

RESOLUTION NUMBER 16-02-02

WHEREAS, the Town of Jay, Florida, adopted a Personnel Policy Manual; and

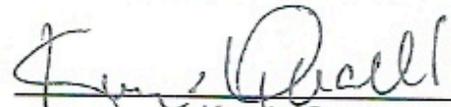
WHEREAS, The Town of Jay, Florida, recognizes the importance of updating the policy to address any changes made in the CDBG program requirements as determined by the Department of Economic Opportunity, therefore

BE IT HEREBY RESOLVED, that this legislative body of Town of Jay, Florida, hereby revises their Personnel Policy Manual to include the protected classes of race, color, religion, sex, national origin, disability, age and genetics.

ADOPTED THIS 1st day of February, 2016 on a vote of 4 yeas and 0 nays by the TOWN COUNCIL.

TOWN COUNCIL
TOWN OF JAY, FLORIDA

BY:



Kurvin Qualls, Mayor

ATTEST:



Linda Carden, Town Clerk

(SEAL)

EMPLOYMENT POLICIES AND PRACTICES

Resolution

9/4/18

Equal Employment Opportunity

It has been and shall continue to be the policy of this Town to provide equal employment opportunities to all people regardless of race, color, religion, sex, sexual orientation, age, national origin, disability, and/or any other category protected by law. This policy shall prevail in all decisions involving employment, including, but not limited to hiring, working conditions, benefits, compensation, training, promotions, and terminations.

Any concerns from employees or job applicants alleging violations of the EEO policy will be given immediate attention.

Employment Eligibility Verification

The Town verifies that newly hired employees are permitted to work in United States by requesting and examining documentation that establishes an employee's identity and eligibility to work in United States at the time of hire.

Public Records

The State of Florida has a very broad public records law. Almost all letters, memos, files and other records are open records and available for inspection by anyone who requests to view these records. Upon request, the Town will make copies of any and all public records available for copying and inspection in accordance with Florida law. While, in some circumstances, there can be redactions of confidential material, employment files and records are generally considered to be public records which must be disclosed to any member of the public who requests to view them.

Pre-employment Background Check

Each successful job candidate will be asked to consent to a comprehensive background check that may consist of prior employment, education, credit, criminal, and motor vehicle verification. All employment is contingent upon the results of the background check. The results are kept in accordance with any applicable laws in the employee's employment file.

Employment Tests

To qualify for certain positions in this Town, employees may be required to take job-related employment tests and/or profiles. The results are kept in the employee's confidential employment file maintained by the Town Clerk.

Motor Vehicle Reports

This Town requires a motor vehicle report on each employee who has been assigned a vehicle or who serves as a driver for the Town as a routine part of his or her daily job duties. These reports will be done as part of the pre-employment background check and periodically throughout employment.

Upon receipt of an unsatisfactory motor vehicle report, appropriate corrective action, up to and including termination, may occur.

Secondary Employment Outside of the Town

Outside employment will not be considered as an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If job performance deteriorates or a conflict develops, the Town reserves the right to require an employee to stop working the other job or face corrective action up to and including termination.

Employment of Relatives

The Town prohibits working relationships between members of the same family in which one such employee has supervisory or managerial authority over the other family member. Supervisory or managerial authority includes hiring, promotion, salary, performance evaluation and other staffing decisions. For the purpose of this policy, family member is defined as a spouse, domestic partner, romantic partner, children, parents, siblings, nieces, nephews, grandparents, grandchildren, aunts, uncles, first cousins, and corresponding in-law or step relationships. If such a relationship is discovered, the Town will take all necessary measures, including separation of employment, to rectify the violation of this policy.

Open Door Policy

The Town embraces an open door policy within the Town for all employees. By maintaining an open door policy, it is our intention to promote communication regarding employee concerns and the resolution of those concerns.

If an employee wishes to discuss a concern, the employee should begin with his or her immediate Supervisor. If the Supervisor does not give a satisfactory explanation to the concern, the employee may then escalate the concern to the Mayor.

Employee Relations

The Town of Jay believes the most effective work environment is one where there is effective communication and mutual understanding. It is our policy and practice to maintain such communications, and to provide employees the opportunity to air personal views with supervisors, Town Clerk, Mayor and members of the Town Council. An Open Door Policy gives the individual employee the opportunity to take a personal issue to the leadership of the Town, without fear of harassment or reprisal.

Job Posting/Internal Promotion

The Town is dedicated to providing the opportunity for advancement to individual employees. The Job Posting procedure provides a means for employees to receive adequate information and careful consideration with respect to job openings.

Open positions within Town of Jay will be posted. It is the employee's responsibility to express interest in an open position to his or her immediate supervisor prior to applying for the position. All hiring decisions will be based on ability and qualifications.

Employment Files/Change of Status

Employment files and all information in them will be handled in accordance with Florida law. Employees are required to notify the Town Clerk of any change in name, address, telephone number, marital status, number of dependents or beneficiaries. Changes in status regarding marriage, divorce, or births directly affect your benefits coverage and fall under a **THIRTY (30) DAY LIMITATION**. Changes in benefits coverage not provided to the Town Clerk within 30 days will not be implemented until the next annual enrollment period each year.

Employee Categories

To provide a standardized set of terms to be used when referring to employees in the Town, the following categories have been established:

- FULL TIME employees are those hired to work a standard workweek of 30 or more hours; however, the normal work schedule for most full-time employees will be 40 hours per week.
- PART TIME employees are those hired to work less than 30 hours per week.
- TEMPORARY employees work a scheduled workweek based on the offer agreement for a specific period of time.

Temporary Personnel

Temporary personnel may be utilized in short-term situations and when departmental requirements otherwise cannot be met. Some circumstances may warrant temporary personnel from outside agencies; however, internal alternatives should first be considered. It is recommended that at the end of six (6) months, temporary personnel be converted to full-time employment or released from the assignment.

Requests for temporary assistance must be approved by the Town Council.

Harassment

Town of Jay is committed to two key principles of personal relationships: first, every employee is entitled to be treated with dignity and respect as an individual, free from harassment; and second, every employee is expected to uphold high standards of personal conduct at work. The Town affirms and supports the prohibitions of discrimination under applicable discrimination laws and requires each employee to fully comply with these laws as a condition of continued employment.

The Town will not tolerate *any* conduct that violates this policy. Nor will the Town tolerate any actual or attempted reprisals or retaliation against an employee who raises a sincere and valid concern that this policy has been violated.

Prohibited Conduct

As used in this policy, the term “harassment” refers to conduct relating to a person’s race, religion, sex, sexual orientation, age, ethnic background, or handicap or disability, which fails to respect the dignity and feelings of the individual. Harassment that is forbidden by this policy can take several forms, including:

1. Sexual harassment - Sexual harassment includes sexual advances, requests for sexual favors, or other conduct of a sexual nature where the individual is made to feel as if he or she must agree to the request or submit to the advance in order to get favorable treatment at work. Sexual harassment also includes sexually oriented conduct and communications, which unreasonably interfere with an employee’s work performance or create an intimidating, hostile, or offensive environment. It is important to remember that these rules protect and cover the conduct of all employees. In other words, unwarranted sexual advances violate this policy even if directed at a co-worker or manager.
2. Verbal harassment - This includes comments regarding an individual’s sex, sexual orientation, religion, race, ethnic background, handicap or disability, or age. Examples include remarks or offensive jokes that degrade and offend employees.
3. Distribution or display – This includes written or graphic material (e.g., pictures) that is derogatory or vulgar in nature. Examples include the distribution or display of emails, cartoons, calendars, or other materials that are racist or sexually explicit in nature.
4. Threats – This includes physical harm or physical harassment, such as hitting, pushing, or other unwelcome physical contact.
5. Any retaliation against an employee for raising a genuine concern that this policy has been violated, or for exercising any right provided under the state human rights code or any other applicable state law.

Reporting Harassment

All employees are held responsible and accountable for avoiding or eliminating harassment that violates this policy. Employees are expected to report a potential violation of this policy, including possible harassment of coworkers immediately after the alleged harassment occurs. **Employees should not feel hesitant or embarrassed about reporting harassment! The Town is dedicated to making sure that the work place is productive and free from harassing conduct. The goal can only be achieved if employees cooperate in reporting all violations of this policy.**

Reports of possible violations should be made to the Town Clerk (or Town Attorney if needed).

An employee’s concern that this policy has been violated will be thoroughly investigated. Prompt attention and corrective action will be taken to stop any harassment and prevent its recurrence.

In cases involving a report of sexual harassment, all reasonable efforts will be made to protect the privacy of the individuals involved. In many cases, however, the Town’s legal duty to investigate and remedy harassment makes absolute confidentiality impossible. Employees who report harassment are encouraged to discuss any questions or concerns at the time they bring their concerns to management. This includes any questions or concerns about the handling of the investigation and the Town’s efforts to maintain confidentiality.

Investigation of potential harassment will normally include conferring with the parties (accuser and accused) and any witnesses.

Employees who raise a concern or assist in an investigation are entitled to be free from any harassment or intimidation as a result of their efforts. The Town will take all reasonable efforts to protect such an employee from harassment or intimidation at the workplace. Any employee who reports an incident of harassment, or has assisted in an investigation, should notify the Town Clerk immediately if he or she has been coerced, intimidated, or threatened in any manner. The Town Clerk should also be informed of any concern about the possibility of retaliation or efforts to intimidate the employee so that it can determine what assistance it can provide.

Violations of this policy will be subject to disciplinary action, up to and including termination.

Substance Abuse

Town of Jay is committed to protecting the health and safety of its employees by providing a work environment that is free of drug and alcohol abuse. The Town is also committed to preserving its performance standards at a high level and will not permit substance abuse to hinder its ability to serve its residents or to hinder its growth and prosperity. Abuse of drugs or alcohol that impairs, in any way, the employee's judgment, affects job performance, or has an adverse effect on the Town will not be accepted.

It is a violation of this policy for an individual to:

- Report to work or attempt to work under the influence of drugs or alcohol
- Use, possess, manufacture, trade, attempt to sell, or purchase drugs or alcohol on the Town's premises including in Town vehicles
- Consume alcohol or possess unsealed containers of an alcoholic beverage on the Town's premises, including Town vehicles, with exception of Town sponsored or approved occasions
- Use legally purchased or prescribed drugs in a manner which is contrary to the prescription or package use directions

The Town may require a urinalysis for drug or alcohol screening upon any of the following reasons:

- If there is probable cause for suspecting an employee to be under the influence at the work-site
- In the event an employee shows obvious and substantial deterioration in physical and mental ability in the performance of his or her job, or has been involved in an incident significantly evidencing impaired mental or physical ability
- If an employee is involved in a work-related accident or safety violation resulting in lost time, injuries, or significant property damage or loss
- Where an employee works in a safety-sensitive position where impairment is likely to create a hazardous work environment for that employee or others
- The individual is employed in a job involving commercial transportation

Town property (including vehicles, lockers, and desks) is subject to a search if a substantial reason exists to suspect violations of this policy.

The Town maintains health insurance, which provides help to employees who suffer from drug or alcohol abuse and other personal/emotional problems.

Any questions related to this policy should be directed to the Town Clerk.

Municipal Vehicles

Each employee who operates a vehicle owned by the Town is responsible for being knowledgeable of the driving laws and possible corrective action, which may apply to offenses in his or her respective State. Drivers must maintain current driver's licenses in their State of residence. All fines and court costs resulting from any motor vehicle citation, including non-moving violations, will be the personal responsibility of the driver.

All third parties are prohibited from driving a Town vehicle at all times.

Drivers must report all accidents, no matter how minor, within 48 hours to their supervisors. In the event of an employee's at-fault accident, the employee is responsible for a deductible payment as determined by the Town.

Drivers are expected to be responsible for all paperwork necessary to maintain current registration and inspection stickers and to retain these papers in the vehicle. Drivers are responsible for keeping a current insurance card in the Town vehicle at all times.

Employees will be briefed on vehicle use rules and required to sign the document. A copy of the Town of Jay Vehicle Use Rules will be kept in each Town vehicle.

Technology Usage (Computers/Equipment, E-Mail, Voicemail, and Network System)

The Town of Jay makes every effort to provide the best available technology to those performing services for the Town. The Town of Jay respects the individual privacy of its employees; however, all municipal property including computers/equipment, email, and voicemail should be used for conducting municipal business. Incidental and occasional personal use of Town computers, equipment, email, and voicemail is permitted, but is treated as Town records.

Municipal technology may not be used to solicit commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Installation of non-approved software is prohibited. Furthermore, the information systems may not be used to create any offensive or disruptive messages that contain sexually explicit messages, ethnic, gender, or racial slurs, or any other comments that offend other's sexual orientation, religious or political beliefs, disabilities or national origin. In addition, the information systems shall not be used to send or receive copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.

Town of Jay maintains the right and the ability to enter into all information systems to inspect and review any data recorded in those systems in order to respond to proper requests involving legal proceedings that call for electronically stored evidence or where improper and/or excessive personal use of resources is indicated.

Excessive personal or other inappropriate use of the Town's property or information systems will result in corrective action up to and including termination.

Personal Appearance of Employees

While an employee's selection of clothing is a personal statement and choice, it is expected that employees will dress and groom in accordance with accepted social and business standards.

A neat and tasteful appearance contributes to the positive impression you make on our residents. You are expected to be suitably attired during working hours or when representing Town of Jay at outside functions.

If an employee reports for work improperly dressed or groomed, the supervisor shall instruct the employee to return home to change clothes or take other appropriate corrective action. The employee will not be compensated during such time away from work, and repeated violations will be cause for corrective action.

Dress codes vary for each department. Please speak with your supervisor for further details.

If an employee is unsure as to what is acceptable dress, he or she should check with his or her supervisor.

Use of Tobacco Products

The Town strives to provide a safe, healthy, and pleasant work environment for all employees. Recognizing that smoke from tobacco products has direct adverse effects on the health of smokers and non-smokers alike, smoking and the use of tobacco products will be prohibited in all Town facilities. Smoking is not allowed in Town of Jay vehicles. Smoking permitted areas will be limited to outdoors at all facilities.

Employees who violate this policy will be subject to corrective action up to and including termination.

Safety

Your safety, and that of every employee, is of extreme importance. As an employee it is imperative to follow all safety rules and operate equipment, tools, and machinery properly. It is your responsibility to keep your own work area clean and free from safety violations and hazards.

The Town strives to comply fully with state and federal Occupational Health and Safety laws. Your cooperation in this effort is required. Any unsafe conditions you observe, or suspect *must* be reported to your supervisor immediately.

Collections and Solicitations

Solicitation by employees on Town property is prohibited when the person soliciting or the person being solicited is on working time. Solicitation includes distribution of literature by employees and non-employees.

Gifts

Employees and their immediate family members are prohibited from accepting gratuities, gifts, or money from customers, suppliers, or anyone in a business relationship with the Town. Expensive gifts, unusual hospitality, or gratuities may affect the independent judgment required for making sound business decisions. Employees who accept these items are subject to corrective action up to and including termination.

Garnishments

A garnishment is a court or government agency order for deductions from earnings. The Town must comply with the garnishment by withholding from the employee's earnings the amount(s) set forth by the garnishment. The original garnishment must be sent directly to the Town Clerk.

Employment Verification

All requests for employment verifications should be directed to the Town Clerk. The Town Clerk will disclose information in accordance with Florida law and/or the employee's consent.

PERFORMANCE MANAGEMENT

90-Day Evaluation Period

All newly hired employees or employees entering a new job classification may be reviewed for a period of 90 days for the purpose of performance review, evaluation, and a determination as to whether the employee's employment will be continued.

Performance Appraisal

Performance appraisals for full-time and part-time employees are conducted once a quarter of each year. Job performance is the key criteria for salary and job advancement. Both employee and Supervisor will participate in the evaluation activity. Appraisals may also be given periodically throughout the year or as requested.

Employee Code of Conduct

Certain rules and regulations regarding employee conduct are necessary for the efficient operation of the Town and for the benefit and protection of all employee rights. Conduct that is detrimental to the Town, employees, and residents will not be tolerated. All employees are expected to conduct themselves and behave in a manner which is conducive to the efficient operation of the Town. Such conduct includes, but is not limited to, the following:

- Reporting to work on time, as scheduled
- Notifying the supervisor when an employee will be absent from work or is unable to report to work on time
- Refraining from the use of profanity, abusive language, and spreading of rumors
- Smoking only during breaks and meal breaks, and only in designated areas

- Wearing appropriate clothing for the assigned job being performed
- Performing assigned tasks efficiently
- Refraining from behavior or conduct deemed offensive or undesirable, or which is subject to corrective action

Corrective Action Procedure

Corrective action is considered teaching, which strengthens, directs, or corrects the employee in order to improve performance. It is our policy that corrective action is applied within a climate of cooperation established by the Supervisor to ensure fairness and consistency. The corrective action procedure normally involves a three-step approach, which includes an oral warning, written reprimand and suspension, and/or final written warning. Termination may result if further corrective action is needed.

Certain serious violations of policies or personal conduct may result in immediate suspension and/or termination. The Town reserves the right to alter the corrective action steps based on the severity of the situation at hand. Steps may be repeated or bypassed by management. Offenses that are considered to be serious include, but are not limited to:

- Endangering the health and safety of a fellow employee
- Falsification of Town records or documents
- Authorizing a salary advance or a financial loan without the permission of the Town Council
- Theft or destruction of Town property or negligence in its use
- Allowing an unauthorized person to drive a Municipal vehicle
- Conviction of a D.U.I. while operating a Municipal vehicle
- Criminal misconduct while conducting Town business or on Town property
- Smoking in non-prescribed Town areas
- Possession of dangerous and/or concealed weapons while on Town business or on Town property
- Violence, abusive language or threatening behavior on Town or customer property
- Being under the influence of alcohol or controlled substances during working hours
- Insubordination
- Unauthorized use of municipal, resident, or fellow employee's property
- Intentional discrimination based on race, color, age, religion, sex, sexual orientation, national origin, disability, or other category protected by law
- Violation of no solicitation/distribution rule
- Harassment of any kind
- Gambling or conducting illegal games of chance on Town premises
- Committing lewd, indecent or immoral acts; participating in unlawful work stoppage or slowdown activities
- Sleeping on the job
- Failure to abide by Municipal rules or standards of performance that, in the sole judgment of management, warrants discharge

Employees have the right to appeal a corrective action or termination through appropriate channels beginning with their immediate supervisor.

Termination of Employment

The Town strives to ensure that performance expectations are met through coaching and corrective action procedures.

When an employee voluntarily terminates his or her position, a written two-week notice is requested. Once two weeks' notice has been given, the manager may elect to accelerate the date of separation.

Voluntary terminations include, but are not limited to, the following:

- Written or oral resignation
- Failure to report to work or call in for three consecutive working days (without an acceptable reason)
- Failure to return from an approved leave of absence at the expiration of the leave
- Retirement

Involuntary terminations may include, but are not limited to, the following:

- Violation of Town policy or procedure
- Unsatisfactory performance
- Excessive absences or tardiness
- Inability or failure to perform required duties
- Job elimination

Unless otherwise required by law, final paychecks will be issued on the normally scheduled pay day. Final paychecks may include any unused vacation or floating holidays if applicable. Terminated employees are required to return all Town property including, but not limited to, Town vehicles, equipment, keys, and Town documents. Unless prohibited by law, management reserves the right to withhold the employee's final paycheck until these items are returned.

All medical, dental, and vision group insurance benefits are extended through the end of the month in which the termination occurs or longer if required by law. All other Town paid benefits cease on the last day of employment.

Reinstatement of Service

Depending on the circumstances, the Town may consider a former employee for reinstatement. Such applicants are subject to the usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of his or her previous termination of employment.

If you were an employee of Town of Jay with at least twelve (12) months of continuous employment, and were rehired within twelve (12) months of your termination date, you will be eligible to continue your vesting for the retirement account plan. Vacation and service award will be based on your original service date.

TIME AND ATTENDANCE

Work Week

The normal work schedule for full-time employees is 40 hours per week and less than 30 hours per week for part-time. Hours of work are 8:00 a.m. to 4:00 p.m. Monday - Friday, unless otherwise designated by the location manager. Please note, however, that employees may be required to work times that deviate from the normal schedule or to work longer hours, including overtime. For payroll purposes, the work week shall begin on Saturday, at 12:01 a.m., and run to the following Friday at midnight (12:00 a.m.).

Some employees will be required to be "on call" during evenings and weekends. The "on call" schedule shall be determined by the supervisor. Each employee shall be paid for work performed while "on call." But, for each work week wherein an employee is "on call," that employee shall be paid for no less than eight (8) hours of "on call" work regardless of the amount of time worked during "on call" periods. For "on call" periods only, the time in which an employee is paid shall begin when he or she leaves home and shall end when the employee returns home.

If the amount of work during "on-call" periods, including the eight (8) hour minimum time, causes the employee to work more than 40 hours in a week, then the employee's pay shall be determined under the guidelines set out in the Overtime Work and Pay section below. Otherwise, "on-call" periods shall be paid at the employee's regular rate.

Overtime Work and Pay

Overtime pay of one and one-half times the regular rate of pay will be paid to all salaried non-exempt and hourly employees for all hours *worked* in excess of forty (40) during the regular work week. All overtime, other than "on call" work outlined above, requires the manager's prior approval.

Several areas are excluded from the practice of computing overtime: Town holidays, vacation days, individual absences (sick leave, jury duty, floating holidays, funeral leave, etc, which are paid for), and travel time outside normal working hours shall not be counted towards the accumulation of overtime hours to the fullest extent allowed by state and federal law.

In the event of inclement weather, calamity at the work location, or other interruptions beyond the control of employees, the location is to be considered open. Employees unable to work during one of the above-mentioned events will receive their regular rate of pay, but the unworked hours for which pay is received will not be used in overtime calculation. Employees working during one of the above-mentioned events will receive their regular rate of pay and the hours worked will be used in the overtime calculation.

The Town will follow all applicable state and federal requirements concerning overtime pay..

Time Keeping

Federal and state laws require accurate time keeping procedures. It is the responsibility of each employee to record their attendance by utilizing the timeclock located in the back of Jay City Hall. All timecards shall be initially approved by the supervisor, reviewed by the Town Clerk and verified by the Mayor. Please see your supervisor for all scheduling needs.

Attendance and Punctuality

Good attendance and punctuality on the part of employees is encouraged. It is recognized that circumstances beyond an employee's control may cause them to be absent from work for all or part of a day. However, unauthorized absences or tardiness will not be tolerated and may result in corrective action.

An employee should notify his or her direct supervisor of an absence prior to the beginning of the employee's scheduled work assignment or within two (2) hours after the commencement of his/her scheduled work assignment. In the event that the employee fails to notify the direct Supervisor after the commencement of his or her work schedule, the absence will be considered unexcused and the employee will be subject to corrective action.

It is the employee's responsibility to personally notify his or her direct supervisor of an impending absence. This should be done daily unless circumstances dictate otherwise, e.g., sanctioned medical leaves or hospitalization. Notification from friends or family members will not be accepted.

In the event that notification of an employee's absence is not received for three (3) consecutive workdays, the supervisor will conclude that the employee has voluntarily resigned his or her position.

Tardiness is unacceptable job performance in the same nature as excessive absenteeism. The Town recognizes that occasions do occur where unforeseen circumstances can cause delays in reaching the workplace. However, it is the employee's responsibility to allow ample time in his or her commuting schedule to allow for travel delays. Upon reaching work, the employee should advise the Supervisor as to the nature of the delay. Tardiness is defined as arriving after the normal starting time, and will be considered excessive and subject to corrective measures in the event that occurrences exceed two (2) per month.

Pay Day

Employees shall be paid every other Friday. When a payday falls on a holiday, checks are issued on the workday prior to the holiday. Employees should carefully examine their pay stubs to ensure proper deductions and reporting of time. Please contact the Town Clerk if an error has been made.

PAID TIME OFF

Holidays

The town will provide its employees with paid days off to coincide with certain established state and national holidays. The Town grants at least ten (10) paid holidays in a calendar year including:

- 1) New Year's Day
- 2) Martin Luther King's Birthday
- 3) Good Friday
- 4) Memorial Day
- 5) Independence Day
- 6) Labor Day
- 7) Columbus Day
- 8) Veterans Day
- 9) Thanksgiving Day
- 10) Christmas Day

Holidays falling on a Saturday are normally recognized the preceding Friday; those falling on a Sunday are normally recognized on the following Monday. See the holiday schedule published annually by the Town Clerk for exact dates.

To be eligible for holiday pay, an employee must work the regular workday preceding and following the holiday, unless scheduled time off has been planned or approved.

- Full-time employees will receive eight (8) hours of regular pay for each designated holiday.
- Part-time employees will receive regular pay for normal scheduled hours for each designated holiday.

If an employee is required to work on a holiday, he or she will be given another day off in lieu of the holiday. Holidays are considered "time worked" for the purpose of computing overtime pay.

Floating Holidays

All full-time employees are provided with one floating holiday the month of their birthday to be used for any personal occasion. Floating holidays cannot be carried from one calendar year to the next.

An employee is requested to schedule floating holidays at least one week in advance. All approvals for scheduled time off will be made at the manager's discretion.

Vacation

The Town extends vacation days to its employees for rest and relaxation away from the responsibilities of their jobs. Subject to state requirements, vacation days are earned by the employee on a calendar year basis upon his or her credited service with the Town. The following vacation policy sets out general principles only and is subject to state laws.

Each employee of the Town shall be entitled to annual leave as follows:

1. Six (6) days after one year of continuous employment;
2. Twelve (12) days after two (2) years of continuous employment;
3. Twenty (20) days after ten (10) years of continuous employment.

Employees are urged to use their vacation time during the year in which it is earned. Any unused vacation time at the end of the year may be carried over to the next year. But, each employee may accumulate no more than thirty (30) days' annual leave during any twelve-month period. Beyond that, vacation time which is not used will be forfeited (subject to any legislated minimum requirements).

If an employee plans to take more than two weeks of continuous vacation, his or her direct supervisor must approve the employee's vacation schedule thirty (30) days prior to scheduled vacation.

If an observed holiday occurs during an employee's vacation, the vacation will be extended by one day. If an observed holiday falls on the day that an employee is scheduled to commence vacation, the vacation period shall commence on the next working day. Should an observed holiday fall on the day the employee is scheduled to return to work, he or she shall return on the next working day.

The Town requests that all vacation requests be submitted to your manager at least seven (7) days in advance for approval. In the case of conflicting requests among several employees, the date of the employee requests shall be the ruling factor.

Upon termination or resignation, employees will receive compensation for any unused, earned vacation days.

Sick Leave

Employees are eligible for sick leave to be used in the event an employee must miss work for a bona fide illness. Sick leave is defined as absence from the workplace due to an employee's illness, injury or condition, which renders them medically unable to perform his or her job duties.

Each employee shall be entitled to five (5) days of sick leave per year. At the end of the year, any unused sick leave can be rolled over to the next year. But, the employee may not accumulate more than fifteen (15) days of sick leave at any time.

The Town has the right to require initial and periodic verification of illness, injury or a condition, which results in sick leave. This written verification must come from a licensed physician and contain a prognosis and expected date of return. For any sickness lasting more than three (3) days, the employee must submit a letter from his or her doctor in order to be given credit for sick leave. An employee's pay may be delayed if required documentation placing them on leave is not received.

Bereavement

In the event of the death of an employee's immediate family member, the employee will be allowed up to three (3) days leave, including the day of the funeral, with no loss of pay. Immediate family is defined as the employee's current spouse/partner, parent, son, daughter, brother, sister, in-laws, aunt, uncle, grandchild, grandparents, or any relative residing in the same household as the employee.

The intent of the funeral leave is to provide an employee with sufficient time to make arrangements, travel, etc. as a result of the funeral. Any additional time off will be counted as vacation days and must be coordinated with your supervisor.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are summoned to jury duty, you must inform your supervisor and provide him/her a copy of the document requiring you to be in court. You will receive your base pay for hours served and you may keep any money paid to you by the court.

NON-PAID TIME OFF

Personal Leave of Absence

As an employer with less than fifty employees (50), the Town is not subject to the Family and Medical Leave Act (FMLA). But, it is the intention of the Town to offer leave opportunities to its employees that are similar to the benefits granted under FMLA.

Employees may take up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. These specified reasons are as follows:

1. The birth of the employee's child (this includes leave for a pregnant employee who becomes unable to work and leave for prenatal care);
2. The placement of a child with the employee for adoption or foster care in order to care for the child; Entitlement to leave for the birth/placement of a child will expire one year from the date of birth or placement;
3. To care for the spouse, child or parent of an employee, if such family member has a serious health condition;
4. The employee is unable to perform the functions of the position because of the employee's own serious health condition; and
5. Because of any qualifying exigency (as defined by statute) arising out of the fact that a spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

In addition, eligible employees may take up to 26 workweeks of unpaid job-protected leave in certain situations related to a covered family member's service in the Armed Forces. The leave described in this paragraph shall only be available during a single 12-month period.

When an employee requests family or medical leave for his or her own serious health condition, or for any of the reasons listed above, the employee must use all available and appropriate leave credits until they are exhausted. After all leave credits are exhausted, then any remaining leave may be used as unpaid leave.

The employee must submit requests for a personal leave of absence without pay in writing, as soon as he/she becomes aware of the need or intention of taking a personal leave of absence. The immediate Supervisor and the Town Clerk must approve all requests. A personal leave of absence may not be taken until all approvals are granted.

Employees on a leave of absence are prohibited from performing any job related duties.

BENEFITS

Town of Jay is dedicated to the health and well being of our employees and their families. A comprehensive, quality insurance program is available to you and your dependants upon your date of hire. You must enroll in each plan to elect coverage. Benefits are provided by an insurance carrier(s) and eligibility for benefits is subject to the terms and requirements of the underlying insurance policies and contracts and is generally decided by the carrier. Benefit plans are subject to amendment or cancellation.

Employee Elected Benefits

Group Medical Benefits Program

The Town offers medical benefits to all full-time employees upon hire. These plans offer comprehensive medical and prescription benefits to employees and dependents. It helps provide the employee and family with protection against the financial burdens of illnesses and injuries.

For further information on this benefit, please refer to the Town Clerk.

Florida Retirement System

As an employee of the Town of Jay, employees are eligible to participate in the Florida Retirement System (FRS). Information on enrollment, benefits and cost for participation is available from the Town Clerk.

GOVERNMENT REQUIRED COVERAGE

Workers' Compensation

The Town adheres to state law governing Workers' Compensation benefits. When an employee sustains an injury on the job, regardless of how minor the injury may be, the employee must report any and all injuries to his or her supervisor, or Town Clerk, within 24 hours.

Employment Insurance

Employees who become unemployed through no fault of their own may be eligible to receive unemployment compensation. Employees will receive a Record of Employment form at the time of separation. For answers to specific questions regarding eligibility and benefits, separated employees will be referred to the closest employment insurance office. The Town Clerk will promptly respond to all requests for information concerning separated employees.