City of Parker
Personnel Policy
Resolution #161

A RESOLUTION REPEALING RESOLUTIONS 11, 14, 56, 70, 80, 85, 138 and 150; ADOPTING A PERSONNEL POLICY FOR ALL CITY EMPLOYEES OF THE CITY OF PARKER, FLORIDA; ESTABLISHING PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY OF PARKER:

REPEALER AND PRECEDENCE

This Resolution repeals Resolutions 11, 14, 56, 70, 80, 85, 138, and 150 and all previously adopted written and unwritten personnel policies or other resolutions of the City in conflict herewith. These policies may, from time to time, be revised, modified, supplemented or rescinded without prior notice to or consent of the employees to accommodate changing situations. This Resolution shall remain in full force and effect until supplemented, amended, repealed or otherwise altered. THESE ARE POLICIES ONLY AND DO NOT CONSTITUTE A CONTRACT OF EMPLOYMENT.

WELCOME TO THE CITY OF PARKER

There are many things you will learn in your new job here in the City. But perhaps the first of these is that you are welcome. You were chosen not only because we think you are capable, but because we felt that you would fit in well with those already employed. We hope you will find the City a satisfying place in which to work.

EMPLOYMENT AT WILL

You are an employee at will with the City. You may be terminated at any time, with or without cause. Further, all employees shall be deemed probationary employees for the first twelve months of their employment with the City. During this probationary period your capabilities and skills will be evaluated. At the end of your probationary period, the City Council shall review your performance and determine whether to remove your probationary status or terminate your employment.

HIRING POLICY

DETERMINATION OF THOSE HIRED

When an employment opening occurs in the following positions; City Clerk, Director of Public Works, Police Chief, Safety Director and Finance Director, it shall be the City Council's responsibility to review the applications and to interview the eligible candidates prior to employment. Interviews of applicants will be conducted at Regular or Workshop/Special Meetings of the City Council. The City is an Equal Opportunity Employer. The most qualified person, as determined solely by the City Council, shall be selected by the City Council for employment. All other positions for employment shall be recommended by the department head and approved by the Mayor.

BENEFITS

INSURANCE

We offer many benefits to our permanent full time employees, among those being group health and life insurance (after being employed for two months), workers' compensation insurance, and either monthly contributions to the State of Florida's Retirement System, or for those employees hired after January 1, 1996, contributions to an alternative retirement program for the mutual benefit of both the employees and the City. We currently provide these benefits to all full time permanent employees at no cost to the individual, except for group health and life insurance premiums which are shared by the employee and, for those employees hired after January 1, 1996, contributions to your retirement program. In addition, employees have the opportunity to include their spouse and children in the group health and life insurance programs at the employee's expense.

*WORKERS' COMPENSATION

The City provides workers' compensation insurance for its employees. Under Florida law, the City has the right to direct its employees to a pre-chosen clinic, hospital or doctor for workers' compensation related injuries and the failure of the employee to abide by these rules may result in non-payment of the claim. The City, in its sole discretion, has implemented a policy to reduce workers' compensation costs by requiring employees be evaluated by a physician immediately following any injury occurring while the employee is on the job for the City or in transit to or from their job. All injuries received while working for the City, which are filed as a workers' compensation claim will require you to report to Bay Walk-Clinic, located at 2306 Highway 77 Panama City, Florida 32405, telephone 763-9744, for evaluation and/or treatment. If the injury occurs on a weekend or during times outside of working hours with the City, you are required to report to the same clinic. Only under emergency conditions will you be allowed to have your injury treated by another clinic, hospital or doctor. Personnel will only be allowed to see another clinic, hospital or doctor upon written recommendation of the treating physician at the clinic outlined above. Under Florida Statues the City has the right to direct its employees to a pre-chosen clinic,

hospital or doctor for Workmen's Compensation related injuries and failure of the employee to abide by these rules may result in non-payment of the claim.

SICK LEAVE

While employed with the City you will accrue up to 13 days or 104 working hours of sick leave per calendar year. Sick leave will accumulate at the rate of four (4) hours every fourteen (14) calendar days. If for any reason you use up your total available sick leave in any given year and must take additional sick leave over the above what you would have normally accrued or have on the books, you will then be charged annual leave for the remaining absence until you return to work. Except for employees currently employed on the date this policy is adopted, no sick leave (in excess of 104 hours) shall be accumulated and carried over from one calendar year to the next. Those employees currently employed may carry over the accumulation of sick leave they currently have on the books as of December 31, 1995, plus 104 hours. Sick leave taken in excess of three consecutive work days requires the employee to provide to the City a written doctor's excuse explaining the absence and also stating whether you are or will be fit to return to your normal duties. If you are found to be abusing sick leave policies, you could be required to produce a doctor's excuse for each day you are out sick. You will be informed of this restriction by your department head and (made to sign) a violation notice that states your sick leave use benefit is being restricted for a 2 month period. Should you begin abusing the City's sick leave policy after the "Get Healthy" restriction has ended, you will be terminated. It is the responsibility of each employee to personally inform their supervisor as soon as possible on the first day of absence. Failure to do so will result in loss of pay for the time absent. You will notify your supervisor within one work day of any job related injuries, failing to do so may result in termination from your place of employment. Sick leave may only be used for its stated purpose, or it may be withdrawn without notice. The accrual of sick leave will begin on the date of employment. Any employee who is terminated, quits, resigns, retires or otherwise leaves employment with the City shall forfeit all accrued sick leave.

ANNUAL LEAVE

All department supervisors will submit by December 31 of each year, a projected leave schedule for all their employees covering the next twelve (12) consecutive calendar months. You are granted paid annual leave each year so that you will have an opportunity to get away from your job and refresh yourself. Annual leave approved based upon the operating requirements of your department. Annual leave requests will be submitted a minimum of five (5) working days prior to the requested start date. There will be no carry over of unused annual leave in excess of thirty (30) days from one calendar year to the next. All leave requests must be in writing on an authorized City form. Annual leave will begin accruing on the date of employment. All employees shall be granted annual leave at the following rate:

CONTINUOUS SERVICE	ACCRUED LEAVE EACH YEAR
0 months through 1 year	10 working days (accruing at 4 hours per pay period, but awarded upon completion of 1 year)
1 year through 5 years	10 working days (accruing at 4 hours per pay period)
5 through 10 years	15 working days (accruing at 6 hours per pay period)
Over 10 years	20 working days (accruing at 8 hours per pay period)

An employee who has completed the probationary period and who is terminated, quits, resigns, retires, or otherwise leaves employment with the City shall not forfeit their accrued but unused annual leave, but shall be paid for any such accrued but unused annual leave. A probationary employee shall forfeit (without reimbursement) all accrued but unused annual leave.

MILITARY LEAVE

Any employee who is a member of the Reserve components of the Armed Services of the United States, which requires a periodic time of training (usually once a year) of one week or more, is covered by this policy. . This policy does not cover those employees who are called to active duty during an emergency for a limited time only and who are not active duty for more than 30 days. A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if call to active duty with the U.S. Armed Services.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data. Such employees will be paid the difference, if any, between their military pay (excluding expense reimbursement) and their regular pay from the City. If the military pay is greater than the computed City pay, the City pay will not be issued. The portion of any military leaves of absence in excess of two weeks will be unpaid, except that employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the City according to the then current insurance provisions. At that time, employees may become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by the City according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing

reasonable travel time. Employees on longer military leave must apply for reemployment in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on lengths of service, such as the rate of vacation accrual and job seniority rights.

LEAVE OF ABSENCE

Employees may be given a leave of absence for any good cause without pay up to thirty (30) days; providing, the purpose of the leave of absence is not to afford the employee the opportunity to work at another job. Requests for a leave of absence shall be in writing to your supervisor and be approved by the Mayor and/or City Council.

FUNERAL LEAVE

You may be given a leave of absence and receive regular pay, not to exceed three (3) working days per death, for the purpose of attending a funeral of members of your immediate family. Your immediate family consists solely of your spouse, mother, father, sister, brother, children, step-children, step-mother, step-father, mother-in-law, and father-in-law.

NATIONAL CRIME INFORMATION CENTER/ FLORIDA CRIME INFORMATION CENTER / BACKGROUND CHECKS (NCIC/FCIC)

As a condition of employment with the City, the City will conduct a NCIC/FCIC background check of each potential employee. By applying for a position with the City, you impliedly consent to such a background check. If the background investigation discloses that the employee has been convicted of a felony, we will evaluate if the employee meets the job qualifications to be eligible to participate in the City's Inmate Program.

EMPLOYEE YEARLY JOB EVALUATION

Every employee employed with the City shall be evaluated at least on a yearly basis or as shall be determined by their supervisor. The Mayor and/or City Council may request an evaluation of an employee at their discretion. These evaluations shall become a part of the employee's permanent personnel file and shall be retained as required by the Florida law.

SMOKING

Smoking is only authorized in designated smoking areas. There shall be no smoking in any City owned or controlled building or vehicle.

DRUG FREE WORK POLICY

The City has implemented a Drug Free Work Policy as outlined in Chapter 440 of the Florida Statutes. Employees shall not use illegal drugs or abuse alcohol, either on or off the job. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination.

SECURITY INSPECTIONS

The City wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City prohibits the possession, transfer, sale, or use of such materials on its premises. The City requires the cooperation all employees in administering this policy.

Desks, lockers, and other storage devices are provided for the convenience of employees but remain the sole property of the City. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City at any time, either with or without prior notice. All City vehicles are considered an extension of the workplace and are subject to these inspections.

LOCAL MEDIA INFORMATION

In order for the City to maintain a constant position on the issues facing our community, all inquiries reeived from the local news media, or any other news source, will be directed to the Mayor. No employee shall discuss any issue with a representative of the news media unless approved by the Mayor.

SAFETY BELT USAGE

According to Florida law, operator of a motor vehicle or any passenger who occupies the front seat of a motor vehicle shall wear a safety belt. Any person who violates this law may be subject to a fine by the State of Florida.

All City personnel shall wear a safety belt at all times while operating or occupying a departmental vehicle, or a personal vehicle for those personnel who are called in to work off duty and on stand-by status, and all take home vehicles. The operator of such vehicles shall ensure that all other passengers in the vehicle wear safety belts.

It is the responsibility of the vehicle operator to inspect vehicle safety belts in all City vehicles prior to each tour of duty to ensure that they are fully operational. Inoperative seat belts shall be reported to a supervisor so that corrective maintenance can be performed at the earliest opportunity. Safety belt assemblies shall not be modified or altered without the approval of the City Council.

The safety and well-being of the employees is paramount and the City requires the employees to take the initiative and "Buckle Up".

INMATE PROGRAM POLICY

All employees of the City shall maintain all required licenses, certifications and permits to oversee inmates and/or be a part of the inmate program. All employees overseeing inmates shall maintain direct supervisory control over inmates assigned. The rules of the Florida Department of Corrections relating to inmate procedures are incorporated herein by reference. Each employee acknowledges the substance of the rules of the Department of Correction Rules and agrees to abide by the terms thereof at all times.

UNIFORM POLICY

The City issues uniforms from the first day of employment, with the initial cost being paid by the new employee through a deduction from their first paycheck. The City may reimburse the employee for the initial cost of the issued uniforms once their probationary period has been successfully completed. Authorized uniforms shall be worn at all times when the employee is performing tasks for the City. The City will furnish hats/caps for those wishing to wear them. The only hat/cap authorized to be worn while working for the City is the one furnished by the City.

PERSONNEL RECORDS

The City maintains personnel records on each employee. These files are the property of the City, and access to the information they contain is restricted. Only supervisors and management personnel of the City who have a legitimate reason to review information in the file are allowed to do so.

Employees who wish to review their own file should contact the City's Financial Director. With reasonable advance notice, employees may review their own personnel files in the City's offices and in the presence of an individual appointed by the City to maintain the files. It is essential for the City to have accurate and up to date records of each employee. You should inform the City's Financial Director of any change in your personal data.

METHOD OF PAYMENT

You will be paid biweekly by check on every other Thursday afternoon. The City's normal work week for employees is five days per week, eight hours per day. Your pay is based upon your rate of pay and the hours you work. You are expected to be at your work station at the start of your shift and are expected to leave the work area at the end of your regular shift, unless you are authorized to work overtime. Any hours you work in excess of eight (8) hours per day or forty (40) hours in a work week, will be paid at one and one-half (1 - 1/2) times your regular hourly rate of pay. An overtime slip must be signed and submitted by your department supervisor to the Mayor for final

approval stating the necessity of overtime before payment is made. If you are requested to work at a time other than the commencement of your regular shift, you will be paid two (2) hours of overtime no matter how long you are required to work. In the case you are required to work beyond two (2) hours, you will be paid for each additional hour or part thereof. In certain departments, you may be required to be on stand by over weekends and on holidays. You will be provided with a beeper or radio on these occasions.

COMPENSATORY TIME OFF

Compensatory time shall be granted to all employees in accordance with the Fair Labor Standards Act, as may be amended or superseded from time to time. Approval of compensatory time off must be approved by the department head with final approval by the Mayor.

***HOLIDAYS**

The following days are legal holidays for all employees:

Labor Day	Veteran's Day	Independence Day
New Year's Day	Memorial Day	Thanksgiving Day
Christmas Eve	Christmas Day	Martin Luther Kings Birthday

At the discretion of the City Council, if a recognized holiday falls on a Saturday, then the preceding Friday may be recognized as the official holiday and in turn, if a recognized holiday falls on a Sunday, then the following Monday may be recognized as the official holiday. Employees who are required to work on any official holiday will be paid twice their regular rate of hourly pay for each hour worked.

COURT ATTENDANCE/JURY DUTY

If you are required to serve on jury duty during your regularly scheduled shift, you will be excused from work for the days you serve. You will be paid for a maximum of eight hours at your regular rate of pay for each day you serve, excluding weekends, and holidays. You must turn over compensation you receive for jury duty to the City prior to you receiving your normal day's pay from the City. Be sure to notify your supervisor promptly upon receipt of a jury summons.

WITNESS DUTY

If you are required to be a witness in court during your regularly scheduled shift, you will be paid your regular rate of pay for each day you are testifying or waiting to testify. If you are required to be a witness for the City during your non-regularly scheduled shift, then you will be reimbursed at one and one half times your normal rate of pay. In either case, you will be required

to turnover to the City any compensation received from the court and provide any requested information, so that your pay can reflect the compensation.

LUNCH BREAK

Police officers working on a continuous three shift operation will receive one-half (1/2) hour period with pay. Personnel assigned to the Public Works Department, except the Director and Utility Clerks, will receive a one-half hour unpaid lunch period. All other employees will be entitled to a one hour (1) unpaid lunch period.

WORKING TIME

Working time is all time when an employee should be engaged in City work tasks. Employee time is that time for meals and breaks. Solicitations by any employee is prohibited while the person is on working time. Visitation of one employee with another employee while either employee is on working time is prohibited except when conducting City-related business. Breaks, determined by the appropriate supervisor, are authorized, not exceeding 15 minutes in duration, every four (4) hours, but such breaks shall not be taken in another employee's work area. Visitors not on official City business must visit during non-working hours. No employee shall leave their immediately assigned work area without the prior consent of the Mayor and/or City Council. No City employee shall work for the City on Sunday without the prior authorization of the Mayor, except in emergencies.

PERSONAL USE OF TELEPHONES

Telephones shall be used for the primary purpose of conducting City business. There are times when personal calls must be made. These personal calls must be limited to three (3) minutes on lines other than primary City telephone lines.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City to employ qualified candidates without discrimination because of race, color, religion, sex, national origin or handicapped. The City will ensure that all personnel decisions are in accord with the principles of equal opportunity by imposing only valid requirements. The City will ensure that all personnel actions such as compensation, benefits, social and recreation program will be administered without regard to race, color, religion, sex, national origin, disability, age, ancestry, marital status or political affiliation..

NEPOTISM AND HIRING OF RELATIVES

The City shall follow the policies as outlined in the Florida Statutes Chapter 112, as it may from time to time be amended, modified or superseded. In furtherance thereof, the employment of relatives in the same area of an organization may cause serious conflicts and problems with

favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

For the purpose of these Policies, relatives are defined to 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 and half sister.

Relatives of persons currently employed by the City may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to appoint, employ, promote or advance, or advocate for appointment, employment, promotion or advancement, in or to a position in the City in which he or she is serving or over which he or she exercises jurisdiction or control. The City employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, the Mayor will decide.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if any employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to their immediate supervisor of the City as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

Further, no employee shall give or receive or cause to be given or receive anything of value in excess of $100.00 from any other employee or City Council member.

The materials, products, designs, plans, ideas, and data of the City are the property of the City and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who violates this conflict of interest policy shall be subject to disciplinary action, up to and including possible termination of employment.

IMMIGRATION LAW COMPLIANCE

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed and I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

OFF-DUTY EMPLOYMENT

The City supports an employee's desire to engage in off-duty employment, but the City maintains the right to regulate and, where appropriate, prohibit off-duty employment which the City finds will likely interfere or compete with the ability of the City to discharge its governmental and operational duties to its employees, or create a continuing conflict of interest. Off-duty employment is a privilege and not a right of the employees of the City any employee who wishes to request authorization to work off-duty should submit such requests to the City Clerk for review by the City Council.

PROMOTIONS

It is the City's policy to promote employees from within the employee ranks to fill openings that may exist or be created based on ability, potential and past performance. If you are interested in being considered for another job, you must apply for the opening.

SAFETY

Safety comes first. All employees of the City are expected to make safety a matter of continuing concern, equal in importance to all other operational considerations. You are expected to set the safety example by your actions. In addition to the responsibilities outlined in the Overall

General Safety Policy, a copy of which is attached hereto and made a part hereof . The City hereby adopts Rule 38I-74, of the Florida Administrative Code, as it may be amended, modified or superceded from time to time, as the basis for developing it safety policies. If any conflicts arise between the safety policies of the City and the "Occupational Safety and Health Act" of Florida, the Florida law shall take precedence You should understand all of the safety requirements and thoroughly and abide by them.

Certain jobs involve safety rules in addition to those listed in this Overall General Safety Policy Section of this manual, copies of which are attached hereto and made a part hereof. We have not attempted to enumerate all of the possible safety rules which should be observed. Additional rules and regulations will be established as needed. Personnel not observing all applicable safety rules will be subject to disciplinary action ranging from written warnings to discharge. Safety procedures are based upon common sense to avoid injuring yourself or your fellow employees.

MAYOR'S AUTHORITY IN EMERGENCIES

When the County Emergency Operations Center is officially activated, the Mayor shall have the power to make decisions which are in the best interest of the City, including but not limited to entering into contracts, engaging emergency action personnel, etc., until such time it is reasonable to obtain the consent of the City Council pertaining to such actions that may have been taken during the declared emergecny.

When the Bay County Emergency Operations Center is officially activated, the Mayor will designate those individuals who are salaried that will be directly involved with declared emergency operations of the City. The designated employees will be required to utilize a time card and keep their time in the same manner as required for hourly employees, to enable the City to reimburse said employees for overtime hours worked during the declared emergency, notwithstanding the fact that they may be salaried employees.

PROHIBITED ACTS

The following rules have been established, any violation of which, may subject an employee to discipline or termination. Unusual circumstances in a specific case may dictate a greater or lesser discipline than is called for by the standard discipline. The corrective disciplinary action will also reflect consideration of the employee's total record.

The following acts are forbidden by the City:

1. Willful destruction or damage to any City building, facilities, tools or equipment.

2. Fighting, provoking or instigating a fight, attempting to do bodily injury to, striking, or manhandling any other employees, a supervisor, or any other person.

3. Immoral conduct or indecency.

4. Improper conduct or behavior which would cause adverse publicity upon the employee or the City.

5. Insubordination, including refusal or deliberate failure to carry out a work assignment or comply with the instructions of a supervisor.

6. Bringing, possessing or using intoxicants, or narcotics on City premises at any time. Reporting for work under the influence of any of these substances.

7. Conviction of a felony or being charged with a felony or crime involving moral turpitude.

8. Instigating or encouraging any work stoppage, interruption or impeding.

9. Theft or unauthorized removal of any City property or property of others.

10. Profanity or offensive language in the work area is not appropriate and shall not be tolerated.

11. Violation of any City rule, regulation or policy.

12. No eating or drinking in close proximity to computers.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The City is committed to providing a work environment that is free of discriminiation and unlawful harassment. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, ans is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Mayor or City Clerk. Employees can raise concerns and make report without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Mayor or City Clerk, who will handle the matter in a timely and confidential manner.

Ayone engaging in sexual or other lawful harassment will be subject to disciplinary action, ut to and including termination of emploment.

DISCIPLINE AND DISCHARGE

The administrative positions of the City Clerk, Finance Director, Police Chief, Fire Chief and Director of Public Works shall only be disciplined and/or discharged by a majority of the City Council. All other positions in the City may be either discharged and/or disciplined by the Mayor and/or the City Council. The Mayor and/or City Council shall have the right to discharge any probationary employee for any reason whatsoever or for no reason at all. Such discharge shall not be subject to the provisions of this article. The Mayor and/or City Council shall have the right to discipline, up to and including discharge any employee, except personnel in the administrative department who only may be disciplined by the City Council for the violation of any City or department rule or regulation; for willfully falsifying any record; for excessive tardiness or absenteeism; for abuse of sick leave; for reporting for work under the influence of alcoholic beverages; for reporting for work under the influence of drugs or the use of drugs while on or off duty, other than those prescribed by a licensed physician; for insubordination; for refusal to do assigned work or obey lawful directions or orders; for gross or habitual misuse of City vehicles or equipment; for documented inefficiency of work; for abandonment of post without approval of their supervisor; for discourtesy; for fighting; for misuse of equipment or negligence or intentional destruction of property; or for any other just cause. Failure to discipline or discharge the same or any other employee for the same or similar offense shall not affect the right of the City to discipline or discharge the same or any other employee for the same offense. In disciplining employees, the Mayor and/or City Council will generally follow the principles of progressive discipline. However, this shall not restrict the Mayor's or City Council's right to impose the most severe discipline if individual circumstances so warrant. Police Officers and paid firefighters shall be subject to this paragraph as well as to the appropriate Florida Statutes, as may be from time to time amended or superseded. The recognized types of discipline which may be imposed by the Mayor and/or City Council are as follows: oral reprimand; payment for lost or destroyed equipment; written reprimand; suspension, with or without pay; and dismissal. Under emergency conditions the Mayor may suspend all employees, including administrative employees with or without pay pending further action by the City Council.

CITY IDENTIFICATION CARD POLICY

The City Clerk and the Director of Public Works are authorized recipients of City identification cards (ID's), purchased at the City expense. The City will replace, at its expense, any ID card which has become worn, torn, faded, stolen or otherwise needs replacing. Under no circumstances will the City pay to replace lost cards, this shall be the sole responsibility of the individual concerned. ID cards shall be displayed in clear view and be worn at all times when dealing with the public. ID cards will be turned in to the City Clerk upon termination, retirement or resignation of any employee. Under no circumstances will ID cards be used to enhance one's own personal gain either during duty or non-duty hours.

PURCHASE ORDERS

No purchase order shall be issued unless the funds are available at the time of the request, unles it is known that the funds will be available upon receipt of the bill.

Purchase orders for $50.00 or more must have three (3) estimates. Purchase orders for more than $100.00 are required to have the Mayor's approval before being issued.

AYMENT OF INCENTIVE PAY

The City Council may authorize additional pay to employees of the City as Incentive Pay.

PER DIEM AND SUBSISTENCE ALLOWANCE TRAVEL

City employees traveling to attend conventions, conferences, training schools or meetings to conduct bona fide City business at such conventions, conferences, training schools or meetings shall be reimbursed for such travel in accordance with Florida Statue Sections 112.061 (1) through 112.061 (13), as maybe from time to time amended or superseded, plus reasonable hotel/motel accommodations, registration fees and other miscellaneous expenses. All reimbursement shall be approved by the Mayor or the City Council member over that particular department in which the travel was authorized.

CHAIN OF COMMAND/GRIEVANCE(S)

It is the City's desire to maintain the feeling of friendliness and mutual understanding between management and employees. At times, problems relating to your status in the City, your rate of pay, working condition, etc, may occur. To make sure that each question is fully and properly answered, the following procedure is established.

1. If you have a problem, we ask you to first present the situation to your supervisor. It will be the supervisor's responsibility to investigate the facts, discuss the facts with his or her supervisor, if necessary, and give you a complete and prompt answer.

2. If the decision of your supervisor is not acceptable to you, you may submit your problem, in writing to the City Clerk and Mayor. After discussing your problem with you and completing any further investigation, the and Mayor will promptly render a decision in writing.

3. If you still feel your problem has not been satisfactorily answered, you have the privilege of submitting the problem to the full City Council. All the facts of the case

will be thoroughly reviewed to determine whether the decision rendered is fair and in accordance with the basic policies of the City.

Your supervisor will not discriminate against you because of your use of this procedure. It has been set up to make it possible for you to get your problems solved. Use it if you feel you have the need.

***AUTHORIZED PERSONNEL IN POLICE DEPARTMENT**

Only authorized personnel will be allowed to enter the area behind the walk-up counter of the Police Department. Authorized personnel are persons who are assigned to the Police Department and those who are authorized to receive information from the NCIC/FCIC computer. The innner door leading into City Hall hallway will remain locked at all times. The NCIC/FCIC computer will either be turned off or the monitor screen will be covered when it is necessary to have arrested persons within the working area of the Police Department and/or during investigations.

***VEHICLE AND EQUIPMENT REPAIR POLICY**

All repairs to City owned and operated vehicles and equipment will be performed by the City's Mechanic. Under no circumstances will other City personnel or volunteers be allowed to perform repairs, unless they are performed under the direct supervison of the City's Mechanic. In the Mechanics absence repairs will be performed only with the approval of the Mayor and Department Head.

*** WATER USAGE**

City water will not be used to wash down concrete areas , within the City, such as driveways, sidewalks, parking areas and etc. If these areas need cleaning they will either be swept by hand or cleaned with the use of a blower. The only exception to this policy will be the inside area of the mechanics work space and this will be left to the discretion of the Director of Public Works.

***GRANT INFORMATION/MEETINGS**

All department supervisors will put on the Mayors office calendar, all out of office meetings you may be required to attend. In addition any information you receive concerning grants, either in the mail or through any other source will be brought into the Mayors office for their review and a copy will also be given to the City Clerk.

*** UTILITY DEPARTMENT TOOLS AND TOOL BOX POLICY**

This policy covers the members of the City of Paker Utility Department. The policy is necessary to provide a tracking method, inventory and replacement procedure for the tools and toolbox issued to these employees. All tools will be color coded and match the individuals color coded tool box.

The tools will be stamped with a number to match the corresponding toolbox number from one (1) through five (5). The Assistant Director of Public Works will perform periodic inventory checks of the tools that are issued. Any tool missing from the tool box is the responsibility of the individual who is assigned to the tool. This person will be responsible for paying for the replacement of that particular missing tool. Replacement tools will be issued only in accordance with the following:

1. The tool is worn out and is not serviceable
2. The tool breaks (as long as it is not caused by abuse)

Tools that have been lost, stolen, misplaced, broken from abuse or stolen will be the responsibility of the individual assigned to that particular tool or tools for replacement. Under certain extraordinary circumstances this policy may be waived only when it is proven and documented with the Assistant Director of Public Works that an event or happening is out of that individuals control, causing tools to be broken, lost or stolen.

ADDITIONAL POLICIES

Certain policies are separately set out and attached hereto, being incorporated herein. With the approval of the Mayor and/or City Council, each department may, from time to time, promulgate additional policies, specific in nature to the affected department(s), without a specific amendment to this Resolution or further enactment by ordinance or resolution. Any such additional policies are and shall become an exhibit to these polices and thereby incorporated herein by reference. Additional polices becoming effective simultaneously herewith include but are not limited to the safety policies of each department and the police vehicle policy.

EFFECTIVE DATE

This Resolution shall take effect immediately upon its passage and approval.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Parker, Florida on this 3rd day of December, 1996.

_____
Brenda G. Hendricks
Mayor

ATTEST:

_____
David Linger, City Clerk