

2025 City of Madeira Beach Handbook Employee Notes

General items to change throughout the Handbook

- Change Madeira Beach or Madeira Beach Government to City of Madeira Beach
 - Add Statement that says throughout the book “The City” means City of Madeira Beach?
- Change some of the verbiage to simpler language throughout book
 - EX: Promulgate to Publicize
- Change some formatting to match throughout (bold, bullets, etc.)
- Grammer changes- Will provide redline copy with grammar changes.
- Remove Comp time from entire handbook, we will not use it and don't want to confuse staff.
- Change Personal Holiday to Floating Holiday throughout book.

I. Employment:

- **A.11: Employment of Volunteers-** Add possible background check
 - Are we allowed to do this?
- **A. 13: Employees ineligible for rehire within 13 weeks:** Add unless approved by the City Manager

III. Probationary Period:

- **Probationary Period:**
 - Rename to New Hire Probationary Period
 - Promoted employees are also on probation but are allowed to use PTO and will get paid out if separation occurs.
 - Employees can go back on probation following an evaluation but would still be allowed to use PTO and get paid out if separation occurs.
 - add with City Manager approval probationary employees can use PTO.

IV. Pay Hours of Work and Weekend:

- **B. 1. Workweek:** Change Work Week to Monday to Sunday
- **C. Pay Eligibility**

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- 1.a. Non-Exempt Employees:
 - Reword to: overtime may need to be approved by the manager with authority to approve overtime.
 - Most cases we schedule OT when needed. Extra most time cannot be approved prior to use.
- **4.a. Exempt Employees are ineligible for on-call status.**
 - With exception of Fire Department, Fire Chief, Deputy Chief and Fire Marshal are technically always on-call.
- **5. Standby Status:** Strike all, we do not use this. We only use on-call.
- **Add 7 minute Rule:** 2019 handbook states:
 - The City adheres to the FSLA minimum wage and overtime pay requirements if the employer always rounds down. Employee time from 1 to 7 minutes may be rounded down, and thus not counted as hours worked, but the employee time from 8 to 14 minutes must be rounded up and counted as a quarter hour of work time.
- **D. Work Time Records:**
 - **4. Payroll Processing:** Change timesheet storage to Finance, HR does not keep time sheets
 - **6- Emergency Conditions:** With the number of hours required of city staff it is a benefit to be rewarded for the unprecedented amount of hours required to work during a state of emergency. Employee would like to keep current policy.
 - Would like to change to state ALL (exempt & non-exempt) employees working onsite during an emergency will get OT over 40 hours. If the City Managers allows admin time for those not on site and not working and get called in, the staff member would get the admin time plus the working hours of that day.
 - *EX: Recreation with Helene: They got admin time for during the storm but after were instrumental in helping clean up which resulted in working over 40 hours. We paid them the Admin time for the*

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hurricane to pass and then paid them OT for hours worked over 40.

- Employees would like to see a bump in pay during emergencies or when it is needed to go beyond their position, this would be for a set period of time. *Ex: Currently for hurricane recovery we have recreation leaders working in Community Development and are doing completely different more stringent work.*

VI. Holidays:

- B. employees would like to see:
 - Verbiage changed to just Christmas Eve
 - Add back: New Year's Eve
 - Previous administrations promised staff it would stay in the handbook.

VII. Leaves of Absence:

- **A. 1 “Personal holidays** must be taken or scheduled by July 1st each year.”
 - Change to fiscal year. Earned Oct. 1st, must use by Sept. 30th
 - Add City Manager can approve, on case by case basis, rolling over floating holidays. EX Hurricanes.
 - Add: If an employee separates, they will not be paid any unused personal days.
- **A. 3. Vacation leave**
 - Reword section, lots of confusion. Employees thought they were losing everything not just over the maximum.
 - Change date under the maximum table to Sept. 30th
- **A. 6. Vacation Pay Upon Separation:**
 - How will this work with separating from the city? Do they get paid out at separation? Do they get paid the max or actual if over max but separates from City prior to Sept. 30th.
- **A. 10. Paternity Leave:** Change 365 days worked to follow FMLA 1250 hours worked.

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- Employees would like to strike the two weeks paternity and change the four week maternity to:
 - Four Weeks of paid maternity/paternity leave for live birth, surrogacy birth, or adoption of a child to permit paternal parental bonding with the child.
- **B. Sick leave**
 - **1. Sick Leave Credit-** Strike pro-rates if employee works less than 40 hours.
 - Employees would like to see PT have some sick benefits.
 - Other City PT benefits:
 - Seminole: Sick, Annual, Holiday, FRS
 - Treasure Island: Holiday, 401a, pro-rated annual and sick
 - Town of Redington: FRS, 4 hours Holiday pay
 - Dunedin: sick and vacation 5% of scheduled annual hours, holiday pay, and 401a
 - Oldsmar: Sick, Vacation, and holiday pay
 - **12. Payment of Unused Sick Leave**
 - Employees would like to match the current policy, 25% of unused sick leave will be paid out upon separation as long as the employee is out of probation.
 - **14. Sick Bank:**
 - Employees would like to change to Donation of Time. They would like to be able to donate Annual and Sick Leave.
 - Employee would like to see sick leave count to Overtime.
- **E. 8. Veteran's Leave:** Change to Fiscal year- Oct. 1- Sept 30.

VIII. Absence without Authority:

- Currently we have 3 days consecutive shifts missed without notice. This handbook has 2 days until considered resigned

IX. Non-Disciplinary Separations from City Employment

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- **A. Resignations:** Add if an employee is appointed to any appointive public office, it should not interfere with their City of Madeira Beach work schedule or duties.
 - **6. Employee who fails to report to work for 2 day.** Change to 3 days.
 - **7. Any Employee taking steps to run for Madeira Beach...**
 - What about County, State reps? Would there be a conflict of interest there?
 - We also have employees who live in town, can they participate in Civil Service or Planning Commissions?
 - **Add:** Blub is employee is appointed to any approved public office it must not interfere with work schedule.
- **B. Retirement:** No mention of FRS benefits, add this verbiage.
 - Can we add Sick Leave and Annual Leave Payouts here? Or Reference the other section?

X. Code of Ethics for Officers and Employees

- 1d. Gifts: Employees would like to be able to receive gifts up to \$100. Add paperwork needs to be filed with Clerk if gift value is over \$100.

XI. Discipline and Discharge:

- **B. Grounds for Discipline or Discharge:**
 - **27:** Unacceptable driving record as determined by the Madeira Beach Workplace Safety Committee...
 - Change to Department head, there is no safety committee
 - **40:** Strike failure to pay just debts due, including debts to the City, or failure to make reasonable provisions for the future payment of such debt, thereby causing annoyance or embarrassment to the City.
 - **43:** Strike Failure to keep HR informed of current address and phone number
 - **57:** Rephrase item, employees were a little confused on section.
 - Concerted curtailment or restriction of production or interference with work in or about the City's work stations

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including, but not limited to, instigating, leading or participating in any walkout, sit-down, stand-in, slowdown, sick-out, refusal to return to work at the assigned time for the scheduled shift, or participation in a strike or any concerted activity against the City as defined in Florida Statutes.

XVIII. Political Activity:

- **3.b.** Add Supervisor cannot deny PTO based on being active in a political campaign.

XIX. Safety:

- **2.** Change to Department heads make the safety manuals to be approved by the City Manager before use.

XX. Drug Free Workplace:

- **B. Drug and Alcohol Testing Program:**
 - **A. 3. Strike** We do not drug test promoted employees unless there is suspicion or accident.
 - **C. (1) (f) Accident at work:**
 - Strike involved. Ex: I will not drug test someone who was hit from behind while in park or stopped. We will if they caused the accident or involved workmans' comp
 - **G.** Strike section, we do not random drug test
 - Can test if we have a suspicion
 - **Rename G.** to Safety Sensitive Positions? Show who we test upon hire.
 - Keep Safety sensitive position listing but take out
 - Strike Pool Lifeguard
 - Strike Emergency Communications Division dispatchers
 - Strike water treatment plant...
 - Add Childcare positions

XXI. Professional Development

- **4.b. Degree Programs-** States reimbursement is not to exceed 80% of USF tuition rates.
 - Would like to change back to 100% like 2019 handbook

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- Employees would like to see a stipend for books

PG. 128 – 134 Change Title Header, doesn't match information:

**XXVI. USE OF COUNTY VEHICLES & USE OF
PRIVATE VEHICLES FOR COUNTY BUSINESS**

Section: XXVI

XXV. MISCELLANEOUS POLICIES

A. Departmental Rules

Though Madeira Beach attempts, where possible, to maintain uniform rules generally applicable to all City employees, unique departmental needs may call for customized rules. Therefore, each City department director may promulgate and implement departmental rules

XXV. Miscellaneous Policies:

- **N. City Bulletin Boards and Common Areas**
 - States authorization to post items is with HR and City Manager, changing to Department Heads

XXVI. Use of County Vehicles & Use of Private Vehicles for County Business:

- Change County to City in titles
- **7:** Any accident involving city owned vehicle:
 - Cite the drug policy code in this area?
- **8:** Strike- Employees assigned a City vehicle for use to and from work shall be responsible for the personal tax liability for the value of this use.