family includes father, mother, spouse, children, father-in-law, mother-in-law, brother, sister, grandparents, grandchildren, brother-in-law, sister-in-law, son or daughter-in-law or any other relative residing full-time in the employee's household.

Leave of Absence without pay

You may be granted leave of absence without pay for medical, health, education or military service not to exceed 90 days without the expressed consent of the City Commission. As an employee, you will retain seniority and re-employment rights within the former classification or a classification of like status and pay upon return from leave. In the event the leave was granted for health reasons, you shall be required to provide a Doctor's Certificate stating that you are physically and mentally qualified to return to work. While on leave of absence without pay you will not accrue vacation or sick leave benefits, and you are responsible for paying insurance premiums.

Workers' Compensation

The City provides coverage for injuries and illnesses that occur on the job in accordance with the requirements and limitations of the Florida Workers' Compensation Law, as may be amended from time to time by the Legislature.

Any employee who experiences an on-the-job injury or illness must immediately notify his or her supervisor, unless precluded from doing so by an emergency that requires immediate medical attention. If precluded from providing immediate notice due to a medical emergency, the employee must notify the City of the injury or illness as soon as

practical under the circumstances. This notification requirement applies to all workplace injuries or illnesses, no matter how minor and without regard to whether medical attention is needed. When notified of an injury, a First Report of Injury should be completed.

The failure to provide prompt notice of a workplace injury or illness may impact or delay your coverage or benefits under the Florida Workers' Compensation Law. Additionally, to the extent permitted by applicable law, the failure to provide prompt notice may be grounds for disciplinary action.

If you are injured on the job and are placed on light duty by the worker's compensation doctor the City of LaBelle may be able to place you in a temporary light duty position under you are released to full duty. However, that is not always possible. If there is not a position available you will have to remain off until released to full duty.

SECTION 15: SAFETY AND HIPPA

In the interest of the safety of our employees and the desire to provide an accident-free workplace, the City of LaBelle is committed to a Loss Prevention Program.

The prevention of accidents is everyone's responsibility; no matter what position he or she occupies. Every employee is considered a member of the City of LaBelle Employee Safety Program and must be constantly alert in reporting and correcting unsafe conditions or acts.

A part of everyone's job is to teach safety to others. Being unsafe seldom affects only one person. Listed below are six important points to remember:

1. Accidents are caused and can be prevented
2. Safety is a mark of skill
3. Safety is a personal responsibility
4. No job is so important or urgent that we cannot take time to perform or work safely.
5. We owe a moral obligation to each other to do everything possible to prevent accidents.
6. The best safety device known is a careful worker.

It is your responsibility to know and abide by all the safety rules applicable to your department. Also, in your Safety Manual. If you are unsure about something STOP and ASK! Feel free also, to contact our Safety Officer.

SAFETY VESTS MUST BE WORN WHEN WORKING IN AREAS THAT HAVE VEHICULAR TRAFFIC!

A. INCIDENT REPORTS:

An incident report is how a written record is made of significant departures from normal operations. An incident report is appropriate for, but not limited to the following:

1. Broken equipment
2. Missing capital equipment
3. Accidents involving property, equipment, or vehicles.
4. Significant encounters with other agencies or persons, either positive or negative
5. Incidents with the potential to generate negative publicity for the City of LaBelle
6. Complaints
7. Any problem encounters with the public or other employees
8. Any other occasion for which a written record is deemed appropriate

Incident reports shall be given to the appropriate supervisor/director ASAP.

HIPAA/ADA– PRIVACY POLICY

The City of LaBelle complies with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Americans with Disabilities Act. The City of Labelle has designated the Human Resources Director as the HIPPA Compliance Officer. All questions regarding HIPAA and protected health information should be directed to the HIPAA Compliance Officer. The City of LaBelle will maintain the confidentiality of all protected health information to the extent required by HIPAA, the ADA, and any other federal, state, or local laws.

SECTION 16: FAMILY MEDICAL LEAVE

1: Eligibility and Reasons

Employees who have worked for the City for at least twelve months, for at least 1,250 hours during the preceding twelve months, and if at least 50 employees are employed by the City within 75 miles may be eligible to take FMLA leave.

A. Take up to twelve weeks of unpaid leave in a twelve-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. To care for the employee's spouse, child or parent who has a serious health condition;
 4. Because of serious health condition which renders the employee unable to perform 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 regular, retired or reservist member of the military on active duty deployed to a foreign country or has been notified of an impending call or order to such active duty.
- B. Take up to twenty-six weeks of unpaid leave in a single twelve-month period to care for the employee's spouse, child (of any age), parent or next of kin who is either:
1. A military service member (including a member of the National Guard or Reserves) 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; or,
 2. A veteran military service member who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a military service member (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

2: Definitions

The following definitions apply for purposes of this FMLA Policy:

A. Serious Health Conditions – A “serious health condition means an illness, injury, impairment, or physical or mental condition that involves either: (1) inpatient care (ie., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (ie., 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 – In the case of a member of the Armed Forces, an injury or illness incurred or aggravated in the line of duty on active duty that may render the member medically unfit to perform the duties of his or her office, grade, rank, or rating. In the case of a veteran who was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes medical

treatment, recuperation, or therapy, a “serious injury or illness” means an injury or illness incurred or aggravated in the line of duty on active duty in the Armed Forces and the manifested itself before or after the member became a veteran.

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 or, if older than the age of eighteen, is incapable of self-care because of a mental or physical disability.

D. Parent – Parent means a biological, adoptive, step or foster parent, or any other individual who stood in loco parentis (in 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 issue 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, or 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 City and the employee.

3: Measuring the Twelve-Month Period and Counting FMLA Leave

- A. For leave taken for any reasons listed in Section 1(A) above, the twelve-month period in which eligible employees may take twelve weeks of leave will be calculated using a “rolling” twelve-month period. This method measures the 12-month period backward from the date the employee uses any FMLA leave.
- B. For leave taken for the reason listed in Section 1(B) above, the single twelve-month period for calculating leave needed to care for a military service member or veteran service member begins when the employee first starts taking leave for that reason and ends twelve months after that date. Leave under Section 1(B) may not exceed

twenty-six weeks in any single twelve-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 months from the date of the child's birth or placement.
- D. If both spouses work for the City, the combined leave shall not exceed twelve weeks in a twelve-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 City the combined leave shall not exceed twenty-six weeks of leave during the single twelve month period described in Section 3(B) 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 or veteran 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 City 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.

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 City's 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 City, 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

City 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.

5: Employee and Employer Notice and Certification Requirements

- A. For leave that is foreseeable, the employee must provide the City with at least thirty day's notice . If the need for leave is not foreseeable, the employee is required to provide the City with as much notice as is practicable once the need for leave becomes known.
- B. After being notified of the employee's need for FMLA-qualifying leave or whenever the City becomes aware that an employee's leave of absence may qualify under the FMLA, the City will determine if the employee is an "eligible employee" under the terms of this policy and the FMLA and will also advise the employee of any rights and responsibilities. Though not required, the City may use the model Notice of Eligibility and Rights and Responsibilities form for such purposes (i.e., Form WH-381, available online at <https://www.dol.gov/whd/fmla/forms.htm>).
- C. The City 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. The City will require that medical certification be submitted showing that a request for intermittent leave or leave on a reduced schedule basis is medically necessary. Generally, the employee will be afforded no less than 15 days to have the certification form completed and submitted. Though not required, the City may use the appropriate model medical certification form where appropriate (i.e., Form WH-380-E, WH -380-F, WH-385, WH-385-V, available online at <https://www.dol.gov/whd/fmla/fors.htm>). In accordance with applicable regulations, the City may request, at the City's expense, a second opinion if the second opinion conflicts with the first opinion.
- D. Once any required certifications forms are submitted of the City otherwise obtains the necessary information to determine if the employee's need for leave qualifies as an FMLA-qualifying reason, the City will designate the leave accordingly and advise the employee of the designation. Notably, all leave which qualifies as FMLA leave will be designated as FMLA leave, including whenever the employee is on leave for workers' compensation, disability, and sick leave. Though no required, the City may use the appropriate model Designation Notice for this purpose (i.e., Form WH-382, available online at <https://www.dol.gov/whd/fmla/forms.htm>).
- E. The City may require subsequent medical recertification of an ongoing condition from the employee's health care provider every six months in conjunction with an absence, or more often to the extent permitted by applicable law.

- F. The City 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. Though not required, the City may use the appropriate model qualifying exigency certification form where appropriate (i.e., Form WH-384, available online at <https://dol.gov/whd/fmla/forms.htm>).
- G. If an employee's certification or recertification is deemed by the City to be incomplete, the City will notify the employee of the deficiency and the employee will be provided seven days to cure the deficiency. A failure to complete the certification may result in the denial of leave for the period until the completed certification is submitted.
- H. During leaves under this policy, the employee must periodically report on his or her medical status and intent to return to work. Upon taking such leave, the employee will be advised of the reporting requirements.
- I. 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 can 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 City will continue to pay its portion of the 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 City for its 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.

Section 7: Accrual

- A. During any period of paid FMLA leave, accrual of employment benefits, such as paid time off, shall continue. For any period of unpaid FMLA, employees will not continue to accrue such employee benefits. Notwithstanding, pension benefits will be determined in accordance with applicable law.
- B. Any employment benefits to which an employee was entitled on the on which the FMLA leave 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 any unpaid leave period.

Section 8: Substitution of Accrued Paid Leave

- A. For unpaid leaves under this policy, the City 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 City and the employee agree. Regardless of whether the employee agrees to supplement pay with any available accrued leave, the leave of absence shall be designated as FMLA leave and run concurrently with workers' compensation or disability leave whenever the employee's injury, illness, or medical condition qualifies as a serious health condition within the meaning of the FMLA.

Section 9: Job Restoration upon Return from FMLA

Except for 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 City in administering this policy, or who provide intentionally untruthful information as to the facts upon which the FMLA leave was granted, may have their leave delayed

and/or be subject to discipline up to and including discharge as permitted by law.

SECTION 17. DOMESTIC VIOLENCE-RELATED LEAVE

Employees are eligible to take up to three (3) working days of Domestic Violence Leave within a 12-month period to deal with issues relating to domestic violence suffered by the employee or a family or household member.

Employees may qualify for this leave for one or more of the following reasons:

1. Seek an injunction for protection against domestic violence, or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence or sexual violence;
3. Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence or sexual violence;
4. Make the employee's home secure from the domestic violence or sexual violence perpetrator or to seek new housing to escape the perpetrator; or
5. Seek legal assistance in addressing issues arising from the act of domestic violence or sexual violence or attend and prepare for court-related proceedings arising from the domestic violence or sexual violence.

Employees should submit their written leave request to the Human Resources Director and provide advance notice of no less than seven (7) days of the need for leave, except in cases of imminent danger to the health and safety of the employee or to an employee's family or household member. The request must also be accompanied by sufficient documentation of the act of domestic violence. The documentation may include copies of police reports, restraining orders, legal papers to be filed with the court, orders to appear in court, or any other documentation to establish the need for leave as set out in this policy.

All information relating to an employee's leave under this policy including the circumstances involving the leave request, supporting documentation and time records identifying use of leave shall be kept confidential and exempt from disclosure to the extent authorized by law.

The City will not tolerate retaliation against any employee who takes Domestic Violence Leave.

Definitions

- a. "Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- b. "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.
- c. "Victim" means an individual who has been subjected to domestic violence

SECTION 18: LEAVE DONATIONS

Policy:

In order to ensure that the City of LaBelle employees do not suffer a loss of income during periods of serious illness or injury, pregnancy, or recovery, City of LaBelle offers a Leave Donation plan to allow employees to donate sick leave or annual leave to other employees. Leave donations may be made for medical leave when the employee is unable to work because of serious health reasons for their self or immediate family members.

Procedure:

- 18.1 A regular full-time employee of the City of LaBelle may receive donations for earned sick or annual leave hours from another regular full-time employee provided the following conditions are met:
 - A. Donating and receiving employees must have completed the initial probationary period.
 - B. The receiving employee must have used all sick, annual, and compensatory leave time
 - C. The employee receiving it must be on approved leave for the illness or injury of the employee or the employee's immediate family.
 - D. The employee is not eligible for workers' compensation indemnity payments.

- 18.2 The Human Resources Director shall administer the Leave Donation plan and shall review and approve all transfer requests under this policy.
- 18.3 Written authorization to donate leave time must be signed by the person donating the time and submitted to Human Resources.
- 18.4 The Human Resources Director shall transfer hours on a first received basis. If all leave isn't used excess hours will be returned to the donors.
- 18.5 Leave will be transferred on the last day of the pay period that the request is approved.
- 18.6 Medical information received shall be considered a confidential medical record and will be retained in the confidential medical file of the recipient.
- 18.7 Employees who attempt to coerce or pressure another employee to donate leave time, or employees otherwise found to abuse the leave transfer plan shall be subject to disciplinary action.
- 18.8 Donating employees may not cancel a donation once the transfer has been completed.

SECTION 19: SOCIAL MEDIA POLICY

INTRODUCTION AND PURPOSE

The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, the City has established these guidelines for the appropriate use of social media. This policy applies to all City employees. Given the nature of social media and the pace of technological changes and advancement, this policy is subject to modification at any time by the City and the responsibility for interpretation and application of this policy rest exclusively with the Human Resources Director or Mayor.

In general, the same principles and guidelines set forth in the City's Personnel Policies apply to employee social media activities. All employees are responsible for their social media activities. Before creating online content, employees are encouraged to consider some of the risks and rewards that are involved. As public employees, City personnel must be sensitive to the fact that their conduct, both online and offline, is often subject to greater scrutiny in the community and the media.

The design and implementation of the City's Social Media Policy reaffirms the City's commitment to ensuring compliance with all federal, state and local law, including but not limited to Florida's Public Records Law, the Florida Sunshine Law, the First Amendment, and federal, state, and local equal employment opportunity laws. To that end, the purpose of this policy is to foster a harmonious work

environment while promoting and maximizing the City's interests in the efficient and effective provision of services that benefit the public health, safety, and welfare. Nothing in this policy is intended to restrict City personnel from exercising personal First Amendments right to speak freely on matters of public concern in an appropriate time, place, and manner, or to engage in other lawful concerted activities for the purpose of collective bargaining or other mutual aid or protection as defined and interpreted by applicable law. Employees should be mindful, however, that such free speech rights are not absolute, but rather must be viewed in context and under the circumstances present and must be balanced against the City's interests in promoting the effective and efficient delivery of its public services. Additionally, nothing in this policy is intended to create a public forum for expressive activities on the City's social media platforms or online sites.

DEFINITIONS

“Social Media” – For purposes of this policy, social media is defined broadly to encompass any form of online interaction in virtual communities, networks, blogs, microblogs, etc., as well as the use of related internet-based applications including, but not limited to, Facebook, LinkedIn, Twitter, YouTube, TikTok, Telegram, Truth Social, Snapchat, WhatsApp, WeChat, Reddit, Quora, Pinterest, Tumblr, Instagram, Blogger, Vine, Foursquare, Flickr, and similar sites.

“City Social Media” – City social media means any social media site, account, or platform which the City establishes and maintains, and over which it has the authority or ability to post, except for advertisements or hyperlinks by the owner, vendor, or partner of the social media site or platform. City social media also includes any online social media activity engaged in by an employee acting in his or her capacity as a City employee or pursuant to his or her authorized scope of employment at the time.

“Personal Social Media” – For purposes of this policy, Personal social media means any social media site, account, or platform of an employee which is not owned, authorized, or controlled by the City, as well as any online social media activity engaged in by an employee who is not acting in his or her capacity as a City employee or pursuant to his or her authorized scope of employment at the time.

GUIDELINES PERTAINING TO CITY SOCIAL MEDIA

In general, the use of City social media is limited to the purpose of distributing information from the City to the public on topics determined appropriate by the City. City social media sites are not to be used for personal or private purposes. City employees are permitted to engage in City social media activities only when authorized or directed to do so by his or her supervisor or when it is within the employee's authorized scope of employment. When engaging in authorized social media activities, City employees must conduct themselves in a professional manner at all times. City employees are

not permitted to post confidential or private information on City social media.

All City social media sites and accounts must be approved in advance by the Human Resources Director or the Mayor or the Mayor's designee. Once approved, the City will designate and assign a Responsible Employee to oversee the City social media site or account. The Responsible Employee shall ensure that a policy or practice consistent with this Social Media Policy is developed and maintained and that all content posted by the City is consistent with such policy and practice. The Responsible Employee shall also ensure that any passwords or other sensitive login information is safeguarded and not accessible to anyone other than authorized personnel. The Responsible Employee shall provide all passwords and login information to the City's Information Technology Department and shall ensure that all safeguards implemented by the Information Technology Department are followed.

The City retains the exclusive right to determine whether public commenting will be permitted on City social media. In the event that commenting is permitted, it is not the intent of the City to create a public forum for expressive activities. The City reserves the right to limit comments to the topics posted by the City. To the extent permitted by applicable law, the City may remove inappropriate content, which includes, but is not limited to, content not topically related to the City's posting; content that is obscene, sexually-explicit, threatening, defamatory; content that violates intellectual property laws; content that could reasonably be viewed as intending to maliciously discriminate on the basis of race, color, sex, national origin, ethnicity, disability, religion, or any other status protected by law; content that violates any applicable civil or criminal law; content posted in violation of applicable security, privacy, or confidentiality requirements; and content promoting or soliciting a commercial product or service. Where public commenting is permitted by the City, the Responsible Employee shall establish practices to monitor such comments for compliance with this policy.

All content posted on City social media, including any public comments where permitted, are subject to the Florida Public Records Law and the Florida Sunshine Law. As such, there shall be no expectation of privacy or confidentiality in any content posted on City social media and the City shall have full permission or rights to any content posted on City social media, including but not limited to any photographs or videos.

City officials or employees who are subject to the Florida Sunshine Law are prohibited from engaging in any social media activities which may foreseeably come before them for official action. Officials and employees should consult with the Human Resources Director, Mayor, or the City Attorney with any questions or concerns pertaining to Sunshine Law compliance.

The City retains ownership of all City social media sites and accounts. An employee's personal

email, phone number, address, or other personal information shall not be used to establish, setup, monitor, or permit access to any City social media site or account.

The City reserves the right to terminate City social media sites and accounts at any time and for any reason, subject to compliance with any responsibilities imposed by the Florida Public Records Law or any other applicable law.

GUIDELINES PERTAINING TO PERSONAL SOCIAL MEDIA

With respect to personal social media, it is not the City's intent to monitor or police each employee's social media activities. Notwithstanding, as public employees, each City employee must be mindful that their social media activities, even if not intended to be publicly shared, is more likely to be disseminated publicly, to be scrutinized more closely by the public and others, and to be connected with or attributed to the City. As a consequence, the City provides the following guidelines to assist employees who elect to engage in personal social media activities.

Employees are prohibited from engaging in personal social media activities while on working time (except during meal breaks or other approved breaks). City equipment, accounts, and resources should not be used to engage in personal social media activities. To that end, the City emphasizes that City employees have no expectation of privacy with respect to the use of any City equipment, accounts or resources, and the City reserves the right to monitor, review, and/or search such equipment, accounts, and resources at any time and for any reason.

For personal social media activities in which the employee is clearly not speaking as a citizen on a matter of public concern, the employee may be subjected to disciplinary action if such activities violate any City policies or if the activities could reasonably be expected to disrupt or adversely affect City operations. In contrast to social media activities which do not clearly touch upon matters of public concern, employees have greater First Amendment rights when engaging in social media activities that do involve matters of public concern. To that end, employees are free to engage in personal social media activities as citizens speaking on matters of public concern, so long as any actual disruption experienced by the City to its operations resulting from such speech is not outweighed by the interests of the employee and his or her audience in engaging in such speech. As the precise contours defining matters of public concern and because the balancing of City and employee interests is necessarily a case-by-case inquiry that is analyzed under evolving legal principles, supervisors are encouraged to consult with the Human Resources Director and, if deemed appropriate by Human Resources, with the City's legal counsel before taking disciplinary or other adverse action to enforce this paragraph.

The City encourages its personnel to be fair and courteous to fellow employees, City officials,

members of the public and others. Also, keep in mind that work-related complaints are more likely to be resolved by speaking directly with co-workers or supervisors or by using the City's Open Door Policy than by posting comments and complaints on personal social media. Nevertheless, if an employee decides to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as obscene, threatening, or intimidating; that defames others; or that might constitute unlawful discrimination, harassment or bullying. Examples of such conduct include but is not limited to false and offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, sex, national origin, ethnicity, disability, religion, or any other status protected by law.

When publishing content to a personal social media site or account, City employees must avoid stating, implying, or creating the impression that they are speaking in an official capacity or on behalf of the City or that their activity is endorsed by the City. If an employee elects to publish personal social media content related to the City or to the employee's work, the employee must make it clear that he or she is not speaking on behalf of City. In such instances, the City encourages the employee to post a contemporaneous disclaimer such as "The views and postings on this site are my own and do not necessarily reflect the views of the City."

Employees are required to maintain the confidentiality of private or confidential City information. Do not post non-public internal reports, policies, procedures or other internal business-related confidential communications. Official information concerning the City should only be disseminated or released with authorization by the City or through the City's public records and information process.

City employees may not create a link from the employee's personal social media to a City website or to City social media without identifying himself or herself as a City employee. Except where otherwise permitted by applicable law, City employees may not post pictures or videos of themselves or other City employees wearing a City uniform or using City equipment or vehicles without prior approval from the employee's supervisor.

SECTION 20: PUBLIC RECORDS REQUEST

PURPOSE: To establish policies and procedures for responding to requests for City public records that are subject to disclosure and establishing a schedule of fees for providing copies of such records as permitted by law.

POLICY: A. Pursuant to Chapter 119, Florida Statutes, City records, which fall within the definition of public records shall be open for inspection and copying at reasonable times, except when such public records are made confidential and/or exempt from disclosure under Chapter 119 or other Florida law.

B. The City Clerk is the custodian of all public records and will

process all requests for public records with the following exceptions:

1. The Hendry County Sheriff's Office will process all public records requests for law enforcement related records.
 2. The Human Resources Department administers personnel and litigation records and will process all requests for those records.
 3. Routine requests for Department records that can be completed within 15 minutes or less will be processed by the Department's Records Custodian
- C. The City promptly responds to all public records requests. The City's goal is to process all public records request within three (3) working days; however, if a large volume of records is requested or a request involves extensive services to research, compile, review for redactions, and/or copy the requested records, then the request shall be processed as promptly as possible.
- D. Under Chapter 119, Florida Statutes, the City is not required to create a public record in order to respond to a public records request.
- E. Under Chapter 119, Florida Statutes, the City is not required to answer questions about the City's public records request.
- F. Pursuant to Chapter 119, Florida Statutes, the City will assess a special charge for any public records request if the nature or volume of the public records requested to be inspected or copies requires extensive use of information technology resources or extensive or supervisory assistance by personnel of the City or both, which equals or exceeds fifteen (15) minutes of time.
- G. Fees will be calculated in accordance with the Schedule of Fees as follows:

Schedule of Fees

Medium Type	Document Size/Time	Fee
Hard copy	Up to 11" x 17"	\$0.15 per page/one-sided
Hard copy	Up to 11" x 17"	\$0.20 per page/two-sided
Hard copy – B&W Plans	24"x 36"	\$4.00 per page
Hard copy – B&W Plans	36"x 42"	\$8.00 per page
Hard copy – Color Plans	24"x 36"	\$40.00 per page
Hard copy – Color Plans	36"x 42"	\$80.00 per page
Certification of Documents	N/A	\$1.00 per copy
USB	N/A	Requestor must provide
All other copies	N/A	Actual cost of duplication
Research and Retrieval	15 minutes or more	Employee's labor cost

PROCEDURE:

A. General Processing of Requests for Public Records

1. Requests for public records may be received at various City Departments in person, over the phone, and electronically. The request is not required to be in writing. However, in order to more efficiently provide the responsive records, the requestor may complete the Public Records Request Form. Do NOT REQUIRE THE PUBLIC RECORDS REQUEST FORM TO BE COMPLETED.
2. All requests when received (whether by a Department or the City Clerk's Office) will be promptly acknowledged with a written acknowledgement provided to the requestor (if possible). The acknowledgement should be provided in the same manner as the request was received. All requests must be tracked in the Public Records Request Tracking File.
3. Requests for public records shall be directed to the Department's Records Custodian for review of the nature of the request and determination of whether the request will be

completed by the Department or coordinated with the City Clerk in accordance with the policy. If the City Clerk's Office coordinated the request, the completed information will be returned to the City Clerk's Office for processing.

4. The Departments Records Custodian shall ascertain whether the request is for the inspection of records and/or copies of records.

B. Request for Inspection of Public Records

1. If the responsive public records are scanned, the Department Records Custodian or City Clerk shall review the public records and redact all information that is confidential and/or exempt from public disclosure pursuant to Florida law. The Department Records Custodian or the City Clerk shall set an appointment for the public records to be reviewed in a public building under the supervision of the Department Records Custodian or City Clerk.
2. If the responsive public records are not scanned, the Department Records Custodian or City Clerk shall review the responsive public records and redact all information that is confidential and/or exempt. An appointment will be scheduled with the requestor to review the responsive records in a public building under the supervision of the Department Records Custodian or City Clerk.

C. Request for copies of Public Records

1. The Department Records Custodian or City Clerk shall review the records and determine the cost for researching and copying based on the fee schedule established herein.
2. The Department Records Custodian or City Clerk will contact the requestor and inform the requestor of the cost (including mail charges if records are to be mailed) to provide the responsive public records and advise them that the responsive public records can be picked up or mailed to the requestor once payment has been received by the City.

- a. If the responsive public records are to be picked up in person, a copy of the Public Records Request form shall be provided to the requestor for submission to the Cashier with payment and the responsive public records shall be provided to the requestor after payment to the Cashier.
- b. If the responsive public records are to be mailed, the appropriate postage shall be included in the cost of the records. Upon the City's receipt of payment, the records shall be mailed to the requestor.

D. Voluminous or Time Consuming Requests

1. If the public records request is for a large number of records or the request will require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the City, or both, the City shall estimate the cost of providing the responsive records. The estimation of cost shall include the estimated time it will take (after the first 15 minutes) to research, compile, review & redact, copy, scan, and/or other related actions in order to provide the requested public records.
2. If the estimation of cost exceeds Twenty-Five dollars (\$25), the City shall advise the requestor and request that the requestor pay the estimated cost of the request prior to the city continuing any further work (i.e., more than 15 minutes) on the request. Once the estimated cost amount is received from the requestor, the City shall work on providing the responsive records. If it takes less time than was estimated, the City will refund any excess amount paid to the City by the requestor. If the request takes more time than estimated, the City will work up to the amount paid (provide the responsive records up to that point) and then request an additional amount from the requestor to complete the request.

E. Failure to Pay

1. If a requestor fails to pay the applicable costs for the responsive records requested and prepared by the City, the requestor shall not receive any further public records from the City until they pay for the public records request prepared by the City.

F. Records Management

1. All requests for public records shall be held for a period of one (1) year.

2. Once retention requirements have been met, a Records Disposition form shall be completed for destruction of the requests. (Available in the Clerk's Office). All records destruction shall be in compliance with Florida Statutes.

SECTION 21: GENERAL STANDARDS OF CONDUCT, CORRECTIVE ACTION AND DISCHARGE

Policy:

- 21.1 It is the responsibility of every employee regardless of his/her position within the classified service, to maintain positive relations with the public through the performance of your job duties and responsibilities in both a courteous and efficient manner.

Employees of the City are expected to conduct themselves in a manner that supports the vision, goals, and purpose, while complying with state and federal laws and regulations, local codes, and internal policies, procedures, and directives. The conduct of each employee is expected to reflect a commitment to:

- A. Managing time for maximum effectiveness, efficiency and productivity
 - B. Performing to the best of the employee's ability the duties and responsibilities of the position.
 - C. Serving the public in a prompt, courteous and impartial manner
- 21.2 The City requires all employees to familiarize themselves with their assigned duties and responsibilities as well as with the policies, rules and regulations pertaining to their position and duties.
 - 21.3 When an employee fails to meet the standards of conduct, they may be issued some form of corrective action. Corrective action is not intended as a punishment for misconduct, rather it is a way of educating an employee and preventing future violations.
 - 21.4 It is the goal of the City that effective supervision and employee relations will avoid most difficulties which otherwise might necessitate discipline of employees. However, when disciplinary action is necessary, the City recognizes the fact that each situation differs in many respects from others that may be similar in other ways. The City retains the right to handle each incident on an individual basis without creating a precedent for other cases which may arise in the future.
 - 21.5 It is the responsibility of all supervisors from Mayor to first level supervisors to ensure all employees are observing the policies and procedures. When an employee is unable or unwilling to comply with established standards of performance and conduct, it is the supervisor's responsibility to take corrective action.
 - 21.6 The provisions set forth in this Section are intended as a guideline for management and

employees. Nothing contained in this policy is intended to create, nor does it create, an enforceable expectation of continued employment. Nothing in these provisions is to be construed as creating a property right of continued employment. Employment with the City of LaBelle is considered “at will” employment which may be terminated at any time and for any reason.

21.7 Once corrective action is taken and placed in the employee’s personnel file no documentation of the corrective action will be removed.

21.8 Previous violations of the same or of other standards of conduct may be used in considering the consequences of subsequent violations.

21.9 The employee’s supervisor has the authority to issue disciplinary action.

21.10 Corrective Action

The City of LaBelle recognizes two kinds of corrective action – disciplinary and non-disciplinary. Forms of non-disciplinary corrective action include informal verbal counseling or documented written counseling. Non-disciplinary corrective action may be considered in determining future disciplinary action.

21.11 Disciplinary Action

Disciplinary actions may include, but are not limited to the following:

- A. Verbal Reprimand: A verbal reprimand is generally issued for a first violation of a minor offense.
- B. Written Reprimand: A written reprimand is generally issued for a subsequent violation of a minor offense, or a first violation of a major offense.
- C. Written & Suspension: A suspension without pay may be issued for a subsequent violation of a minor offense or for a violation of a major offense, depending on the severity.
- D. Discharge: Termination of employment

21.12 List of Offenses

A non-exhaustive list of examples which will result in disciplinary action, up to and including discharge includes:

- A. Minor & Major Offenses:
 - 1. Attendance related issues: Employees are expected to be reliable and dependable. For example, employees are expected to:
 - a. Show up and be ready for work on a consistent basis
 - b. Observe established work hours

- c. Obtain permission before leaving work if it isn't at your scheduled time and schedule leave in a manner that minimizes work disruption
 - d. Refrain from excessive absenteeism or tardy arrival at work
 - e. Properly document attendance at work
 - f. Obtain approval to work overtime
-
- 2. Loafing, Malingering, or Presenteeism: During working hours, employees are expected to complete assignments in a timely manner, to organize their work, and to stay focused on job-related activities. Loafing, excessive idle conversation with others, horseplay, and performing personal business on City time may result in disciplinary action. When employees are unable to effectively perform their duties due to personal illness or injury, they are to request leave from work.
 - 3. Unauthorized distribution of written or printed materials, unauthorized solicitations on city property or while on duty, or distributing petitions or literature for any purpose other than official business or approved by the Mayor.
 - 4. Use of City bulletin board for unauthorized postings.
 - 5. Reporting to work improperly dressed for a job assignment or otherwise physically or mentally unprepared to begin work.
 - 6. Failure to follow verbal instructions.
 - 7. Failure to keep the City and department notified of the employee's current proper address and telephone number.
 - 8. Violation of smoking policy
 - 9. Unintentional careless or negligent actions that result in less than \$100 damage to city property or to the property of others or that do not require extensive staff time to correct, and that had little or no impact on the reputation of the City.
 - 10. Failure to report violations of the law or policies and others on the job misconduct of other employees to the employee's supervisor.
 - 11. Failure to report to the employee's supervisor within 3 working days any arrest, criminal charge filed against the employee, plea of guilty or no contest to a

criminal charge (regardless of adjudication), or conviction of a criminal charge. Criminal charges include felonies and misdemeanors.

12. Sleeping or resting on the job unless specifically authorized to do so: For purposes of this standard, resting is defined as displaying the outward appearances of sleeping such as sitting motionless with eyes closed.
13. Gambling during working hours or on City property.
14. Refusing to truthfully answer questions specifically relating to work-related issues including the performance or conduct of other employees.
15. Reporting for duty while under the influence of a narcotic, barbiturates, hallucinogenic drug, central nervous system stimulant, or an intoxicant not prescribed by a licensed physician.
16. Insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the supervisor.
17. Disrespect/Discourtesy towards others: Any instances of rudeness or discourteous behavior towards co-workers, supervisors, subordinates, or the public may be grounds for disciplinary action. In addition, any behavior that tends to interfere with the work of others or that may disrupt the effective functioning of a department or office is considered to be discourteous.
18. Lying or falsification of reports or records or knowingly submitting inaccurate or untruthful information for or on any city record, report or document, including employment application and documents. Falsification of timecards, purchase orders, accident reports, etc
19. Sexual harassment or other forms of discrimination and harassment prohibited by the City's policy.
20. Revealing confidential information, including confidential medical information, to unauthorized people.
21. Failure to comply with written directives, policies, laws, statutes, and regulations.
22. Failure to comply with safety policies, regulations or directives.
23. Failure to report workplace illnesses or injuries to the appropriate supervisor.

24. Using City property, materials, or facilities for non-city business.
25. Occupying, using or operating any city equipment, property or facility without prior authorization.
26. Careless or negligent actions other than those listed in Section 16.12
27. Theft, fraud, misuse and flagrant damage or destruction of city equipment or property of a fellow employee.
28. Unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or alcohol during working hours, on city property, or while in a city vehicle.
29. Failure to maintain required certifications or other conditions of employment.
30. Threatening, provoking, or intimidating others, or displaying violent behavior while on duty or on city property.
31. On or off the job conduct which adversely affects the ability of the employee to perform his/her duties and/or adversely affects the efficient operation of city government or any department or area of city government.
32. Misuse of position for personal advantage or acceptance of any valuable consideration given with intention of influencing the employee in the performance of his/her duties including accepting a bribe, gift, or gratuity.
33. Failure to submit to a required physical exam or drug or alcohol test.
34. Failure to fulfill job duties.
35. Deliberate and continued unauthorized absences or abuse of leave privileges.
36. Concerted curtailment or restriction of production or interference with regular work in or about any of the city's work locations including but not limited to instigating, leading or participating in any walkout, strike, slowdown, or refusal to return to work at the scheduled time for the scheduled shift or work period.
37. Unauthorized possession or discharge of explosives on city property or work locations.
38. Unexcused absence for two (2) consecutive days or more.

39. Inefficiency, unsatisfactory performance, or lack of application or effort on the job.
40. Committing actions which affect the safety of equipment or personnel.
41. Violating a safety rule or safety practice.
42. Violence or inappropriate conduct reflecting on the City.
43. Illegal or inappropriate behavior reflecting on the City.
44. Theft, no matter how small or insignificant, of any amount of money or property from the City, co-workers, residents, or visitors.
45. Fighting or striking another individual.
46. Violating any City policies, including but not limited to, the City's policies prohibiting discrimination, harassment, and retaliation.
47. Engaging in any conduct that adversely impacts on the City's operations or reflects negatively on the City.

The Mayor and Department Heads have the authority to execute any personnel action, including disciplinary action, up to and including discharge of employees. Nothing contained in these personnel rules should be construed as a limitation upon such authority of the Mayor or Department Heads.

SECTION 22: GRIEVANCE PROCEDURES

The purpose of the grievance procedure is to provide a beneficial and informal method of settling all complaints or grievances arising between a regular employee, and his/her department head or immediate supervisor. The grievance procedure is applicable to all employees who have completed their introductory period. Additionally, this grievance procedure shall not apply to any complaint related to the Fire Department, as such complaints shall be made to the Chairman of the Fire Board in accordance with the Rules of Procedure of the Fire Department.

Grievances must be presented within 5 business days from the date on which the complaint arose in the following manner:

1. You must discuss your grievance orally with your immediate supervisor or Human

Resources who shall attempt to address the complaint promptly and fairly.

2. If the complaint is not resolved within 5 business days, you may submit your grievance in writing to your Department Head on the proper grievance form, which you may obtain from your department or from the Human Resources Department. The department head shall then make a separate investigation of the complaint and inform you of his/her decision within 5 business days after receiving the grievance form.
3. If the grievance has not been resolved, you may request in writing a formal review of your grievance by the grievance committee. Such request shall be accompanied by all factual information pertaining to your grievance and shall be presented to the Human Resource Department within 5 business days from the date of receipt of the decision by your department head or within 5 days from the time the response was due if no decision was given. The Human Resource Director shall, within 10 business days of receipt of the request by you for grievance review, convene a meeting by the grievance committee.

The grievance committee shall consist of City employees and established in the following manner: a designated representative of the aggrieved employee; a representative of the department head; a mutually agreed upon employee who has no direct or indirect involvement in the case, and the Human Resource Director or Superintendent of Public Works who shall act as an impartial and neutral member and will not vote. No parties to or any witnesses to the grievance may serve on the committee.

The grievance committee shall conduct an informal and impartial review of the complaint and relevant facts and shall thereafter submit a written recommendation to the Mayor or his/her designee within 3 business days. The Mayor or his/her designee shall within 5 business days after receipt of the committee's recommendation, render a decision upholding, reversing or modifying the grievance committee's recommendations. The time limit of this grievance procedure may be extended by mutual written consent.

If the grievant is not satisfied after all these steps are taken, the final step is to submit the formal grievance to the City Clerk within 3 business days. Within 30 days, the City Commission shall review the complaint, the relevant facts, and the recommendations from the grievance committee and the Mayor. Thereafter, the City Commission will render a decision upholding, reversing or modifying the grievance committee and/or the Mayor. The decision of the City Commission shall be final and not subject to further appeal.

Any grievance shall be considered settled at the completion of any step unless it is continued in writing within the time limits and manner set forth herein.

A grievance may be withdrawn by the grievant at any time, at any step of this procedure.

SECTION 23: MISCELLANEOUS

A. POLITICAL ACTIVITIES

It is the policy of The City of LaBelle on a non-partisan basis to support the active interest of individual employees in governmental affairs and in the political life of the community. The City of LaBelle encourages employees to be informed about issues and candidates, and to be concerned with respect to policies and legislation that they personally believe to be desirable and in the interest of good

B. WORKPLACE POSTERS

All Workplace Posters are posted next to the Employee Bulletin Boards in City Hall, Public Works Maintenance, Fire Department, Animal Control, Land Development Office.

C. EMPLOYEE BULLETIN BOARD

Many important announcements, such as current job opportunities, labor laws, and other things are posted on bulletin boards City Hall, Fire Department, Animal Control, Maintenance Department, Land Development Office, Water Plant and Sewer Plant.

WE HOPE THIS HANDBOOK HAS ANSWERED SOME OF THE QUESTIONS YOU MAY HAVE HAD REGARDING EMPLOYMENT WITH THE CITY OF LABELLE. IF YOU HAVE FURTHER QUESTIONS CONCERNING CITY POLICIES OR PROCEDURES, PLEASE DIRECT YOUR QUESTIONS TO YOUR SUPERVISOR OR CONTACT THE HUMAN RESOURCES DEPARTMENT.

