

Greenville Personnel Policy Manual
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Record of Changes

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INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Town of Greenville. Nothing in this manual shall be construed as contract terms for any Town employees.

These policies are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the Town and supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Town Council.

A separate procedural manual establishes in more detail the practices, processes and forms required to implement these policies.

Scope

These policies and procedures apply to all of the Town's employees unless specifically addressed in a formal employment contract or insurance plan document. Where such documents specifically differ from these policies, then the applicable provision(s) of the subject agreement shall govern.

These policies are designed to work in combination with individual departmental policies and procedures; however, these policies shall prevail should they come into conflict with departmental policies or procedures.

No person, other than the Town Council or the Town Manager as authorized by the Town Council, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions of this manual.

These policies govern regardless of past practices or former policies. This manual supersedes any previous verbal or written policies, statements, understandings, or agreements concerning terms and conditions of employment, except in cases of formal employment contracts or other legally binding agreements.

The Town reserves the right to change, modify, or discontinue any provision of this manual, or create new policies for inclusion. No person, other than the Town Council or the Town Manager as authorized by the mayor and council, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions of this manual.

Severability

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, insurance plan documents, state, or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the manual shall remain in effect.

Distribution and Revisions

A copy of this manual shall be provided to each employee, who shall be required to sign a standard form certifying his/her receipt and review of the manual.

Revisions or updates to the manual shall be provided to all employees in either paper form, by email, or by other electronic communication such as posting on the intranet. Employees are expected to review all changes and updates and remain abreast of all current personnel policies. Periodically employees may be required to provide an updated sign-off that they have received and reviewed the manual and changes in policy.

Disclaimer

All employees of the Town are employed at-will and may quit or be terminated at any time and for any or no reason. Nothing in any of the Town's rules, policies, handbooks, procedures, or other documents relating to employment creates any express or implied contract or employment.

This handbook replaces any previously issued policies, practices, and understandings, written or oral, governing employment. Nothing contrary to or inconsistent with the limitations in this paragraph create any contract of employment unless.

- 1) The terms are in writing;*
- 2) The document is labeled "contract";*
- 3) The document states the terms of employment; and*
- 4) The document is signed by the Mayor and approved by a vote of the Town Council.*

GENERAL EMPLOYMENT POLICIES**Equal Employment Opportunity (EEO)**

The Town of Greenville is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation, and selection for training.

The Town shall not discriminate against any employee or job applicant and prohibits discrimination against any person on the basis of race, color, sex, age, religion, national origin, marital or veteran status, height, weight, disability, political affiliation, or other protected classes.

The Town hires only United States Citizens and lawfully authorized alien workers.

The Town adheres to the following federal laws which prohibit workplace discrimination and are enforced by the U.S. Equal Employment Opportunity Commission (EEOC).

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

This law makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants and employees sincerely held religious practices, unless

doing so would impose an undue hardship on the operation of the employer's business.

THE PREGNANCY DISCRIMINATION ACT

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

THE EQUAL PAY ACT OF 1963 (EPA)

This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA)

This law protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

TITLE I OF THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

SECTIONS 102 AND 103 OF THE CIVIL RIGHTS ACT OF 1991

Among other things, this law amends Title VII and the ADA to permit jury trials and compensatory and punitive damage awards in intentional discrimination cases.

SECTIONS 501 AND 505 OF THE REHABILITATION ACT OF 1973

This law makes it illegal to discriminate against a qualified person with a disability in the federal government. The law also makes it illegal to retaliate against a person because that person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

THE GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Harassment

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex-gender (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment, or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
3. Sexual Harassment is harassment of a sexual nature.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) shall not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
2. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
3. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Prevention is the best tool to eliminate harassment in the workplace. Employers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct shall not be tolerated. They can do this by establishing an effective complaint or grievance process, providing anti-

harassment training to their managers and employees and taking immediate and appropriate action when an employee complains. Employers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns shall be addressed.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

EMPLOYER LIABILITY FOR HARASSMENT

The employer is automatically liable for harassment by a supervisor that results in a negative employment action such as termination, failure to promote or hire, and loss of wages. If the supervisor's harassment results in a hostile work environment, the employer can avoid liability only if it can prove that:

1. It reasonably tried to prevent and promptly correct the harassing behavior; and
2. The employee unreasonably failed to take advantage of any preventive or corrective opportunities provided by the employer.

The employer shall be liable for harassment by non-supervisory employees or non-employees over whom it has control (e.g., independent contractors or customers on the premises), if it knew, or should have known about the harassment and failed to take prompt and appropriate corrective action.

When investigating allegations of harassment, the EEOC looks at the entire record: including the nature of the conduct, and the context in which the alleged incidents occurred. A determination of whether harassment is severe or pervasive enough to be illegal is made on a case-by-case basis.

If you believe that the harassment you are experiencing or witnessing is of a specifically sexual nature, you may want to see EEOC's information on sexual harassment.

SEXUAL HARASSMENT

The Town prohibits sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Town prohibits sexual harassment from occurring in the workplace or at any other location at which Town sponsored activity takes place. Sexual harassment of non-employees by Town employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
4. Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:
5. Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
6. Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
7. Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person.

Harassment of Town employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to their supervisor. Appropriate action shall be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Town generally. The Town cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy shall subject employees to disciplinary action, up to and including immediate discharge.

Drugs and Alcohol Policy

The Town recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or Department Head shall immediately report any reasonable suspicions to the Mayor.

An employee shall be required to submit to alcohol, drug or controlled substance testing when

the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug, or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Department heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Town premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify a Supervisor who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Town personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Town property or while performing Town business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act, Title 29 U.S.C. (Sections 201-219) is the federal law requiring that covered employees be paid at least the federal minimum wage and overtime pay (at time and one-half of the employee's regular rate of pay) for all hours worked over 40 hours in a workweek.

The Town Personnel Manual refers to employees covered by FLSA as "non-exempt" and to those not covered by the FLSA minimum wage and overtime provisions as "exempt".

Veterans' Preference

Title 5 U.S.C. Section 2108 and Chapter 295, *Florida Statutes*, set forth the requirements for public employers to provide preferences in employment, retention, and promotion to eligible veterans, spouses of veterans, and other veterans' preference eligible individuals.

Medical Examinations

The Town may require an employee to submit to a medical or psychological exam to determine fitness for duty provided the examinations are job related and consistent with business necessity. Tests for alcohol or illegal drug use are not considered medical examinations, nor are physical

agility tests. Fitness for duty exams shall be conducted by a licensed professional designated by the Town.

The Town shall comply with all applicable laws including ADA, FMLA, HIPAA, Worker's Compensation and related laws and guidelines in addressing circumstances where an employee is found to be unfit to perform some or all of their essential job functions. This policy in no way shall be construed to limit employees' rights under any federal or State Law.

Employees determined to be un-fit for duty and requiring associated leave, may access accrued leave banks and other paid or unpaid leave time consistent with the policies contained within this manual and state and federal laws.

Light duty or modified return-to-work arrangements are not guaranteed and would not indicate continued employment if provided.

Workplace Violence

The Town of Greenville is committed to reducing the potential for workplace violence. In this regard, it is the policy of the Town to prohibit acts or threats of violence by any party, directed toward employees, citizens, elected officials, and visitors to the Town's facilities or others.

The Town is committed to providing a safe and healthful work environment, consistent with health and safety rules and shall take prompt remedial action, up to and including discharge or criminal prosecution, against any employee who engages in threatening behavior or acts of violence.

The Town shall take appropriate action against any non-employee who engages in threatening behavior including former employees and visitors to Town facilities, up to and including criminal prosecution.

Employees who display a tendency to engage in violent, abusive, or threatening behavior shall be referred to the Town's health plan for counseling or other appropriate treatment. Such employees shall also be subject to disciplinary action, up to and including immediate discharge.

Additionally, it is the responsibility of Town employees to assist in identifying problem employees. The Town Manager should be immediately notified of situations or incidents involving threats, acts of violence, aggressive behavior, threatening or offensive comments and similar acts. Employee reports made pursuant to this policy shall be held in confidence to the maximum possible extent. The Town shall not tolerate retaliation against any employee reporting a violation of this policy.

Safety and Right to Know

The Town complies with federal and state Right-To-Know laws and shall make every effort to provide information to employees about any hazardous chemical to which they may be exposed. Right-To-Know information is posted near the areas in which employees may be exposed to chemicals or other potentially hazardous materials. Employees are required to read and be familiar with all posted materials.

TERMS OF EMPLOYMENT

Personnel Files

The Town maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. It is important that personnel records be kept up to date by employees.

Employees should notify Town Manager, when any of the following personal information changes:

Name	Education status
Address	Military status
Telephone number	Driver’s license status
Marital status	Licensing, certification, and training, or
Emergency notification contacts	Other information which may impact the job requirements
Beneficiary Information	

Personnel files are the property of the Town, and access to some of the information those files contain may be restricted in accordance with state and or federal law. Personnel records are subject to the Florida Public Records Law and contents must be provided as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes, except for information that is exempt and confidential pursuant to law.

Anyone who wishes to review a personnel file should contact the Town Manager. With reasonable advance notice, personnel files may be reviewed in the Town’s offices and in the presence of an individual appointed by the Town to maintain the files. An employee may view personal (associated with that employee) personnel records at any time in their entirety.

No originals of any personnel records shall be kept at the Department level. All originals shall be maintained by the Town Manager.

Hiring of Former Employees

It shall be the policy of the Town of Greenville that any individual who has been formerly employed by the Town may be considered for re-employment provided the individual left the Town in good standing. If the individual did not leave the Town in good standing, he/she must reasonably demonstrate improved work ability and attitude before re-employment is considered.

If the candidate for re-employment is hired, he/she may not continue to receive disbursements from the Town's retirement plan. The Town shall follow all applicable laws and regulations related to retirement benefits when rehiring a former employee.

Individuals interested in applying for re-employment with the Town should follow the appropriate application process for an open position. The application shall indicate that the

individual is applying for re-employment. The Department Head shall examine the application to determine if any additional information is needed and make a recommendation of whether or not to rehire the applicant. The Town Manager shall have final approval of all new hires including re-employments.

Nepotism/Employment of Relatives

No elected official or town employee with supervisory authority, shall employ, promote, advance, or advocate the employment, promotion, or advancement of an individual who is a relative, to a position in the agency over which he or she exercises jurisdiction or control.

Relatives include: 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.

Employment Status

PROBATIONARY EMPLOYEE

Employees who receive a new position within the Town or are promoted to a new position shall serve as at-will employees during a job probationary period of 90-days. This employment status does not affect the Town's obligations to contribute to the employee's retirement, which shall commence on the first day of employment, or to provide health, medical, dental, and/or vision insurance coverage, which shall commence after 30-days. This gives an employee the opportunity to demonstrate their skill and ability in performing the requirements of the new position.

The employee's supervisor shall prepare a performance evaluation report at the end of the probation period.

A department head may terminate a probationary employee anytime during the probationary period if, in the department head's opinion. The employee is unable or unwilling to perform the duties of the position satisfactorily or that work habits and dependability do not merit continuance in the position. The employee so terminated shall be notified in writing of the termination.

Probationary employees do not have any proprietary rights to their position and may be terminated from the Town at any time during their probationary period without the right of appeal.

The Town may, however, return the promoted employee to their previous position if the requirements of the new job are not being met.

Employees who are hired and serve at the pleasure of the Council may be terminated at any time with or without cause, to applicable laws.

FULL-TIME EMPLOYEES

Full-time employees are regularly scheduled to work thirty-five (35) hours per week and are eligible for the Town's employee benefits program, as outlined in later sections.

PART-TIME EMPLOYEES

Part-time employees are regularly scheduled to work less than 35 hours per week on a year-round basis. Part-time employees are not eligible for the Town's insurance benefits but may be covered by certain statutory protections such as Family Medical Leave and worker's compensation. Permanent Part-time employees will be eligible for sick and annual leave accrued at ½ the accrual rate of full-time employees.

SEASONAL OR TEMPORARY EMPLOYEES

Temporary employees may be scheduled to work on a full- or part-time basis, as dictated by operational needs, for specific, limited time periods. Seasonal or temporary employees are not eligible for employee benefits.

EXEMPT OR NON-EXEMPT

Based on job content, job duties, salary status and other criteria set by the Fair Labor Standards Act, each position within the Town is classified as either "exempt" or "non-exempt".

Changes in Employment Status**TRANSFERS**

A transfer is an assignment to a position with comparable duties, responsibilities, authority, and compensation.

PROMOTIONS:

A promotion is a change in work assignment that results in an expanded scope of job duties and responsibilities. An employee can be promoted to fill an existing, vacant classification; or an employee's position can be reclassified if duties and responsibilities have been expanded over time. Promotions may result in an increase in pay.

DEMOTIONS:

A demotion is a change in work assignment that results in a reduced scope of job duties and responsibilities. An employee can be demoted to fill an existing, vacant classification; or an employee's position can be reclassified if duties and responsibilities have been reduced over time. Demotions may result in a decrease in pay.

TEMPORARY RE-ASSIGNMENTS:

In order to be considered a temporary re-assignment, the re-assignment must last at least two full pay periods. The Town Manager may choose to temporarily fill a vacancy during the selection process. Temporary assignments are not generally made unless it is anticipated that it shall take more than 30 days to fill

the position.

Work Hours

To ensure employee availability and accountability to the public the Town serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the normal workdays Monday through Friday and between the hours of 7:00 am to 4:30p.m for an assigned period or shift of no less than 35 and no more than 40 hours per week as established by the Town Manager. Exceptions will be for absence on recognized holidays or away from the work site for an approved work-related activity or on approved leave.

However, the work period is 7 days – Monday through Sunday, for the purposes of calculating overtime.

Employee work schedules shall be established by supervisors with the approval of the Town Manager.

TIME CLOCKS

All employees (Exempt and Non-Exempt, with any exceptions as determined by the Town Manager) are required to follow established guidelines to accurately record hours of work by using the designated timeclock system for recording actual hours worked. A missed clock in/out is a violation of this policy and includes:

- 1 Failure to clock in/out on the Town’s designated time clock at the beginning and/or end of their assigned shift consistent with established procedures;
- 2 Failure to clock in/out on their designated time clock for the meal break;
- 3 Failure to accurately and timely report time worked.
- 4 Clocking in/out early, late, or not at all when working an assigned shift.
- 5 Any legitimate reason for failing to clock in/out must be signed and authorized by a supervisor.

Failure to clock in/out without a legitimate reason will result in the loss of hours and time and not be paid.

ON CALL, STAND BY STATUS & CALL IN/CALL BACK

The Town has extensive responsibilities during an emergency. As such, any employee may be called in to work at unscheduled times and may be required to perform duties outside his/her normal job function. As with mandatory overtime, employees are expected to be available and as flexible as possible to meet operational demands.

The Town reserves the right to require employees to be in a “stand-by” status, meaning that the employee needs to be available to report to work during an off-duty period. Stand-by status may be instructed verbally or in writing by the department supervisor, or the employee may be named on the official call-back roster.

CALL BACK

An employee required to work off hours due to an emergency or other urgent situation, shall be paid for the actual time worked or a minimum of three (3) hours, whichever is greater.

Call Back time shall be paid at time and a half of employee's regular hourly rate.

In order to provide coverage for services during off-duty hours, it may be necessary to assign and schedule certain employees to standby duty. A standby duty assignment is made by the department head who required an employee to be available for work due to an urgent situation which occurs during off-duty time which may include nights, weekends, or holidays.

MEAL BREAKS AND REST PERIODS

Department heads or supervisors are responsible for providing lunch or rest periods that do not interfere with work requirements.

Employees are expected to use the rest and lunch breaks provided as intended and shall not be permitted to adjust work start time, end time.

Rest period - a fifteen (15) minute rest period may be allowed during each half of a full-time employee's shift. Such rest periods are to begin and end at the employee's assigned work area. Department heads are responsible for scheduling rest periods that do not interfere with work requirements.

Lunch Period – A paid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. The lunch period shall begin and end, as determined by a supervisor, and at the employee's assigned work area. If required by the supervisor or the job function, the employee shall "clock out and in" for the duration of the lunch period.

Non-exempt employees shall not be allowed to work during their lunch break.

ADVERSE WEATHER CONDITIONS

Town facilities shall generally be open during adverse weather i.e., hurricanes. Due to individual circumstances, each employee shall have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety shall not normally have their pay reduced as a result of this absence. Employees shall be allowed to use accrued vacation time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Decisions to cancel departmental programs (special events, recreation programs, etc.) shall be made by the Town Manager.

WORK CANCELLATION

On the sole authority of the Town Manager, if the Town is forced to temporarily close its operations for one day or less, employees who are scheduled and available for work shall be paid the regular pay they would have received if the closure had not occurred. Employees are expected to remain available to return to work throughout the regular workday. Closures of

more than one day shall be addressed on a case-by-case basis, with the Town Manager providing timely directive.

Wages

Merit Increases

Merit increases may only be applied to individual salaries if budgeted and approved in advance by the Town Council during the annual budget process.

Merit increases shall be based on an annual performance evaluation process based on clearly established standards applied equally and consistently across all positions.

Merit increases may only be given when sufficiently documented through an annual performance evaluation reflecting performance above and beyond the duties required of the assigned position.

Merit Increases shall only be given as an annual bonus to avoid compression of the competitively established classification and compensation plan.

Performance Evaluations

From time to time or annually, employees shall be provided with a formal evaluation of their performance by their supervisors, which shall also be reviewed by the Town Manager or designee. In cases where an employee or independent contractor is a charter officer, the formal evaluation shall be performed by the Town Council annually during the month of July.

A performance evaluation is an ongoing assessment process that assists employees and employers in reaching their goals by providing a formal opportunity to develop goals and objectives, to identify strengths, and to define training or improvement programs for areas requiring development. Completion of the performance evaluation form and discussion of noted ratings shall facilitate communication and an understanding of expectations while providing a history of employee progress and development.

The results of evaluations support various employment actions and decisions such as promotion, discipline, and compensation. Employees shall have an opportunity to meet with and discuss the results of their evaluation with their supervisor and submit additional comment or points of disagreement to be included within their personnel file.

Cost of Living Increase

An annual cost of living raise may be applied to the minimum and maximum ranges of the pay plan and to each individual's salary if approved by the Town Council during the annual budget process.

Overtime - Exempt Employees

Exempt employees, as defined by the Fair Labor Standards Act (FLSA) are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities.

Time off consideration for large amounts of additional hours may be provided with the Town Manager's prior approval and at the sole discretion of the Town Manager.

Overtime - Non-Exempt Employees

Non-Exempt employees, as defined by the Fair Labor Standards Act (FLSA), are subject to the overtime provisions of the Act. Depending on work needs not personal needs, Non-Exempt employees may be required to work overtime and are expected to work overtime upon request.

Non-exempt employees shall be compensated for overtime work at the rate of time and one-half (1.5) for all hours actually worked over forty (40) hours in a 7-day work week. For purposes of overtime calculation, time off (not working) with or without pay shall not be calculated as hours worked.

1. Overtime may not be authorized by the Department Head and the Town Manager unless funds are provided for and adopted in the annual Town budget.
2. For non-exempt employees, overtime shall be scheduled in a manner most advantageous to the Town and consistent with the operational needs of the Town.
3. In some cases, at the Town's option, hours may be adjusted within a 40-hour work week to avoid overtime. Any adjustments and or overtime hours worked must be approved in advance by the employee's supervisor and must be based on work needs not personal needs.

4. Non-Exempt employees working overtime without prior approval shall be subject to disciplinary action.

Change in Status Pay

- 1 Promotion Pay shall be the minimum of the new pay grade or current pay plus 5%, whichever is greater.
- 2 Temporary Reassignment to a higher pay grade and additional responsibility shall be the minimum of the new pay grade or current pay plus 5%, whichever is greater. Upon return to the former position, the pay shall return to the original pay amount.
- 3 Demotion Pay shall be calculated based on a comparative ratio formula. i.e., if employee is 50% of the way through current pay grade the demoted salary shall be at the 50% level of the new pay grade.

PAY PERIODS AND DIRECT DEPOSIT

Pay periods for Town of Greenville employees cover two weeks, beginning at 12:00 a.m. every other Monday. The pay period covers a 14-day work period of 35 hours per week for regular employees. Paydays are every Wednesday. When a payday falls on a holiday, employees shall be paid the day prior to the holiday.

All payroll payments are by direct deposit.

PAYMENT FOR ACCUMULATED LEAVE:

The explanation of payment for accumulated earned leave time is included in the sections on sick and vacation leave.

TRAVEL REIMBURSEMENT AND ADVANCES

On occasion, employees may be required to travel on Town business or attend professional development and training functions as a part of the job. Employees must always be mindful that they are stewards of the public's trust and resources. Work-related travel must never be abused, treated as a "perk", or seen as opportunity to spend lavishly. The Town shall not cover expenses for spouses or other non-employees during Town travel, unless prior approval is received from the Town Manager. Travel on Town business, including professional development, must demonstrate respect for the public's trust and prudence with their resources.

Expenses related to professional conferences, seminars, technical meetings, trainings, or other professional development functions may be paid by the Town or reimbursed to the employee if the expense has been adopted in the budget. Requests for reimbursements that are not included in the budget require approval from the Town Manager.

Whenever possible, a Town vehicle should be used to travel for Town business and employees should carpool to limit travel expenses. Employees who are required to use their personal vehicle for work-related travel shall be reimbursed at the rate established by the IRS for up to 250 miles. Employees are to record the exact number of miles traveled, by most direct route, from the first place of business to the next. No reimbursement shall be made for travel between home and a normal place of business.

Employees shall be reimbursed for reasonable, actual meal expenses incurred in conjunction with a program or meeting that provides a primary benefit for, or serves the best interests of, the Town. Luxury meals, costs for alcohol, or excessive reimbursement claims shall not be reimbursed without approval of the Town Manager.

Employees shall be reimbursed for reasonable, actual lodging expenses when a full day's work must be performed a considerable distance from the Town, or under other appropriate circumstances with prior Town Manager approval. Luxury lodging or excessive claims shall not be reimbursed.

Employees should avoid using unnecessary convenience services such as valet parking, in-room movies, laundry, and room service. Only under specific circumstances where a reasonable need for such services is clearly demonstrated shall such items be reimbursed.

Employees submitting reimbursement requests for travel expenses, or those requiring a travel advance, should use the appropriate form and must submit all receipts.

PROFESSIONAL & SERVICE MEMBERSHIPS

The Town encourages department heads to take part in the activities of professional and service organizations and may pay the cost of certain job-related memberships to professional organizations, job-related trainings, seminars, conferences, and related events that enhance the employee's job knowledge and performance.

The Town may pay the cost to become licensed or certified in a job-related field and may pay the cost to remain so qualified. Employer-paid memberships, training, licensing, and certifications are subject to budgetary approval and require advance approval.

EDUCATIONAL ASSISTANCE AND TRAINING POLICY:

Subject to sufficient funds in the budget and with prior approval of the Town Manager, employees may apply for reimbursement of tuition expenses incurred for training or college courses directly related to the employee's work. The Town Manager shall be the sole judge of whether a particular course or program is "directly related" to the employee's work.

Employees must obtain approval from the Town Manager before enrolling in a course or program.

CONFERENCE AND SEMINAR POLICY

Requests to attend a conference or seminar must be budgeted and approved by the Department Head and the Town Manager.

Benefits

The Town of Greenville provides full time regular employees with a wide range of benefits. The type of benefits and level of benefits provided is subject to change. The Town reserves the right to change provider networks, claims agents, and insurance mechanisms. At a minimum the town provides Health Insurance Policy and a Retirement Policy for full time regular employees.

Detailed descriptions of current benefits are outlined in the annual summary of benefits plan.

Benefits provided to these employees may include but are not limited to Dental Insurance.

Prior to an offer of employment with the Town, prospective employees shall be given a list of the various benefits offered to full-time regular employees. Questions regarding any of listed benefits shall be referred to the Town Manager.

COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and qualified beneficiaries the opportunity to continue, for a limited period, health insurance coverage under the Town's group health insurance plan when a "qualifying event" would normally result in the loss of coverage. Some common qualifying events are termination of employment (other than for gross misconduct), or death of an employee; a reduction in Your hours ; a divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee pays the full cost of coverage at the Town's group rates plus an administration fee.

The Town provides group short-term disability insurance to full-time employees. Benefits are payable from the 1st day disability due to accidental bodily injury or from the 8th day of disability due to sickness, for a period not to exceed 26 weeks for any one period of disability. Check with the Town Manager for plan documents and additional detail.

UNEMPLOYMENT COMPENSATION

The Town participates in the State of Florida unemployment insurance program according to statutory guidelines. Terminated employees are advised to refer questions of benefit eligibility to the appropriate State office.

WORKERS COMPENSATION POLICY:

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income, and other compensation under the Florida Workers Compensation Act. Worker's Compensation Employees are responsible for immediately reporting any work-related injury, no matter how slight, to their supervisor.

SOCIAL SECURITY

Employees are covered by Social Security, a federally administered plan for supplemental old age retirements and survivor's insurance. Questions concerning Social Security benefits and coverage should be directed to any Social Security office.

Paid and Unpaid Leave**HOLIDAYS**

All regular hourly employees working a minimum of thirty-five (35) hours per work week and all salaried employees shall be granted leave with pay on the following holidays unless otherwise provided for in a collective bargaining agreement. Holidays shall be as follows:

New Year's Day
Martin Luther Kings' Birthday
President's Day
Memorial Day
Good Friday
Independence Day (Fourth of July)
Labor Day
Juneteenth
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

Holidays falling on Saturday will be observed on the Friday preceding the holiday and holidays falling on Sunday will be observed on the Monday following the holiday. Observation days may be altered as determined by Council.

All officers and employees not required by their department heads to work on such days shall be excused from work but shall be compensated for the day as if the officer or employee had performed his normal work schedule.

In order to qualify for holiday pay, the officer or employee must be present on his or her scheduled working days before and after the applicable holiday.

Officers or employees who take unpaid leave time before or after a holiday shall not be eligible for holiday pay.

If an officer or employee is on authorized paid leave when a holiday occurs, that holiday shall not be charged against such officer's or employee's leave.

Annual Leave Accumulation

Eligible full-time employees earn annual leave each pay period after being in pay status for 80 (eighty) hrs.

Monthly Accrual Per Pay Period	Length of Continuous of Service
4 Hours	0 – 60 months
5 Hours	61 – 120 months
6 Hours	121 months or greater

Employees may accumulate up to 240 hours of annual leave and may only rollover 83.33-percent of the employee’s accrued annual leave per fiscal year. Any annual leave over 240 hours is forfeited. Employees who are separated from town employment may only receive lump sum cash payment for one-third (33.33-percent) of accrued annual leave. Any leave accrued over 80 hours at the time of separation must be taken off by the departing employee prior to their final separation date or else this accrued annual leave time shall be forfeited.

Employees may use annual leave for vacations, or any other time needed to attend to personal business. Employees must request to use accrued annual leave and receive prior approval from their supervisor unless an emergency situation exists. In emergency situations, prior approval of an annual leave request may not be possible. Emergency annual leave requests will be reviewed on a case-by-case basis.

Employees are not required to give specific reasons for requesting annual leave, unless the leave is for an unscheduled/emergency absence, the Town is short-staffed or has a major assignment pending which may require full employee attendance.

It is the responsibility of the employee to plan the vacations well in advance and to notify their supervisors as soon as possible to assure uninterrupted workflow while employees are away. Supervisors must consider factors, including workloads, deadlines, and priorities and leave requested by other employees prior to approving annual leave requests.

Sick Leave

Full time employees eligible for leave benefits earn sick leave each pay period after being in pay status for 80 hours. Full time employees accrue sick leave at the rate of 4 hours per pay period.

Employees who are scheduled to work less than 30 hours per week or are hired as temporary labor do not accrue sick leave.

Sick leave may be accumulated up to a total of 240 hours. Any sick leave over 240 hours is forfeited. An employee must notify his/her immediate supervisor of his/her illness by 7:00am or as soon as possible on the first day of sick leave, except in emergency situations. Emergency situations will be determined on a case-by-case basis. If an employee fails to contact his/her immediate supervisor on the first day absent, then a deduction will be made from the employee’s pay.

Upon receiving approval, an employee may use accrued sick leave for the following:

1. Absence due to personal illness or disability.
2. Absence needed because of exposure to contagious disease when attendance on duty would endanger the health of others.
3. Absence for dental or medical care.
4. Absence due to dental or medical care, illness, accident, or death in the

immediate family, which requires the employee's presence.

Immediate family means the employee's spouse, in-laws, child, stepchild, parent, brother, or sister. Immediate family also includes any other person who resides in the employee's household and is recognized by law as a dependent of the employee.

Employees may also be required to furnish evidence satisfactory to the supervisor to use sick leave. Employees cannot be required to furnish evidence for the use of fewer than 24 hours of sick leave in any 30-day period unless they have used excessive leave or abused their leave.

Upon separation of employment, employees shall forfeit all accrued sick leave.

Pooled Leave

Employees who have more than 120 hours of annual leave and/or 120 hours of sick leave may donate any or all of their leave to the leave pool. Any full-time employee, upon approval by both Town Clerk and/or employee's supervisor, may use pooled leave. Pooled leave may only be used in extreme and unforeseen circumstances, as determined by both the Town Clerk and/or employee's supervisor.

Personal Leave

Employees eligible for benefits who have accumulated more than 120 hours of sick leave as of September 30 of any year may convert up to 24 hours of the accumulation in excess of the 120 hours to personal leave. This conversion must be made no later than October 31 of that year for use in that fiscal year.

Personal leave may be used by employees upon receiving supervisory approval of the leave request. Employees must provide at least 72 hours prior notice of intent to use personal leave.

Employees are not required to give specific reasons for requesting personal leave, unless the leave is for an unscheduled/emergency absence (less than 72 hours' notice), the Town is short staffed or has a major assignment pending which may require full employee attendance.

Personal leave will be forfeited and not restored to the employee if not used within 12 months of the conversion. Personal leave is also forfeited when employees leave Town employment. Once the decision has been made to convert sick leave to personal leave, the leave cannot be changed back.

Court Leave

Employees on all days summoned for jury duty, subpoenaed, or otherwise ordered to attend a judicial proceeding may use court leave. Employees are required to provide a copy of the summons, subpoena, or other judicial order as soon as possible. Court leave is with pay and includes the time actually required by the judicial proceeding and any reasonable time needed to prepare for or recuperate from the ordered duty. Employees are expected to report for work whenever the judicial proceeding schedule permits. Compensation paid by the Court to an employee for jury duty will be forfeited to the Town Clerk for reimbursement to the Town.

Court leave is not available to employees when they are litigants, defendants or other principal parties or have any other personal or familial interest in the proceedings. Employees may,

however, request to use accrued leave to cover these absences from work.

Workers' Compensation Leave

1. Payment of Workers' Compensation to employees who are disabled because of an injury arising out of, and in the course of, the performance of their duties with the city will be in accordance with the Florida Workers' Compensation Law.
2. Full wages will be paid for the day of injury if the disability results for that part of the day spent receiving medical treatment.
3. If the injured employee cannot return to work on his/her next shift or normal workday, the injury will be considered a disability starting immediately following the day of the injury whether it be a weekday, weekend day or holiday. Disability shall be counted in calendar days. However, the employee shall be carried on regular active pay status for a period not to exceed seven calendar days.
4. In cases where the disability is continued for the eighth day or more, an employee may request from his/her department head and receive, in addition to his/her workers' compensation, an additional payment of accrued sick and/or vacation leave. Such payment shall not, when added to workers' compensation benefits, total more than the normal regular pay received by the employee immediately prior to such disability.
5. If the employee elects not to use accrued sick or vacation leave, or after the employee has exhausted all accrued leave, the employee shall apply to the department head for medical leave of absence without pay. The department head shall grant this medical leave of absence without pay for a period of time not to exceed six months from the date of the disability.
6. It is the employees' duty to immediately report an injury to the supervisor. Failure to report such injuries may result in loss of compensation.

BEREAVEMENT/FUNERAL LEAVE

Leave may be granted by an employee's immediate supervisor without loss of pay for death in the immediate family. Up to three days or twenty-four hours of pay shall be allowed an employee to attend a funeral within an immediate family. Immediate family shall include spouse, mother, father, children, brother, sister, grandparents, In-laws, stepchildren grand-children, aunt, uncle, or first cousin.

FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), an employee may be eligible to request and receive an unpaid leave of absence as outlined below.

Eligibility

All regular full-time or part-time employees who have worked for the Town for at least twelve months and for at least 1,250 hours during the twelve months preceding the start of the leave shall be eligible for leave under this policy.

Conditions of Leave

Leave may be taken only for the following reasons:

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a twelve-month period for:

1. the birth of a child and to care for the newborn child within one year of birth;
2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. to care for the employee's spouse, child, or parent who has a serious health condition;
4. a serious health condition that makes the employee unable to perform the essential functions of the employee's job;
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
6. Twenty-six workweeks of leave during a single twelve-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

If medically necessary for a serious health condition of the employee or spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Town may require an employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence, provided the position has equivalent pay and benefits.

Any leave granted due solely to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the Town and must be completed within twelve months of the qualifying event.

Spouses who are both employed by the Town are entitled to a combined total of twelve weeks (rather than twelve weeks each) for the birth or adoption of a child.

Any accrued vacation/PTO/sick leave, as applicable, must be taken concurrently as part of the twelve weeks of leave requested.

In determining eligibility, the twelve-month period shall be calculated by using a rolling 12-month period measured backward from the first day of the new leave period the employee is requesting.

Notification Requirements

When need for leave is foreseeable, such as the birth, adoption, or placement of a child, or planned medical treatment, the employee must provide thirty days' notice to an immediate supervisor and must make efforts to schedule leave so as not to disrupt Town operations. If the need for leave is not foreseeable, notice must be given as soon as practicable, generally within one or two days of learning of the need for leave.

Request Procedures

All requests for family and medical leave should be made by contacting the Town Manager. If possible, the request should be made thirty (30) days in advance of the effective date of the leave. The Town Manager shall ask for the following information:

1. The date FMLA leave shall begin,
2. The probable/approximate duration of the leave, and
3. The qualifying reason for the leave.

The employee shall be sent a packet indicating initial eligibility with instructions to complete the Certification of Physician or Practitioner form and return the form to the Town Manager where final approval shall be determined.

If the employee takes leave without previously advising the Town Manager of the medical or family reasons for leave and desires that leave be counted as FMLA leave, the employee must notify an immediate supervisor within two business days of returning to work that the leave was for an FMLA reason.

Status of Employee Benefits during Leave

Employee health insurance benefits shall be maintained as if the employee were actively working, but at the employee's expense. The employee must submit a check to the Town Manager to cover the amount of the employee's contribution. Payments must be made at the same time as they would normally be made through payroll deductions. Alternatively, advance payments may be made to cover an agreed upon period. The Town shall not advance the funds to pay for these benefits. If payments are missed the employee's health and life benefits shall be no longer be maintained.

Basic life insurance benefits shall continue at no additional cost to the employee. Optional life insurance and personal accident insurance (if applicable) may be continued at the employee's expense.

Benefit accruals, such as vacation, sick leave, or holiday benefits, shall be suspended during the unpaid leave and shall resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Town with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee shall be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If

an employee fails to return to work on the agreed upon return date, the Town shall assume that the employee has resigned.

MILITARY LEAVE

A military leave of absence shall be granted to employees who are absent from work because of service in the U.S. Uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Florida law. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Employees shall be paid full pay for the first thirty days of military leave in accordance with Chapter 115, Florida Statutes. After the first thirty days of military service and upon presentation of satisfactory military pay verification data, employees shall be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

Employees are entitled to up to 240 hours (annually) paid administrative leave for reserve or guard training in accordance with Section 115.07, Florida Statutes.

Continuation of health insurance benefits is available as required by Florida law and USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Leave benefits shall continue to accrue during a military leave of absence.

Employees on military leave for up to thirty days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

An employee returning from military leave shall be placed in a position otherwise attained had employment continued or a comparable position depending on the length of military service in accordance with USERRA. The employee shall be treated as though employment were continuous for purposes of determining benefits based on length of service.

Contact the Town Manager for more information or questions about military leave.

UNPAID LEAVE/LEAVE WITHOUT PAY

Any regular employee who has been employed with the Town for a period of twelve (12) continuous months may be granted a leave of absence without pay for a period not to exceed six months. Failure to return to work at the end of the leave without pay, may be grounds for termination.

In no instances shall an employee be granted a leave without pay until all accumulated paid leave is used.

The reason for such leave shall be attributable to an extraordinary condition not directly covered by the provisions of the Family and Medical Leave Policy.

Requests for leave without pay must be submitted in writing and approved by the Town Manager and authorized by the Town Counsel.

No annual or sick leave shall be accrued while an employee is on leave without pay,

Employee health and life insurance benefits may be maintained as if the employee were actively working, but at the employee's expense. The employee must submit a check to the Town Manager to cover the amount of the employee's contribution. Payments must be made at the same time as they would normally be made through payroll deductions. Alternatively, advance payments may be made to cover an agreed upon period. The Town shall not advance the funds to pay for these benefits. If payments are missed the employee's health and life benefits shall be no longer be maintained.

Employees who qualify for a leave without pay shall initiate a request for such leave by sending a written request to their immediate supervisor. Such request shall be made not less than two (2) weeks prior to the requested leave date unless it is an unforeseeable emergency. Such request shall include the purpose of the leave and an estimate of the amount of time needed for such leave.

Separation from Employment

VOLUNTARY TERMINATION

Voluntary Terminations are initiated by the employee and include:

1. Resignation – voluntary employment termination initiated by an employee.
2. Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Notice Required for Voluntary Terminations

1. All regular full-time and part-time employees are requested to give a minimum of two (2) weeks' notice, in writing, prior to leaving Town employment in order to resign in good standing.
2. Department heads and other management personnel are requested to give a minimum of thirty (30) days' notice in order to allow for adequate replacement in order to resign in good standing.
3. In the case of retirement, it is recommended that an employee provide the Town with as much notice as possible; a minimum of 6 weeks is requested. This advance notice shall ensure that retirement issues are satisfactorily addressed prior to the actual date of retirement.

DISCHARGE/INVOLUNTARY TERMINATION

Discharge is an involuntary employment termination initiated by the organization generally for cause.

LAYOFF AND RECALL

If the Town determines that a reduction in staff or “layoff” is necessary, affected employees shall be notified of the effective date, pertinent benefits information, and possibility of recall, if any as soon as it is practical.

All layoffs and recalls of positions shall be based upon the Town’s operational needs, financial position and the employee’s employment history, performance and job-related qualifications and abilities as determined by the Town. Seniority may also be considered in making non-union layoff and recall determinations.

IMPACT ON BENEFITS

Employee benefits shall be affected by employment termination as follows. All accrued, vested benefits that are due and payable at termination shall be paid. Some benefits may be continued at the employee’s expense if the employee so chooses. The employee shall be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

EXIT INTERVIEW

In the event of separation, voluntary or involuntary, the employee is encouraged to engage in an exit interview with the Town Manager.

All employees who resign in "good standing" must take part in exit interviews to be eligible for rehire. The exit interview is on the clock and the employee shall be paid for participating.

RETURN OF PROPERTY

An employee separating from employment with the Town shall return all Town-owned equipment, uniforms, property, Town identification badges, and all building and equipment keys before picking up a final paycheck. The Town may not and shall not withhold earnings for failure to return property but shall take appropriate action including legal prosecution for any Town-owned items that are not returned by a separating employee.

Disciplinary Action

It is the intention of the Town to utilize disciplinary action in a constructive manner to motivate the employee toward proper conduct in the future. Situations of a minor nature are expected to be handled informally by the employee’s immediate supervisor and may result in a verbal warning which may be documented and retained in the employee’s personnel file.

Formal disciplinary action shall be administered by the Department Head in coordination with the Town Manager.

Suspensions and discharge are officially administered by the Town Manager and the Mayor based on Department Head recommendation.

Disciplinary actions may include any or all of the following, which are not necessarily administered in order, nor are all types of disciplinary action required prior to discharge. The Town may immediately discharge an employee.

- 1 **Oral Reprimand** is a verbal notice to an employee that his/her behavior or performance must be improved or corrected. A written record of the oral reprimand shall be placed in the employee's personnel file and a copy provided to the employee.
- 2 **Written Reprimand** is a written notice to an employee that his/her behavior or performance must be improved or corrected. Written reprimands shall be placed in the employee's personnel file and furnished to the employee.
- 3 **Suspension** is the temporary removal of an employee from duty, with or without pay. Suspensions shall vary in length depending upon the seriousness of the offense or frequency of occurrence. Suspensions shall be documented and placed in the employee's personnel file.
- 4 **Discharge** (also may be referred to as Dismissal or Involuntary Termination) is the removal of an employee from the employ of the Town.

Employees may submit written explanations or responses to disciplinary actions to their personnel file. In some cases, particularly discharge, an employee may have certain additional due process rights.

CAUSES FOR DEMOTION, SUSPENSION OR DISMISSAL

A permanent employee may be demoted, suspended, or dismissed when, in the judgment of the department head the employee's work or misconduct so warrants. When the department head takes such action, he or she shall file a written notification with the Town Manager containing a statement of reasons for the action. The employee shall be notified of the effective date of the action. Employees may be demoted, dismissed, or suspended without pay for violation of these rules which include, but are not limited to, the following:

- 1 Violation of town and/or personnel policies, procedures, or rules.
- 2 Incompetency or inefficiency in the performance of assigned duties
- 3 Offensiveness in conduct toward fellow employees or the public
- 4 Violation of any lawful official regulation, or order, or failure to obey any lawful and reasonable direction given by a supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in lower morale in the organization or result in a loss, inconvenience, or injury to the Town's service or to the public.
- 5 Solicitation or taking for personal use a fee, gift, or other valuable thing in the course of work, or in connection with it, when such fee, gift, or other valuable thing solicited or given might be construed to be a means of receiving a favor or obtaining better treatment than that accorded other persons either on a present or future basis.
- 6 Failure to pay or make reasonable provisions for payment of just debts owed the Town in a timely manner.
- 7 Conviction of a felony or other serious crime
- 8 Inattention to duty, tardiness to excess, laziness, carelessness, and unnecessary breakage or loss of property

- 9 Absence from work for three days in a row without proper notification to immediate supervisor as required by the personnel policies and procedures.
- 10 The employee has been subject to an excessive number of accidents, resulting in personal injury or injury to others.
- 11 The employee has been guilty of attempting to use political influence in securing or attaining a position or salary increase. Soliciting elected officials to intercede for or attempt to influence officers or supervisory employees in personnel matters shall be construed as violations of these rules.
- 12 Dishonesty in connection with assigned duties and responsibilities as an employee of the Town
- 13 Immorality or lack of integrity in connection with assigned duties and responsibilities as an employee of the Town
- 14 Violation of departmental rules
- 15 Willful violation of any safety rule or practice
- 16 Guilty of conduct unbecoming of an employee of the Town's service whether on duty, or off
- 17 Intoxicated while on duty, or use of alcoholic beverages, or any form of intoxicants, or narcotics, except such drugs as are being used upon the advice and prescription of a physician, during working hours.

None of the foregoing shall be deemed to prevent the demotion, dismissal, or Suspension of an employee for any reason which is justifiable, even though such cause is not among those enumerated, provided, however, that an employee shall have the right of appeal. Any action taken against an employee for violation of these rules shall take into consideration the employee's service record.

Employee Procedural Rights

INVOLUNTARY TERMINATION AND PROCEDURAL RIGHTS

The Town Manager serves at the pleasure of Council. Termination of all other employees are made by the Town Manager.

Terminated employees have certain due process rights prior to discharge or other adverse employment decisions if they have a liberty or property interest that is affected by the adverse employment action.

Where an employment decision could be stigmatizing to the employee, and the Town intends to place a record of the action in the employee's personnel file (which makes it potentially subject to public disclosure) or if the action would foreclose a definite range of future employment opportunities, an employee shall be provided notice of the action and an opportunity to respond prior to the employment action.

Stigmatizing reasons for discipline or discharge may include dishonesty, immorality, moral turpitude, criminality, racism, harassment, falsifying forms, drug use, engaging in prostitution,

use of position to obtain kickbacks or other privileges, or other charges impugning the employee's moral character.

Charges of incompetence, negligence, poor attendance, insubordination, and failure to meet performance standards, failure to submit required forms or documentation and related performance-based criteria have typically been held to be insufficiently stigmatizing to trigger a liberty interest.

In cases where public disclosure of stigmatizing information is possible, the employee shall receive oral or written notice of the charges, an explanation of the evidence and an opportunity to respond and clear his/her name prior to the decision being finalized and documented in the personnel file. The employee shall direct their response to the Town Manager, who may consult with the Town Attorney and/or Council as needed.

This process is a procedural protection and in no way limits the Town's at-will employment status. The findings of the Town Manager are final, shall be stated in writing and provided to the employee as well as documented within the personnel file.

RIGHT OF APPEAL

Any permanent employee who is discharged may appeal such action in writing to the Town Manager within 5 days after such action is taken. As promptly as possible, the employee shall be granted a hearing by the Town Manager and the department head concerned, at which time the employee and immediate supervisor may present relevant evidence regarding the action and the reasons therefore. When the disciplinary action is personally initiated by the Town Manager, the hearing shall be conducted by the Mayor. During the course of any investigation or hearing, the Town Manager, or the Mayor, as the case may be, may direct any employee to attend and give testimony. Probationary employees who are terminated during the probation period are not permitted the right of appeal.

Any permanent employee who is demoted or suspended, may appeal such action by filing a written grievance in keeping with the Town's grievance procedures. Any such grievance shall be filed within five (5) working days from the date of action against the employee.

GRIEVANCE PROCEDURES

The Town intends to provide a constructive, positive work environment in which employees are empowered to contribute to the continuous improvement in the operations and services provided by the Town. To this end a formal grievance procedure is available to help resolve complaints of employees who believe they are not receiving fair treatment in the workplace.

STEP 1: Verbal Communication with Supervisor

Employees are encouraged to share their suggestions, as well as discuss any complaints or issues that may arise related to their employment and work environment with their immediate supervisor within five working days from the time of the occurrence. The supervisor shall provide a verbal response to the complaint within five working days of the discussion with the employee.

STEP 2: Written Communication with Department Head

Should an employee not find adequate resolution through verbal discussion with their immediate supervisor, the complaint shall respond in writing to the employee's department head within five working days from the oral response in Step 1.

The employee shall submit his/her written grievance to their department head which must include:

1. Date of incident
2. Description of incident
3. Summary of previous discussion(s) with supervisor regarding the incident
4. Desired resolution
5. Employee's printed name, signature, and date of submission

The department head shall provide a written response to the employee within five working days of the receipt of the grievance.

STEP 3: Written Communication with Town Manager

If the grievance is not resolved in the first two steps, the employee may request a meeting with the Town Manager. This request must be in writing, dated and submitted within five (5) working days after receiving the response from Step 2. The department head shall be copied on the request.

The meeting with the Town Manager and the employee shall occur within ten working days of receipt of the request to meet, or on a date mutually convenient for all parties. At the Manager's discretion this meeting may include the department head and/or supervisor, and/or other Town representatives as appropriate. At the employee's option, the meeting may include a fellow employee or other representative.

The Town Manager, or designated representative, shall provide a written response to the employee within ten working days of the meeting. The Town Manager's response to the grievance is final.

WORK RULES AND CODE OF CONDUCT

The workplace brings together many different types of people whose unique perspectives and individual skills and talents add tremendous value to the Town of Greenville. All employees, officers, and volunteers, at every level within the organization, are expected to treat each other as respected and valuable colleagues.

Code of Ethics

Employees and officials of the Town of Greenville are bound by the both the State of Florida and the Town's Code of Ethics

FLORIDA CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES

Chapter 112 (Part III) of the Florida Statutes and the "Code of Ethics for Public Officers and Employees" which states in part, that "no officer or employee of a state agency or of a county, Town or other political subdivision of the state, shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of this duties in the public interest."

All Town employees shall be furnished with a copy of Florida Statutes Chapter 112 (Part III) during their orientation. All employees are required to review the Statute along with the employment Rules and Regulations for their respective department. This information shall serve as a guide for employee conduct while in the employ of the Town.

GREENVILLE EMPLOYEE CODE OF ETHICS

Town Code states "Employees of the Town shall hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official duties. Further, Town employees must act in a manner that promotes public trust and confidence in government with complete transparency and honesty in their services and must avoid even the appearance or perception of impropriety. The Town Council recognizes that, in the furtherance of these fundamental principles, there is a need for clear and reasonable standards of ethical conduct. This Greenville Employee Code of Ethics establishes those standards." The following sections provide the expected code of conduct employees of the Town shall follow.

Gifts

Town employees shall not solicit or accept any gift, regardless of value, in their official capacity as employees, nor shall they solicit or accept any gift in either an official or personal capacity that may be reasonably perceived to be given to encourage or discourage them from taking any action in connection with their Town employment.

Lobbying

Town employees should avoid even the appearance of impropriety in their interaction and dealings with lobbyists registered with the Town and in their interaction and dealings with Town vendors and prospective vendors.

To promote full and complete transparency, lobbyists, Town vendors, and prospective vendors who intend to meet or otherwise communicate with a Town employee, either at such employee's office or elsewhere on Town government premises, for the purpose of influencing a decision to be made by the Town Council, a decision to be made by any decision-making body under the jurisdiction of the Town Council, or a final procurement decision to be made by a Town employee, must complete a contact log as prepared and maintained by the Town Manager. This contact log shall be completed for each individual Town employee with whom the lobbyist, Town vendor, or prospective vendor intends to meet or communicate. The contact log shall be legibly completed contemporaneously with the meeting and shall be available for public inspection in a database designated by the Town Manager.

To further promote full and complete transparency, a Town employee shall disclose any meeting

outside of his or her Town office, any telephonic discussion, or electronic communication with a registered lobbyist, Town vendor or prospective vendor, during or in which meeting, discussion, or other communication the lobbyist, Town vendor, or prospective vendor seeks to influence a decision to be made by the Town Council, decision to be made by any decision-making body of the Town, or a final procurement decision to be made by a Town employee.

A Town employee is prohibited from lobbying the Town Council on behalf of an outside principal or employer for compensation. Lobbying does not include providing information, advice, or recommendations to any Town Councilmember in furtherance of the employee's job responsibilities. Except as stated in this paragraph, Town employees may engage in lobbying activities provided such activities would not be inconsistent with their public duties or the provisions of Chapter 112, Florida Statutes.

Outside Employment.

For purposes of this section, other employment means any compensated employment performed by a Town employee aside from his or her employment with the Town, including any part-time employment, self-employment, or consultant-related employment. Town employees may engage in other employment provided:

- 1 the other employment will not be inconsistent with the employee's public duties or the provisions of Chapter 112, Florida Statutes; or
- 2 The individual or business entity for whom the Town employee will engage in other employment is not a vendor under contract with Town or a prospective vendor seeking to do business with Town.

Prohibition Of Use of Town Position For Personal Or Private Gain.

No Town employee shall use his or her municipal position or powers and duties to secure a financial benefit for himself or herself, an immediate family member or any private organization in which he or she is deemed to have an interest.

Future Employment.

No Town employee may ask for, pursue, or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Town employee, either individually or as a member of a Town Committee, while the matter is pending or within the 30 days following final disposition of the matter.

Use of Town Resources.

Town resources shall be used solely for lawful Town purposes. Town resources include, but are not limited to, Town personnel, and the Town's money, vehicles, equipment, materials, supplies or other property.

No Town employee may use or permit the use of Town resources for personal or private purposes, but this provision shall not be construed as prohibiting:

Any use of Town resources authorized by law or Town policy;

The use of Town resources for personal or private purposes when provided to a Town officer or employee as part of his or her compensation; or

The occasional and incidental use during the business day of Town telephones and computers for necessary personal matters such as family care and changes in work schedule.

Nepotism.

No Town employee may participate in any decision specifically to appoint, hire, promote, discipline, or discharge an immediate family member for any position at, for, or within the Town.

Political Solicitations.

No Town employee shall directly or indirectly compel or induce a subordinate employee to make, or promise to make, any political contribution, whether by gift of money, service, or other thing of value.

No Town employee may act or decline to act in relation to appointing, hiring, or promoting, discharging, disciplining or in any manner changing the official rank, status or compensation of any Town employee, or an applicant for a position as a Town employee, on the basis of the giving or withholding or neglecting to make any contributions in money or service or any other valuable thing for any political purpose.

Elected Public Office.

A town employee seeking elected public office is not permitted to engage in any activity related to seeking the office during working hours or in other ways which might constitute an inappropriate use of Town time and resources or lead to the impression that the Town government endorses his or her candidacy.

The prohibition against the use of Town time and resources in a campaign for elective office includes a ban against using Town equipment, including vehicles, telephones, copy machines, inter-office mail, or other equipment owned by the Town. The employee/candidate is prohibited from participation in campaign activities off duty wearing a Town uniform or driving a Town vehicle.

Town employees are prohibited from soliciting campaign contributions or any in kind gifts to support his or her campaign, including soliciting campaign workers or contributions from among Town employees when the solicitation takes place on duty or when the solicitation could be reasonably construed as having a connection to a real or expected employment decision. The employee/candidate for public office must avoid the appearance or reality of a conflict of interest between their employment with the Town and the outside candidacy.

A Town employee choosing to run for elected public office must disclose his/her candidacy to the employee's immediate supervisor and the head of their Department within three (3) business days after the time the employee becomes an official candidate by filing the necessary candidate papers. All campaign-related activities by an employee/candidate occurring before official candidacy are also subject to these restrictions.

The employee/candidate must take reasonable steps, with approval by his or her supervisor, to minimize the prospect of a conflict of interest between the employee/candidate's work duties and campaign activities. These steps may include the use of annual leave, personal days, or unpaid leave of absence following approval in advance by his/her supervisor pursuant to Town policies.

Confidential Information.

No Town employee who acquires confidential information in the course of exercising or performing his or her powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers or duties.

Enforcement Procedures.

The authority to investigate alleged violations of the Greenville Employee Code of Ethics is vested in the Town Manager. A Town employee may appeal the decision of the Town Manager by filing a written appeal to the Town Council within fifteen (15) days of the final decision of the Town Manager is rendered. The Town Council may affirm, modify, or reverse the disciplinary decision rendered by the Town Manager.

The authority to investigate alleged violations of the Greenville Employee Code of Ethics by the Town Manager, Assistant Town Manager or any Department Head is vested in the Town Council.

Town Council shall have the authority to investigate alleged violations of the Greenville Employee Code of Ethics when the Town Manager fails to do so, or when the Town Council determines that such investigation is required.

Freedom of Information Act and Public Records Act

It is the policy of the Town of Greenville to comply fully with the Freedom of Information Act. All individuals are entitled to certain and specific information regarding the affairs of government and the actions of public officials and public employees.

All FOIA requests are to be immediately directed to and processed by the Town Clerk or his/her designee. Requests for public information may be either oral or written and ideally are handled within five business days after the request has been received. In some cases, an extension may be required, and certain information may be denied or redacted. Originals of any documents shall not be allowed to leave Town property, and the costs associated with compiling and providing the information shall be charged.

Public Records

Under no circumstance may an employee remove documents, photos, reports, personal or personnel information or any sensitive material that is the property of the Town of Greenville.

Employees found to be in violation of this policy may be disciplined, up to and including discharge.

Personal Conduct

All persons employed by the Town must remain constantly aware of their responsibilities to the public and of the fact that they are representatives of the Town. It is expected that their conduct and appearance shall be commensurate with the positions which they hold.

Town employees are frequently called upon to express opinions and to provide information concerning the Town government or its operations and its policies. Expressions of opinions should be carefully weighed in the light of their probable affect and should be based upon facts within the knowledge of the employee. A Town employee is not deprived of the rights of citizenship which affords the right of free speech. They should be keenly aware of responsibilities and privileges as an employee of the Town and understand that personal opinions shall often be interpreted by others as representing the official opinion of the Town.

Employees shall be well informed concerning the policies and operations of Town government. Such responsibilities increase with the importance of the position held. If the situation requires it, the employee should refer the questioner to the proper source for information or obtain the actual facts and inform the person making the inquiry.

Employees are expected to refrain from repeating rumors and from creating dissension within the organization.

Employees shall visit departments other than those in which employed only on official business. Reasonable breaks in routine work may be taken as long as the privilege is not abused but loitering is expressly forbidden. Any employee who has completed assigned tasks, or the work for which that employee is responsible shall report to a supervisor for assignment of other duties.

Outside Employment Guidelines

Full-time Town employees wishing to hold supplemental, part-time employment in addition to his or her Town employment must request approval in writing to their department head and must do so each year that supplemental employment is held on their Town anniversary date.

The request should include the:

1. Employer,
2. Nature of the employment and duties to be performed, and
3. Approximate number of hours to be worked per week.

The Town Manager shall determine whether a conflict of interest exists or if the employee's ability to effectively perform their Town work shall be hampered and shall inform the employee in writing of his or her determination.

A conflict of interest may include, but is not limited to:

1. Any employment, activity, or enterprise which involves for private gain the use of the Town's time, facilities, equipment, supplies, or prestige or influence of the Town Office.

2. Any activity which involves receipt or acceptance of any money or other consideration from anyone other than the Town for performance of an act with the employee should be required or expected to render in the regular course of their Town employment.
3. Any activity which involves a performance of an act other than in their capacity as a Town employee which may later be subject to the control, inspection, review, or enforcement by the employee or the department in which they work.
4. Any activity which involves so much of an employee's time that it impairs their attendance or efficiency in the performance of their duties.
5. Employees may not wear a Town uniform, work shoes/boots, or any other apparel furnished by the Town in performing outside work.
6. Outside work may not be performed during regularly scheduled Town work hours or at a Town facility.
7. Town resources, equipment, tools, or supplies may not be used to perform outside work.

Political Activity and Voting Time

All employees should register to vote and should exercise this privilege at each opportunity afforded. It is Town policy that it is in the public interest and at governmental benefit to remove career employees from the arena of partisan political activity. Florida statutes impose certain restrictions on the political activities of state, county, and municipal officers, and employees.

Also, those employees in positions supported in whole or in part by Federal funds may be subject to those restrictions contained in the federal "Hatch Act." The following prohibitions shall apply to all Town officers and employees:

1. No person shall promise, attempt, or use a political position, influence, or coercion in an effort to erode the merit system nature of the Town work force by patronage or favoritism for past or future political influences or services, either implied or actual.
2. The Town of Greenville shall not permit the use of its equipment, property, facilities or supplies for partisan political purposes.
3. Employees shall not take an active political role on behalf of any candidate or incumbent for Town elective office.
4. Employees shall not be solicited for contributions, or any other sort of support or influence for any political party, office, or candidate, either from other employees, superiors, elected officials, or candidates.
5. A Town employee who becomes a candidate for any public elective office shall, at the time of formally qualifying, resign in good standing from the Town service.
6. Violations of any of these restrictions shall result in disciplinary action including discharge, as determined by the provisions of these rules.

Full-time regular employees shall be granted one (1) hour off to vote at the start or end of their

shift provided such time does not result in the Town having to replace employees at overtime rates of pay and coverage is maintained in each department.

Employees interested in utilizing voting time must request the use of such time at least twenty-four (24) hours in advance of using such time. Granting the use of such time under all conditions shall be made at the discretion of the department head.

Active political campaigning or solicitations for political contributions while on duty is strictly prohibited.

Political Activity and General Solicitation

The Town does not discourage political participation or activity. However, certain restrictions are imposed to ensure the integrity and impartiality of the Town. In this regard:

1. Employees of the Town shall not engage in political activities on behalf of a candidate for partisan or non-partisan election during those hours when the employee is being compensated for the performance of his/her duties as a Town of Greenville employee. This includes distributing or circulating literature or paraphernalia for or against an issue or candidate.
2. Solicitation and/or distribution of literature, including signing and circulating petitions for candidates, propositions, and other political matters, is prohibited during working hours or in work areas. Working hours include the actual working time of both the individual performing the solicitation or distribution and the employee to whom it is directed.
3. Employees of the Town shall not solicit, receive or in any way participate in soliciting or receiving any assessment, subscription or contribution for any political party or any political purpose whatsoever, during those hours when the employee is being compensated for the performance of his/her duties as a Town of Greenville employee.
4. Employees involved with political campaigns shall do so as private citizens. Employment status with the Town shall not be referenced when campaigning for or against any candidate or ballot issue, question, or proposal. Employees involved with political activity shall neither claim to represent the Town nor claim their views or opinions reflect the views or opinions of the Town.
5. Equipment, materials, and supplies belonging to the Town, including the Town's letterhead, business cards or other such material supplied by the Town, shall not be used in support of political activities.

Employees who become candidates for the Town Council of the Town of Greenville shall be required to take a leave of absence without pay when that employee complies with the candidacy filing requirements or 60 days before any election relating to that position, whichever date is closest to the election. Employees who are elected to Town Council must resign their Town employment prior to the commencement of their term of office.

Customer Service

The Town of Greenville requires employees to represent the Town in a positive manner and treat customers and residents with courtesy and respect at all times.

Employees should be prepared to listen patiently to complaints and deal with them in a helpful, professional manner. Residents or customers who become unreasonable, abusive, or harassing should be referred to the employee's supervisor.

Public Statement/Press Calls

Unless otherwise delegated, the Town Manager is the official designated spokesperson for Town staff. Employees should refer all requests for formal statements, interviews, and related activities to the Town Manager. Employees may not make formal statements on behalf of the Town, except in cases of sharing routine, factual information, without prior authorization.

The Workplace and Town Resources

APPEARANCE

Your appearance is important to demonstrating the professionalism of Town organization. For this reason, each employee is expected to report for work each day with appropriate hygiene, appearance, and attire for his or her position.

1. Personal cleanliness is a must for all employees. Body odors, strong perfume or smoke may all be particularly offensive to the public or coworkers. Employees should take pride in their personal hygiene and appearance and report to work clean and groomed appropriately.
2. Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee or distract others. Anyone reporting to work in inappropriate clothing shall be sent home to change.
3. It is impossible to describe or define every possible acceptable or unacceptable example of attire. Generally speaking, clothing should be in keeping with the image of a professional organization; the following is prohibited:
 - a. Excessively worn, torn or dirty clothing.
 - b. Clothing with suggestive or offensive logos, pictures, insignia, etc.
 - c. Very tight, revealing or otherwise sexually suggestive clothing.
 - d. Exercise attire including "sweats."
 - e. If in doubt, ask prior to wearing the item. Your supervisor shall determine whether or not attire is acceptable.

USE OF TOWN RESOURCES

Vehicles, materials, facilities, and equipment owned by the Town are intended for Town business use only. Further, Town employees are expected to perform work related only to Town business while on work time. Specifically:

1. Mail & Letterhead - Employees may not use the Town's postage for personal mail. Additionally, employees should not routinely receive personal mail or package deliveries while at work. Town letterhead is to be used for official Town business only.

2. Phone - All phone lines are to be kept available for the Town's business. Personal calls must be held to a minimum. Employees are expected to reimburse any expense associated with personal long-distance calls or excessive personal calls made using a Town telephone.
3. Cell Phone - Personal calls on Town cell phones are to be held to a minimum and are allowed provided only where personal use does not result in an overage of the contracted minutes. If the minutes are exceeded, the employee is required to pay the additional charges or costs.
4. Vehicles – Town-owned vehicles are to be used for official Town business only, unless otherwise approved by the Town Manager.
5. Equipment, Facilities and Supplies - Equipment, facilities and supplies are to be used for Town business only, including vehicles, tools, machinery, computers, copiers, faxes, and other office machines.
6. Personnel – Town personnel are only to perform work related to Town business and/or projects while on work time.

EMPLOYEE IDENTIFICATION

It is the policy of the Town of Greenville that all employees be photographed as a method of establishing proper identification and records for the employee. The identification shall be handled by the Town Manager during orientation.

1. The Town Manager shall issue picture identification cards to all employees with the exception of the Fire Department.
2. Town identification cards are to be presented upon request. The cards are only to be used for employment purposes.
3. Upon separation of employment, identification cards shall be turned into the employee's department and submitted to the Town Manager along with a completed "Surrender of Town Property Form" which shall authorize the tendering of the employee's last paycheck.
4. Employees are to report lost identification cards immediately. Replacement identification cards shall be reissued at a fee of five dollars (\$5.00) each.
5. Upon expiration, the identification card is to be exchanged for a new card.

Identification cards shall expire five (5) years from the date of issuance, and it shall be the employee's responsibility to get a new one from the Town Manager.

KEY DISPERSAL

Keys to Town buildings, facilities, vehicles, or equipment may be issued to employees. Keys are never to be duplicated, given, or lent to anyone else, including a fellow employee. Lost or stolen items must be immediately reported to the Town Manager.

UNIFORMS AND SAFETY ATTIRE

The Town may issue directly, provide allowance for, or reimburse employees in certain departments for safety attire, work shoes/boots, uniforms, etc. All identification on Town uniforms shall use the employee's legal name. These items are to be clean and worn with reasonable care. The Town shall replace worn or damaged items as needed and within reason, generally not more than once per year. Town attire or uniforms are considered Town property and are to be worn while on duty for Town business only.

PERSONAL ARTICLES IN THE WORKPLACE & SEARCH OF PROPERTY

The Town is not responsible for lost or damaged personal articles brought into the workplace. All property belonging to the Town, including Town vehicles, computers, phones, desks, file cabinets, lockers, and other storage areas, is subject to inspection or search at any time without notice to retrieve work-related materials or to investigate a violation of workplace rules. Employees should not have any expectation to privacy with regard to Town premises.

PERSONAL WORKSPACE & DISPLAYS

Personal workspace is also considered property of the Town and is oftentimes accessible and viewable by co-workers and the public. Reasonable, tasteful displays of personal pictures, decorations, and related items are acceptable. However, any personal displays that violate harassment, code of conduct, or other policies shall be addressed as a violation according to those procedures. Your department head and/or the Town Manager have the final authority to determine what is acceptable.

SMOKE-FREE WORKPLACE AND SMOKELESS TOBACCO USE

Smoking is strictly prohibited within all work areas and public spaces including Town vehicles, conference rooms, private offices, reception areas, restrooms, stairwells, hallways, workstations, and all other enclosed areas. This policy applies to all employees, customers, contractors, and visitors.

Employees who wish to smoke may do so only during regular break periods and may smoke only outdoors in designated areas. Employees may not litter and must properly dispose of smoking materials.

Persons observing a violation of this policy report it to their supervisor or the Town Manager. All complaints shall be investigated, and all personnel are expected to cooperate fully.

Employees or individuals smoking in violation of this policy shall be asked to stop. If they refuse, they shall be asked to leave the work area and may be subject to civil fines (\$100 first offense, \$500 subsequent violations). In addition, employees who refuse to comply shall be considered insubordinate and shall be subject to related disciplinary action up to and including discharge.

Retaliation against individuals for reporting violations of this policy or for exercising their rights under the law shall not be tolerated. If you believe you are being retaliated against, immediately report it to your supervisor or the Town Manager. Those engaging in retaliation are subject to disciplinary action up to and including discharge.

CARE OF EQUIPMENT

Employees are expected to follow prescribed safety procedures for equipment and vehicle usage, refrain from and/or report equipment abuse and guard against equipment loss.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment shall not be tolerated and may result in disciplinary action, up to and including discharge.

VEHICLE USAGE

The Town allows certain job classifications to use Town-owned vehicles with prior supervisor approval.

Employees who use their personal vehicles for Town business shall be reimbursed at a rate set by the Town Council.

Any employee driving on Town business, whether using their own vehicle or the Town's, must have a valid Florida driver's license and a satisfactory driving record. Any restrictions on, or revocation of, an employee's legal right to drive must be immediately reported to the appropriate department head.

Employees who drive a vehicle on Town business must exercise due diligence to drive safely, observe all traffic laws, speed limits and related rules of the road, and maintain the security of the vehicle and its contents. Drivers are responsible for any driving infractions or fines that result from their driving and must report them to their supervisor.

No one other than authorized Town employees is authorized to drive or ride in Town vehicles, unless prior approval has been obtained from the Town Manager.

Smoking is strictly prohibited in Town vehicles.

CREDIT CARDS

The Town recognizes that in certain instances, it is in its best interests to issue a Town credit card to certain employees. Town credit cards are limited to employees in positions that demonstrate that having a credit card shall assist them in performing their assigned responsibilities. Any issuance of a Town credit card must first be authorized by the Town Manager.

The credit card may only be used for the purchase of goods or services related to the official business of the Town. It is not to be used for any personal business.

Any employee that is issued a Town credit card is responsible for the card's protection and custody and shall immediately notify the Town Manager, if the card is lost or stolen.

The issuance of a Town credit card is a privilege that may be revoked at any time. Any card holder found in violation of this policy may be forced to surrender the card and may be subject to discipline. Employees shall surrender their League credit card upon request, including at the time of termination.

Use of Communication Systems

The Town of Greenville provides its employees with the necessary communication equipment for prompt and efficient execution of Town business such as telephones, cell phones, voice mail, radios, etc. Supervisors are responsible for instructing employees on the proper use of communications equipment for both internal and external Town communications.

All Town communications equipment and services, including personal messages transmitted or stored by them, are Town of Greenville property. As they are Town property, all Town communications, services, and messages are also subject to all Freedom of Information Act (FOIA) requirements and may be required to be made public upon request. In addition, the Town may access and monitor internal and external communications as deemed appropriate.

Improper use of Town of Greenville communication equipment or systems shall result in discipline, up to and including termination. Improper use includes communication that violates the harassment policy or policies regarding personal use or abuse of Town property, or any other policy contained within this manual.

COMPUTER, INTERNET, AND E-MAIL POLICY

All documents, e-mail, and other electronic work products originating from or received by the Town computer systems are the property of the Town of Greenville and are not considered private information. Employees should have no expectation of privacy with regard to computer use and communications.

GENERAL COMPUTER POLICIES

Only those persons given permission are permitted to use any computer resource owned, rented, or leased by the Town of Greenville.

Only designated personnel or persons contracted by the Town may install software or hardware on any Town computer system. Prior approval from the Town Manager's office is required before installing anything on a Town computer.

All disks, CDs or any other file storage device brought from any outside entity must be scanned for viruses before being loaded on the Town's computer system.

Unlawful copying of any software is strictly forbidden. This includes loading unlicensed software on Town computers or loading Town software on computers that are not owned, rented, or leased by the Town.

Employees may not delete or destroy any electronic records or documents related to official Town business except as provided in official record retention and disposal policies of the Town Clerk.

INTERNET USE

Access to the Internet is provided as a tool for official Town-related research and communication.

Use of the Town's computer resources or Internet service for any unlawful purpose is strictly prohibited.

The Town actively monitors incoming and outgoing Internet traffic; employees should have no expectation of privacy.

Inappropriate or unlawful use of the Internet may result in the loss of access for the user and/or disciplinary action up to and including discharge.

E-MAIL USE

E-mail usage is for official Town communication purposes only, whether it is internal or external.

Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies, and others outside the Town of Greenville.

Employees may not delete or destroy any email communications related to official Town business except as provided in official record retention and disposal policies of the Town Clerk.

The Town actively monitors incoming and outgoing email, employees should have no expectation of privacy.

WEBSITE

The purpose of the Town of Greenville's website is to provide information about Town operations and governance as well as information of general interest to the community. The Town Manager or his/her designee has final approval of any links or postings to the website.

DEFINITION OF TERMS

To provide a listing of definitions applicable to the Personnel Policies and Manual.

Anniversary Date - The calendar date on which any of the following occur: Completion of probationary period, Promotion, or demotion to another position.

Appointing Authority - The Town Council or department heads who have the authority to appoint or remove employees under their jurisdiction.

Classification - A position or group of positions which involve a comparable level of duties and responsibilities and similar qualifications and is designated by a title indicative of the kind of work and for which the same pay range can be applied with reasonable equity.

Classification Plan - A thorough compilation of job descriptions which have been organized according to class.

Compensation - Wages. Salaries, fees. Allowances, and all other forms of valuable consideration or the amount of any one or more of them paid to an employee, by reason of service rendered in any position, but not including any allowances for expenses authorized and incurred as incidental to employment and which may be separately authorized and/or reimbursed.

Compensation Plan - A schedule of compensation established for each position classes of positions so that all positions of a given class shall be paid in the same pay range established for the class.

Department Head - Employees of the Town designated to be head of a department.

Demotion - A change in employment status from a position of one class to a position of another class having a lower maximum pay rate than the original class.

Dismissal - Complete separation of an employee from the employment of the Town.

Employee - Any employee of the Town covered by the provisions of these rules and regulations.

(FLSA) Exempt Employment - Employees who are exempt from the overtime provisions under the definitions of the Fair Labor Standards Act (i.e., salaried employees).

Full Time Employee - .an employee who has successfully completed the probationary period, and who works 40 or more hours per week.

Temporary Employee - Employee whose tenure is intended to be of limited duration (i.e., filling in for illness, vacations. Summer months. Maternity leave) and usually not to exceed six months in duration. Such employment may be either full or part time.

Job Description - A narrative statement describing the current duties, responsibilities, general requirements, and qualifications for a single position.

Layoff - Separation of a permanently appointed employee from a position in the personnel system because of the reduction on workload available, lack of funds by the Town, abolishment of the position after study, material alteration in the organization or for other related causes.

Overtime - Overtime is any hours worked in excess of the scheduled work hours.

Performance Evaluation - The periodic evaluation or appraisal of an employee's work performance.

Part Time Employee - any employee who works less than forty (40) hours per week.

Probationary Employee - An employee who has:

- Not completed the required probationary period.
- Been placed into probationary status for cause.

Probationary Period - A working_ test period and an integral part of the evaluation, testing, and/or examination process during which the employee is required to demonstrate fitness for the position by satisfactory performance of the duties of the position and by satisfactory conduct and attendance as prior conditions to receiving permanent status. Initial probationary periods shall normally be one year for Fire Department personnel included in the collective bargaining unit and six months for all other employees. Employees placed on probation for CaU3e may be placed into that status for durations determined by their department heads or the Town Council.

Promotion - The upgrading of an employee from a position of one class to a position of another class which has a higher maximum pay rate.

Reclassification - The action taken to officially change an existing position to a different appropriate class because of a change in the duties, responsibilities, and/or requirements of the existing position or because of a revision to the classification.

Resignation - The voluntary termination of employment by an employee.

Suspension - Enforced leave of absence, without pay, of an employee for disciplinary purposes or, with or without pay as determined by the Town Council during the investigation of alleged misconduct of the employee.

Temporary employee - An employee employed for a period of up to 90 days, when permanent employment for the job to be performed is not anticipated.

Transfer - Change of an employee from one position to another.

Vacancy - A position established in a current budget as duly created and not currently occupied by an incumbent.