

CITY OF LARGO EMPLOYEE HANDBOOK

Table of Contents

PURPOSE OF THIS HANDBOOK	4
MESSAGE TO NEW EMPLOYEES	5
HISTORY OF LARGO	6
CITY GOVERNMENT ORGANIZATION	7
Introduction	7
City Commission	7
Administration	7
City Boards	8
CITY OF LARGO ORGANIZATIONAL CHART	9
CITY DEPARTMENTS	10
Legislative:	10
Administration:	10
Finance:	10
Information Technology:	11
Human Resources:	11
Library:	11
Fire Rescue:	11
Police:	12
Recreation, Parks, and Arts:	12
Community Development:	12
Engineering Services:	12
Public Works:	13
Environmental Services:	13
CITY DEPARTMENT PHONE NUMBERS	14
GENERAL INFORMATION AND WORK RULES	15
Employee Guidelines	15
Florida's Government-In-the-Sunshine Law	15
Employment	15
Types of Employment	15
Variable Employee	15
Temporary Employee	15
Probationary Employee	16
Part-Time Regular Employee	16
Full-Time Regular Employee	16
Attendance and Punctuality	16
Breaks and Meal Periods	16
Classification and Salary	16
Reclassification	17
Promotion	17
Transfers	17
Department Transfer within Classification	17
Transfer within Pay Range	17
Resignation	17
Safety Policy	18

Compensation for Injuries or Illnesses	18
Accident Review Board	18
City Rules and Regulations	18
Emergency Pay Policy	18
Employee Organizations	20
Outside City Employment	20
Political Activity	20
CITY CODE OF CONDUCT & DISCIPLINARY GUIDELINES	21
ADMINISTRATIVE POLICIES	37
Policy: Drug Free Workplace	38
Policy: Discrimination and Harassment	56
Policy: Ethics	59
Policy: Dress Code	65
Policy: Customer Service	66
Policy: Tobacco Free Workplace	68
Policy: Notice of Privacy Practices/HIPAA	70
Policy: Employee Referral Incentive Program	77
Policy: Employee/Operational Manager of the Quarter	79
Policy: Personal Computing Device Purchase Program	81
Policy: Security and Security Inspections	83
Policy: Employee Assistance Program (EAP)	84
Policy: Sick Leave Transfer	86
Policy: Social Media	88
Policy: Technology	94
EMPLOYEE BENEFIT HIGHLIGHTS	109
Largo Lifeline Benefits Booklet	109
Pay Checks	109
Other Leaves of Absence	109
Recreation Passes for Employees and Household Members	109
Family and Medical Leave Act (FMLA)	110
Non-Represented Employees	113
Overtime	113
Holiday Leave	113
Sick Leave	113
Vacation Leave	114
Employee's "Sick Leave Conversion to Personal Hours" Benefit	115
Bereavement Leave	115
Uniforms	116
Standby Time	116
Call Back	116
International Association of Firefighters (IAFF)	117
Work Hours	117
Overtime	117
Holidays	117
Sick Leave	117
Sick Leave Conversion	117
Vacation Leave	118
Bereavement Leave	118
Uniforms/Clothing	118

<u>Callback Pay</u>	118
<u>Assignment Pay</u>	118
<u>International Association of Firefighters (IAFF) SUPERVISORY</u>	119
<u>Classifications</u>	119
<u>Work Hours</u>	119
<u>Holidays</u>	119
<u>Sick Leave</u>	119
<u>Sick Leave Conversion</u>	119
<u>Vacation Leave</u>	120
<u>Bereavement Leave</u>	120
<u>Uniforms/Clothing</u>	121
<u>Assignment Pay</u>	121
<u>Police Benevolent Association (PBA)</u>	122
<u>Work Hours</u>	122
<u>Overtime</u>	122
<u>Holidays</u>	122
<u>Personal Option Hours</u>	122
<u>Sick Leave</u>	122
<u>Sick Leave Conversion to Vacation Leave</u>	123
<u>Vacation Leave</u>	123
<u>Bereavement Leave</u>	123
<u>Uniforms/Clothing</u>	123
<u>Callback Pay</u>	123
<u>Personal Property</u>	123
<u>Police Benevolent Association (PBA) SUPERVISORY</u>	125
<u>Classifications</u>	125
<u>Holidays</u>	125
<u>Sick Leave</u>	125
<u>Sick Leave Conversion</u>	125
<u>Vacation Leave</u>	126
<u>Bereavement Leave</u>	126
<u>Uniforms/Clothing</u>	126
<u>Personal Property</u>	126
<u>Communication Workers of America (CWA)</u>	128
<u>Overtime</u>	128
<u>Holidays</u>	128
<u>Personal Option Days</u>	128
<u>Sick Leave</u>	128
<u>Vacation Leave</u>	129
<u>Sick Leave Conversion to Vacation Leave</u>	129
<u>Bereavement Leave</u>	130
<u>Uniforms/Clothing</u>	130
<u>Standby Time</u>	130
<u>Call Back Pay</u>	130

PURPOSE OF THIS HANDBOOK

This handbook is provided to inform you of the benefits available to you and outline the various City policies designed to help you to be the best employee you possibly can. Remember that this handbook is just a guide. If you have complex or technical questions, you should ask your supervisor, or refer to the applicable bargaining unit agreement, the City's Personnel Rules and Regulations found in the Personnel Manual and on the City server, and/or the City's Administrative Policies and Procedures.

We hope that this handbook will be helpful to you during your employment and that it will serve as a reference during your career with the City. Its content was designed to provide, in condensed form, employee rules and regulations as well as benefits and privileges of employment with the City. The official sources for specific information regarding City employment are the applicable bargaining unit agreement, the City of Largo - Administrative Policies and Procedures, and the Personnel Manual - Rules and Regulations. For employees who are covered under Labor Agreements, whereby the City Personnel Rules and Regulations and/or the Administrative Policies and Procedures are in conflict, the Labor Agreement shall take precedence.

Since Florida is an employment-at-will state, it should be understood that the existence of this handbook should not be interpreted to mean that an employment contract exists between the City and non-represented employees.



Post Office Box 296, Largo, Florida 33779-0296

Human Resources Department
Susan Sinz, Director
E-Mail: ssinz@largo.com

(727) 587-6716
(727) 587-6706
FAX (727) 587-6782

MESSAGE TO NEW EMPLOYEES

Providing superior services that Inspire Community Pride is our mission at the City of Largo. To provide superior service requires each of us to be truly dedicated to responding to citizens' and co-workers' requests for service every day. We need to work with the highest integrity, collaboration, creativity and passion – which are our municipal organization's values. Through providing this type of customer service, those we serve develop trust and confidence in local government and have an outstanding experience with our City of Largo. We must always be mindful that we never get a second chance to make a first impression.

The future progress of the City of Largo government will depend on the achievements of those who work here. We need honest, intelligent and engaged people whose first interest is the public we serve. As a new employee, we are sure you will do your part to make this progress possible.

Whether this is your first day on the job or you have many years with the City, your desire to pursue a career in public service is appreciated by the citizens and patrons we serve, and the employees within our organization. We trust you find this to be a supportive and enriching work environment, and your career with the City is engaging, safe, and successful.

Susan Sinz
Human Resources Director

HISTORY OF LARGO

The Pinellas Peninsula was “discovered” in 1528 by Spanish explorer Panfilo de Navarez. Meeting heavy resistance from Timucua Indians, the Spanish never settled the area and except for pirates who took refuge in bays and inlets, most of Florida’s central Gulf Coast remained untouched until a settlement was established on Tampa Bay at the present-day city of Tampa in the early 1800s. The first resident of the peninsula known now as Pinellas County was French Count Odet Phillippe in 1835, followed by Captain John Thomas Lowe, who established a settlement in 1872 in what is now Largo. Cotton and citrus were successful crops and by the turn of the 20th Century, the county was a leading producer of oranges and grapefruit.

Cattle raising, farming and citrus growing provided the principal means of livelihood and the community became a trade center. A post office and railroad station were established in 1888 when the Orange Belt Railroad tracks came through. Some say the name “Largo” was taken from a large lake, which was filled in the 1930’s, that was east of where the Largo Cultural Center now stands. Others say it was named for Largo, Scotland, by Scottish immigrants who settled the northern part of the county. Largo became “downtown” for local citrus farmers and packers, lumbermen, and cattle ranchers and soon attracted tourists from the north.

In 1905 the town was incorporated and in 1913 was either the second or third municipality in this county to establish a Town Manager form of government.

Originally, the town encompassed approximately one square mile, and this was reduced to three-quarters of a square mile soon thereafter. During the boom days of the 1920’s, Largo became a “City” and extended its borders to include some eight square miles. In 1933, after much litigation, the legislative act which created the “City” was declared invalid and Largo once more reverted to the status of “Town” with its previous three-quarters of a square mile area.

In 1955, three large areas were annexed through referendum tripling the area and more than doubling the population. This expansion was continued and today Largo encompasses some 17 square miles and extends from U.S. Highway 19 on the east to Clearwater Bay on the west. Many of these areas were attracted to the town by its conservative Board of Town Commissioners who have devoted much time and effort toward planning for the future growth of the area, and an efficient and cooperative staff of municipal officials and employees.

In 1974, a new charter was passed that made Largo a “City”.

During the three year period of 1997-2000, the City annexed over 670 acres with an assessed value of \$170,000,000. Major parcels included the Bay Area Outlet Mall, ICOT Center and the Starkey Lakes Commercial Center.

CITY GOVERNMENT ORGANIZATION

Introduction

Each job with the City is an essential part of the overall operation of the government. When you begin work, everyone in Largo is relying on you to give honest, efficient, and courteous service. As a City employee, the general public is your ultimate “boss”. Your work and your conduct on and off the job are always subject to public scrutiny. Your contacts with individuals will often be the only basis by which they judge the whole City government. It is important that you make the best possible impression at all times. The Office of Management and Budget program is responsible for preparing the City Budget and Capital Improvement Program (CIP), grant writing and administration, and conducting analysis promoting efficient and effective services.

City Commission

The City Commission is composed of seven (7) members, including the Mayor, all of whom are elected at large by the registered voters of the City of Largo for terms of four (4) years. The City Commission governs with the authority given to them through the City Charter. The Mayor presides at meetings of the City Commission, appoints, with the advice and consent of the City Commission, the members of citizen advisory boards and commissions, appoints the members and officers of Commission committees, and performs other duties specified by the Commission. The Mayor or his/her designee shall represent the City Commission in intergovernmental relationships and is recognized as the head of the City government for all ceremonial purposes and by the Governor for purposes of military law.

Administration

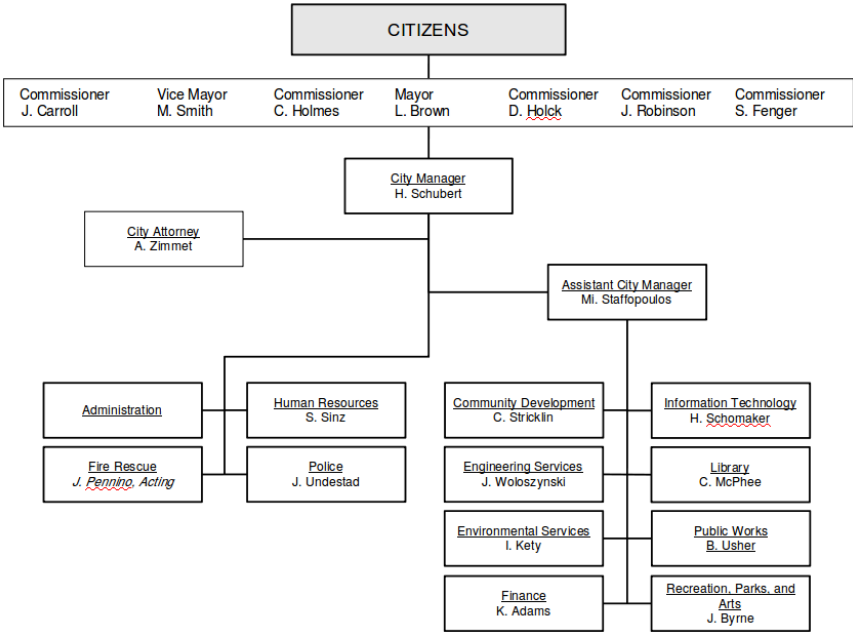
This department contains the City Manager, the City's Chief Executive Officer, who appoints executive staff to direct City operations, and a City Attorney who serves the City Commission and staff by providing legal opinions/advice. The department prepares and manages the City's fiscal year budget. It is also responsible for producing the City Commission meetings for airing over the local access television channel as well as preparing new stories, TV productions and other information items which keep the City's residents up to date on City activities. The City Clerk is also a member of the department. The City Clerk's primary responsibilities include management of Largo's municipal elections, documenting City Commission meetings/actions, and the retention and/or disposal of City records. Responsibilities also include attesting and recording of legal papers and management of the City cemetery. The Office of Management and Budget program is also part of Administration and is responsible for preparing the City Budget and Capital Improvement Program (CIP), grant writing and administration, and conducting analysis promoting efficient and effective services.

City Boards

Many areas of city government require the assistance of Largo residents who are particularly well suited to provide advice and guidance in various City activities. The City Commission appoints boards composed of local residents to serve in these areas. Listed below are the various City boards:

- Audit Committee
- Code Enforcement Board
- Community Development Advisory Board
- Community Redevelopment Agency Advisory Board
- Finance Advisory Board
- General Employees' Retirement Board of Trustees
- Library Advocacy Board
- Personnel Advisory Board
- Planning Board
- Police Officers' and Firefighters' Retirement Plan
- Recreation, Parks, and Arts Advocacy Board
- Youth Leadership Council

CITY OF LARGO ORGANIZATIONAL CHART



CITY DEPARTMENTS

A BRIEF DESCRIPTION

Legislative:

City Hall – 201 Highland Avenue, N.E., Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 - (727) 587-6702

The department includes the elected City officials who serve on the Commission to govern the City through ordinances and resolutions. See City Commission under City Government Organization.

Administration:

City Hall – 201 Highland Avenue, N.E., Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 586-7454

Administration includes the City Manager, the City's Chief Executive Officer, who appoints executive staff to direct City operations and a City Attorney who serves the Commission and staff by providing legal opinions/advice. The department prepares and manages the City's fiscal year budget. It is also responsible for producing the Commission meetings for airing over the local access television channel as well as preparing news stories, TV productions and other informative items which keep the City's residents up to date on City activities. The City Clerk is also a member of the department. The City Clerk's primary responsibilities include management of Largo's municipal elections, documenting commission meetings/actions, and the retention and/or disposal of City records. Responsibilities also include attesting and recording of legal papers, title searches, lien satisfactions, and management of the City cemetery.

Administration also includes the Office of Management and Budget, responsible for preparing the City Budget and Capital Improvement Program (CIP), grant writing and administration, and conducting analysis promoting efficient and effective services.

Finance:

City Hall – 201 Highland Avenue, N.E., Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6719

Finance is responsible for all city-wide accounting and finance functions. Main departmental responsibilities include cash receipts processing, general ledger maintenance, utility billing and collections, accounts payable processing, payroll processing, investment management and financial reporting. The Finance Department assists other City departments with grants management, internal control review, financial analysis and budget monitoring. The department also assists with preparation of the City's Long Range Financial Plan, Capital Improvements Program and Annual Budget.

Information Technology:

City Hall – 201 Highland Avenue, N.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6719

Information Technology is responsible for identifying and planning for the short- and long-range computer needs of the City and user departments, as well as the day-to-day analysis, development, programming, testing, modifying, documenting, and implementing computer systems for City-wide operations.

Human Resources:

City Hall – 201 Highland Avenue, N.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6716

Human Resources is responsible for recruiting and testing for vacant positions, organizational development/training, employee relations, employment law and statutory compliance, policy/procedure development, classification and compensation analysis of positions, and leave management, risk management, employee benefits, and safety functions, and serves as custodian of all personnel files.

Library:

120 Central Park Drive, Largo, FL 33770, PO Box 296, Largo, FL 33770-0296 – (727) 587-6715

The Library's mission is to meet the educational, cultural and social needs of Largo's diverse community by providing quality materials, information and services. Administration oversees the Library budget and expenditures, the facility and its associated costs, required personnel, and statistical and financial reports. Administration acts as liaison to the Greater Largo Library Foundation and the Friends of Largo Library, as well as the Pinellas Public Library Cooperative. Collection and Programming Services provide customer service, programs for children and teens, and maintain the youth library materials collection. Borrower Services is responsible for customer service, maintains registration, re-shelving materials, processes fines and fees, checks materials in and out, provides inter-library loan service, and supervises volunteers. Research and Access Services is responsible for customer service, adult programs and collection development, management of online resources including the website, and the automation system, and coordinates the cataloging and processing of items through the Library's vendor.

Fire Rescue:

City Hall – 201 Highland Avenue, N.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6714

Fire Rescue protects its residents and property through emergency medical services and fire suppression. Other life and property support is reflected through fire inspections/fire code enforcement, safety education, and fire

investigation/analysis for future training plans.

Police:

Police Building – 201 Highland Avenue, Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6730

The Police Department's primary responsibility is the protection of lives and property. It is also the mission of the Police Department to provide the community with a sense of security, safety and confidence in the Police, and to work in partnership with the community to solve problems and to improve the quality of life.

Recreation, Parks, and Arts:

City Hall – 201 Highland Avenue, N.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6720

Recreation, Parks and Arts provides diversified leisure and cultural programs for all ages, park maintenance, and beautification for the community. It is divided into 16 programs and funded by four different funding sources. Leisure programs are offered at four recreation facilities, an Olympic-size swimming pool with platform diving, a family aquatic center, a clay court tennis complex, soccer, softball and baseball complexes, and an 18-hole par 62 executive golf course. Performing arts programs and event rental space for community gatherings are offered at the Central Park Performing Arts Center and Historic Feed Store. The Parks Division maintains 498 acres of parkland, 10 miles of beautified roadways, and over 20,000 trees in public rights-of-way.

Community Development:

City Hall – 201 Highland Avenue, Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 586-7490

Community Development provides code compliance to established plans and guidelines. This is accomplished by regulating and controlling the design, construction, use and removal of buildings/structures in Largo through permits, licenses, and inspections. This department is also responsible for the preparation and maintenance of the City of Largo's Comprehensive Plan.

Engineering Services:

City Hall – 201 Highland Avenue, Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6713

Engineering Services is responsible for the design, contracting, and inspection of drainage, sewer, sidewalk, and road construction. It is also responsible for the engineering analysis portion of the development review process and the traffic engineering, transportation planning, and technical support services necessary to provide an effective transportation system. The division also investigates citizen complaints and provides the public with information on engineering related topics

and coordinates consulting Engineering Services for other Departments.

Public Works:

Public Works Complex – 1000 2nd Street S.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 586-7418

Public Works is divided into four primary services areas:

Solid Waste Collection is responsible for the collection and transportation to the County's resource recovery facility of all solid waste generated by Largo residents and businesses. The City's recycling program is also coordinated by this division.

Facilities Management is responsible for overseeing the construction, repair and maintenance of all City facilities. It is also responsible for custodial services provided to all City facilities.

Fleet Management is responsible for the repair and maintenance of all City vehicles, ensuring that a sufficient number of vehicles are available to meet City demands. The division is responsible for the provision, maintenance and repair of the City's general radio system and equipment.

Streets and Stormwater is responsible for the maintenance and repair of Largo streets, rights-of-way, alleyways, and drainage systems. It is also responsible for the mowing of drainage channels, the installation and maintenance of traffic signs and markings, and responding to resident requests and inquiries.

Environmental Services:

Environmental Services Complex – 5000 150th Ave N, Clearwater, FL 337-- , PO Box 296, Largo, FL 33779-0296 – (727) 507-5560

Environmental Services is responsible for processing the wastewater from the City of Largo and designated additional services areas. Environmental Services is divided into three primary services areas:

The Collection Division is responsible for the maintenance and repair of the City's Sanitary Sewer Collection and Transmission System.

The Wastewater Reclamation Facility (WWRF) is responsible for the treatment of sanitary sewage from the Largo Sewer District and operation of the Biosolids facility.

The Environmental Control Division is responsible for the Industrial Pre-Treatment Program, the privately owned lift stations and collection system, the Reclaimed Water Program, the Fats/Oils/Grease Program, and the WWRF Laboratory.

CITY DEPARTMENT PHONE NUMBERS

The following list of phone numbers is provided to help you refer citizens' calls to the proper location.

<u>Office</u>	<u>Phone #</u>	<u>Ext.</u>
City Clerk	587-6710	
Questions regarding Commission Meetings, City Cemetery Plots, City Elections. Employment/Human Resources	587-6716	
Emergency	911 (9-911 from facility phone)	
Community Development		
Occupational Licenses	586-7488	7206
Building Permits	586-7488	7207
Tree Permits	586-7488	7205
Construction Inspection Scheduling/Permits	586-7488	6711, 6712
City Housing Programs	586-7488	7216
Engineering Services	587-6713	
Environmental Services		
Reclaimed Water Questions	507-4460	
Sewer Problems	507-4460	
Fire Rescue	587-6714	
Life Safety/Fire Marshal	587-6737	
Library	587-6715	
Information Services	587-6748	
Genealogy Services	587-7410	
Police	587-6730	
Public Works		
Streets & Stormwater Problems	587-6718	
Solid Waste/Trash Pick-up problems	587-6760	
Recreation, Parks, and Arts	587-6720	
Administration	587-6720	
Special Events	587-6775	
Golf Course	518-3024	
Parks and Grounds Maintenance	586-7415	
Highland Complex	518-3016	
Highland Pool	518-3018	
Southwest Complex	518-3125	
Southwest Pool	518-3126	
Community Center	518-3131	
Central Park Performing Arts Center	587-6751	
CPPAC Box Office	587-6793	

GENERAL INFORMATION AND WORK RULES

Employee Guidelines

The City administration wants all employees to be fully informed on policies and procedures affecting them and will provide every opportunity for employees to express opinions, discuss problems and misunderstandings, and seek information.

All levels of management will inform, listen to, and counsel with employees on all matters affecting their employment. Management recognizes the rights of the employees to discuss problems without fear of retribution or prejudice.

Florida's Government-In-the-Sunshine Law

The Sunshine Law provides a right of access to governmental proceedings of the City of Largo and to the City's public records. Public records are all materials made or received by the City in connection with official business which are used to perpetuate, communicate or formalize knowledge. This means that each employee's personnel file is a public record and anyone can request to see and/or have copies of documents in those files. There are a number of exceptions e.g. medical records.

Employment

The City of Largo is an equal opportunity employer. The City provides all applicants and employees equal opportunity in recruitment, selection, appointment, promotion, training, discipline and all other terms and conditions of employment without regard or consideration of political or religious opinions or affiliation, or because of race, color, sex, creed, national origin, age, physical or mental disability, or other factors which cannot be lawfully used as the basis for conditions of employment.

Types of Employment

Variable Employee

A variable employee works throughout the year on an as-needed basis in existing funded positions, typically less than 1040 hours in the fiscal year. Variable employees are eligible for longevity recognition, service awards, gift cards, and participation in the 457 retirement plan, flu shots and health fair participation. Compensation administration for these positions may mirror the pay range and merit increases approved for non-represented staff.

Temporary Employee

A temporary employee is hired for a special project or other work for a specified period of time, typically less than 1040 hours in the fiscal year. Temporary employees are not eligible for benefits, but may participate in limited benefit offerings approved from time to time (examples would include flu shots, health fair and 457 Retirement plan participation).

Probationary Employee

An employee who is either new, promoted, demoted or transferred to a position never held must serve a probationary period; 6 months, 9 months, or 12 months as stipulated in the City of Largo Personnel Rules and Regulation Section IV: B. This period shall be utilized to reject any employee whose performance does not meet required work standards. This period affords the supervisor an opportunity to determine whether or not the probationary employee meets the expectations of the job. Probationary employees may apply for new job opportunities within their current department only. Employees must successfully pass their probationary period before becoming eligible to apply for a City of Largo job opportunity in a different department.

Part-Time Regular Employee

Any person who has completed the probationary period in a budgeted position, and whose work schedule is fewer than forty hours per week.

Full-Time Regular Employee

Any person who has satisfied the initial six- nine- or twelve-month probationary requirements and whose regular work schedule is a minimum of forty hours per week.

Attendance and Punctuality

The normal work day consists of eight (8) hours. Due to the differences in the various City operations, hours of work may vary considerably from one department to another.

Employees who must relieve other employees due to shift work are expected to be on duty at the scheduled times. If you are absent or late, you must have good reasons and notify your supervisor as soon as possible. The rules of each department will govern how this will be handled.

Breaks and Meal Periods

As defined by the Fair Labor Standards Act (FLSA), 30 minutes or more defines a bona fide meal period. Depending on department policy, employees shall be allowed up to sixty minutes off each day for lunch, exclusive of the eight or ten hour work day. Breaks from five to fifteen minutes must be counted as hours worked. Employees will be allowed two fifteen-minute breaks—one in the morning and one in the afternoon. Breaks not taken on the day and time scheduled are considered missed and cannot be saved for use on another date.

Classification and Salary

All positions in the City service are classified according to the kind of work and level of responsibility. For each classification, a written job description outlines the typical duties performed and the type of education and experience required for the job. All positions in a classification are paid according to the pay range set forth for that classification in the pay plan. The pay plan provides for salary

progression in each classification based on merit.

Reclassification

A reclassification is necessary when the duties and responsibilities of an existing position classification have significantly evolved over time to the point where they are more representative of another classification. Reclassification is the result of a gradual change in either the type of duties or level and scope of responsibilities.

When a Department Director believes a reclassification may be justified, a request for audit can be initiated by submitting a completed Reclassification Questionnaire. The Human Resources Department will conduct an audit and submit its findings of fact and recommendation to the City Manager for approval/disapproval. Based on staffing levels or operational need, the City Manager may authorize reclassifications within the same pay range or lower pay range during the fiscal year. Please refer to the Personnel Rules and Regulations for full details.

Promotion

Position vacancies are filled by promoting qualified employees from within the City service whenever possible as well as employing those outside of City service. Promotional opportunities are listed by the Human Resources Department and posted on the City website. All employees meeting the minimum qualification requirements may apply.

Transfers

An employee may, with the approval of the Department Director(s) concerned and the Human Resources Director, be transferred in accordance with the following:

Department Transfer within Classification

Reassignment of an employee to another department or division with the same job classification. A department/division transfer shall not change the employee's hire date, anniversary date, or pay rate.

Transfer within Pay Range

When an employee requests and is granted a transfer to a different classification having the same pay range as the employee's present classification, the employee's will be adjusted the number of completed months since the last merit increase up to 11/12th of the current year merit increase. The employee's anniversary date will change to the date the employee enters the new classification. The employee must serve a new probationary period in the new classification.

Resignation

An employee shall file with his/her immediate supervisor a written resignation

stating the date of separation and the reasons. No official acceptance of an appropriate resignation shall be necessary to effect termination.

1. An unauthorized absence from work for three consecutive work days shall be considered a voluntary resignation.
2. The effective date of separation is the close of business on the last day the employee physically works.
3. All individuals who leave City employment will be requested to complete an exit interview.
4. Final pay will be direct deposit unless authorized by Human Resources.

Safety Policy

In the interest of both employees and public safety, the City of Largo is committed to a Safety and Loss Prevention Program. Although Department Directors are accountable for the administration of a safety program, it is the cooperative responsibility of every employee to participate in accident prevention.

Compensation for Injuries or Illnesses

The City pays compensation to any employee who is injured or becomes ill from a contagious or infectious disease incurred while in the performance of his/her duties in accordance with the definitions, terms, and conditions as found in the Personnel Manual (unless otherwise stipulated by employee bargaining agreement).

Accident Review Board

The City of Largo has established a Vehicle Crash Policy to provide for review of all accidents involving City vehicles. The purpose of the policy is to determine the actual cause of the accident and establish preventive procedures to avoid future occurrences. Employees requested to attend a vehicle crash hearing shall attend at the time and place specified. Only the employee's supervisor may request a date change for a hearing.

City Rules and Regulations

The City Rules and Regulations shall cover all employees. Where specific bargaining unit agreements differ from City rules and regulations, the specific bargaining unit agreements takes precedence.

Emergency Pay Policy

This section describes the City's rules on Emergency Pay as described in the Personnel Rules & Regulations, Section VI - Pay and Classification, "S".

The City Manager or Assistant City Manager has the sole authority to declare emergency operations exist for the implementation of this policy. Pay during emergency operations will be as follows:

1. Employees not required to report to work will receive their normal pay.

2. Executive Management employees will be paid at their regular hourly rate of pay for all hours worked in excess of fifty (50) hours per week commencing the eighth day of the emergency. Hours worked do not include rest time.
3. Operational Management employees will be paid at their regular hourly rate of pay for all hours worked in excess of a 40 hour workweek. Such employees may elect to receive flex time off in lieu of extra pay, subject to department director approval. Hours worked do not include rest time.
4. Professional/Technical employees, regardless of exempt or non-exempt status, will be paid time-and-a-half for all hours worked in excess of a 40 hour workweek. Part-time employees will be paid time-and-a-half for all hours worked in excess of a 40 hour workweek. Full-Time and Part-Time Employees will be compensated for rest time the same as work time when required to remain on City property. Full-time and Part-time Professional/Technical exempt status employees may elect to receive flex time off in lieu of extra pay, subject to department director approval.
5. Full-time represented employees will be paid time-and-a-half in accordance with their bargaining unit agreement for all hours worked in excess of their normal total work week hours (payroll draw period for IAFF). Part-time employees will be paid time-and-a-half for all hours worked in excess of a 40 hour workweek. Full-time and Part-time employees will be compensated for rest time the same as work time when required to remain on City property.
6. Employees released from work and permitted to leave City property during rest periods will not be compensated for such time. In addition, if these employees choose to remain on city premises, they must rest and not engage in work.
7. Employees will receive normal holiday pay, if eligible.
8. Employees may be required to work alternative schedules in place of their normally scheduled work time.
9. All employees who are on approved paid or unpaid leave during the emergency, e.g., vacation, sick leave, family or medical leave, etc., will not be compensated in accordance with this emergency pay policy. For employees who work during the emergency, hours worked will include approved paid leave.
10. Employees who cannot return to work after the emergency operations due to circumstances outside the City's control must use applicable leave time.
11. Employees who are primary responders are expected to be available to be called in to work during emergency operations which would include before, during and/or after the emergency.
12. Employees performing primary responder duties will be required to work as deemed necessary by the City Manager or Assistant City Manager, Department Director or designee. Employees who are required to work

but do not report to their work assignment during emergency operations will be terminated.

Employee Organizations

City employees have the right to form, join, and participate in, or to refrain from forming, joining, or participating in any employee organization of their own choosing. City employees have the right to be represented by a collective bargaining unit for their classification, to negotiate collectively through a certified bargaining agent with their public employer in the determination of the terms and conditions of their employment, and to be represented in the determination of grievances arising thereunder. Public employees shall have the right to refrain from exercising the right to be represented. It is the intent of the City that nothing in this section be construed to either encourage or discourage organization of City employees.

Outside City Employment

No employee may secure employment outside the City service except in accordance with the following conditions: He/She first files a written notification with his/her Department Director. The request must state the type and place of employment, the hours of work, and the employer's name. If the job has more than one location, the employee must furnish the name, address and telephone number of someone who will know his/her whereabouts.

The employee makes arrangements with the outside employer to be relieved from the outside job if called for emergency work by the City. City employment is the first priority. If at any time outside employment interferes with an employee's job requirement or performance for the City, the Department Director may require the employee's resignation from his/her City employment, a modification in the conditions of the outside employment, or resignation from the outside employment.

Political Activity

No City employee may take part in political management or political campaigns in any elections during duty hours or when functioning in any official capacity. Any employee who wishes to accept or seek election or appointment to political office within the City of Largo shall resign from City service pursuant to Section 9.06 of the City Charter. Nothing contained herein shall be construed to restrict the right of any employee to hold membership in or support a political party, to vote as he/she chooses, to express his/her opinions on all political matters, and to attend political meetings after working hours, or to campaign actively during off-duty hours in all areas of political activity.

CITY CODE OF CONDUCT & DISCIPLINARY GUIDELINES

A. Policy

It is the policy of the City that discipline should be characterized as corrective rather than punitive. Disciplinary actions should be utilized as an element of an overall program to guide employees and promote proper employee conduct. When circumstances permit, Department Directors are encouraged to pursue a philosophy of “progressive discipline” by administering gradually increasing disciplinary actions for each successive instance of employee misconduct. Each level of progressive discipline, from the written reprimand through dismissal, shall be fully documented and immediately provided to Human Resources for record keeping with the employee's official personnel file.

Disciplinary actions rising to the level of a suspension without pay and/or dismissal should always be provided to Human Resources for consultation and approval prior to administration of discipline.

Staff Responsibilities:

1. The Human Resources Director or designee, is responsible for monitoring all disciplinary actions in the City to ensure that basic employee rights are protected and to ensure that appropriate, timely and consistent action has been taken.
2. The City Manager or designee, is responsible for instructing and monitoring the Department Directors in setting job expectations and job performance standards for staff and for ensuring administration of effective and timely discipline when appropriate.
3. Department Directors are responsible for instructing and monitoring their supervisors and managers in setting job expectations and job performance standards for staff and ensuring the administration of effective and timely counseling and progressive discipline when appropriate.
4. First-line supervisors and managers are responsible for instructing and monitoring the conduct, setting job expectations and job performance standards for staff and ensuring the administration of effective and timely counseling and progressive discipline when appropriate.
5. Employees are responsible for knowing and adhering to the Code of Conduct at all times.

Factors To Be Considered in Administering Progressive Discipline

Although internal consistency in administering discipline is desirable, numerous factors should be considered in determining the appropriate level of discipline to be assessed at each successive step. These factors include, but are not limited to:

- the employee's length of service;
- time intervals between offenses;
- repetition of same offense or other serious offenses;
- effectiveness of prior disciplinary actions
- willingness to improve;
- overall work performance;
- job attitude; and
- disciplinary actions previously administered to other comparable employees for similar offenses.

A repetition of the same offense or other serious offenses indicate that more severe disciplinary measures should be considered.

A disciplinary action should reflect the totality of violations in considering the appropriate extent or degree of disciplinary action. However, when imposing disciplinary measures on a current charge, supervisors will not take into consideration prior infractions of the City or departmental rules and regulations which occurred more than two years previously. If within the two year period, discipline has been progressive, the current discipline will build off the level attained within the two year period. The City further stipulates that certain offenses/charges are of such a serious nature that immediate discharge upon first offense is applicable.

Employee Assistance Program (EAP) Usage

The City of Largo offers a city-paid Employee Assistance Program (EAP) to all employees. The EAP should be considered as a resource and effective tool to assist an employee. While administering discipline, supervisors should consider whether or not an EAP referral is appropriate and should refer to the notations in the Code of Conduct which recommend an EAP referral. These notations indicate that an EAP referral is recommended for violations that occur in that category, and that the supervisor should contact Human Resources to discuss. The EAP can be an excellent tool for any category of discipline, however when EAP is listed with a particular code, the supervisor is expected to contact Human Resources to discuss the appropriateness of an EAP referral. Supervisors and employees alike attribute success to incorporating the EAP as a developmental tool to support successful outcomes. Please contact Human Resources for assistance with this process.

B. Guidance and Counseling

The purpose of guidance and counseling is to encourage employees to improve their job performance, work habits, attitude, or behavior. Discussions of this nature are commonly used when an employee disregards work rules or when the charges are relatively minor in nature.

It is the responsibility of the employee's immediate supervisor to obtain all the facts, weigh the evidence and discuss the problem with the employee(s) involved in a timely manner. The normal procedure is for the employee's immediate supervisor to:

- establish and clearly communicate job expectations and expected outcomes in writing; and
- identify and define specific performance areas in need of improvement and advise the employee how such improvement can realistically be achieved.

A record of the discussion should be given to the employee in memo form and signed or initialed by both the employee and the supervisor as documentation that counseling was provided. This is not a written reprimand nor will it be issued on a disciplinary form, or be included in the employee's official personnel file, but it will be held in the supervisor's departmental file.

Examples of occasions to utilize Guidance and Counseling would be tardiness, below standard work performance or other code of conduct violations. As a reminder, departmental standard operating procedures (SOP) take precedence when administering guidance and counseling and discipline.

C. Applications of Progressive Disciplinary Guidelines

1. City employees are expected to abide by, and may be disciplined for, violation of either City or departmental rules and regulations.
2. Recognizing that each instance of misconduct differs in many respects from somewhat similar actions, the City retains the right to treat each occurrence on an individual basis without creating a precedent for other cases which may arise in the future. Examples given in any rules do not limit the generality of the rules. The following City Code of Conduct is not to be construed as a limitation upon the retained rights of the City, but is to be used as a guide.
3. The City Code of Conduct provides recommended progressive penalties to apply for specific offenses; however, the recommended penalties may be modified by management including a lesser or more severe penalty when extenuating circumstances are found.
4. Probationary, Variable and Temporary Employees: May be suspended, demoted, or discharged without cause. Such suspension, demotion, or discharge shall not be subject to any grievance, arbitration, pre- or post-termination procedure. Please be reminded that at no time can an employee be dismissed for discriminatory reasons (such as protections

under the American with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964, and/or related employment laws).

5. The City Manager shall appoint and, when deemed necessary for the good of the City, shall suspend or remove any City employee.

D. Written Reprimand

Supervisors shall inform employees promptly and specifically whenever their performance, attitude, work habits, or personal conduct, at any time, falls below a desirable level.

Disciplinary Action Form: When guidance and counseling has not resulted in the expected improvement, or when an employee commits an offense requiring formal supervisory acknowledgment, the employee's immediate supervisor or the Department Director initiates preparation of a Disciplinary Action form. The Disciplinary Action form must include:

1. The specific charge of misconduct with reference to the Code of Conduct (item #), including a reference to recent guidance and counseling (dates, infractions); and
2. A complete description of the incident of misconduct with reference to specific times, dates, locations, personnel involved, and rules violated; and
3. Supporting documentation such as work product examples, witness statements, etc.; and
4. The statement, "If immediate improvement is not demonstrated, further disciplinary action may result, up to and including dismissal". This statement is a responsibility of the employer to effectively provide the employee with fair notice of consequences of failure to improve; and'
5. The Supervisor's signature; and
6. The Department Director's signature; and
7. The employee's signature to acknowledge receipt. The employee's signature does not indicate the employee's agreement with the content of the disciplinary action. If the employee refuses to sign, it should be so indicated. The supervisor should note on the Disciplinary Action form in the area reserved for the employee's signature. The employee may be subject to dismissal for refusal to acknowledge/sign the form.

The Disciplinary Action form documenting the misconduct and disciplinary action must be submitted to Human Resources for inclusion in the employee's official personnel file. A copy should be provided to the employee and a copy retained for the originating department supervisor.

E. Suspension and/or Discharge

If the employee elects for a pre-disciplinary hearing they do not serve a suspension or discharge until the pre-disciplinary process has concluded.

An employee may be suspended without pay or discharged by his/her immediate supervisor with the approval of the Department Director for reasons provided in the Code of Conduct and/or department rules. When the immediate supervisor and Department Director believe there is sufficient evidence to suspend or discharge an employee, the employee shall be given a Disciplinary Action form as written notice and the opportunity to respond to the allegation prior to issuing the discipline. Suspensions shall be issued on a consecutive work day basis. Suspension for two or more offenses must be cumulative and cannot be served concurrently.

Pre-Disciplinary Procedure

1. When an employee requests a Pre-Disciplinary hearing, they shall receive a Disciplinary Action form as written notice of the alleged misconduct and proposed discipline at least one work day prior to the proposed hearing.
2. The hearing may be postponed or continued if the employee is not available or if the Department Director or designee finds reason for further investigation. The employee must appear at the hearing or request rescheduling for reasonable cause. Failure to appear at the hearing will otherwise forfeit the right to the Pre-Disciplinary Procedure. If circumstances warrant, the employee may be placed on leave, with or without pay, until a hearing is held.
3. The hearing shall be conducted by the Department Director, or designee in the absence of the Director.
4. The employee shall not be represented nor present witnesses, as this is an internal administrative process. When the employee's classification (job title) is included in a bargaining unit, a union official or steward may attend the hearing to the extent provided by law.
5. At the hearing, the Department Director, or designee, will explain the charge(s) and contemplated discipline. The employee shall have the opportunity to refute the charge(s) and provide supportive evidence which may include written statements by witnesses.

Disciplinary Recordkeeping

Suspension or discharge will be documented on a Disciplinary Action form which specifically describes the nature of the misconduct, the Code of Conduct offense(s), the department rules and regulations violated, if applicable, and the disciplinary action to be administered. The executed Disciplinary Action form must be submitted to Human Resources to be included in the employee's official personnel file with copies to the employee and the originating department.

Personnel Action Request (PAR) – The Supervisor/Manager initiating the discipline will oversee that a PAR is properly prepared and submitted to include the following information:

1. The total number of consecutive days including the beginning and ending dates of the suspension.
2. In the 'Reasons for Request' section of the PAR, the actual number of workdays on suspension shall be listed.

F. Appeals to Disciplinary Actions

Regular employees may appeal the disciplinary actions through either but not both procedures:

1. The Personnel Advisory Board grievance procedure as described in Section XIII:C.
2. The appropriate collective bargaining unit grievance procedure.

G. Code of Conduct Offenses

The Code of Conduct is designed to reflect the degree of severity of offenses. In each rule, consideration will be given to the severity of the misconduct, the cost involved, the time interval between violations, the length and quality of service records, and the ability of the employee concerned.

These disciplinary actions represent guidelines for the use of the supervisors in order to help ensure that all employees receive similar treatment in like circumstances. The facts of a particular case, however, may warrant some modification of the disciplinary action. Each case is to be considered individually in the light of all available facts. Examples given in any rule do not limit the generality of the rules.

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
17.	Loss of license, certification or other credentials through revocation, suspension, or expiration, required for employment where the City cannot make an accommodation for the period of loss (e.g., driver's license with appropriate endorsement, EMT/Paramedic certificate, wastewater license, etc.).	Dismissal			
18.	Driving a motor vehicle while on the job without a valid drivers license class or valid vehicle type or valid vehicle endorsement for the appropriate vehicle.	Dismissal			
23.	Insubordination by refusing to follow a direct written or verbal order from a supervisor.	Dismissal			

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
25.	Falsifying or intentional omission of official or City records including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record, or application.	Dismissal			
30.	Making false claims or misrepresentation in an attempt to obtain sick benefits, leave, insurance, or workers' compensation benefits.	Dismissal			
35.	Theft or attempted theft of City Property.	Dismissal			
38.	Use of one's City position or authority to either provide or obtain a fee, gift, or special favor.	Dismissal			
42.	Violation of the Drug-Free Workplace Policy as it relates to illegal substances.	Dismissal			
45.	Conviction or Commission of a felony.	Dismissal			

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
46.	Unauthorized possession of weapons or destructive devices on City property or during work hours.	Dismissal			
47.	Refusal to cooperate fully in any administrative and/or non-criminal work-related investigation.	Dismissal			
49.	Promotion of, or participating in, any work slow-down, stoppage, or strike.	Dismissal			
1.	Excessive absenteeism	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
2.	Tardiness, defined as reporting late for work or assignments or overextending breaks.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
3.	Reserved.				
4.	Failure to report medical conditions and/or medications which may restrict the employee's performance of duties.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
5.	Criticizing orders, rules, policies, or the competence of other employees unless constructively communicated to a supervisor.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
6. EAP	Threatening, intimidating, bullying or coercing other employees, or the public.	3-day Suspension	5-day Suspension	Dismissal	
7. EAP	Bullying, discourtesy or rudeness, which may include the use of profane, or abusive, or insulting language or action directed at another.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
8.	Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations on the job, or similar types of disorderly conduct.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
9. EAP	Provoking or instigating a physical fight on City property or during working hours.	3-day Suspension	5-day Suspension	Dismissal	

<i>DISCIPLINARY GUIDELINES</i> <i>ONE DAY IS EQUIVALENT TO 8 HOURS</i>		<i>SEVERITY</i>			
		<i>LEVEL ONE</i>	<i>LEVEL TWO</i>	<i>LEVEL THREE</i>	<i>LEVEL FOUR</i>
10. EAP	Physical fighting at any time on City property or during working hours.	5-day Suspension	Dismissal		
11.	Violating a safety rule or safety practice, or contributing to unsafe work conditions.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
12.	Creating or contributing to unsanitary conditions or poor housekeeping.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
13.	Failure to report an on-the-job accident, incident, or injury within the work shift.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
14.	Operating equipment or a vehicle on the job in an unsafe, reckless, or negligent manner.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
15.	Reserved.				

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
16.	Failure to immediately notify Department Director or immediate supervisor of any loss of license, certification, or other credentials through revocation, suspension, or expiration, required for employment or (incentive program) for which an employee is compensated (e.g., driver's license with appropriate endorsement, EMT/Paramedic certificate, wastewater license, etc.).	3-day Suspension	5-day Suspension	Dismissal	
17.	<i>Listed at top of table</i>				
18.	<i>Listed at top of table.</i>				
19.	Quantity or quality of work is less than required standard of performance.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
20.	Negligence or carelessness in carrying out job duties.	Written	3-day Suspension	5-day Suspension	Dismissal
21.	Reserved.				

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
22.	Failure to comply with oral or written orders and instructions (including deadlines).	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
23.	<i>Listed at top of table.</i>				
24.	Knowingly punching the time card of another employee, having one's time card punched by another employee, or any unauthorized altering of a time card.	5-day Suspension	Dismissal		
25.	<i>Listed at top of table.</i>				
26.	Leaving work early, wasting time, loitering, or leaving assigned work area during working hours without permission.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
27.	Absence without permission or authorized leave.	3-day Suspension	5-day Suspension	Dismissal	
28. EAP	Sleeping during working hours, unless otherwise provided, as in the Fire service.	3-day Suspension	5-day Suspension	Dismissal	

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
29.	Failure to work overtime, special hours, or special shifts, after being scheduled according to overtime and standby duty policies, or leaving a work assignment before being relieved.	3-day Suspension	5-day Suspension	Dismissal	
30.	<i>Listed at top of table.</i>				
31.	Engaging in an activity, or enterprise which creates a conflict of interest with one's duties, functions, and responsibilities as a City employee.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
32.	Unauthorized use of City vehicle(s), or large equipment (rolling stock).	3-day Suspension	5-day Suspension	Dismissal	
33.	Unauthorized use or possession of City property, tools, chemicals, or machinery.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
34.	Destroying or damaging any city property or property of others.	5-day Suspension	Dismissal		
35.	<i>Listed at top of table.</i>				

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
36.	Failure to report outside employment.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
37.	Vending, soliciting, using the City's facilities in any way for personal monetary gain, or collecting contributions for any purpose on City time or at City facilities unless authorized by Department Director or designee.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
38.	<i>Listed at top of table.</i>				
39. EAP	Possession of an open intoxicating beverage or consumption of the same during employee work hours, meal periods and breaks.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
40. EAP	Violation of the Drug-Free Workplace Policy as it relates to alcohol	5-day Suspension	Dismissal		
41. EAP	Off-duty consumption of an intoxicating beverage or illegal drug/substance or being under its influence or detection while wearing City uniforms or identification.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
42.	<i>Listed at top of table.</i>				

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
43.	Failure to immediately notify the Department Director or immediate supervisor of a criminal arrest, notice to appear, or criminal traffic citation.	5-day Suspension	Dismissal		
44. EAP	Conviction of a misdemeanor.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
45.	<i>Listed at top of table.</i>				
46.	<i>Listed at top of table.</i>				
47.	<i>Listed at top of table.</i>				
48.	Reserved.				
49.	<i>Listed at top of table.</i>				
50.	Reserved.				
51.	Unauthorized access, or causing unauthorized access, to any information system with malicious intent.	5-day Suspension	Dismissal		
52. EAP	Any action or inaction considered to be misconduct or a violation of City or departmental rules or policies not heretofore listed.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

ADMINISTRATIVE POLICIES

Note: The following Administrative Policies are added to the Employee Handbook as a convenience. To be certain you have the most current policy when needed, please reference the Administrative Policies listed on the City's website, www.Largo.com/HR.

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: Drug Free Workplace	Policy Number: E-01-04
Originating Department/Division: Human Resources	
Effective Date: July 1, 2014	Approved By:
Supersedes Policy: Drug Free Workplace Drug Free Work Place Drug Free Work Place Drug Free Work Place Drug Free Work Place Drug Free Work Place Alcohol and Drug Abuse	Dated: 08/01/06 02/01/05 03/01/04 07/15/02 07/01/01 08/14/97 04/05/94

POLICY

All City employees are expected, as a condition of employment, to remain free of drugs or alcohol in the workplace. The City will not tolerate the use of illegal drugs by its employees, nor will it tolerate the use of any drug or alcohol which may imperil the health, safety, or well-being of its employees or the public.

The City supports and will endeavor to maintain a drug free workplace as defined by the Florida Drug Free Workplace Act, Section 440.102, Florida Statutes, the Rules of the State of Florida, Department of Health, Chapter 59A-24, Fla. Admin. Code, Drug Free Workplace Standards, and the Florida Department of Labor and Employment Security pursuant to the Rules for Workers' Compensation Drug Testing, 38F-9 Fla. Admin. Code. To this end, the City has developed Part A - City Employee Program of the Drug Free Workplace Policy and Part B - DOT Regulated Employee Program. Part B is established pursuant to 49§521(b). U.S. Code, Civil Penalties, 49§382 Code of Federal Regulations, Controlled Substances and Alcohol Use and Testing, 49§40 Code of Federal Regulations, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, and 49§391 Code of Federal Regulations, Qualifications of Drivers. Part A of this Policy applies to all employees while Part B applies only to DOT regulated employees (as defined within Part B).

The City provides an Employee Assistance Program (EAP) to help employees and their families who suffer from alcohol or drug abuse, stress, or other mental or health problems. It is the personal responsibility of each employee to seek assistance from the EAP before drug abuse and alcohol problems lead to disciplinary action or interfere with job performance. Management may refer employees to the EAP at such time as they perceive an employee's job performance or attendance is deteriorating.

The employee's decision to seek prior assistance from the EAP will not be used as the basis of disciplinary action and will not be used against the employee in any disciplinary proceedings. However, using the EAP will not be a defense to imposition of disciplinary action when the employee is asked to be tested prior to

entrance into the EAP, or as an excuse for continued abuse after entry into the EAP. Accordingly, the purposes and practices of this Policy and the EAP are not in conflict but are distinctly separate in their applications.

The EAP provides appropriate assessment and referral to treatment for any City employee. Reimbursement for treatment of drug and alcohol abuse are subject to the provisions of the EAP and the City group health plan. The EAP maintains a current resource file of licensed substance abuse treatment providers for employee reference. Employees may be granted leave of absence with or without pay under the provision that return to work is conditional on the successful completion of the agreed treatment regimen which may include future random follow-up testing.

PURPOSE

The City recognizes that drug and alcohol abuse is a nationwide problem which significantly affects the health, safety, and performance of the work force and society as a whole. The City recognizes that substance abuse is a complex disease that may often be remedied by prompt and appropriate treatment and encourages those who abuse drugs or alcohol to seek help. In an effort to assist employees who seek help, the City has contracted with a confidential Employee Assistance Program.

This Policy prohibits the use, sale, distribution, manufacture, or possession of alcohol, drugs or related paraphernalia or being under the influence of alcohol and/or drugs to the extent of possible impairment, defined as having bodily concentrations of metabolites of drugs or alcohol exceeding threshold levels while on the City premises or worksites or anytime while operating City vehicles or personal vehicles for City business, whether resulting from usage on or off the job, unless taken as prescribed by a licensed physician.

PROCEDURE

PART A - GENERAL EMPLOYEE PROGRAM

(Applies to all employees)

DEFINITIONS

As used in this policy the following terms mean:

Abuse of a Prescribed Drug - Use of any drug ordered by a physician in a manner not in compliance with the prescription.

Controlled Substances - Any substance described in Schedules I through V of Chapter 893.03 of the Florida Statutes entitled "Florida Comprehensive Drug Abuse Prevention and Control Act". Controlled substances also include any substance analog (designer drugs) as described in Chapter 893.035 F.S. and the laws of Florida controlling the manufacture, distribution, preparation, dispensing, or administration of such substances.

Drug - "Drug" means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. An employer may test an individual for any or all of such drugs.

Employee - Any person who performs services for compensation and/or is covered by the Workers' Compensation Law.

Illegal Drug - Any drug which is not legally obtained.

Medical Review Officer (MRO) - A licensed physician employed with or contracted by the City who is responsible for receiving and reviewing all confirmation results, and for contacting all positively tested individuals to inquire about possible prescriptions or over the counter medication that could have caused a positive test result. The MRO has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate and confirm positive test results.

Positive Alcohol Test - A blood or breath test that reveals a blood alcohol content of .04 or higher.

Positive Drug Test - A breath, blood, or urine test that reveals the presence of illegal drugs or any of the controlled substances shown:

Amphetamines	Marijuana Metabolites	Hallucinogen
Barbiturates	Methaqualone	Synthetic Narcotic
Benzodiazepine	Opiates	Designer Drug
Phencyclidine	Cocaine	Metabolites

Metabolite of any of substances listed

Reasonable Suspicion - Reasonable suspicion that an employee is under the influence of alcohol or a controlled substance while on duty or representing the City in an official capacity, will include but is not limited to one or more of the following circumstances:

Erratic and/or reckless behavior by an individual.

Otherwise unexplainable slurred speech; signs of altered motor function including inability to stay awake, poor coordination or staggering gate; or extreme emotional states.

Observance of an individual consuming, selling, or distributing what appears to be alcohol or a controlled substance.

The odor of alcohol or any controlled substance on the individual.

Medical or physical information such as track marks, excessive patterns of absenteeism or tardiness. Any facts which lead supervisors and/or Department Directors to believe an employee is under the influence of illegal drugs or alcohol.

A mishap or accident involving an employee in which injury to persons or damage to property has occurred.

If any employee believes that there is a reasonable suspicion that another employee is under the influence of alcohol or a controlled substance, that employee will report his/her suspicion to his/her immediate supervisor.

When the City is informed from a third party during the course of employment that an employee is/was under the influence of a prohibited substance, an investigation will be conducted, and disciplinary action in accordance with the City's Drug and Alcohol Policy will be administered.

Rehabilitation Provider - A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Mandatory Testing Position - "Mandatory-testing position" means, with respect to a public employer, a job assignment that requires the employee to carry a firearm, work closely with an employee who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with detainees in the correctional system, work with confidential information or documents pertaining to criminal investigations, work with controlled substances, or a job assignment that requires an employee security background check, pursuant to s. 110.1127, or a job assignment in which a momentary lapse in attention could result in injury or death to another person."

Special-Risk Position - A position that is required to be filled by a person who is certified under Chapter 633, Fire Protection or Chapter 943, Law Enforcement.

Substance Abuse - Inappropriate use of any drug, or alcohol in such a manner as to jeopardize the individual's physical or mental health or impair judgement or motor function.

REQUIRED TESTING

Post-Offer Employment Testing - Applicants who are in a mandatory testing position as defined per the drug free workplace program, Chapter 440.102, and have been offered City employment must successfully complete testing for controlled substances as a condition of employment. Individuals who test positive will be prohibited from employment with the City for one year, unless they provide certified documentation of successful completion of a substance abuse rehabilitation program subsequent to the positive post-offer employment test. Applicants who have completed a rehabilitation program will be subject to drug screening prior to being considered for employment.

Reasonable Suspicion Testing - A supervisor who has witnessed any questionable behavior leading him/her to have a reasonable suspicion that the employee is under the influence of drugs or alcohol shall consult with the employee in an attempt to determine the cause for the behavior. A supervisor who has witnessed such questionable behavior will complete the supervisor's Checklist documenting the behavior and then forward the completed checklist to Human Resources within twenty-four (24) hours of the reasonable suspicion determination.

While under Part A of this Policy, only one supervisor is required to make a reasonable suspicion determination, if a supervisor has sufficient reason to believe that an employee is under the influence of drugs or alcohol, he/she is encouraged to obtain a second opinion from another supervisor or employee before initiating the testing process. Such determination must be based upon the supervisor's reasonable finding that specific, contemporaneous articulable observations concerning the appearance, behavior, speech, and/or body odors of the employee indicate the presence of alcohol or drugs in his/her system. In suspected cases of the presence of a controlled substance, the supervisor's observations must be based upon the employee's appearance, behavior, speech, and/or indications of the chronic or withdrawal effects of controlled substances.

In addition, and only upon the employee's request, the supervisor will endeavor to notify a union representative, where applicable, before testing the employee. Supervisors are not required to wait for the union representative before initiating the testing procedure, but will attempt to do so, if possible, without slowing down the initiation of the testing process. In no event will the union representative accompany the supervisor and/or employee to the testing site.

Post-Crash Testing - Employees will be subject to alcohol and drug testing when:

- the employee contributes to or is responsible for an on-the-job preventable vehicular crash or;
- any time the driver receives a citation under state or local laws, or;
- personal injury or death is involved, or;
- one or more motor vehicles incurring disabling damage as result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicles.

If it is not feasible to move an injured employee from a treating facility, specimens may be obtained at the treating facility following the procedures set forth by the approved laboratory and transported to an approved laboratory.

Any employee subject to post-crash testing who leaves the scene of an accident (unless it is prudent to do so for medical or notification purposes, or permission is granted by a supervisor or management) before testing is administered, drinks alcohol within eight (8) hours following the accident without first being tested, or fails to remain available for testing, will be deemed by the City to have refused to submit to testing. Such refusal will be treated as if the employee had received a verified positive for controlled substances or has an alcohol test result of .04 or greater.

Fitness for Duty Testing - Any routine fitness for duty medical examination that is established policy for all members of a classification or group will include drug testing.

Follow-up Testing - If an employee has an alcohol test result of .04 or greater (first occurrence), he/she will be evaluated by an EAP professional who will determine if professional assistance is needed to resolve the employee's misuse of alcohol. If it is determined that professional assistance is needed, the

employee will be subject to unannounced follow-up alcohol abuse testing.

An employee receiving assistance will be subject to a minimum of two (2) unannounced follow-up alcohol tests within the first twenty-four (24) months following the employee's return to duty. The EAP professional may direct additional tests during this period.

TESTING PROCEDURES

Employee - The employee being tested for reasonable suspicion, post-crash, or follow-up will be transported to the testing facility by a supervisor. If it is not feasible to move an injured employee from a treating facility, specimens may be obtained at the treating facility following the procedures set forth by the approved laboratory and transported to an approved laboratory.

Alcohol tests for reasonable suspicion or post-crash will be administered within two (2) hours following the determination; otherwise, a report will be prepared by the supervisor and sent to Human Resources explaining why the alcohol test was not administered within two (2) hours following the determination of reasonable suspicion. In any event, alcohol testing will not be administered after eight (8) hours, requiring an additional report to Human Resources explaining why the test was not administered.

Drug tests for reasonable suspicion and post-crash will be administered within two (2) hours following determination; otherwise, a report will be prepared by the supervisor and sent to Human Resources explaining why the drug test was not administered within two (2) hours. In any event, drug testing will not be administered after thirty-two (32) hours, requiring an additional report to Human Resources explaining why the test was not administered.

If test results are immediately known and negative, the supervisor will return the employee to work, or as otherwise stated by a treating physician. If the test results are not immediately known, the employee must make arrangements to be transported home. If the employee refuses to make other arrangements and indicates an intent to drive himself/herself, the supervisor will notify the appropriate law enforcement agency.

The employee will not return to work until such time as the alcohol or drug test results are received by the City and discussed with the employee. During this waiting period, the employee will receive full pay for his/her regular work schedule and must remain within reach during working hours. If the employee tests are confirmed as negative, the employee will return to work immediately thereafter.

In the event of a positive drug screen, the Medical Review Officer (MRO) is required to notify the employee to inquire about possible prescriptions or over-the-counter medications that could cause a positive result. When the employee receives a call from the MRO, the employee has 24 hours to return the call and may use this time to contact a union representative and/or meet with the MRO.

Drug/Alcohol Tests - Analysis of specimens will be performed only by laboratories licensed or certified by the Florida Department of Health and/or the

Florida Agency on Health Care Administration and/or the Substance Abuse and Mental Health Services Administration (SAMHSA) (formerly NIDA), and utilizing qualified sites, and employing collectors trained to follow authorized collection protocols and properly maintain legal specimen chain of custody.

DISCIPLINARY CONSEQUENCES FOR VIOLATIONS

Disciplinary consequences for violating this Drug Free Workplace Policy may include termination of employment for cause and denial of Unemployment Compensation and/or Workers' Compensation benefits.

Refusal to Submit to a Required Alcohol or Controlled Substances Test - Refusal to submit to an alcohol or drug test means that an employee:

- Fails to provide adequate blood or breath for alcohol testing without a valid medical explanation after he/she has received notice of the requirement;
- Fails to provide adequate blood or urine for drug testing without a valid medical explanation after he/she has received notice of the requirement; or
- Engages in conduct that clearly obstructs the testing process.

No employee may refuse to submit to:

- A post-crash alcohol or drug test;
- A reasonable suspicion alcohol or drug test;
- A fitness-for-duty alcohol or drug test; or
- A follow-up alcohol or drug test.

No supervisor or manager shall permit an employee who refuses to submit to such required alcohol and/or drug tests to perform or continue to perform his/her duties and responsibilities.

Any employee who refuses to submit to alcohol or drug testing will be terminated for insubordination.

Positive Drug Test Result - Any employee who receives a verified positive drug test result will be terminated from employment in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 42: Dismissal.

Positive Alcohol Test Result - Any employee who receives an alcohol test result of .04 or greater will be removed from performing in his/her position and disciplined in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 40: Five-day suspension.

Any employee who receives an alcohol test result of .04 or greater (first occurrence) shall not return to work until the employee has:

- Completed the required five- (5) day suspension;
- Been evaluated by the City's designated Substance Abuse Professional;
- Agreed in writing to release progress reports and results of any counseling and/or rehabilitation treatment program recommended by the City's EAP

Administrator;

- At the employee's own expense (except any portion of the counseling and/or treatment costs that the City EAP and/or group health plan pay for), completed any counseling and/or treatment program deemed appropriate by the City's EAP Administrator;
- Completed a return-to-duty alcohol test with a result of less than .02 alcohol concentration; and,
- After returning to work, the employee will be subject to random alcohol testing as specified by the EAP Administrator and/or rehabilitation provider. The EAP Administrator will establish the number of tests required and the period of time in which the tests must be administered.

APPEALS

Positive Drug Tests - An employee or job applicant may appeal to Human Resources for a second test of the same specimen. The appeal must be made in writing and received within seventy-two (72) hours of notice of positive results by the City. The second test will be paid by the employee or applicant.

Discipline - An employee has the right to appeal any disciplinary decisions resulting from a positive drug or alcohol test through the grievance procedure detailed in the Personnel Rules and Regulations, Section XIII (Personnel Advisory Board), or through the applicable bargaining unit grievance procedure.

PART B - DOT REGULATED EMPLOYEE PROGRAM

(Applies only to DOT regulated employees)

GENERAL INFORMATION

The Federal Highway Administration (FHWA) requires the City of Largo to have an alcohol use and controlled substances testing program for employees who operate commercial motor vehicles (CMV) and/or are required to possess a commercial driver's license (CDL). Consequently, the City has developed Part B - DOT Regulated Employee Program of this Policy.

All employees, including DOT regulated employees, are subject to Part A of this Policy; however, DOT regulated employees will also be subject to the provisions of Part B. Risk Management has been designated by the City to answer DOT regulated employees' questions about this policy.

DEFINITIONS

Abuse of a Prescribed Drug - Use of any drug ordered by a physician in a manner not in compliance with the prescription.

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Commercial Motor Vehicle (CMV) - Refers to a motor vehicle or combination of motor vehicles used to transport passenger or property, if the motor vehicle:

- Has a gross vehicle weight rating (GVWR) of 26,001 or more pounds;
- Has a gross combined weight rating (GCWR) of 26,001 or more pounds;
- Is designated to transport sixteen (16) or more passengers, including the driver; or
- Transports hazardous materials requiring the vehicle to be placarded.

DOT Accident - Anytime a DOT regulated employee who is operating a commercial motor vehicle is involved in a vehicular crash.

DOT Alcohol Testing - Refers to an evidential breath test (EBT). Alcohol content is expressed as the number of grams of alcohol per 210 liters of breath. Such alcohol testing will be conducted by a breath alcohol technician who is trained to proficiently operate the EBT.

A DOT regulated employee must be removed from performing any DOT safety-sensitive function when tested at any alcohol concentration of .02 or greater.

If a DOT regulated employee has an alcohol concentration of .02 or greater, but less than .04, the employee will not be allowed to perform DOT safety-sensitive functions again until the next scheduled duty period, if at least twenty-four (24) hours have elapsed, or until a retest shows an alcohol concentration of less than .02.

If a DOT regulated employee has an alcohol concentration of .04 or greater, the employee will not perform a DOT safety-sensitive function until:

- The employee has been evaluated by an EAP professional;
- The employee has received treatment, if required, by an EAP professional; and
- The employee has been retested with a result below .02.

(Note: The FHWA has established .02 as the standard because it represents the lowest level at which a scientifically accurate alcohol concentration can be measured. This basically establishes a zero tolerance standard for alcohol.)

DOT Controlled Substance or Drug Testing - Refers to a split-sample urine specimen or blood test administered for the purpose of determining the presence or absence of the following drugs or their metabolites:

- Amphetamines
- Barbituates
- Cocaine Metabolites

- Marijuana Metabolites
- Opiates

DOT Regulated Employees - City positions that require employees to:

- Operate, or be immediately available and in a state of readiness to operate, a commercial motor vehicle, requiring a Florida A, B, or C driver's license or
- Supervise employees who operate commercial motor vehicles, and, due to the nature of such supervisory responsibilities, are required to maintain a Florida A, B, or C driver's license.

DOT Safety-Sensitive Function/Duty - DOT safety-sensitive functions essentially mean on-duty functions which include, but are not limited to:

- All time spent at a carrier or shipping plant, terminal, facility, or other property, or any public property, while waiting to be dispatched;
- All time spent inspecting, servicing, repairing, or conditioning any commercial motor vehicle;
- All driving time;
- All time other than driving time spent in a commercial motor vehicle except time spent resting in a sleeper berth;
- All time spent, loading or unloading a commercial motor vehicle, or supervising, assisting, or attending such a task, or remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- All time spent in performing the requirements of 49 C.F.R. §392.40 - §392.41 as they relate to accidents; and
- All time spent repairing, obtaining assistance for, or remaining in attendance upon a disabled vehicle.

49 C.F.R. §382.107. The trigger event prompting testing in many situations under the regulations is the performing or prospective performance of DOT safety-sensitive functions. Performing a DOT safety-sensitive function means more than the actual performance of that function. Performance also includes time when the employee is ready to perform or is immediately available to perform a DOT safety-sensitive function.

DOT Safety Sensitive Positions - See DOT regulated employees above.

Drug - Any chemical substance used as or in a medication. This includes controlled substances, prescription medications, over the counter pharmaceuticals, and alcohol.

Employee - A person who performs services for compensation and/or is covered by the Workers' Compensation Law.

Illegal Drug - Any drug which is not legally obtained.

Medical Review Officer (MRO) - A licensed physician employed or contracted with/by the City, who is responsible for receiving and reviewing all confirmation results, and for contacting all positively tested individuals to inquire about

possible prescriptions or over the counter medication that could have caused a positive test result. The MRO physician has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate and confirm positive test results.

Substance Abuse Professional - A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Verified Positive DOT Drug Test - This refers to a determination made by the MRO that there is evidence of prohibited drugs in a DOT regulated employee's urine or blood sample. The standards for determining evidence of prohibited drugs shall be those established in 49 C.F.R. §40.29.

REQUIREMENT TO SUBMIT TO TESTING

DOT regulated employees must submit to alcohol and controlled substance tests administered in accordance with the FHWA rules. Refusal to submit to testing upon request, except for emergency medical treatment, shall subject the employee to disciplinary consequences, including termination for cause.

REQUIRED TESTING

Post-Offer Employment Testing - Prior to actually being permitted to perform City CDL driving, for the first time, applicants who have been offered City employment, or promoted, must successfully complete testing for controlled substances as a condition of their employment or promotion.

With the applicant's written consent, the City shall obtain information concerning the applicant's alcohol tests with a concentration result of .04 or greater, positive controlled substances test results, and refusals, to be tested within the preceding two (2) years, which are maintained by the applicant's previous employers pursuant to 49 C.F.R. §382. This information must be secured no later than fourteen (14) calendar days after the first time the employee performs a DOT safety-sensitive function, if it is not feasible for the City to obtain the information prior to the employee performing safety-sensitive functions.

The City may not permit the employee to perform DOT safety-sensitive functions after fourteen (14) days without obtaining the information. The employee may be placed on leave without pay pending the receipt and processing of the information.

The City cannot continue to employ a DOT regulated employee if the City obtains information that in the past two years (2) the employee had alcohol test results with concentrations of .04 or greater.

If a DOT regulated employee stops performing DOT safety-sensitive functions for the City before the expiration of the fourteen- (14) day period or before the City has obtained the information, the City must still obtain the information.

The City will maintain written, confidential records with respect to each past employee contacted.

Random Testing - DOT regulated employees are subject to random alcohol and controlled substance testing as a condition of employment. Selection for random testing will be made by a scientifically valid method, such as computer-generated random number table. DOT regulated employees will have an equal chance of being tested each time selections are made. The City will ensure that random drug and alcohol tests are unannounced and test dates are spread reasonably throughout the year.

Initially, the City will select a sufficient number of CDL drivers, each calendar year, as follows:

- For random alcohol tests, a minimum of 25% of the average number of DOT regulated positions will be tested and
- For random controlled substance tests, a minimum of 50% of the average number of DOT regulated positions will be tested.

A DOT regulated employee who is notified of selection for a random test will immediately be transported to a designated test site. Employees actually driving a CMV at the time they are notified will be relieved of such duty in order to take the test as soon as possible.

A DOT regulated employee will only be tested for alcohol just before, while performing, or just after performing a safety-sensitive function. Random controlled substance tests may be performed any time a DOT regulated employee is performing City duties.

Reasonable Suspicion Testing - A supervisor who has witnessed any questionable DOT regulated employee behavior leading him/her to have a reasonable suspicion that the employee is under the influence of drugs or alcohol shall consult with the employee in an attempt to determine the cause for the behavior. A supervisor who has witnessed such questionable behavior shall complete the Supervisor's Checklist documenting the behavior and then forward the completed checklist to Human Resources.

While under Part B of this Policy, only one supervisor is required to make a reasonable suspicion determination. If a supervisor has a reasonable suspicion that an employee is under the influence of drugs or alcohol, he/she may obtain a second opinion from another supervisor designated to make a reasonable suspicion determination before initiating the testing process. Such determination must be based upon the supervisor's reasonable finding that specific, contemporaneous articulable observations concerning the appearance, behavior, speech, and/or body odors of a DOT regulated employee indicate the presence of alcohol in his/her system. In suspected cases of the presence of a controlled substance, the supervisor's observations must be based upon the driver's appearance, behavior, speech, and/or indications of the chronic or withdrawal effects of controlled substances.

In addition, and only upon the employee's request, the supervisor will endeavor to notify a union representative, where applicable, before testing the employee. Supervisors are not required to wait for the union representative before initiating the testing procedure, but shall attempt to do so, if possible, without slowing down the initiation of the testing process. In no event shall the union

representative accompany the supervisor and/or employee to the testing site.

In the event a reasonable suspicion determination of alcohol and/or drugs is made by a supervisor, the DOT regulated employee must submit to an alcohol and/or controlled substances test. Documentation of the basis for the reasonable suspicion to require an alcohol or drug test must be completed, signed by the supervisor, and forwarded to Human Resources within twenty-four (24) hours of the reasonable suspicion determination or before the test results are released, whichever is earlier.

The employee will not be allowed to return to work until all test results are received. During this time, the employee will be on paid leave of absence, but must hold himself/herself reasonably available for consultation with the City during the employee's normal working hours. If the employee tests are confirmed as negative, the employee can return to work immediately thereafter.

Reasonable suspicion alcohol and drug tests shall be administered within two (2) hours following the determination. Otherwise, a report shall be prepared by the supervisor, sent to Human Resources and maintained on file for the FHWA which describes why the test was not administered within two (2) hours following the determination of reasonable suspicion. If the 2-hour testing requirement cannot be met, the alcohol test shall be administered within eight (8) hours and the drug test within thirty-two (32) hours. If the tests are not performed within these time frames, the supervisor must prepare a second report explaining why the tests were not performed and send it to Human Resources. If the alcohol test is not performed within eight (8) hours, the employee may not perform a DOT safety-sensitive function until either (a) an alcohol test is administered with a result of alcohol concentration of less than .02; or (b) twenty-four (24) hours has lapsed following the reasonable suspicion determination.

Each DOT regulated employee's supervisor, or other person designated to make a reasonable suspicion determination, will receive at least sixty (60) minutes of training on controlled substances use and sixty (60) minutes of training on alcohol misuse. The training shall cover the physical, behavioral, speech, and performance indicators of alcohol misuse and drug abuse.

Post-Crash Testing - Post-crash alcohol and drug testing shall be administered within two (2) hours following the accident, and a controlled substances test shall be administered within thirty-two (32) hours. Otherwise, a report shall be prepared by the supervisor, sent to Human Resources and maintained on file for the FHWA which describes why the test was not administered within two (2) hours following the crash. If the two- (2) hour testing requirement cannot be met, the alcohol test shall be administered within eight (8) hours and the drug test within thirty-two (32) hours. If the tests are not performed within these time frames, the supervisor must prepare a second report explaining why the tests were not performed and send it to Human Resources.

If it is not feasible to move an injured employee from a treating facility, specimens may be obtained at the treating facility following the procedures set forth by the approved laboratory and transported to an approved laboratory.

No DOT regulated employee required to take a post-crash test shall use alcohol

for eight hours following the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.

Any DOT regulated employee subject to post-crash testing who leaves the scene of a crash before testing is administered, drinks alcohol within eight (8) hours following the accident without first being tested, or fails to remain available for testing shall be deemed by the City to have refused to submit to testing. Such refusal shall be treated as if the employee had received a verified positive for controlled substances or has an alcohol test result of .04 or greater.

While the employee should be tested within the required time frames, the City is not required to delay necessary medical attention or prohibit the driver from leaving the scene of the accident so assistance might be obtained. Otherwise, however, the employee must remain available so testing can take place.

Twenty four (24) hours after an employee is taken for a post-crash drug/alcohol test, it is expected that the employee will report to work. If after the 24-hour period is completed, the employee is not scheduled to work, the employee is expected to report to work for his/her next scheduled shift. If the 24-hour period places the employee mid-shift, the supervisor/manager will instruct the employee as to when to report for work. Until the post-crash drug/alcohol results are determined, the employee is not to perform any safety-sensitive work or drive a city vehicle. Please contact Human Resources Department if there are any questions regarding an employee's return to work after post-crash drug testing.

Follow-Up Testing - If a DOT regulated employee has an alcohol test result of .04 or greater (first occurrence), he/she will be evaluated by an EAP professional who will determine if professional assistance is needed to resolve the driver's misuse of alcohol. If it is determined that professional assistance is needed, the driver will be subject to unannounced follow-up alcohol abuse testing.

A DOT regulated employee receiving assistance shall be subject to a minimum of six (6) unannounced follow-up alcohol tests within the first twelve (12) months following the employee's return to duty. The EAP professional may direct additional tests during this period and may direct testing be continued up to a total of sixty (60) months.

Before an employee returns to duty requiring a DOT safety-sensitive function, the employee will not be permitted to work unless a return-to-duty alcohol re-test shows a concentration level of less than .02.

DOT REGULATED EMPLOYEE PROHIBITED CONDUCT

Alcohol Concentrations - It is a violation of this Part for any City DOT regulated employee to report for duty or remain on duty requiring the performance of DOT safety-sensitive functions with an alcohol concentration of .04 or greater.

It is a violation of this Part for a supervisor or manager, with actual knowledge that a DOT regulated employee has an alcohol concentration of .04 or greater, to permit the employee to perform or continue to perform safety-sensitive functions.

DOT regulated employees having an alcohol concentration of .02 or greater, but less than .04, shall be immediately relieved of DOT safety-sensitive functions and not permitted to perform such functions until at least twenty-four (24) hours later or until a retest shows an alcohol concentration of less than .02.

Alcohol Possession - No DOT regulated employee shall be on duty or operate a CMV while the employee is in possession of alcohol.

No supervisor or manager, having actual knowledge that a DOT regulated employee is in possession of alcohol, may permit the employee to drive or continue to drive a CMV.

On-Duty Alcohol Use - No DOT regulated employee shall use alcohol while performing DOT safety-sensitive functions.

No supervisor or manager, having actual knowledge that a DOT regulated employee has used alcohol within four (4) hours, shall permit such driver to perform or continue to perform DOT safety-sensitive functions.

Pre-Duty Use - No DOT regulated employee shall perform DOT safety-sensitive functions within four (4) hours after using alcohol.

No supervisor or manager, having actual knowledge that a DOT regulated employee has used alcohol within four (4) hours, shall permit such driver to perform or continue to perform safety-sensitive functions.

Alcohol Use Following an Accident - No DOT regulated employee, required to take a post-crash alcohol test, shall use alcohol for eight (8) hours following the crash, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Use of Controlled Substances - No DOT regulated employee shall report for duty or remain on duty requiring the performance of DOT safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the prescribed substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle (CMV). A DOT regulated employee who has a verified positive drug test shall be deemed to have reported for or remained on duty following the use of a controlled substance.

No supervisor or manager, having actual knowledge that a DOT regulated employee has used a controlled substance, shall permit the employee to perform or continue to perform a DOT safety-sensitive function.

A DOT regulated employee shall inform his/her supervisor or Human Resources of any therapeutic drug use which results in the employee not being able to perform the essential functions of his/her job or which creates a direct threat to the safety or welfare of himself/herself or others in the workplace.

Controlled Substances Testing - No DOT regulated employee shall report for duty, remain on duty, or perform a DOT safety-sensitive function if the employee tests positive for controlled substances.

No supervisor or manager, having actual knowledge that a DOT regulated employee has tested positive for controlled substances, shall permit the employee to perform or continue to perform DOT safety-sensitive functions.

Refusal to Submit to a Required Alcohol or Controlled Substances Test - Refusal to submit to an alcohol or controlled substances test means that a DOT regulated employee:

- Fails to provide adequate breath or blood for alcohol testing without a valid medical explanation after he/she has received notice of the requirement;
- Fails to provide adequate urine or blood for controlled substances testing without a valid medical explanation after he/she has received notice of the requirement; or
- Engages in conduct that clearly obstructs the testing process.

No DOT regulated employee may refuse to submit to:

- A post-crash alcohol or controlled substances test;
- A random alcohol or controlled substances test;
- A reasonable suspicion alcohol or controlled substances test; or
- A follow-up alcohol or controlled substances test.

No supervisor or manager shall permit a DOT regulated employee who refuses to submit to such required alcohol and/or controlled substances tests to perform or continue to perform DOT safety-sensitive functions.

Once a DOT regulated employee refuses to submit to alcohol or drug testing, he/she will not be permitted to perform DOT safety-sensitive functions and may be terminated.

REQUIRED REPORTING OF RESULTS

The City shall prepare and maintain an annual calendar year summary of the results of its DOT alcohol and drug testing program.

If the City is notified by the FHWA during January of a given year to submit its results, it shall do so prior to March 15 of that year.

The City's summary of results will be in the format prescribed by the FHWA pursuant to Federal Regulations.

DISCIPLINARY CONSEQUENCES FOR VIOLATIONS

Disciplinary consequences for DOT regulated employees for violating Part B of this Drug Free Workplace Policy may include termination of employment for cause and denial of Unemployment Compensation and Worker's Compensation benefits. Additionally, a civil penalty may also be assessed by the Secretary of Transportation against the employee if the employee's actions were grossly negligent or showed a reckless disregard for safety.

Following a verified positive drug or alcohol test, an employee will be subject to the following disciplinary action:

Positive Drug Test Result - Any DOT regulated employee who receives a verified positive drug test result shall be terminated from employment in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 42: Dismissal.

Positive Alcohol Test Result - Any DOT regulated employee who receives an alcohol test result of .04 or greater shall be removed from performing in his/her position and disciplined in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 4: Five-day suspension..

Any DOT regulated employee who receives an alcohol test result of .04 or greater (first occurrence) shall not return to work until the employee has:

- Completed the required five- (5) day suspension;
- Been evaluated by the City's designated Substance Abuse Professional;
- Agreed in writing to release progress reports and results of any counseling and/or rehabilitation treatment program recommended by the City's EAP Administrator;
- At the employee's own expense (except any portion of the counseling and/or treatment costs that the City EAP and/or group health plan pay for), completed any counseling and/or treatment program deemed appropriate by the City's EAP Administrator;
- Completed a return-to-duty alcohol test with a result of less than .02% alcohol concentration; and
- After returning to work, the employee will be subject to follow-up alcohol testing as specified by the EAP Administrator and/or rehabilitation provider. The EAP Administrator will establish the number of tests required and the period of time in which the tests must be administered.

EMPLOYEE EDUCATIONAL INFORMATION

General Requirements - The City will provide educational materials explaining the requirements of the FHWA and Part B of this Policy. A copy of the above-described educational materials will be provided to each DOT regulated employee before the start of required testing and to each DOT regulated employee subsequently hired or transferred into a DOT regulated position.

Required Content of Educational Materials - Educational materials made available to City DOT regulated employees will include a detailed discussion of at least the following:

The identity of the person designated by the City to answer DOT regulated employee's questions about the materials.

Sufficient information about the DOT safety-sensitive functions performed by City DOT regulated employees to make it clear when the employee is required to be in compliance with the FHWA rule.

Specific information describing conduct which is prohibited by the FHWA rule.

Circumstances under which City DOT regulated employees will be tested for alcohol and/or controlled substances under the FHWA rule.

Post-crash procedures and instructions prior to initial operation of a commercial motor vehicle.

The procedures that will be used to:

- Test for the presence of alcohol or controlled substances;
- Protect the employee and integrity of the testing processes;
- Safeguard the validity of the test results; and
- Ensure those results are attributed to the correct employee.

The requirement that a City DOT regulated employee submit to alcohol and controlled substances tests administered in accordance with the FHWA rule.

An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences.

The consequences for City DOT regulated employees found to have violated the FHWA prohibitions, including immediate removal from DOT safety-sensitive functions and required referral, evaluation, and treatment procedures.

The consequences for DOT regulated employees found to have an alcohol concentration of .02 or greater, but less than .04.

Information concerning:

- The effects of alcohol and controlled substances use on an individual's health, work, and personal life;
- Signs and symptoms of an alcohol or a controlled substances problem (the employee's or co-worker's); and
- Available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to an EAP program, and referral to management.

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: <u>Discrimination and Harassment</u>	Policy Number: E-01-10
Originating Department/Division: Human Resources	
Effective Date: October 7, 2003	Approved By:
Supersedes Policy: Harassment Prohibition Harassment Prohibition	Dated: 06/15/02 09/18/00

POLICY

The City of Largo is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Acts of discrimination and/or harassment will not be tolerated and shall be promptly reported as outlined in this policy.

PROCEDURE

The City expects that all relationships among employees, managers, contractors, vendors, and the public will be professional and free of bias, prejudice, intimidation, coercion and harassment. Any behavior that is discriminatory, coercive, intimidating, harassing, or sexual in nature is inappropriate and prohibited. Any verbal, physical, or visual conduct that belittles, demeans, denigrates, or shows hostility toward an individual or group based on race, religion, national origin, gender, age, disability, sexual orientation, gender identity or expression, or similar characteristic or circumstance is prohibited. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

The standard of professional conduct governing this policy is established by the City and not by individuals or groups of individuals. Conduct prohibited by this policy is never acceptable. This includes situations in which individual employees or work groups regard the prohibited conduct as permissible within their group's standards of behavior.

Retaliation is Prohibited

The City of Largo absolutely forbids retaliation of any kind against any individual who complains to anyone about alleged discrimination or harassment against themselves or others. The City also forbids retaliation against any individual who is closely related to or associated with a person who participates in any reasonable opposition to discrimination and/or harassment carried out in good faith is also prohibited. Acts of retaliation shall be reported immediately and will

be promptly investigated and addressed.

An employee's protests against alleged discriminatory employment practices will not release the worker from appropriate discipline or discharge. Opposition to perceived discrimination or harassment does not serve as a license for the employee to neglect job duties.

Definitions and Examples

Incidents of harassment and retaliation may be subjective and include a range of subtle and overt behaviors. To help employees and managers in understanding what harassment is, the following definitions and examples are provided.

1. **Harassment** is any verbal, physical, or visual conduct that belittles, demeans, denigrates, or shows hostility toward an individual or group based on race, religion, national origin, gender, age, disability, sexual orientation, gender identity, or expression, or similar characteristic or circumstance and includes but is not limited to, any action that:
 - a) creates an intimidating, hostile or offensive work environment.
 - b) unreasonably interferes with an individual's work performance.
 - c) otherwise adversely affects an individual's employment opportunities.

2. **Harassing Conduct** includes but is not limited to:
 - a) epithets, slurs, offensive or derogatory comments, or negative stereotyping;
 - b) threatening, coercive, intimidating, or hostile acts;
 - c) denigrating jokes; and written or graphic material that belittles, demeans, denigrates or shows hostility or aversion toward an individual or group.

3. **Sexual Harassment** is unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct of a sexual nature when:
 - a) submission to the conduct is an explicit or implicit term or condition of employment; or
 - b) submission to or rejection of the conduct is used as the basis for an employment decision; or
 - c) the conduct has the purpose of creating an intimidating, hostile, or offensive work environment.

4. **Sexual Harassment** may involve individuals of the same or different gender and includes, but is not limited to the following kinds of behavior.
 - a) Verbal: Sexual innuendos, suggestive comments, insults, humor, jokes about sex, anatomy or gender-specific traits, explicit sexual propositions, threats, repeated requests for dates or statements about someone's anatomy or statements about other employee(s) even outside of their presence of a sexual nature.

- b) Non-Verbal: Suggestive or insulting sounds (i.e. whistling, catcalls, smacking or kissing noises), leering or obscene or sexually suggestive gestures.
 - c) Visual: Posters, signs, pin-ups or slogans of a sexual nature.
 - d) Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or assault.
5. **Retaliation** is adverse action against an employee because they have reported discrimination or harassment or because they have participated in an investigation related to such complaints. The adverse action might be in the form of:
- a) threats;
 - b) harassment in or out of the workplace;
 - c) any other adverse treatment that is likely to deter that individual or other employees from reasonable opposition to discrimination and/or harassment.
6. Examples of **Adverse Actions** include but are not limited to:
- a) denial of promotion or job benefits;
 - b) limiting access to an internal grievance procedure;
 - c) reprimands, demotion, suspension, and discharge;
 - d) subjecting the individual's work performance to heightened scrutiny;
 - e) unsubstantiated negative evaluations;
 - f) giving an unsubstantiated negative job reference;
 - g) unfair treatment of an employee because his/her relative, who is also an employee, filed a complaint.

Reporting Incidents of Harassment, Discrimination or Retaliation

City employees are required to promptly report all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identify or position. If any employee has a complaint or allegation of harassment, discrimination, or retaliation, the employee should report the incident to his/her immediate supervisor or manager. If the employee is not comfortable taking the complaint to the supervisor or manager or is not satisfied with the corrective action taken by the supervisor or manager, the allegation must be reported to the Department Director, Assistant Human Resources Director, or the Human Resources Director.

False Claims

False and malicious complaints of harassment, discrimination or retaliation will result in disciplinary action. Individuals who report a complaint made in good faith, even it not sustained, are not subject to disciplinary action.

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: Ethics

Policy Number: E-01-21

Originating Department/Division: Human Resources

Effective Date: January 25, 2008

Approved By:

Supersedes Policy:

Ethics
Ethics
Ethics
Ethics

Dated:

05/01/04
07/15/02
07/15/01
07/27/94

POLICY

The values of any organization are reflected in the quality of the decisions made. In a public service organization where a public office is a public trust, the issue of ethics has particular importance.

There is no higher honor and privilege than government service. That is why this administration is dedicated to ethics in government. The guiding principle of the ethics guidelines is simply to know right from wrong; to act in accordance with what is right; and to avoid even the appearance of what is wrong. Our duty as public servants is to always serve in the public's best interest and share the conviction that we must do so only for the right reasons.

Ethical Standards:

We must strive for professional excellence and exhibit at all times a professional attitude based upon sound judgment free of personal biases. The most important responsibility of management is to believe in, and then act upon, the shared values of our organization. The following standards of ethics are presented to further define the organization's values and to establish the expectations of the City ethics policy.

A. Personal Honesty and Integrity

Each employee has a responsibility to the organization and his or her colleagues to demonstrate the highest standards of personal integrity, honesty, and fortitude in all public activities. It is in this way that we can inspire public confidence and trust in City government.

B. Open and Accessible Government

A primary responsibility and fundamental value must be open and honest government. Our competence is encouraged by subjecting actions to the public arena and ideas become better when we expose

them to public scrutiny. It is crucial that we maintain an organizational reputation for honesty and integrity. In order to further our service goals, we must remain accessible to the public at all times.

C. Fiscal Responsibility

Proper use of public funds is a trust that must continually be guarded. Public funds must be managed in the most efficient manner at all times. All rules and regulations pursuant to their use must be adhered to.

D. Citizen Service Orientation

This organization recognizes that the chief function of local government at all times is to serve the best interests of all the people. We are committed to serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is beyond service to oneself.

PROCEDURE

A. Florida Statutes

Chapter 112 of the Florida Statutes ("Conflict of Interest Law") applies to all public officers and employees, including officers and employees of municipalities.

The declared policy of this law is to prohibit any public officer or employee from having any interest in, or engaging in any business or transaction, or from incurring any obligation "which is in substantial conflict with the proper discharge of his/her duties in the public interest."

Florida law states that "No public officer, employee of an agency...shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee...would be influenced thereby."

If an officer or employee of the City is an officer, director, partner, proprietor, associate, or general agent (other than a resident agent solely for service of process) of, or owns a material interest in, any business entity which is granted a privilege to operate in the State of Florida, he/she must file a statement disclosing such facts with the Clerk of the Circuit Court.

The law further prohibits any public officer or employee from:

- using or attempting to use the official position to secure special privileges or exemptions for himself/herself, or others;
- accepting employment or engaging in any business or

professional activity which might reasonably be expected to require or induce the disclosure of confidential information acquired by the public officer or employee by reason of official position;

- disclosing to others, or using for personal benefit any confidential information gained by reason of official position;
- accepting other employment which might impair the independence or judgment of the public officer or employee in the performance of public duty;
- receiving any compensation for official services to the City from any source other than the City;
- transacting any business in an official capacity with any other business entity of which the public officer or employee is an officer, director, agent, member, or owns a controlling interest;
- having personal investments in any enterprise which will create a substantial conflict between private interests and the public interest.

This procedure is not intended and shall not be construed to prevent any public officer or employee from accepting lawful private employment or following any pursuit which in no way interferes with the full and faithful discharge of public duties.

B. General

This procedure prescribes appropriate standards of ethical conduct for all employees of the City. Each department has the right to institute more restrictive policies which conform to the intent of these guidelines. It is the intent of this procedure that an employee avoid any action, whether or not specifically prohibited, which might result in or create the appearance of:

- using City position for private gain;
- offering preferential treatment to any person;
- impeding City efficiency or economy;
- losing complete independence or impartiality;
- making a City decision outside of official channels;
- affecting adversely the confidence of the public in the integrity of the City.

C. Policy

1. Outside Employment

No employee may secure employment outside the City service except in accordance with the following conditions:

- a. Employee first files a written notification with his/her

department director. The request must state the type and place of employment, the hours of work, and the employer's name. If the job has more than one location, the employee must furnish the name, address, and telephone number of someone who will know his/her whereabouts.

- b. The employee makes arrangements with the outside employer to be relieved from his/her duties if called for emergency work by the City. City employment is the first priority.
- c. In the opinion of the employee's department director, the outside employment must not present a conflict of interest with City employment.

If any time outside employment interferes with an employee's job requirement or performance for the City, the department director may require the employee's resignation from his/her City employment, a modification in the conditions of the outside employment, or resignation from the outside employment.

2. Gratuities

- a. No employee shall solicit directly or indirectly any gratuity regardless of value from any person.
- b. No employee shall accept directly or indirectly any gratuity, regardless of value, which is offered based upon any understanding that the vote, official action, or judgment of the employee would be influenced thereby.
- c. An employee shall not accept a gift, gratuity, or reward in response to performing an official act or providing a specific service that requires a decision that may benefit the recipient.
- d. An employee may accept unsolicited gratuities of a value up to and including \$100, provided such offer and acceptance do not violate the provisions of Florida Statute 112.313 - 112.318.
- e. City employees may accept gratuities without regard to value when such gratuities are offered to the City and are accepted on behalf of the City, with said gratuity to remain the property of the City.
- f. Employees or their designee may accept, regardless of value, admission to events to which they are invited in their official, representative capacity as an official of the City of Largo.

This procedure shall not be interpreted to prevent an employee from entering into a bona fide business transaction for the services of or purchase of goods or materials from a person, firm, or corporation doing business with the City when no special benefit is accorded or sought by the employee, which is not otherwise available to other patrons.

3. Honoraria

A City employee may not accept an honorarium from anyone seeking to influence the governmental decision-making of the employee or the City, or who seeks to encourage the passage, defeat, or modification of any proposal or recommendation of the employee or the City either at the present time or who has done so in the preceding 12 months. In such cases, only acceptance of actual and reasonable transportation, lodging, and food and beverage expenses related to the honorarium event is permissible.

A City employee may not attend an event on City time for which an honorarium is received. If only actual expenses are received, then the employee's department director must approve attendance on City time.

4. Divulgence of Information

No employee shall furnish to anyone any information, other than public information, that was obtained as a result of employment with the City to gain personal advantage for himself/herself or another. This shall not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but shall prohibit the use of or providing of information that would place the employee or the recipient in a position of advantage over the general public, and thereby constitute a violation of public trust.

5. Coercion

An employee is prohibited from using or allowing a family member to use the employee's City employment to coerce or give the appearance of coercing a person to provide benefit to himself/herself, or another person, particularly one with whom the employee has family, business, or financial ties.

6. Interest in contract with City - Employees of the City

No employee of the City of Largo shall be directly or indirectly employed by any person, firm, or corporation nor be interested, directly or indirectly, in any firm, or corporation having, or proposing to have, any contractual relation with or rendering, or proposing to render for any consideration, services to the City or any department, board, or agency thereof, when the approval, concurrence, decision, recommendation, or advice of the employee or member shall be sought, obtained, or required in any connection with such contract or service. No person, firm, or corporation having, or proposing to have any contractual relationship with, or rendering, or proposing to render for any consideration, services to the City, or any department, board, or agency of the City shall employ or have as an interested party, directly or indirectly, any

employee of the City, when the approval, concurrence, decision, recommendation or advice of such employee shall be sought, obtained, or required in connection with such contract or service. No person, firm, or corporation shall be deemed to be proposing to have a contractual relation with the City or to be proposing to render services to the City unless such person, firm, or corporation shall submit a bid to the City for a City contract, shall make a contractual offer to the City, or shall request the City to consider entering a contractual relation with the person, firm, or corporation.

7. Penalty

Violation of these provisions by an employee of the City shall be sufficient cause for discipline pursuant to City Code of Conduct and may be cause for immediate dismissal.

D. Reporting Incidents of Potential Violation of Ethics Policy

City employees are required to promptly report all perceived violations of the City's Ethics Policy. If the employee is not comfortable with reporting the perceived violation to a supervisor or manager, or is not satisfied with the corrective action taken by the supervisor or manager, the employee must report the perceived violation to the Department Director, Assistant Director of Human Resources or the Human Resources Director.

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: Dress Code	Policy Number: E-01-03
Originating Department/Division: Human Resources	
Effective Date: February 1, 2015	Approved By:
Supersedes Policy: Dress Code Dress Code Dress Code Dress Code Dress Code	Dated: 08/01/08 05/01/07 12/01/03 06/15/02 05/01/01

POLICY

Our employees work in many different settings and have vastly different job duties. Some work in a business office environment, others are in the field doing physical work, and others serve in uniformed public safety positions. Therefore, it is not possible to have one standard dress code for everyone. This policy includes guidelines for all employees to follow. Specific implementation of these guidelines is the responsibility of the director of each department, in consultation with Human Resources.

All employees are expected to present a neat and professional appearance. Clothing (including shoes) should be well maintained, in good condition, and in a style appropriate to the employee's position and job duties. Clothing and personal grooming should not be distracting or offensive to fellow employees or the public.

Jewelry must be appropriate to the employee's job duties and not present a safety hazard. Body piercings (except earrings) are not appropriate. Public safety personnel must not have visible tattoos. Other departments may establish their own guidelines regarding visible tattoos, which if allowed must not be offensive to fellow employees or the public in accordance with the City's harassment and discrimination policy.

Employees attending City Commission meetings and work sessions should wear business attire.

Denim jeans may only be worn on Fridays or other days as designated by the City Manager.

General Rule: If you think your outfit may not be appropriate, do not wear it!

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: <u>Customer Service</u>	Policy Number: E-01-02
Originating Department/Division: Administration	
Effective Date: May 1, 2011	Approved By:
Supersedes Policy: Customer Service	Dated: 12/21/00

POLICY

*“The provision of superior service... and the willingness to do more than asked.”
- City of Largo*

The City of Largo exists to provide superior services that enhance the quality of life and community pride. To accomplish this, we treat our customers, both internal and external, with mutual respect. Every customer has a right to courteous and prompt attention. We listen to our customers, and strive to provide a personal experience. We are responsive to our customers and follow through to meet their expectations. We are knowledgeable and well trained in order to provide quality service in a timely manner.

There will be times when the City of Largo cannot provide the result desired by the customer; we will, however, provide services that are of the highest possible quality.

Customer Expectations

Customers have a right to be treated in a respectful and courteous manner when interacting with City staff, from the point of initial contact through the conclusion of their service needs. City staff will provide accurate information to customers, and will communicate in a timely and professional manner.

Employee Expectations

Employees can expect a professional and productive work environment. Employees will receive the training, education and support necessary to provide superior customer service. Feedback will be provided to the employee to enhance the customer service experience.

When challenging customer service situations arise, the employee should not hesitate to seek support from Management. In no circumstances is the employee required to subject themselves to an abusive situation. In the event of an abusive situation, the employee has the right to discontinue communication with the customer.

PROCEDURE

Customer service related Standard Operating Procedures (SOPs) will be made available to employees of each Department. The SOPs may address specific procedures related to: customer engagement; answering telephones; written and electronic communication; scheduling and attendance of meetings; and other functions, as necessary.

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: Tobacco Free Workplace	Policy Number: E-01-13
Originating Department/Division: Human Resources	
Effective Date: March 1, 2012	Approved By:
Supersedes Policy: Non-Smoking Policy Non-Smoking Policy Non-Smoking Policy Smoking Policy	Dated: 08/01/06 06/15/02 07/15/01 10/01/91

POLICY

This policy is to establish a Tobacco Free Workplace and work to protect and benefit the public health, comfort, and environment for citizens and employees.

PROCEDURE

The City of Largo is a Tobacco Free Workplace. Employees are not allowed to use tobacco products during city paid working hours including city-paid breaks - except for meal breaks which are taken on the employee's own time. An employee who chooses to use tobacco products during his/her meal break or on his/her own time must do so off City premises. Use of tobacco products is prohibited at all times in City vehicles.

For purposes of this policy, "City Premises" would include City-owned and/or maintained parks, buildings and facilities including the surrounding grounds and indoor and outdoor associated walkways. City premises do not include city-owned roadways or rights-of-way including public sidewalks in the rights-or-way. "Use of tobacco products" includes smoking or carrying a lighted cigarette, cigar, cigarillo, pipe or other smoking material (i.e. e-cigarettes) or use of chewing tobacco, snuff, herbal tobacco, and/or any smokeless tobacco products.

The City Manager is responsible for ensuring uniform citywide implementation of this policy. Department Directors, managers and supervisors shall be responsible for uniform implementation of this policy in their respective work area(s)/facilities/buildings/vehicles.

Department Directors, managers, and supervisors shall be responsible for installing "No Smoking" signs indoors, outdoors and inside vehicles as appropriate.

The Department of initial hire is responsible for explaining this policy to prospective employees during the interview process before an offer of employment is made.

Human Resources is responsible for communicating this policy to new employees in the regularly scheduled orientation meetings. Human Resources is

responsible for the smoking cessation programming.

Nothing would change for members of the Public. When employees are off duty, employees are a member of the Public and may use tobacco as a member of the Public (other than Police and Fire which have Tobacco-Free Hiring since 1990 - FL Presumption Law).

Citizens, clients, contractors and visitors to City facilities will be encouraged to voluntarily comply with the Tobacco Free Workplace.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Notice of Privacy Practices/HIPAA	Policy Number: E-04-26
Originating Department/Division: Human Resources	
Effective Date: March 1, 2004	Approved By:
Supersedes Policy: N/A	Dated: N/A

POLICY

The following outlines the City of Largo's policy concerning the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rules. It is important to inform employees about how medical information about an employee may be used and disclosed, and how an employee can get access to this information per the Health Insurance Portability and Accountability Act (HIPAA). Employees may find these rules at 45 Code of Federal Regulations parts 160 and 164. This policy attempts to summarize the regulations. The regulations will supersede any discrepancy between the information in this policy and the regulations.

PROCEDURE

The City of Largo utilizes a fully insured group health plan provider, ("The Plan"). Therefore, the City of Largo does not receive any Protected Health Information (PHI) concerning the administration of its group healthcare plan.

The City of Largo is required by law to take reasonable steps to ensure the privacy of your personally identifiable health information and to inform you about:

- The Plan's uses and disclosures of Protected Health Information ("PHI");
- Your privacy rights with respect to your PHI;
- The Plan's duties with respect to your PHI;
- Your right to file a complaint with the Plan and to the Secretary of the Department of Health and Human Services; and
- The person or office to contact for further information about the Plan's privacy practices.

THE TERM "PROTECTED HEALTH INFORMATION" ("PHI") INCLUDES ALL INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION TRANSMITTED OR MAINTAINED BY THE PLAN, REGARDLESS OF FORM (ORAL, WRITTEN, ELECTRONIC).

Section 1. Notice of PHI Uses and Disclosures

Required PHI Uses and Disclosures

Upon your request, the Plan is required to give you access to certain PHI in order to inspect and copy it.

The Secretary of the Department of Health and Human Services may require the use and disclosure of your PHI to investigate or determine the Plan's compliance with privacy regulations.

Uses and Disclosures to Carry out Treatment and Health Care Operations

The Plan and its business associates will use PHI without your consent, authorization, or opportunity to agree or object to carry out treatment, payment, and health care operations as deemed necessary by the Plan.

Treatment is the provision, coordination, or management of health care and related services. It also includes, but is not limited to, consultations and referrals between one or more of your providers. For example, the Plan may disclose to a treating orthodontist the name of your treating dentist so that the orthodontist may ask for your dental x-rays from the treating dentist.

Payment includes, but is not limited to, actions to make coverage determinations and payment (including billing, claims management, subrogation, plan reimbursement, reviews for medical necessity and appropriateness of care, and utilization review and pre-authorization). For example, the Plan may tell a doctor whether you are eligible for coverage or what percentage of the bill will be paid by the Plan.

Health care operations include, but are not limited to, quality assessment and improvement, reviewing competence or qualifications of health care professionals, underwriting, premium rating, and other insurance activities related to creating or renewing insurance contracts. It also includes disease management, case management, conducting or arranging for medical review, legal services and auditing functions including fraud and abuse compliance programs, business planning and development, business management, and general administrative activities. For example, the Plan may use information about your claims to refer you to a disease management program, project future benefit costs, or audit the accuracy of its claims processing functions.

Uses and Disclosures that Require your Written Authorization

Your written authorization generally will be obtained before the Plan will use or disclose psychotherapy notes about your conversations with your mental health professional during a counseling session. They do not include summary information about your mental health treatment. The Plan may use and disclose such notes when needed by the Plan to defend against litigation filed by you.

Uses and Disclosures that Require you be Given an Opportunity to Agree or Disagree Prior to the Use or Release

Disclosure of your PHI to family members, other relatives, or your close personal friends is allowed if:

- The information is directly relevant to the family member's or friend's involvement with your care or payment for that care; and
- You have either agreed to the disclosure or you have been given a clear opportunity to object and have not objected.

Uses and Disclosures for which Consent, Authorization, or Opportunity to Object is not Required

Use and disclosure of your PHI is allowed without your consent, authorization, or request under the following circumstances.

1. When required by law.
2. When permitted for purposes of public health activities, including reporting product defects, permitting product recalls, and conducting post-marketing surveillance. PHI may also be used or disclosed, if authorized by law, if you have been exposed to a communicable disease, or are at risk for spreading a disease or condition.
3. When authorized by law to report information about abuse, neglect, or domestic violence to public authorities if there exists a reasonable belief that you may be the victim of abuse, neglect, or domestic violence. In such case, the Plan will promptly inform you that such a disclosure has been or will be made unless that notice would cause a risk or serious harm. For the purpose of reporting child abuse or neglect, it is not necessary to inform the minor that such a disclosure has been made or will be made. Disclosure may generally be made to the minor's parent(s) or other representative(s) although there may be circumstances under federal or state law when the parent(s) or other representative(s) may not be given access to the minor's PHI.
4. The Plan may disclose your PHI to a public health oversight agency for oversight activities authorized by law. This includes uses or disclosures in civil, administrative, or criminal investigations, inspections, licensure, or disciplinary actions (for example, to investigate Medicare or Medicaid fraud).
5. The Plan may disclose PHI when required for judicial or administrative proceedings. For example, your PHI may be disclosed in response to a subpoena or discovery required provided certain conditions are met. One of those conditions is that satisfactory assurances must be given to the Plan that the requesting party has made a good faith attempt to provide written notice to you, and the notice provided sufficient information about the proceeding to permit you to raise an objection, and no objections were raised, or any objections raised were resolved in favor of disclosure by the court or tribunal.
6. When required for law enforcement purposes (for example: to report certain types of wounds).
7. For law enforcement purposes, such as: identifying or locating a suspect, fugitive, material witness, or missing person. Also, when disclosing information about an individual who is or is suspected to be a victim of a crime but only if the individual agrees to the disclosure or the

covered entity is unable to obtain the individual's agreement because of emergency circumstances. Furthermore, the law enforcement official must represent that the information is not intended to be used against the individual, the immediate law enforcement activity would be materially and adversely affected by waiting to obtain the individual's agreement, and disclosure is in the best interest of the individual as determined by the exercise of the Plan's best judgment.

8. When required to be given to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death, or other duties as authorized by law. Also, disclosure is permitted to funeral directors, consistent with applicable law, as necessary to carry out their duties with respect to the decedent.
9. The Plan may use or disclose PHI in connection with certain research activities.
10. When consistent with applicable law and standards for ethical conduct if the Plan, in good faith, believes the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to a person reasonably able to prevent or lessen the threat, including the target of the threat.
11. When authorized by and to the extent necessary to comply with workers' compensation or other similar programs established by law.

EXCEPT AS OTHERWISE INDICATED IN THIS NOTICE, USES AND DISCLOSURES WILL BE MADE ONLY WITH YOUR WRITTEN AUTHORIZATION SUBJECT TO YOUR RIGHT TO REVOKE SUCH AUTHORIZATION.

Section 2. Rights of Individuals

Right to Request Restrictions on PHI Uses and Disclosures

You may request the Plan to restrict uses and disclosures of your PHI to carry out treatment, payment or health care operations, or to restrict uses and disclosures to family members, relatives, friends, or other persons identified by you who are involved in your care or payment for your care. However, the Plan is not required to agree to your request.

The Plan will accommodate reasonable requests to receive communications of PHI by alternative means or at alternative locations. You or your personal representative will be required to complete a form to request restrictions on uses and disclosures of your PHI. Such requests should be made to the Privacy Officer.

Right to Inspect and Copy PHI

You have a right to inspect and obtain a copy of your PHI contained in a "Designated Record Set" for as long as the Plan maintains the PHI.

“Designated Record Set” includes the medical records and billing records about individuals maintained by or for a covered health care provider; enrollment, payment, billing, claims adjudication, and case or medical management record systems maintained by or for a health plan; or other information used in whole or in part by or for the covered entity to make decisions about individuals. Information used for quality control or peer review analysis and not used to make decisions about individuals is not in the Designated Record Set.

The requested information will be provided within 30 days if the information is maintained on site, or within 60 days if the information is maintained off site. A single 30 day extension is allowed if the Plan is unable to comply with the deadline.

Requests for access to your PHI should be made to the Privacy Officer. You or your personal representative will be required to complete a form to request access to the PHI in your Designated Record Set. If access is denied, you or your personal representative will be provided with a written denial setting forth the basis of the denial, a description of how you may exercise those review rights, and a description of how you may complain to the Secretary of the U.S. Department of Health and Human Services.

Right to Amend PHI

You have the right to request the Plan to amend your PHI or a record about you in a Designated Record Set for as long as the PHI is maintained in the Designated Record Set.

The Plan has 60 days after the request is made to act on the request. A single 30 day extension is allowed if the Plan is unable to comply with the deadline. If the request is denied in whole or in part, the Plan must provide you with a written denial that explains the basis for the denial. You or your personal representative may then submit a written statement disagreeing with the denial and have that statement included with any future disclosures of your PHI.

Requests for amendment of PHI in a Designated Record Set should be made to the Privacy Officer. You or your personal representative will be required to complete a form to request amendment of the PHI in your Designated Record Set.

The Right to Receive an Accounting of PHI Disclosures

At your request, the Plan will also provide you with an accounting of disclosures by the Plan of your PHI during the six years prior to the date of your request. However, such an accounting need not include PHI disclosures made:

- to carry out treatment, payment or health care operations;
- to individuals about their own PHI; or
- prior to the compliance date.

If the accounting cannot be provided within 60 days, an additional 30 days is

allowed if the individual is given a written statement of the reasons for the delay and the date by which the accounting will be provided.

If you request more than one accounting within a 12-month period, the Plan will charge a reasonable, cost-based fee for each subsequent accounting.

The Right to Receive a Paper Copy of This Notice Upon Requested

To obtain a paper copy of this Notice, contact the Privacy Officer.

A Note About Personal Representatives

You may exercise your rights through a personal representative. Your personal representative will be required to produce evidence of his/her authority to act on your behalf before that person will be given access to your PHI or allowed to take any action for you. Proof of such authority may take one of the following forms:

- A power of attorney for health care purposes, notarized by a notary public;
- A court order of appointment of the person as the conservator or guardian of the individual; or
- An individual who is the parent of a minor child.

The Plan retains the discretion to deny access to your PHI to a personal representative to provide protection to those vulnerable people who depend on others to exercise their rights under these rules and who may be subject to abuse or neglect. This also applies to personal representatives of minors.

Section 3. The Plan's Duties

Generally

The Plan is required by law to maintain the privacy of the PHI and to provide individuals (participants and beneficiaries) with notice of its legal duties and privacy practices.

This notice is effective beginning April 14, 2004 and the Plan is required to comply with the terms of this Notice. However, the Plan reserves the right to change its privacy practices and to apply the changes to any PHI received or maintained by the Plan prior to April 14, 2004. If a privacy practice is changed, a revised version of this Notice will be provided to all past and present participants and beneficiaries for who the Plan still maintains PHI.

Any revised version of this Notice will be distributed within 60 days of the effective date of any material change as to the uses of disclosures, the individual's rights, the duties of the Plan, or other privacy practices stated in this Notice.

Minimum Necessary Standard

When using or disclosing or when requesting PHI from another covered entity,

the Plan will make reasonable efforts not to use, disclose, or request more than the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure, or request, taking into consideration practical and technological limitations.

However, the minimum necessary standard will not apply in the following situations:

- Disclosures to or requests by a health care provider for treatment;
- Uses or disclosures made to the individual;
- Disclosures made to the Secretary of the U.S. Department of Health and Human Services;
- Uses or disclosures that are required by law; and
- Uses or disclosures that are required for the Plan's compliance with legal regulations.

De-identified information or records contain no health information from which an individual's identity could reasonably be obtained. This notice does not apply to de-identified information.

In addition, the Plan may use or disclose "summary health information" to the plan sponsor for obtaining premium bids; or modifying, amending, or terminating the group health plan, which summarizes the claims history, claims expenses, or type of claims experienced by individuals for who a plan sponsor has provided health benefits under group health plan, and from which identifying information has been deleted in accordance with HIPAA.

Section 4. Your Right to File a Complaint With the Plan or the HHS Secretary

If you have any questions regarding this Notice or the information addressed in it, you may contact the Privacy Officer. The City of Largo's Privacy Officer is the Employee Benefits Coordinator, who may be reached by phone at (727) 586-7448, extension 7448 or in writing at P.O. Box 296, Largo, FL 33779. You will be notified if and when there is a change with respect to the Privacy Officer.

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: Employee Referral Incentive Program

Policy Number: E-07-28

Originating Department/Division: Human Resources

Effective Date: April 2, 2007

Approved By:

Supersedes Policy: N/A

Dated: N/A

POLICY

It is the policy of the City of Largo to grant recruitment referral awards to eligible employees for referring candidates who are hired to fill regular full-time positions.

The purpose of this program is to increase awareness that every employee is a "talent scout" and to reward those employees who refer qualified, competent hires. All employees are eligible to receive a referral award according to the eligibility guidelines defined below.

PROCEDURE

Eligibility

Employees not able to receive the incentive:

- Human Resources Department employees
- Department Directors and Operational Managers
- Supervisors or employees for positions that are under their direct management responsibility, or in which they participate in the interviewing, evaluation, or selection of the candidate

The program excludes any candidate referred through an outside agency, or who has been a previous employee of the City of Largo.

The new employee referral may not be a spouse or dependent and an employee.

Procedure

The amount of the referral incentive is \$100 upon initial hire and \$200 upon completion of one year of employment.

- To qualify for a referral award, the referring employee's name must appear in the employment application on the Applicant Data Sheet under "How did you learn about this position?"
- If more than one referring employee is listed as a referral, the award will be divided equally among the referring employees.
- It is the referring employee's responsibility to submit the Request for Referral Award form within 30 days of the referred employee's hire date

in order for the award to be processed.

Payment of Awards

- Both the recipient and the new employee must be active employees at the time the award is paid.
- The first installment will be paid when the new employee is hired. After completion of one year, the second installment will be paid.
- Recruiting awards are considered taxable and are subject to applicable federal, state, and local taxes.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: <u>Employee/Operational Manager of the Quarter</u>	Policy Number: E-07-29
Originating Department/Division: Human Resources	
Effective Date: April 1, 2010	Approved By:
Supersedes Policy: Employee/Operational Manager of the Quarter Employee/Operational Manager of the Quarter Employee of the Quarter	Dated: 07/01/09 05/14/07 09/01/06

POLICY

In order to recognize employees and operational managers for their efforts and accomplishments, an employee recognition program has been developed. The goal of this program is to recognize those employees who provide superior service and exhibit outstanding performance consistent with the City's Mission, Vision and Values.

The recognition of the employees and operational managers consists of:

- Recognition in the City Manager's Report
- A framed recognition certificate presented at a Commission Meeting
- Recognition in the Monday Morning Briefing
- 8.0 hours of Personal Time
- Highlight on Largo.com/EOQ

PROCEDURE

Eligibility for Employee of the Quarter

- Full-time and part-time employees
- Variable employees with more than one year of service
- Probationary employees may not be considered for "Employees of the Quarter"

Nomination Process

Nominations may be submitted for any employee who exhibits outstanding performance of their assigned duties or additional duties, whether within the quarter or over an extended period of time. Nominated employees should be employees others would want to emulate.

- Anonymous applications will not be accepted - please see nomination form
- Any employee is able to submit a nomination – self-nomination is not allowed
- Nominations may be submitted on hard copy or electronically no later than the last week of the nomination quarter

- Nomination forms can be found at:
/home/largo/lg/forms/citywide/emp_recognition/template.org
- HR Department will review nomination forms for any discipline and/or performance issues
- Committee members will receive copies of the nomination to allow for a minimum of a full week for review.

Employees of the Quarter Selection process

- Upon receipt of the nominations, it is the committee members' responsibility to gather information from their department, including the nominees' supervisor, to assist with the election decision
- Up to four (4) employees will be selected as Employees of the Quarter
- The committee makes the final selection of the Employees of the Quarter
- Voting procedures will consist of numeric ranking
- Selections should be completed to allow for the announcement at the next scheduled Regular Commission meeting

Operational Manager of the Quarter

- An Operational Manager may be recognized as Operational Manager of the Quarter
- The Employee of the Quarter Selection Committee will select the Operational Manager of the Quarter
- The same nomination form and criteria will be utilized to nominate Operational Managers
- The same awards will be granted as the Employees of the Quarter

Employee of the Quarter Selection Committee

- Each Department Director will assign a member to the Employee of the Quarter Selection Committee
- Each Committee Member must select an alternate if not able to attend the quarterly meeting when any of the nominations come from within that department. The alternate must be approved in advance by Department Director.
- The Committee Member has a maximum 3 year term limit
- A Chairperson and Vice-Chairperson will be selected from the Employee of the Quarter Selection Committee and serve a two year term limit. When possible, the Vice-Chairperson will become the Chairperson at the end of the 2 year term.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: <u>Personal Computing Device Purchase Program</u>	Policy Number: E-14-01
Originating Department/Division: Administration	
Effective Date: December 5, 2014	Approved By:
Supersedes Policy: N/A	Dated: N/A

POLICY

The City provides flexible benefits to employees, when possible and practical. Offering a personal computing device purchase program by utilizing a cash-out of accrued vacation leave provides benefit flexibility to employees, while potentially reducing the City's future liabilities.

PROCEDURE

Eligible Items - Eligible personal computing devices include: desktop, laptop, and tablet computers. Related items eligible (if purchased along with personal computing devices) include: productivity/educational software and applications, charging cord, air card, modem, carrying/protective case, UPS/surge protection equipment, mouse, keyboard, backup hardware and software, CD burner, printer, warranty and protection plans.

Eligible personal computing devices MUST have a means of connecting to the Internet, to include but not limited to: Ethernet, WiFi, or cellular service/air card. Any personal computing device used by an employee in the performance of work for the City is governed by the City's IT Policy.

Ineligible Items - Devices NOT eligible include: Electronic readers, cell phones, smart phones and other devices where the device's primary function is voice or text communication. Ineligible related items include: recreational/entertainment related applications, software subscriptions (paid on a recurring basis, or having an expiration date), data plans (including Internet access), WiFi or cellular service contracts, and hardware or software upgrades and applications for an existing device, consumable supplies (ink, paper, cleaning supplies, mouse pads, etc.), flash drives and similar non-essential items.

Eligible Employees - Regular full-time and part-time employees may cash-out accrued vacation balances in whole hour increments. Employees must have taken at least 50% of their annual vacation leave earned in the previous fiscal year. Employees may cash-out vacation leave once every twenty-four (24) months.

Eligible Vacation Leave - The cash-out may not reduce an employee's vacation balance below forty (40) hours. The vacation cash-out cannot be used to satisfy the minimum amount of annual vacation leave required to be taken.

Reimbursement Amount - Cash-out of up to \$2,000 of vacation leave can be made. The cash-out is subject to Federal income tax and FICA tax withholding, which will reduce the actual amount received. The actual amount received is dependent upon each employee's specific tax situation and employees should expect at least 25% withholding.

Reimbursement Process:

1. The employee will provide a cost estimate for all eligible items to their Department Director.
2. The employee's department will verify that the employee and the items to be purchased are eligible.
3. The employee's department will include the vacation cash-out as part of the next payroll process.
4. The employee must provide proof of purchase (items, amounts and date) to their Department Director within 30 days of the cash-out. *Purchases made more than thirty (30) days after the cash-out will render the employee ineligible to participate in the program again for five years.*
5. The total purchase must be no less than 80% of the vacation leave cash-out received. *Purchases that are less than 80% of the vacation leave cash-out received will render the employee ineligible to participate in the program again for five (5) years. If no purchase is made, the vacation leave cashed-out will be reinstated and the amount paid will be deducted from the employee's paycheck.*

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: Security and Security Inspections

Policy Number: F-01-02

Originating Department/Division: Human Resources

Effective Date: March 1, 2004

Approved By:

Supersedes Policy:
Facility Access Cards Security

Dated:
no policy written, 04/11/97

POLICY

All employees will be issued identification and/or proximity cards. Every employee must keep his/her identification card on his/her person, and display it while present on City premises or engaged in City business. The loss of an identification or proximity card must be immediately reported to the Human Resources Department.

The City of Largo provides desks, lockers, and other storage devices for the convenience of employees, but these remain the sole property of the City. The City of Largo also provides access to numerous facilities; therefore, it is important to establish and maintain security for all personnel and property. Access to secured buildings, facilities, areas, cabinets, lockers and desks is provided to employees; however, this access does not guarantee personal privacy to employees.

PROCEDURE

The City will issue locks for all lockers issued to personnel. Accordingly, all City property can be inspected, with or without prior notice, when deemed necessary. Searches will be conducted by two or more personnel selected by the Department Director, City Manager or designee.

Efforts will be made to notify and/or have the employee present during any search.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy: Employee Assistance Program (EAP) **Policy Number:** E-01-05

Originating Department/Division: Human Resources

Effective Date: June 03, 2014

Approved By:

Supersedes Policy:

Employee Assistance Program (EAP)
Employee Assistance Program (EAP)
Employee Assistance Program (EAP)
Employee Assistance Program (EAP)

Dated:

04/14/94
07/15/01
06/15/02
05/01/04

POLICY

The City of Largo has an Employee Assistance Program (EAP) to provide confidential, professional assistance to employees for personal problems that may be affecting either job performance or well being.

Some of the problems that can be successfully handled through EAP counseling include family problems, marital problems, emotional problems, financial problems, alcoholism, and other chemical dependency. It is recognized that these are illnesses which can be treated if identified and proper help is offered and sought. The City of Largo's policy is to offer and provide help for employees and their dependents before the illness progresses to the point it jeopardizes their job security.

PROCEDURE

An employee or dependent family member may call the EAP office for information or to make an appointment to discuss a personal problem. An emergency response system has been established to handle such calls on a 24-hour-a-day/7-day-a-week schedule. The EAP contact, as well as what is discussed, is handled in the strictest confidence. Employees' supervisors or other management personnel are **not** informed of those who choose to use EAP services. The office is located away from the City of Largo and all records and services are treated in a highly confidential manner. The EAP services are provided free for the first five visits per occurrence in each fiscal year; although, sometimes the specific treatment or community resources which may be recommended involve a fee. In such cases, these will be fully discussed by the EAP Administrator.

Fees and charges for services by individuals or agencies to which an employee or dependent family member is referred by the EAP Administrator are the responsibility of the employee. Neither the City of Largo nor the EAP Administrator will be held responsible for the payment of such fees or charges.

Few people go through life without some type of serious personal problem. Most of the time they are able to handle problems as they arise; however, sometimes

problems affect people on a continuing basis and for which professional outside help is needed. All problems will be handled in the strictest confidence by the EAP office. When an employee uses the program on a voluntary basis, no one is informed as to his/her identity.

When personal problems are resolved, employees are happier and healthier, hence, their lives will be more meaningful and productive at home, in the community, and at work. When problems such as those mentioned above are resolved sufficiently, the City benefits in its financial considerations, but more from a compassion for dedicated and competent employees whose personal problems may be leading them toward economic, social, and personal destruction.

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: Sick Leave Transfer	Policy Number: E-01-25
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Originating Department/Division: Human Resources

Effective Date: January 25, 2008	Approved By:
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<p>Supersedes Policy:</p> <ul style="list-style-type: none"> Sick Leave Transfer Sick Leave Transfer Sick Leave Transfer Sick Leave Transfer Sick Leave Transfer 	<p>Dated:</p> <ul style="list-style-type: none"> 02/02/07 02/01/07 09/01/03 07/01/02 04/05/94
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POLICY

Employees who have exhausted all accumulated leave due to an extended illness or injury, or an illness or injury of a member of the employee's household, may be eligible to receive transferred sick leave from other employees. With approval from the City Manager, the transfer of sick leave from one employee to another will be governed by the Human Resources Department.

PROCEDURE

1. The full- or part-time regular employee with a minimum of one year of employment at the time of the Sick Leave Transfer Request may submit a request, with Department Director approval, to Human Resources. Such request will include a doctor's statement indicating the nature of the illness/injury and the anticipated time needed for recovery.
2. Human Resources will review the following factors and submit to the City Manager for final approval:
 - a. Length of permanent employment.
 - b. The amount of time already used for this specific situation.
 - c. Patterns of sick leave previously used prior to the event.
 - d. Eligibility for long-term disability insurance.
 - e. The employee's work record and job performance.
3. The City Manager shall have sole and final discretion in the authorization of sick leave transfer.
4. If approved, a memo will be distributed by the Human Resources Department to all departments with instructions on how to contribute.
 - a. Contributions will be made in one-hour increments to a maximum of eight hours per employee. The contributing employee will be notified when the sick leave is deducted from his/her account.
 - b. A maximum combined contribution of 160 hours will be transferred into the employee's sick leave record.

- Any unused portion of the donated sick leave will remain in the contributing employee's record.
 - Contributions in excess of 160 hours will be kept on file in the event the requesting employee has need beyond the initial request.
5. Sick leave contributions will have no bearing on the donor's sick leave usage.
 6. An employee who has been denied sick leave transfer, can bring additional information for consideration to the Department Director.

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: Social Media	Policy Number: E-11-33
Originating Department/Division: Administration	
Effective Date: October 18, 2011	Approved By:
Supersedes Policy: N/A	Dated:

POLICY

Social media is any form of online publication or presence that allows end users to engage in multi-directional conversations. The City of Largo uses social media in an effort to build a sense of community and to rapidly communicate directly to stakeholders and the general public. This policy has been developed to address the fast-changing landscape of the Internet and the way people receive information. Social media provides opportunities for participating departments to attract a broader audience, in addition to creating a social network allowing for residents, consumers and visitors to receive information. These services are intended to enhance communications but not diminish or circumvent existing processes. The demographic profile of the intended target audience combined with the purpose and goal of the social media initiative are the primary considerations on which to determine the appropriate use of social media. It is understood that City-sponsored social media is not intended to be used to create a public or political forum, but is intended to be a vehicle to share information about City business and events. There is no expectation of privacy regarding any social media usage.

This policy is applicable to all City of Largo employees as well as volunteers. Failure to adhere to this policy or related policies may result in suspension or revocation of social media/social networking access or disciplinary action consistent with the City's Code of Conduct.

PROCEDURE

Establishment of Social Media Account(s)

Official City of Largo presence on social media sites is considered an extension of the City of Largo's information network and is governed by all related policies, to include the City of Largo Code of Conduct and Administrative Policies.

1. All requests for the initiation of an account on a new social media site must be submitted by email to the Communications & Marketing Manager or designee prior to establishing an account. The City staff member initiating any such request must first obtain Department

Director approval to utilize social media prior to submitting the request to the Communications & Marketing Division. The request must contain the name of the individual(s) who will oversee use of the social media site on behalf of the Department. This individual(s) will act as the liaison between Communications & Marketing and the Department as it pertains to use and operation of the proposed social media site (AKA: Department liaison). Communications & Marketing will review each request to determine whether a social media outlet is a viable option. All legal agreements or terms and conditions associated with use of or access to a social media outlet must be reviewed and approved by the City Attorneys' office prior to the establishment of an account or use of the social media outlet.

2. Upon approval, and prior to implementation of the social media site, Communications & Marketing will work with the Department liaison to ensure they are aware of the policies, procedures and expectations applicable to City-sponsored social media usage and that they have received training for compliance with applicable public record and records retention requirements. Once approved, the Department liaison will be permitted to post items/comments on the desired social media site. Communications & Marketing reserves the right to edit, change or delete content, including but not limited to, music, videos and all other media prior to posting on any social media site(s).
3. Communications & Marketing will control the naming (URLs) for all social media sites. As part of its review of a request for initiation of a new social media site, Communications & Marketing will confirm whether any proposed site name is appropriate. Communications & Marketing will also review each proposed site name to ensure it is consistent with other department social media site names and the City of Largo's Mission, Vision and Values.
4. Social media pages will initially be created by Communications & Marketing. The requesting Department(s) will maintain some of the content on the social media page. Specifically, content that is informational only and that is intended to relay information to the public regarding City events, public hearings, etc. will be managed by the Department liaison. General appearance, media content and other more substantive content on any City social media page will be managed by Communications & Marketing unless otherwise specified. It is important to ensure that the public's trust of the City of Largo's presence on social media sites is preserved and maintained. Because imitation sites may be created, the content and information contained on any City-sponsored social media site must be monitored on a regular basis. Visual elements of the social media sites must be designed by Communications & Marketing to reflect the public website brand of Largo.com. This will ensure the visual consistency and credibility of the page(s). City staff must receive approval from the Communications & Marketing Division prior to using any City or Department logo(s) or

seal(s).

5. Login information, including user IDs and passwords, will be created by Communications & Marketing and are not permitted to be changed, altered, or modified. Passwords must be secure and adhere to all IT policies with regard to password protections. A user's social media password cannot be the same password as is used to log-on to the City network. All social media accounts shall use City e-mail accounts, departmental or office names and general office phone numbers if possible.
6. Departments are responsible for publishing, monitoring and updating their pages on all social media sites. Although departments will remain responsible for maintaining the content of any department social media site(s), Communications & Marketing will work together with each department to ensure compliance with this policy.

Employee Use of Social Media/Employee Conduct

This policy shall apply to the use of City-sponsored social media sites for official City business in addition to providing parameters for employee use of social media for professional and personal interests while still respecting each employee's right to engage in free speech, including materials and content posted through social media outlets. This includes participation in social media such as but not limited to; all blogs, wikis, forums, professional/personal websites or social media sites and includes social media activities that take place outside of the workplace and on the employee's own time.

1. Use of social media during working hours is strictly limited to use for City business and in keeping with its policies and procedures. Use of social media for personal interests (i.e. for reasons completely unrelated to an employee's job duties or professional affiliations) is prohibited on city equipment except for those computers designated for personal use (Cyber Cafe). Use of social media for professional interests or to access wikis, blogs, etc. associated with a professional affiliation should be limited during working hours. This would include social media activities which constitute appropriate "professional" usage. Professional usage is restricted to social media sites which enhance job knowledge.
2. Employees are expected to exercise common sense and good, ethical judgment when using social media. Employees should consider their posted words and images and think about how they will be viewed by others, including current and future employees.
3. Employees utilizing social media for City business are prohibited from posting anything that is false, misleading, obscene, defamatory, profane, discriminatory, libelous, threatening, harassing, abusive, hateful, objectionable, inflammatory, or embarrassing to another person or entity. Posting such material or comments could result in legal

liability for the employee and/or the City.

4. Employees must identify themselves as a City of Largo employee when posting to social media sites for City business/purposes. Employees should provide their name or job title so as not to mislead readers or viewers.
5. Employees who have personal internet home pages shall not use photographs or other material depicting City uniforms, City logos, City vehicles, etc. (this does not include city sponsored or co-sponsored events). Personal home pages shall not contain any images or language representative of City-endorsed material or implying endorsement of specific vendors or products by the City or City employees.
6. As stated above, the City respects each employee's First Amendment right to free speech and recognizes its application to an employee's use of social media. The City recognizes an employee's right to discuss his/her wages, hours, working conditions, etc. However, employees should be mindful that the first amendment only protects speech made by an individual acting as a citizen on matters of public concern. Speech made by an employee as part of his/her job duties or speech that is not about a matter of public concern is not protected. Additionally, speech that is a violation of the law is not protected. For example, false or harassing speech, or the disclosure of confidential information can give rise to defamation, harassment or invasion of privacy claims. No employee may post information or content on any social media site which would be a violation of the City's codes or policies, including but not limited to, the City's Code of Conduct, at any time, whether on or off duty, or a violation of federal, state or local laws.
7. An employee will be subject to disciplinary action for any violation of this policy. This includes the posting of any material or use of social media which undermines the mission, vision and values of the City.

Account Management and Acceptable Use

1. The Communications & Marketing Division reserves the right to direct departments to modify social media content based on City policy. Each social media internet site will be vetted through an internal security assessment to ensure it poses no risk to the City's technology infrastructure.
2. Communications & Marketing will assist all departments to reach stated goals by developing the appropriate uses for social media outlets, assisting with the selection of the appropriate type of social media and defining the best strategy to maximize the full potential. Departments should be mindful of the City's goals and objectives when requesting access to or utilization of social media for City business.

3. All City departments utilizing social media are responsible for complying with applicable federal, state, and local laws, regulations and policies. Applicable laws and regulations include, but are not limited to, Florida Public Records Law and Sunshine Law, record retention laws and retention schedules, copyright laws, First Amendment, privacy laws, the City's Code of Conduct, and information security policies established by the City of Largo.
4. Communications & Marketing staff, in concert with Information Technology Department staff, will create training and procedural requirements for each Department liaison authorized to contribute to a social media sites. Communications & Marketing staff will update City Administration and Department Directors regarding any new social media opportunities.
5. Whenever possible, links to more information should direct users to the City of Largo's official website for information, forms, documents or online services necessary to conduct business with the City. Links to any outside (third party) website or address must be approved by the Department Director and the Communications & Marketing Division.
6. All information on social media sites must be archived in order to adhere to the Public Records Law and records retention schedules. Communications & Marketing will provide training for each social media Department liaison in the proper procedures and requirements for compliance with records retention obligations.
7. Social media sites that allow for correspondence with the public must be monitored on a regular basis, as determined by the department. Comments from the public are allowed on certain social media sites. Upon review of social media site(s), any content containing defamatory, harassing, threatening, or libelous content, shall be immediately removed.
8. All messages posted on social media sites by a City employee must be consistent with the City's mission, vision, and values. The frequency of any message must be deemed necessary and contain relevant information.

The following Disclaimer is applicable to all social media accounts and as referenced on Largo.com website:

Disclaimer:

*** It is required that all social media sites include the following disclaimer:**

“The purpose of this site is to present matters of public interest to the City of Largo, including its many residents, businesses and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and not a public forum. Once posted, the City reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group. Further, the City also reserves the right to delete content or links determined to: (i) be off topic; (ii) that advocate illegal activity; (iii) that promote particular services, products, or political organizations; or (iv) infringe on copyrights or trademarks. Please note that the comments expressed on this site do not reflect the opinions and position of the City government or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact webmaster@largo.com. E-mail addresses and all comments posted on City-sponsored social media sites are public record under Florida Law and are not exempt from public records requirements. If you do not want your comments or e-mail address to be subject to being released pursuant to a public-records request do not send electronic mail or make comments on this site or to this agency. Instead, contact this office by telephone at (727) 587-6700.”

***End**

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Policy: Technology	Policy Number: T-04-09
Originating Department/Division: Information Technology	
Effective Date: 01/01/2015	Approved By:
Supersedes Policy: Cellular Telephone and Personal Communication Devices Computer Technology General Computer Technology Security Computer Technology Acquisitions Computer Technology Software Computer Technology Electronic Mail Computer Technology Internet Usage	Dated: 10/01/01 05/01/04 05/01/04 05/01/04 05/01/04 08/01/06 11/01/09

POLICY

The Information Technology (IT) Department consists of four distinct programs: Integration, Infrastructure, Technology Support and Telecommunications that provide a variety of computerized information technology services to all City departments. The IT Department is the authority for ensuring that all City technology is acquired and used in accordance with City policies and procedures as approved by the Information Technology Governance Committee. The City network includes all technology used in the City such as, but not limited to, network computer equipment, computer hardware, computer software, operating systems, business applications, computer security, badge access security, mobile computing hardware, telecommunications, telephones, cellular communications, cellular phones, wireless communications, data and voice circuits, technology service providers, outsourced technical services, security cameras, software as a service, outsourced and hosted application services, licensing, computer rooms, data closets and maintenance of such technology. This includes technology purchased as part of a grant and/or technology that may be included as part of a non-computer related purchase. All City computer technology must be used for City business only.

IT Director approval shall mean the IT Director or designee.

PROCEDURE

Information Technology Governance Committee (ITGC)

The Information Technology Governance Committee's primary objective is to establish strategic technology direction that benefits the City in the form of cost optimization, operational efficiency and standardization in a manner that protects the City's information technology infrastructure and related assets.

1. The Information Technology Governance Committee will consist of five

voting members of Executive Management and/or Operational Management level City staff and the City's Information Technology Director. The five voting members are appointed by the City Manager. The City's Information Technology Director does not have a vote. The Committee shall determine the Chair and Vice-chair, who must be voting members, at its first meeting of each fiscal year. A quorum of three voting members will constitute a meeting. A majority vote of quorum is required for action to be taken.

2. Exceptions to strategic, tactical and established standards and grievances of interpretation of this policy may be scheduled with the Chair of the City's ITGC for presentation to the City's ITGC for consideration of an exemption. A Committee member may not vote on an issue before the Committee that concerns his/her department. The ITGC's decision may be appealed to the City Manager whose decision shall be final.
3. The Committee shall convene on an as-needed basis, but must have a minimum of four meetings each fiscal year. The first meeting of each fiscal year shall be called as soon as practical for the purpose of establishing the Chair and Vice-chair. Future meetings shall be called by the Chair.

General

1. The IT Department will provide City computer network access for all City owned computer hardware and software based on available capacity and the employee's work requirements. City Departments must notify and receive approval from the IT Director of all computer and communication related requests, including but not limited to, employee access, purchases, repairs, disposals, upgrades and automation of business processes.
2. The IT Director is responsible for approving network access for third party users, such as vendors and other governmental agencies, on a case by case basis and establishing the conditions of use for each third party users' access based on the functions to be performed by the third party.
3. The IT Department is responsible for the preservation of the City's technology infrastructure and electronic files. Accuracy of the content in the electronic files and public records retention of the content, as required by Florida Public Records Statutes, is the responsibility of the originating and/or receiving department and/or end-user.
4. All original and draft electronic files considered documents of record or public record, as defined by the Florida Public Records Statutes, such as, but not limited to, City documents, databases, forms, images, photographs and other work products must be stored on the City's computer network. Backup media, off-line historical media, electronic devices used for the collection of original source data and stand alone PCs may be used for electronic file storage only if authorized in an

approved, written City and/or Department Standard Operating Procedure (SOP) that is acknowledged by the IT Director. Only copies of electronic files considered transitional in nature, as defined by the Florida Public Records Statutes, may be stored outside the City's computer network and only for City business purposes. Exceptions for original and draft electronic file storage will be considered via written request to be approved by the affected Department Director and City Clerk.

5. At no time is an employee authorized to utilize any type of computing technology device, such as, but not limited to, notebooks, tablets and/or cellular phones, while driving a vehicle for City business unless authorized by a written Departmental Standard Operation Procedure approved by the Department's Director.
6. Departments must define by Standard Operating Procedure the manner in which all non-City owned copyrighted electronic materials, such as sounds, images and intellectual property maintained on the City network are authorized for use in their business process. Storage of non-authorized copyrighted electronic material is prohibited on the City network.
7. Deployment, re-location, and removal of all City owned computer technology must be managed by the City's IT Director on a project-by-project basis.

Acquisitions

All computer-related acquisitions, including donations, must be reviewed and approved by the IT Director in advance of placing the order or accepting the equipment. This includes, but is not limited to, the purchase of hardware, software, peripherals, upgrades, licenses, data circuits, telephone lines, cellular phones, telephones, software as a service, outsourcing and data sharing.

1. The following criteria will be considered when determining the appropriateness of a computer-related acquisition as it pertains to the technology's intended use:
 - a) Initial and ongoing training requirements
 - b) Compatibility and adherence to City standards and Strategic Plan initiatives
 - c) Maintenance, repair and support requirements
 - d) Cost/benefit relationship, inclusive of the "total cost of ownership"
 - e) Security
 - f) Availability of alternative solutions
 - g) User License Agreement legal review
 - h) Budgetary constraints
 - i) Other considerations related to City-wide goals, policies or benefits

2. All computer-related acquisitions will be deployed only for its approved, intended use. Any change of use for the deployed technology must be approved by the IT Director before any changes occur.
3. All technology equipment being replaced or retired will be returned to the IT Department for appropriate disposal. Replaced and retired equipment is not eligible for redeployment without the approval of the ITGC. Equipment will be disposed of in accordance with the City's surplus property disposal process and/or the applicable acquiring grantor guidelines.
4. All technology equipment assigned to a position that has been eliminated from the City's Compensation Administration and Pay Plan and/or by budget shall be returned to the IT Department. If the equipment's useful life is within the City's current defined life-cycle period, the equipment can be redeployed upon department justification and IT Director approval.

Software

The City obtains software from a variety of providers that can have licensing agreements unique to their business and distribution model. Samples of the different types of licensing agreements are copyrighted, Open Source General Public License, public domain software, software available from electronic bulletin boards, freeware, shareware and privately developed. The City will adhere to the licensing agreements for each unique software component utilized on the City network.

1. Gaming software, software used for games or software resembling entertainment activities, shall not be installed on a City owned computer or electronically stored on a City owned auxiliary storage device without the authorization of the IT Director. Any business application software, or operating system software acquired and installed on a City computer which has such games or entertainment activities bundled with the software, shall have the games removed, if possible, from the computer and all auxiliary storage devices.
2. Software developed by City staff for use by the City shall become the sole property of the City. Employees retain no marketing or property rights to the software developed for City use.
3. All software licenses, system documentation, original user documentation and source media will be archived by the IT Department.
4. No software shall be installed onto any City computing device except by authorized IT personnel. City licensed software cannot be installed on any non-City owned computer device without written approval of the IT Director. The IT Director reserves the right, after approval and direction from the IT Governance Committee, to remove any installed software from a City computing device that:

- a) does not provide a business value to the City, or
- b) is in violation of any licensing agreement, or

c) has been removed from the City's approved software list.

5. Software may not be purchased, loaned, leased, rented, sub-licensed, sold, or transferred to a different computer without prior authorization from the IT Director.
6. Software may be copied, by IT personnel only, for the sole purpose of backup and recovery or as may be required pursuant to applicable law or court order.
7. Software demonstration or trial products may be installed on a City computing device for evaluation purposes with prior IT Director approval. Once a decision has been made regarding acquisition, the demonstration or trial software must be removed from the computing device unless or until all applicable licenses have been purchased or acquired.

Security

The City shall maintain physical, cyber and virtual security for all City-owned technology and reserves the right to employ commercially available products and practices, proprietary and/or open source, to protect itself from the undesirable effects of spam, viruses, malware and/or data breaches in order to preserve data integrity and secure the network.

1. User access to and deletion from the City network and software applications must be requested using the IT Computer User Form. The form must be accurately completed, properly signed, and submitted to IT for processing. Depending on access requirements, additional licensing may be required which will be charged to the employee's department.
2. Any change in an employee's status with the City, such as hiring, termination, promotion, demotion, job classification or title, requires the employees immediate supervisor or department operational management to immediately submit an updated IT Computer User Form identifying the access changes to the network and software applications.
3. Every employee granted access to the City's network shall establish his/her own unique password. His/her user ID will be established by the IT Department. Users who are granted access to applications or functions requiring a login, may be required to establish a unique password for each login.
4. Computer passwords must be at least 8 characters in length, must contain upper case letters, lower case letters, numbers and cannot be a dictionary word. IT reserves the right to set remote computer passwords to a different configuration or format in order to maintain secure access integrity. Computer passwords must not be kept in locations that are accessible to other individuals. Computer passwords must not be shared, except with the Department Director's approval. In the event a Director approves the sharing of an employee's computer password with

another employee, the Director must immediately notify the IT Support Group for recording. Once the purpose of sharing an employee's password has ended, the employee whose password was shared must change his/her password. Passwords may be shared, without Department Director approval, with IT personnel for setting of their password and for technical problem resolution. The IT Department does not maintain a list of user passwords.

5. Employees may not leave a terminal, workstation or PC unsecured if they have initiated a session on the City network. The active session must be logged out or the screen locked. Any activity performed on a City workstation that has an active session will be the responsibility of the employee associated with the login used to initiate the active session. Employees are strongly encouraged to log out of all active session(s) at the end of their workday in order to prevent data loss and/or corruption. Data loss and/or corruption due to failure to log off may be scheduled for recovery as time allows.
6. All areas that contain City network infrastructure must remain secure at all times requiring a key and/or City badge access for access to the equipment. Access to these areas requires IT Director approval.
7. Any document, spreadsheet, presentation, and/or file that contains data that is password protected by a user, must have a Restricted Access Form completed by the user. This form must be processed according to the instructions on the form and given to the Department Director or the appropriate department staff person responsible for maintaining this information as defined by the Department's SOP. This envelope must be maintained until the password is removed. If the password is changed, a new Restricted Access Form must be completed and retained in accordance with this policy. Should the envelope be opened, the password must be changed or removed.
8. User IDs and passwords used to access any City related business function (websites, hosted applications, database, forms, etc.) not on the City network must have a Restricted Access Form completed by the user. This form must be processed according to the instructions on the form and given to the Department Director or the appropriate department staff person responsible for maintaining this information as defined by the Department's SOP. This envelope must be maintained until the business function is no longer required and access has been terminated. If the user ID and/or password is changed, a new Restricted Access Form must be completed and retained in accordance with this policy. Should the envelope be opened, the password must be changed or business function terminated. Termination of a City business function not maintained on the City network does not relieve the City staff user from the responsibility of maintaining public records as defined by Florida Public Records Statutes.
9. City identification badges are to be used only by the employee to whom they are issued. Use of an employee's badge by another person is not

permitted and may be grounds for discipline. Allowing another employee access to a restricted area who does not have access to that restricted area is not permitted without prior authorization by the Executive Management employee responsible for that area.

10. Data backups shall be executed on a predetermined schedule established by IT based on industry best practices. One backup media set shall be maintained off premises at least 3 miles from the current data center location. Data backups are for recovery purposes and not for record retention.
11. The IT Department monitors many functions on the City network and may maintain several types of user, network, security, key stroke and system activity logs. Audits by IT personnel of these activity logs will be performed at random intervals to verify requirements, compliance with City policies, applicable laws, regulations and third party security compliance. Access to these activity logs is subject to disclosure at any time, with or without notice to the employees, for purposes of quality assurance, compliance with applicable law, and management requests. Compliance violations and/or unusual network activity will be reported to the appropriate authorities. Archival periods for these activity logs will be governed by an IT Department SOP.
12. Data encryption will be deployed as required by Federal, State and local statutes, third party regulatory policies and as the City deems necessary. This applies to all sensitive data stored on the City network and/or any mobile technology device and transmission of the data between computer networks.
13. Security requirements will be deployed for business processes impacted by regulatory policies such as, but not limited to, the Payment Card Industry Data Security Standard (PCI DSS) and the Health Insurance Portability and Accountability Act (HIPAA) when that business process is implemented within the City.
14. To protect sensitive information, the City reserves the right to sequester any technology device(s), such as, but not limited to, cell phones, cameras, tablets, monitoring equipment, notebooks, etc. upon entry into identified restricted areas. All sequestered devices will be returned upon leaving the restricted areas.
15. Using technology devices to make audio recordings of any City business is forbidden unless an audible approval from each participant is recorded at the beginning of the recording. This does not apply to activities that have been predetermined as a televised event, a public meeting, public safety activities covered by Federal, State and/or local statutes/regulatory policies and/or by court order.
16. City network users are required to report any and all error messages that pertain to virus intrusions, malware, suspicious network activity and/or breaches of the City's network to IT Support immediately.
17. The IT Department's Incident Response SOP will govern the procedures

applicable to all investigations into City network security breaches.

18. The City may offer public wireless access to the Internet for employees and visitors. This public access is governed by this policy and the terms and conditions agreed to, by the user, during access initialization. The City reserves the right to restrict functionality and block websites at its discretion.

Electronic Messages

Sending electronic messages, such as, but not limited to, e-mail, instant messaging or text, is a very powerful communication tool and shall be governed by guidelines pertaining to purpose, brevity, and content of messages as provided herein. The sending or forwarding of inappropriate electronic messages on a City electronic messaging system is not permitted. Inappropriate electronic messages includes, but is not limited to, material with sexual content or nudity and material that might be considered offensive based upon criteria defined by the City's Harassment and Discrimination Policy. Employees must be aware that deletion of electronic messages will not always be possible from all systems or digital storage. An electronic message processed through the City network is not considered private, regardless of the content or origin of the message. All electronic messages used to conduct City business are public records governed by Florida Public Records and, as such, may be open to examination by the public including the news media or any City official. Electronic messages processed through the City network are the property of the City and are subject to monitoring and disclosure at any time, with or without notice, for purposes of quality assurance, public records requests, management requests, and to determine compliance with City policies. All City electronic mail business must be performed using an authorized City electronic messaging system.

There should be no expectation of privacy by the sender or recipient of any electronic messages processed through a City-owned electronic messaging system.

1. Electronic messaging is granted based on the employee's need to perform City business.
2. Information exempted from Florida's Public Records Laws, such as medical reports, public safety data, Social Security Numbers, any kind of password, etc. must not be sent through electronic messages because confidentiality cannot be assured. The Human Resources Director, the City Attorney's Office and/or the City Manager must be notified of any exceptions or violations of this policy due to potential Federal and State regulatory impact.
3. IT staff will monitor electronic messages, if possible, and will periodically review electronic message usage to determine compliance with City policies. Monitoring activities include, but are not limited to, random audits of employee's electronic message usage, or audits conducted upon reasonable suspicion of non-compliant usage. The IT Director will inform an employee's Department Director of violations and/or unusual

activity.

4. Employees may send City business-related electronic messages to any individual, team or group within or outside of the City, but not to all employees. The City Manager determines which employees in the Administration Department, Human Resources Department and IT Department have additional authority to send electronic messages to all employees in the City.
5. Personal electronic messages, when they are created or received using a City's authorized electronic messaging system, are considered public record by the City. The City's authorized electronic messaging systems are intended for City business use only.
6. Non-City related solicitations on an authorized City messaging system for personal items for sales, lost and found, etc., or distribution of information pertaining to charities and business opportunities must be approved by the City Manager prior to transmission of the message. This includes solicitations for the City's on-line bulletin board. Approved solicitations must have contact information that is directed to the solicitors' personal contact information only.
7. The City may permit, with approval from the City Manager, Assistant City Manager, or Human Resources Director, a City recognized union to use an authorized City messaging system for notices to employees in their respective bargaining unit for union business purposes only.
8. The City reserves the right to automatically archive all electronic messaging, when possible, for the purpose of data recovery. The archived period for electronic messaging types will be defined by an IT SOP. It is the responsibility of the electronic message user to maintain the retention period for content, as defined by Florida Statutes.
9. The City may implement quotas, such as, but not limited to, storage size, number of emails, attachment size, on any of the City's electronic messaging systems. When an electronic messaging user exceeds their allocated quota, the electronic messaging user will not be able to perform certain electronic messaging functions. The electronic messaging system will alert the user when quota has been exceeded. It is the responsibility of the user to maintain their electronic messaging account in a manner that will allow for proper performance of City business via electronic messaging.
10. There may be times when an employee, as part of his/her job duties, needs to send or receive electronic messages that are inappropriate and/or in violation of the City's Harassment and Discrimination Policy and/or in violation of the City's Social Media Policy. Prior to engaging in this type of activity, the employee should notify his/her department Director and the IT Director for authorization and to ensure an appropriate viewing location can be provided and appropriate record keeping is maintained.
11. The City reserves the right to deploy electronic message blocking

technology in order to minimize the impact of spam and viruses. This technology is subject to schema changes that may allow some spam to pass through and block legitimate electronic messages. Users should contact the IT Support Group with their electronic messaging issues.

Internet Usage

Employees will be granted access to the Internet to perform City-related research and obtain information related to assigned job functions upon approval of the employee's Department Director via the IT Computer User Form. The retrieval or viewing of inappropriate information is not permitted at any time on any computer while utilizing the City network. Inappropriate information includes, but is not limited to, material with sexual content or nudity, and material that might be considered offensive based upon criteria defined by the City's Harassment and Discrimination Policy. The City Manager may authorize City business to occur on non-City Internet when deemed in the best interest of the City.

1. All Internet activities on the City network are open to examination by the public, the news media, or any City official. Internet sites accessed, including "non-business" sites, are subject to monitoring and disclosure at any time, with or without notice, for purposes of quality assurance, public records requests, management requests, and to determine compliance with City policies and procedures.
2. Should an employee accidentally view an inappropriate site, the employee must immediately notify his/her direct supervisor and the IT Director with the date and time of the accidental viewing along with the URL of the site, if it is available.
3. There may be times when an employee, as part of his/her job duties, needs to view Internet sites that are inappropriate and/or in violation of the City's Harassment and Discrimination Policy and/or in violation of the City's Social Media Policy. Prior to engaging in this type of activity, the employee should notify his/her Department Director and/or the IT Director for authorization and to ensure an appropriate viewing location can be provided and appropriate record keeping is maintained.
4. The City may provide City staff access to the Internet via Cyber Cafe terminals for non-business purposes. Active Cyber Cafe sessions that create negative affects on the City network may result in the session being terminated by IT. Internet activities that may create a negative affect on the City network include video-streaming, video conferencing, streaming audio, streaming weather, and gaming. The City reserves the right to monitor and log these sessions.
5. The City reserves the right to deploy website blocking technology. Users should contact the IT Support Group with issues regarding blocked websites.
6. IT staff will monitor Internet activity and will periodically review Internet usage to determine compliance with City policies. Monitoring activities include, but are not limited to, random audits of employee's Internet activity or audits conducted upon reasonable suspicion of non-compliant

usage. The IT Director will inform an employee's Department Director of violations and/or unusual activity.

Telecommunications

City provided telecommunications equipment, land line and cellular, is provided based on the employee's job duties. Telecommunications equipment is considered computer technology and should be treated as any other computer technology device as defined in this policy. Use of telecommunications equipment is intended for City business only. The City reserves the right to collect all actual charges incurred for personal use of City owned telecommunications equipment from the employee incurring such charges.

Personal Technology Devices

The City recognizes that employees may choose to use their own personal technology devices (cellular phones, notebooks, tablets, desktop computers) in order to perform City related business activities and has created the following policies to address such. The City has no expectation that employees will use their personal technology devices for City business and the use of personal technology devices for City business is voluntary. The City expects each Department to establish Standard Operating Procedures for the use of personal technology devices for City related business and personal use in each department.

1. Use of employee personal technology devices for City business is allowed provided the usage is in accordance with this policy. This usage is considered a voluntary preference and will not automatically constitute a financial liability or responsibility (stipend, allowance, reimbursement for cost incurred, etc) for the City. Department Directors should consider the impact of employee initiated City computer network access and/or City business telecommunications by an off-duty non-exempt employee including infrequent and incidental access, as this may result in over-time compensation. Monitoring of non-exempt employee personal technology usage for City business is the responsibility of the Department Director.
2. The City reserves the right to not allow the use of an employee's personal technology device for City business in situations that include, but are not limited to, instances in which an employee is on-call, standby, or where regulatory issues are involved. The City reserves the right to restrict access to the City's computer network by an employee's personal technology device.
3. Employees choosing to use personal technology devices that require City-owned software licenses to be activated on their technology device(s) must register their device with the IT Department.
4. The City does not warrant that all personal technology devices are usable on the City network for City business nor does it warrant that all functionality of a particular software product is available on all personal technology devices. Personal technology devices and associated software will be vetted by the IT Department for satisfactory user

experience, connectivity and security as IT resources are available. The IT Department will maintain a list of tested devices and their recommended usage for City business.

5. Each employee shall be responsible for purchasing and maintaining his/her personal technology device and the device's communications configuration connection. Support from the City IT Department for personal technology is restricted to the City-owned software installed on the device. Conflicts between City-owned software installed on a personal technology device and user-owned software on the same device are the responsibility of the employee.
6. The City maintains industry standard best practices to secure its computer network and data. The obligation to utilize these same industry standard best practices when personal technology devices interface with the City's network extends to each employee utilizing such a device. Therefore, the employee is obligated to maintain appropriate licensing for non-City owned software used in generating documents, work products and access rights, must have active and up-to-date virus protection, spyware/malware protection, and firewalls activated, if available for the device, must implement password and/or screen lock features and must use the City's approved software for remote access to the City's computer network, if applicable for the device. Configuration of employee owned software for accessing the City network from a personal technology device is the responsibility of the employee.
7. The use of City owned and/or City approved software on an employee's personal technology device may require different passwords than the ones used to access the City network from City-owned devices.
8. The City shall not be responsible for damages to the employee's personal technology device for any reason or if the personal technology device is lost or stolen, except when the City's responsibility for damages is addressed by an employment agreement or union contract. The IT Department will not provide temporary City-owned equipment in the event an employee's personal technology device(s) becomes inoperable.
9. The City shall not be responsible for loss of or changes in work product that may occur during transfer of work product from software on the employee's personal technology device to a City approved format on the City network.
10. Any file copied or moved from a personal technology device to the City network shall be accomplished via e-mail or through another IT approved file transfer method. A copied or moved file that is blocked by a spam/virus filter due to the presence of a virus or other file defect shall be the sole responsibility of the employee.
11. A personal technology device used for City business is not considered part of the City's network as it pertains to document of record or public

record storage. Use of a personal technology device to conduct City business shall not relieve an employee of his/her obligation to store all original work products on the City network in the City approved format. A list of acceptable file formats, based on currently used City software applications, shall be maintained by the IT Department as an SOP.

12. Any employee choosing to use a personal technology device in the performance of City related work product generation does so with the understanding that his/her personal technology device may be subject to review under the Florida Public Records Statutes. Public records requests for City related information that may be stored on an employee's personal technology device is the responsibility of the employee, including any associated cost.
13. Personal technology devices that are authorized for direct access to the City network via a virtual private network protocol and/or the use of a remote access client shall maintain a device user ID and password unique to the employee's use of that personal technology device. The virtual private network and/or the remote access client must be tied to this employee's device user ID and password and must not be available to any other user of the personal technology device. The employee shall not allow access to the City computer network via the employee's personal technology device to any other person for any reason. The employee shall be held accountable for inappropriate access to the City network through use of their personal technology.
14. The City reserves the right to implement mobile device management, remote access management, application access management and/or any other mobile management technologies in order to maintain, secure and monitor City business on a personal technology device. These technologies may allow for the execution of remote wipe technology in order to remove City data and/or software from a personal technology device in the event the personal technology device is lost or stolen. The employee agrees, upon acceptance of this Policy, that remote wipe technology can be used to remove City data and/or software from their personal technology device(s) if it is used for City business.
15. Upon employee termination from the City, the employee shall relinquish to the City's IT Department, all software licenses and data used and/or stored on all registered and non-registered personal technology devices used for City business. The employee agrees that remote wipe technology can be used to remove the City data and/or software from their personal technology device(s) upon termination.
16. The City shall not be responsible for the loss of personal data stored on any personal technology device, at any time, or any loss that occurs as a result of using technology for City business by the user or by the City.
17. At no time shall City data and/or software maintained on a personal technology device be backed up, copied to off-device storage, synchronized with another personal technology device or City-owned device, or a copy maintained in any type of Cloud storage or transfer

service.

18. Personal use of the employee's personal technology device during the employee's business hours should be minimized.
19. The City will provide a stipend, as defined below, for the use of personal technology device(s). The stipend will be charged to the employee's Department communications budget as follows.
 - a) Should an employee be deemed eligible, by their Department Director or their designee, for a City-owned cellular telephone (not a smart phone) and would rather use their personal cellular telephone to conduct City business, the employee can use their personal cellular telephone. A stipend of twelve dollars (\$12.00) will be paid to the employee in their biweekly payroll check for the use of their personal cellular telephone. This stipend is inclusive of all costs associated with the acquisition and use of the phone, such as, but not limited to, the voice service plan, long distance, roaming charges, overage charges, protective covers, government charges, surcharges and carrying cases.
 - b) Should an employee be deemed eligible, by their Department Director or their designee, for a City-owned mobile device requiring cellular data services (i.e., tablet, notebook) and would rather use their personal mobile device with their cellular data service to conduct City business, the employee can use their personal mobile device with their cellular data service. The employee's personal mobile device with their cellular data service must be able to perform all the functions that a City-owned mobile device with City provided cellular data services would provide. A stipend of Thirteen Dollars (\$13.00) will be paid to the employee in their biweekly payroll check for the use of their cellular data service. This stipend is inclusive of all costs associated with the acquisition and use of the cellular data service, such as, but not limited to, the data service plan, overage usage charges, government charges and surcharges.
 - c) Should an employee be deemed eligible, by their Department Director or their designee, for a City-owned cellular smart phone (cellular telephones that have both voice and data capabilities) and would rather use their personal cellular smart phone to conduct City business, the employee can use their personal cellular smart phone. A stipend of twenty-five dollars (\$25.00) will be paid to the employee in their biweekly payroll check for the use of their personal cellular smart phone. This stipend is inclusive of all costs associated with the acquisition and use of the phone, such as, but not limited to, the voice service plan, long distance, roaming charges, data service plan, overage charges, protective covers, government charges, surcharges and carrying cases.
 - d) A City employee can receive a total stipend amount of up to twenty-five dollars (\$25.00) per biweekly payroll check. City Manager

approval is required for additional stipends.

- e) On case-by-case basis, at the discretion of the City Manager, when an extra-ordinary expense is incurred by an employee who is using his/her personal technology device for City business, the employee may be reimbursed by the City for actual expenses incurred. This is intended for infrequent and isolated situations and is not meant for regular reimbursement for use of a personal technology device for City business or the damage/loss of personal technology devices. The reimbursement will be charged to the employee's Department communications budget.
- f) Stipends are not available for any other type of personal technology device or service being used for City business.

EMPLOYEE BENEFIT HIGHLIGHTS

Largo Lifeline Benefits Booklet

Medical, dental, vision, life insurance, retirement programs, long-term disability and other benefits such as tuition reimbursement, recreational membership card, fitness center, flu shots, service recognition, employee discounts and smoking cessation are outlined in the annual Largo Lifeline Benefits Booklet, obtained in Human Resources, or www.Largo.com/HR, select Employee Resources.

Pay Checks

Notice of deposits are distributed on the Friday after the end of each pay period. Pay periods run two weeks and begin on Sunday and end on Saturday. If you begin work on the first Monday of a pay period, you will work three weeks before you receive your first pay check, which will cover two weeks. If you begin work on the second Monday of a pay period, you will work two weeks before you receive your first pay check, which will be for one week. Direct deposit is the safest way to be paid.

Other Leaves of Absence

Jury duty, military reserve duty, active military service, special meetings, promotional examinations, training, education, bereavement leave, and personal option leave. Refer to the Personnel Rules and Regulations, Administrative Policies and Procedures, and/or the applicable bargaining unit agreement for more information.

Employees may be eligible to take a leave of absence without pay up to a maximum of twelve months, if approved by the Department Director and City Manager, except as provided in the guidelines of the Family and Medical Leave Act.

Recreation Passes for Employees and Household Members

A free recreation membership pass is available for all regular full and part time employees of the City of Largo and for their family members living in their household. A free recreation membership pass is also available to employees designated Temporary or Variable. Activities and programs are not free.

A free fitness pass is available for all regular full and part time employees of the City of Largo; however, family members must pay for their fitness passes and fitness room fees. Fitness room use is during regular business hours. Highland Recreation Complex fitness room has twenty-four (24) hour access available to full and part-time REGULAR employees only. A separate application for 24 hour access to Highland fitness room must be filled out. Ask a staff member for assistance.

Lap swimming, at Southwest Pool only, is available free of charge to employees

only. Family members must pay for their pool use. Regular pool hours apply. Independent Contractors must pay for any recreation passes and all activities.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) was enacted into law on February 5, 1993. Through FMLA, the City provides up to twelve (12) weeks of family/medical leave of absence, as needed concurrent with approved Family/Medical Leave. After all available sick leave has been exhausted, the employee will substitute paid personal option, and vacation leave to a maximum balance of forty (40.0) hours vacation to be saved at the employee's discretion. For purposes of this policy, the leave covers birth, or placement of a child for adoption, or for foster care; the care of the employee's child, spouse, parent or self with a serious health condition. The serious health condition includes but is not limited to, inpatient care in a hospital, hospice, or residential medical care facility; and continuing treatment by a health care provider.

FMLA states that employees are eligible for Family/Medical leave only after having completed twelve (12) months of service with the City and having worked at least 1250 hours in the 12 consecutive months preceding the start of the leave. When FMLA leave is granted, the City will maintain health insurance coverage for the duration of the leave. The employee will be responsible for payment of any bi-weekly payroll deduction for health coverage, dental insurance, supplemental life, flexible spending account, etc. If the employee fails to return after leave has expired, the FMLA allows the employer to recover premiums paid on behalf of the employee to maintain health insurance coverage during the FMLA leave.

Eligible employees should inform their supervisors at least thirty (30) days in advance of a foreseeable leave. Proper notification of this leave is required and appropriate documentation must be submitted.

When an employee uses FMLA leave related to a serious health condition, a Medical Certification Form, completed by a physician will be required, unless the leave pertains to the employee's Workers' Compensation claim, in order to qualify for the benefits given through the Family and Medical Leave Act. The City will not be responsible for contacting the doctors, hospitals, etc. to obtain required documentation. The Medical Certification Form is available from the Human Resources Department. When the leave is foreseeable, the employee should provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification within the time frame required by the City; which must allow at least 15 calendar days after the City's initial request. If the City has a question as to the validity of the medical certification form, the City can require additional relevant documentation.

If an employee's work-related injury is determined to qualify for FMLA leave, the Workers' Compensation leave and FMLA leave will be debited concurrently. The FMLA medical certification form is not necessary for debiting FMLA leave concurrently with Workers' Compensation leave. The medical information generated from the Workers' Compensation case will be sufficient.

Eligible employees are entitled to take up to twelve (12) weeks of Family/Medical Leave during a designated twelve (12) month period. For the purpose of calculating and employee's annual FMLA leave allotment, the City will use a rolling twelve (12) month period. The twelve (12) month period will commence with the first day an absence occurs for an identified FMLA purpose and run for twelve (12) months from that date. Employees returning from medical leave (other than intermittent leave) due to their own serious health condition must submit a health care provider's verification of their fitness to return to work.

The FMLA Medical Certification Form provides pertinent information to the City. Changes in this information should be promptly reported to the Human Resources Department. Other information this form verifies includes but is not limited to:

1. The date the serious health condition began for the patient.
2. The estimated return to work date.
3. If a serious health condition is that of a family member, an estimated duration of leave from the Doctor will be required.
4. If a serious health condition requires intermittent leave, the employee should give notice of the need for intermittent leave in writing. Notice must be submitted to the employee's supervisor at least thirty (30) days prior to a foreseeable leave. In addition, the employee must provide documentation from the health care provider for any intermittent leave that does not require follow up treatment, (i.e., diabetes, care of a family member covered by FMLA, etc.)

When FMLA leave ends, the employee will be reinstated to the same position, if available, or to a position equivalent in pay, benefits, and other terms and conditions of employment, for which the employee is qualified.

Military Exigency Leave, enacted effective January 16, 2009, may be authorized for an employee whose parent, spouse, or child of any age in the National Guard or Reserves is Federally called to or on active military duty.

Exigency Leave may be used for only the following examples:

1. short-notice deployment (less than 7 days);
2. military events and related activities;
3. childcare and school activities;
4. financial and legal arrangements;
5. counseling activities;
6. rest and recuperation activities;
7. post-deployment activities;
8. activities that arise out of the military member's active duty/call to active duty, and the City and employee mutually agree on both the timing and duration of the leave.

Military Caregiver Leave, enacted effective January 16, 2009, may be used, up to 26 weeks, by an employee who is the closest blood relative caregiver of a service member in the regular armed forces, National Guard, or Reserves who has incurred a serious injury or illness in the line of duty while on active duty.

Non-Represented Employees

Summary of Benefits

Refer to the Personnel Rules and Regulations, www.Largo.com/HR

Overtime

The rate of overtime pay for eligible employees is one and one-half times base rate for all actual time worked in excess of 40 hours, except in classifications which are scheduled on a base over 40 hours. Department Directors may authorize or direct an employee to work overtime when necessary in order to meet operating needs. Each Department Director shall maintain records of all overtime worked by employees in his/her department. Standby time, funeral leave, jury duty, annual military leave, and other absences from work while on active pay status will not be counted as time worked for overtime computations. For the purpose of overtime computation only, paid vacation, personal option, holidays, sick leave, and excused absences during emergency conditions shall count as time worked.

Leave Qualifier

Variable, Temporary, and part-time employees budgeted to work fewer than 20 hours per week are not eligible for paid leave.

Holiday Leave

MLK Day	Labor Day	Christmas Day
Presidents Day	Thanksgiving Day	New Year's Day
Memorial Day	Day after Thanksgiving	Birthday*
Independence Day	Christmas Eve	Every 5 th Anniversary**

*Employees must take the day within one month of the birthday.

**Employees must take the day within one month of the hire date anniversary.

Sick Leave

Sick Leave Accrual calculation rate: .0462 x regular hours worked, applied at the end of the pay period.

1. Full time employees accrue up to 96 hours annually.
2. Part time employees (budgeted at or above 20 hours per week) accrue proportionate to regular hours worked.

Maximum Sick Leave Accumulation:

1. Full time employees = 720 hours.
2. Part time employees = 360 hours.

Waiting Period - Eligible to use accrued sick leave after one month of service. Sick leave may be used in ½ hour increments.

Employees who call in sick are expected to be found at home, a doctor's office, hospital, pharmacy, or enroute to or from such an appointment or location.

Sick leave will not be paid in the last two weeks of employment unless the absence is documented in a doctor's note.

Upon separation from City employment, no payment shall be made for unused sick leave. In the event of an employee's death, any accumulated sick leave as of the time of death will be paid on the basis of one day's pay for each three days of leave to the deceased employee's beneficiary/estate.

Vacation Leave

Full-time and part-time Professional/Technical and Operational Management regular employees budgeted to work a minimum of 20 hours per week accumulate vacation leave with pay per regular hour worked* as stated in the following chart. (Executive Management accrual schedule provided at end of section.)

All accruals (accumulations) are calculated based on regular hours worked, and will equate to proportionate days in an annual total as indicated below:

<u>When</u>	<u>Begin accruing</u>	<u>Per Pay multiplier – x reg hrs worked in pay period</u>	<u>When</u>	<u>Begin accruing</u>	<u>Per Pay multiplier – x reg hrs worked in pay period</u>
0-2 years	10 days annually	.0385	Upon completion of 6 years	16 days annually	.0617
Upon completion of 2 years	11 days annually	.0424	Upon completion of 7 years	17 days annually	.0655
Upon completion of 3 years	12 days annually	.0463	Upon completion of 8 years	18 days annually	.0693
Upon completion of 4 years	13 days annually	.0500	Upon completion of 9 years	19 days annually	.0732
Upon completion of 5 years	15 days annually	.0578	Upon completion of 10+ years	20 days annually	.0770

Maximum Vacation Accumulation:

1. Full time employees = 320 hours.
2. Part time employees = 160 hours.

Waiting Period - Eligible to use accrued vacation leave at any time from date of hire with supervisor approval. Vacation leave may be used in ½ hour increments.

Vacation cannot be used in the last two weeks of employment.

Additional Information:

1. No vacation leave may be earned for time worked in excess of the standard forty-hour week.
2. Vacation will not be accrued while an employee is on a leave of absence without pay, or otherwise in a non-pay status.
3. Employees are required to take a minimum of fifty percent (50%) of vacation leave accrued during the year immediately preceding their hire date anniversary.

Executive Management accrues the following vacation hours per regular hour worked, equating to an annual amount of:

- less than 5 years employment A total of 120 hours
- 5 or more years employment A total of 160 hours

*Regular hours worked include: sick, vacation, personal option, holiday, bereavement, jury duty, workers' compensation, military, and any other leave-with-pay status. Excluded from regular hours: stand-by, overtime, acting officer/supervisor, and driver/operator.

Employee's "Sick Leave Conversion to Personal Hours" Benefit

Elective program that converts sick hours to personal hours on a two for one basis.

Criteria for Sick Leave Conversion for Non-Represented Employees	PTR	FTR
Have an accumulated sick leave balance (conversion may not reduce balance below this threshold) in excess of hours as follows:	96	192
The percent of vacation leave accrued during the year immediately preceding the hire date anniversary that must have been used:	50%	50%
Maximum converted sick leave hours:	40	80
Maximum personal option leave hours that will be awarded:	20	40
Requests for conversion must be submitted on the appropriate form and may only be made within one month of the employee's hire date anniversary.		

Bereavement Leave

An employee may be granted, upon approval of the Department Director, bereavement leave with pay not to exceed three work days in the event of death in his/her immediate family. The employee's immediate family shall be defined as the employee's: Spouse/Domestic Partner, Parents, Mother/Father-in-law, Step-Parents, Grandparents, Spouse's Grandparents, Sister/Brother, Sister/Brother-in-law, Children, Step-Children, Grandchildren, Spouse's Grandchildren, Daughter/Son-in-law, Same relatives of domestic partner as spouse.

Uniforms

Depending upon the type of employment you are in, work uniforms may be required. If so, you will be advised, and uniforms will be furnished at the City's expense. Employees will be required to pay taxes on some uniforms.

Standby Time

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 a Department Director who requires an employee to be available for work due to an urgent situation on his/her off duty time including nights, weekends, or holidays.

Employees shall not be assigned to standby duty if excused in advance. The department will seek volunteers whenever possible consistent with equitable distribution of standby time within a work area, classification, shift, and consistent with skill and ability. In the event volunteers are not available, qualified employees with the least amount of standby time will be required to take the assignment in order to maintain effective and necessary service to the community.

In the event any employee who is on standby duty fails to respond to a call to work, he/she will forfeit the standby pay and may be subject to disciplinary measures.

Employees assigned to standby duty by their Department Director are guaranteed standby pay of a minimum of two hours pay at their regular straight time rate for each standby shift. A standby shift is twenty-four hours or less. If standby pay is on the weekend of a holiday the employee will receive 3 hours of standby time for each 24 hour period.

Standby time shall not count as hours worked for the purpose of computing overtime pay.

Call Back

Any non-exempt full-time employee eligible for call back pay shall be paid for a minimum of two hours at his/her overtime hourly rate. If more than two hours are worked, he/she shall continue to be paid at his/her overtime hourly rate until the task is completed or his/her regular scheduled shift begins. Call back time will not be counted toward the weekly computation of overtime.

International Association of Firefighters (IAFF)

Bargaining Unit

Summary of Benefits

Please refer to the IAFF Bargaining Agreement at www.Largo.com/HR for specific contractual language.

Work Hours

28-day work cycle with 24 hours on duty, 48 hours off

Overtime

1.5 times regular pay for hours in excess of regularly scheduled time in a pay period.

Holidays

Shift employees receive every 9th shift off and 12 hours off for every 5th anniversary. The following holidays shall be observed on the actual day of occurrence: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas.

A 24 hour shift employee who works a shift that begins on a holiday as listed above will be paid 8 hours holiday pay at their regular rate of pay. A 24 hour shift employee who works a shift that ends on a holiday as listed above, will be paid 4 hours holiday pay at their regular rate of pay.

Sick Leave

Scheduled shift employees: 6.46 hours earned per pay period with a maximum accumulation of 2016 hours. Scheduled 40 hour employees: 3.70 hours earned per pay period with a maximum accumulation of 1613 hours; Eligible after one month of service.

Employees using sick leave are expected to be enroute to or from a location and engaged in activities commensurate with their medical condition, injury or caregiving responsibilities.

Sick leave will not be paid in the last two weeks of employment unless the absence is documented in a doctor's note.

Sick Leave Conversion

Employees who accrue sick leave in excess of 400 hours may elect to convert up to 200 hours to vacation leave. Hours will be converted on a two-for-one basis [two (2) hours of sick for one (1) hour vacation]. Sick leave hours may be converted once per year on the employee's hire date anniversary. Conversion of hours may not reduce the sick leave balance below the threshold of 400 hours. The request to convert hours must be sent to the Human Resources Department,

in writing, within thirty (30) days of the hire date anniversary. Forty-eight (48) hours of vacation must be utilized in the year immediately prior to the hire date anniversary to be eligible for sick leave conversion privileges.

Vacation Leave

4.00 vacation hours earned per pay period; 400 hours maximum carryover; may be used after six months of service;

Additional longevity vacation as follows:

- After 5 years through 9 years of service: 36 hours
- After 10 years through 14 years service: 84 hours
- After 15 years through 19 years service: 120 hours
- After 20 years service and each year thereafter: 144 hours

Vacation cannot be taken in the last two weeks of employment.

Bereavement Leave

One shift with, plus two additional days sick leave if approved by Fire Chief. Covers immediate family: spouse/domestic partner, father, mother, stepfather, stepmother, grandparents, brother, sister, child, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, including same relatives of domestic partner.

Uniforms/Clothing

\$450 department attire maintenance.

Callback Pay

Employees ordered back to work shall receive a minimum of two hours at the overtime rate of 1.5 times regular pay.

Assignment Pay

When qualified and assigned, the following skill areas will be worth the following per shift/month:

- Acting Officer: Pro-rata share of \$30,100
- Bunker Gear Maintenance Technician: \$45 per pay period
- Driver/Operator: Pro-rata share of \$63,800
- Haz Mat: \$45 per pay period
- SCBA Technicians: \$45 per pay period
- Tech Rescue Team: \$45 per pay period

International Association of Firefighters (IAFF) SUPERVISORY

Bargaining Unit

Summary of Benefits

Please refer to the IAFF Supervisory Bargaining Agreement at www.Largo.com/HR for specific contractual language.

Classifications

Assistant Fire Chief, District Fire Chief

Work Hours

0800-1700 Monday through Friday (Assistant Fire Chief)

28-day work cycle, 0700-0700, 24 hours on duty, 48 hours off (District Fire Chief)

Holidays

The following days shall be observed as holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Employee Birthday, and every fifth year employment anniversary.

Assistant Chief: One day (8 hours) off with pay. District Chief: The employee will have the opportunity to take 12 hours off, with pay. The 12 hours off with pay must be taken during a single shift. Paid time off for employee birthday and every fifth year employment anniversary must be taken within 30 days of the birthday/anniversary.

See the Bargaining Agreement for complete information including active pay status, working the holiday, trade time, Mandatory Holiday Assignment, etc.

Sick Leave

All full time employees shall be entitled to ninety-six (96 hours/Assistant Chiefs-120 hours/District Chiefs) hours of sick leave a year accrued on a payroll period basis. Sick leave may be accumulated to a maximum of seven hundred twenty (720/Assistant Chiefs) hours for non-shift employees. Shift employees will be able to accrue nine hundred (900/District Chiefs) hours due to shift scheduling.

Employees shall be eligible for sick leave after one (1) month of service.

Employees using sick leave are expected to be found at their respective homes, physician's office, hospital or other approved place of recuperation, or in route to one or the other of these locations. An employee may go elsewhere provided he/she receives permission from the Fire Chief or designee.

Sick Leave Conversion

Employees with longevity with the City who accrue sick leave in excess of 192 hours may elect to convert up to 80 hours to personal option leave. Hours will be

converted on a two for one basis. Sick leave hours may be converted only once per year on the employee's anniversary date of hire. Conversion of hours may not reduce the sick leave balance below the threshold of 192 hours. The request to convert hours must be sent to the Human Resources Department, in writing, within 30 days before or after the hire date anniversary.

Vacation Leave

Caps: 320 hours for Assistant Chiefs and 400 hours for District Chiefs. Any vacation leave earned in excess of this cap will be forfeited.

<u>Vacation Accrual</u>			
<u>Years of Service:</u>	<u>Administration</u>	<u>Shift 24/48</u>	<u>Note: Extra Kelly Day (Shift)</u>
1 Year	80 hours	100 hours	124
2 Years	88 hours	110 hours	134
3 Years	96 hours	120 hours	144
4 Years	104 hours	130 hours	154
5 Years	120 hours	140 hours	164
6 Years	128 hours	160 hours	184
7 Years	136 hours	170 hours	194
8 Years	144 hours	180 hours	204
9 Years	152 hours	190 hours	214
10+ Years	160 hours	200 hours	224
20-24 Years	168 hours	210 hours	Grandfathered Employee Only
25+ Years	176 hours	220 hours	Grandfathered Employee Only

Each year the number of vacation days earned, as enumerated above, is accrued upon the completion of each year. For example - Upon completion of one year of service with the City, the employee will have earned ten (10) days of vacation time. Upon completion of two (2) years of service with the City, the employee will have earned eleven days (11) days of vacation time per year and so on.

Bereavement Leave

In the event of death in an employee's immediate family, the employee shall be granted leave with pay by the Fire Chief or his designee for attendance at the funeral for up to three working days. In extenuating circumstances such as travel time up to 40 additional leave hours (48 for shift personnel) may be granted and charged to the employee's accrued sick leave.

The employee's immediate family shall be defined as: father, mother, sister, brother, spouse/domestic partner, stepfather, stepmother, step-child, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, child, grandparents, spouse's grandparents and grandchildren. In this article,

spouse and domestic partner are synonymous.

Uniforms/Clothing

\$450 department attire maintenance.

Assignment Pay

When qualified and assigned to District Chiefs, the following skill areas will be worth the following per shift/month:

SWAT Team:	\$45 per pay period
Haz Mat Team:	\$45 per pay period
SCBA & Bunker Gear:	\$45 per pay period
Tech Rescue Team:	\$45 per pay period

Police Benevolent Association (PBA)

Bargaining Unit

Summary of Benefits

Please refer to the PBA Bargaining Agreement at www.Largo.com/HR for specific contractual language.

Work Hours

160 hours in a 28-day work cycle, maximum of 20 days

Overtime

1.5 times regular pay for hours in excess of 80 hours in a 14-day pay period

Holidays

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve or equivalent, Christmas Day or equivalent, and every 5th anniversary.

Personal Option Hours

The employer agrees to provide forty (40) personal option hours to each existing employee on payroll on October 1 of each year of this contract. Employees hired after October 1, during the first fiscal year of their employment, shall be provided personal option hours as follows:

<u>Hire Date</u>	<u>Personal Option Hours</u>
October 1- December 31	40
January 1 – March 31	30
April 1 – June 30	20
July 1 – September 30	10

Sick Leave

96 hours annually (accrued at rate of 2 minutes and 46 seconds per regular hour worked); eligible after one month of service; may be used in ½ hour increments; 1,440 hours maximum accrual.

Employees using sick leave are expected to be enroute to or from a location and engaged in activities commensurate with their medical condition, injury or caregiving responsibilities.

Sick leave will not be paid in the last two weeks of employment unless documented by a doctor's note.

Sick Leave Conversion to Vacation Leave

Employees with over 250 hours of sick leave may convert up to 160 hours to vacation leave; hours are converted on a two to one basis; conversion may not reduce sick leave balance below 250 hours. Forty hours vacation must have been taken in the immediate past year. Requests for conversion must be sent to the Human Resources Department within thirty (30) days of the hire date anniversary.

Vacation Leave

80 hours per year shall constitute the base vacation leave accrued on a prorated payroll basis, except for employees hired before October 1, 1996, whose vacation leave accrual shall be 96 hours per year. 320 hours maximum accumulation.

Additional Longevity leave as follows:

6 months-5 years:	As outlined above
After 5 years:	Base & 16 hours
After 6 years:	Base & 24 hours
After 7 years:	Base & 32 hours
After 8-9 years:	Base & 40 hours
After 10-11 years:	Base & 48 hours
After 12 years:	Base & 56 hours
After 13-15 years:	Base & 64 hours
After 16-18 years:	Base & 72 hours
After 19 years:	Base & 80 hours

Vacation cannot be taken in the last two weeks of employment.

Bereavement Leave

Three days. Covers immediate family: spouse/domestic partner, parents, mother/father-in-law, stepparents, grandparents, spouse's grandparents, sister/brother/sister/brother-in-law, children, stepchildren, grandchildren, spouse's grandchildren, daughter/son-in-law, same relatives of domestic partner as spouse.

Uniforms/Clothing

Cleaning of departmental issued apparel is provided. An allowance of \$800 for bargaining unit members on plain clothes assignment is also given.

Callback Pay

1.5 times regular rate; three hour minimum

Personal Property

Any personal property supplied by the employee other than that specifically delineated herein may be reimbursed at the sole discretion of the Police Chief in

an amount not to exceed \$300. Reimbursement in excess of \$300 is subject to the approval of the City Manager.

The reimbursement for contact lenses, prescription eye glasses and hearing aids shall be actual documented cost. The maximum reimbursement for watches shall be one hundred dollars (\$100) and sunglasses shall be one hundred twenty five dollars (\$125).

Police Benevolent Association (PBA) SUPERVISORY

Bargaining Unit

Summary of Benefits

Please refer to the PBA Supervisory Bargaining Agreement at www.Largo.com/HR for specific contractual language.

Classifications

Police Lieutenant

Holidays

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Employee Birthday, and every fifth year employment anniversary.

When a holiday falls on Saturday, the preceding Friday shall be designated a substitute holiday and observed as an official holiday for the year. When a holiday falls on Sunday, the following Monday shall be designated a substitute holiday and observed as an official holiday for that year. In work units where operations are scheduled seven days per week throughout the year, including holidays, employees who are subject to such scheduling will observe City holidays on the actual day of occurrence.

Sick Leave

All full time employees shall be entitled to ninety-six (96) hours of sick leave a year accrued on a payroll period basis. Sick leave may be accumulated to a maximum of seven hundred twenty (720) hours. Employees shall be eligible for sick leave after one (1) month of service.

Employees using sick leave are expected to be found at their respective homes, physician's office, hospital or other approved place of recuperation, or in route to one or the other of these locations. An employee may go elsewhere provided he/she receives permission from the Police Chief or designee.

Sick Leave Conversion

Employees with longevity with the City who accrue sick leave in excess of 192 hours may elect to convert up to 80 hours to personal option leave. Hours will be converted on a two for one basis. Sick leave hours may be converted only once per year on the employee's anniversary date of hire. Conversion of hours may not reduce the sick leave balance below the threshold of 192 hours. The request to convert hours must be sent to the Human Resources Department, in writing, within 30 days before or after the hire date anniversary.

Vacation Leave

Cap: 320 hours. Any vacation leave earned in excess of this cap will be forfeited.

Years of Service	Vacation Accrual
1 Year	80 hours
2 Years	88 hours
3 Years	96 hours
4 Years	104 hours
5 Years	120 hours
6 Years	128 hours
7 Years	136 hours
8 Years	144 hours
9 Years	152 hours
10+ Years	160 hours
20-24 Years	168 hours (grandfathered employee)
25+ Years	176 hours (grandfathered employee)

Each year the number of vacation days earned, as enumerated above, is accrued upon the completion of each year. For example - Upon completion of one year of service with the City, the employee will have earned ten (10) days of vacation time. Upon completion of two (2) years of service with the City, the employee will have earned eleven days (11) days of vacation time per year and so on.

Bereavement Leave

In the event of death in an employee's immediate family, the employee shall be granted leave with pay for attendance at the funeral for up to three working days: spouse/domestic partner, parents, mother/father-in-law, step-parents, grandparents, spouse's grandparents, sister/brother, sister/brother-in-law, children, stepchildren, grandchildren, spouse's grandchildren, daughter/son-in-law, same relatives of domestic partner as spouse.

Uniforms/Clothing

The City will provide for the cleaning of department-worn daily duty apparel. The City will provide each bargaining unit member assigned to plain clothes assignment an annual clothing allowance of \$800. Benefits under this section will be issued on a pro-rata basis for assignments of less than a year.

Personal Property

Any personal property supplied by the employee other than that specifically delineated herein may be reimbursed at the sole discretion of the Police Chief in an amount not to exceed \$300. Reimbursement in excess of \$300 is subject to the approval of the City Manager.

The reimbursement for contact lenses, prescription eye glasses and hearing aids shall be actual documented cost. The maximum reimbursement for watches shall be one hundred dollars (\$100) and sunglasses shall be one hundred twenty five dollars (\$125).

Communication Workers of America (CWA)

Summary of Benefits

Please refer to the CWA Bargaining Agreement at www.Largo.com/HR for specific contractual language.

Overtime

1.5 times regular pay for hours in excess of 40 hours a week.

Holidays

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and every 5th anniversary*.

*Employees must take the day within one month of the hire date anniversary.

Personal Option Days

Accrual calculation rate: .0154 x regular hours worked, applied at the end of the pay period.

1. Full time employees accrue up to 4 days annually.
2. Part time employees (budgeted at or above 20 hours per week) accrue proportionate to regular hours worked.

Maximum accumulation: no maximum.

Personal Option Days must be used in one hour increments. These days may be taken with prior Department Director or equivalent approval.

Sick Leave

Accrual calculation rate: .0462 x regular hours worked, applied at the end of the pay period.

1. Full time employees accrue up to 96 hours annually.
2. Part time employees (budgeted at or above 20 hours per week) accrue proportionate to regular hours worked.

Maximum accumulation:

1. Employees hired on/after October 1, 2013:
 - o Full time employees = 720 hours.
 - o Part time employees = 360 hours.
2. Employees hired before October 1, 2013:
 - o Full time employees = 1440 hours.
 - o Part time employees = 720 hours.

Waiting Period - Eligible to use accrued sick leave after one month of service. Sick leave may be used in ½ hour increments.

Employees who call in sick are expected to be found at home, a doctor's office,

hospital, pharmacy, or enroute to or from such an appointment or location.

Sick leave will not be paid in the last two weeks of employment unless the absence is documented in a doctor's note.

Vacation Leave

Accrual calculation rate: .0385 x regular hours worked, applied at the end of the pay period.

1. Full time employees accrue up to 80 hours annually.
2. Part time employees (budgeted at or above 20 hours per week) accrue proportionate to regular hours worked.

Maximum accumulation:

1. Employees hired on/after October 1, 2007:
 - o Full time employees = 400 hours.
 - o Part time employees = 200 hours.
2. Employees hired before October 1, 2007:
 - o Full time employees = 640 hours.
 - o Part time employees = 320 hours.

Waiting Period - Eligible to use accrued vacation leave after three months of service. Vacation leave may be used in ½ hour increments.

In addition to the accrual above, Longevity leave is earned by full time and part time employees (budgeted at or above 20 hours per week) based on continuous service as follows:

Longevity	Part time	Full time
After 5 years	8 hours	16 hours
After 6 years	12 hours	24 hours
After 7 years	16 hours	32 hours
After 8-10 years	20 hours	40 hours
After 11 years	24 hours	48 hours
After 12 years	28 hours	56 hours
After 13-16 years	32 hours	64 hours
After 17-18 years	36 hours	72 hours
After 19 years	40 hours	80 hours
After 20-24 years	44 hours	88 hours
After 25 years	48 hours	96 hours

Vacation cannot be taken in the last two weeks of employment.

Sick Leave Conversion to Vacation Leave

Elective program that converts sick hours to vacation hours on a two for one

basis.

Criteria for Sick Leave Conversion for CWA Employees	PTR	FTR
Have an accumulated sick leave balance (conversion may not reduce balance below this threshold) in excess of hours as follows:	100	200
The following number of vacation hours must have been used during the year immediately preceding the hire date anniversary:	20	40
Maximum converted sick leave hours:	80	160
Maximum vacation leave hours that will be awarded:	40	80
Requests for conversion must be submitted on the appropriate form and may only be made within one month of the employee's hire date anniversary.		

Bereavement Leave

Three days. Covers immediate family: spouse/domestic partner, parents, mother/father-in-law, step-parents, grandparents, spouse's grandparents, sister/brother, sister/brother-in-law, children, step-children, grandchildren; spouse's grandchildren, daughter/son-in-law, and same relatives of domestic partner as spouse.

Uniforms/Clothing

Employees may be issued uniforms paid for by the City; however, employees will be required to pay tax on some uniforms.

Standby Time

Employees assigned to standby time are guaranteed two hours pay at straight time for each 24 hour increment or less. Effective October 1, 2014, standby duties assigned on weekends and holidays shall be compensated at three (3) hours of pay for each 24 hour period.

Call Back Pay

An employee who is off duty and required to return to work on an unscheduled basis shall be paid a minimum of two hours, and the hours will count toward the overtime calculation.