

CALHOUN COUNTY FLORIDA

COUNTY COMMISSION

EMPLOYEE HANDBOOK

EFFECTIVE DATE

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(as amended 8/22/17)**



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INTRODUCTION

Structure of Calhoun County Government

The Calhoun County Board of Commissioners (also referred to as Board), organized under Article III of the State of Florida Constitution, which empowers the creation of counties as a political subdivision of the State. Calhoun County (also referred to as County) is a non-chartered county and has the power of self-government as provided by general law and through County ordinances. There are five commission members elected by district serving four-year terms of office.

Scope of Policy

The policies and procedures in the Calhoun County Employee Handbook cover all paid employees of the Board. Clerk Human Resources and each County Department keeps a copy of the Calhoun Employee Handbook for easy access to all county employees. The Calhoun County Clerk's Office is responsible for Clerk Human Resources. Each employee is given a copy of the Handbook.

The Board is an "at will" employer and, as such, employment with the Board is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

- No Department Head or other representative of the Board has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.
- The Calhoun County Employee Handbook states that the Board's policies and practices are in effect on the date of publication.
- Nothing contained in this handbook may be construed as creating a promise of future benefits or a binding contract with the Board for benefits or for any other purpose.
- The Employee Handbook is continually evaluated and part or all of the Chapters may be amended, modified or terminated at any time without notice.
- Employees will be notified in writing of any Board approved amendments to this policy.

The County must be able to employ individuals that are trustworthy and able to properly interact with key organizational partners. Employees agree, by signing the acknowledgment provision verifying agreement to this handbook, that the County may conduct occasional criminal, employment, driving and educational backgrounds on employees as it deems necessary to conduct its operation in a profitable and legal manner. The County reserves the right to take all action it deems necessary to act upon the results of such ongoing screening.

The goals, of the Calhoun County Board of County Commissioners in promulgating this Employee Handbook, are:

1. To attract and retain employees of the highest caliber.
2. To select employees based on ability, training, and experience.

3. To afford equal opportunity for employment to all individuals regardless of race, national origin, color, sex, marital status, age, disability, or any other status protected by law.
4. To provide training for supervisory personnel which will assure their ability to lead and motivate their employees in an effective manner.
5. To provide employee benefits which are fair and competitive.
6. To provide clean, safe and pleasant working conditions.
7. To promote from within based upon ability and performance and to the extent possible.
8. To encourage the development of individual acceptance of responsibility for the attainment of outstanding public service.

CHAPTER 1: EMPLOYMENT

Policy: Calhoun County is an equal opportunity employer.

The Board has adopted an Equal Employment Opportunity Plan.

- The Board of County Commissioners works with Department Heads and Clerk Human Resources to administer the County's Employment Policy.
- All employment actions are taken without regard to race, creed, national origin, color, sex, marital status, age, disability, or any other status protected by law.
- No applicant or employee will be discriminated against or given preference in hiring, promotions, layoffs, compensation, termination and any other privileges, terms and conditions of employment because of any of these factors.

Recruitment

Recruiting efforts to fill current or projected vacancies shall be the responsibility of the Department Heads. Department Heads will make every effort to select the most qualified applicants for job openings in keeping with the County's Equal Opportunity Policy.

Job Posting and Job Advertising

The Board supports promoting employees from within and has established a job-posting program to give all regular or regular part-time employees an opportunity to apply for positions in which they are interested. Department Heads must make Clerk Human Resources aware of any job vacancies prior to taking steps to fill the positions.

Job Posting:

Vacancies will be posted at the Calhoun County Court House, on the designated bulletin board located outside Room 130, and in the department area where the vacancy occurs, for (5) five working days prior to advertising in the newspaper.

- Postings should include the department name, job title, job description, salary range, minimum qualifications, and essential functions of the job.
- To be eligible to apply for a posted position, the employee must meet (1) the minimum hiring specifications for the position, (2) be capable of performing the essential functions of the job, with or without a reasonable accommodation, (3) be an employee in good standing in terms of overall work record, and (4) present a completed and signed application to Clerk Human Resources.
- Because most of the county departments have minimum staff, an employee is required to notify his/her Department Head when submitting an application for a posted position. This permits the Department Head to make contingency plans necessary to maintain department functions.

Job Advertisement:

If no applicant is selected from existing staff, the position shall be advertised on the County's website, in a local newspaper and at the One-Stop Career for Source (2) two weeks.

Hiring Procedures

The Board, through the annual budget process, funds all positions of employment with the County.

- Prior to presenting the Board with a request for a new position or new hire, the Department Head will meet with Clerk Finance regarding available funds.
- Prior to presenting the Board with a request for a new position or new hire, the Department Head shall develop a detailed job description if one is not in existence.
- Any Board approved changes, additions or deletions to positions must be provided to Clerk Human Resources in an executed payroll change notice.

The Department Head will initially screen applications and only qualified applicants will be interviewed.

- The Department Head will set a date, time and place to interview selected applicants.
- The Department Head may interview alone or select an interviewing team.
- The Department Head may ask for proof of education, employment history, or other qualifying documentation or require a skills test to verify suitability for the job.

The Board is committed to a drug free and safe workplace. The offer of employment will be contingent on the satisfactory completion of the applicant's pre-employment screening.

- Pre-employment driving record screening by Clerk Human Resources.
- Pre-employment background screening by Clerk Human Resources.
- Pre-employment drug screening consistent with the Board's Drug Free Workplace policy.
- Pre-employment reference checks by the Department Head.

All employment selections made by Department Heads will be discussed with the Board of County Commissioners and Clerk Human Resources prior to contacting the applicant.

- The Board of County Commissioners has the authority to approve or reject hiring selections.

The Department Head will notify the applicant that they have been selected for hiring in writing.

- The letter should state the terms of employment; such as, hours per week, amount per hour, probationary period and be copied to Clerk Human Resources.
- The Department Head must submit copies of applications, interviewing questions, hiring documentation and the Payroll Change Notice to the Human Resource Office for official

record keeping purposes.

Other Personnel Services (OPS) Positions: All Department Heads, with the concurrence of the Board Chairman, have the authority to fill critical vacant positions within their department with an OPS employee.

- OPS positions are temporary and at the end of (3) three months the Department Head should follow standard job posting or job advertising procedures to fill the position if it is still determined that the position is critical to Department operations.

Calhoun County offers Veterans' Preference to those individuals who are eligible.

- Employment preference, interview and selection guidelines will be adhered to in accordance with Florida Statutes Chapter 295.
- Documentation substantiating a veteran's claim must be furnished at the time of application.

Employment of Relatives

Calhoun County permits the employment of qualified relatives or "significant others" of existing County employees.

- No employee is permitted to work within the "chain of command" of a relative or significant "other" such that the supervisory authority could influence the employee's work responsibilities, salary, or career progress unfairly:

Relatives:

Department Heads are expected to exercise sound business judgment in the placement of related employees. For purposes of this section, "related" or "relative" means two individuals related by blood or marriage and sharing any of the following bonds:

- Spousal.
- Parent-child or step-parent-child.
- Full, half or stepsiblings.
- First cousins.
- Niece/nephew – aunt/uncle.
- Parents/siblings by marriage such as parent-in-law, brother/sister-in-law.
- Employees who marry while employed are treated in accordance with these guidelines.
- If a conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practical time if there is a position available.

Significant Others:

The Board recognizes that employees and their "close friends," "domestic partners," or

“significant others” may be assigned to positions that create a coworker or supervisor-subordinate relationship.

- Employee assignments should be carefully considered to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of sexual harassment in the workplace.
- If a conflict arises as a result of the relationship, one of the employees will be transferred at the earliest practical time provided there is a position available.

Appointing Department Heads

The Board of County Commissioners appoints Department Heads.

- Department Heads have the responsibility of operating a County Department and the authority to effect or recommend personnel, budgets, expenditures, and make policy decisions in their areas of responsibility.

New Employee Orientation

Clerk Human Resources will meet with every new employee prior to the first day of work and at a minimum will provide the following orientation:

- Review available benefits of working for the County.
- Assist new employee in completing all the necessary paperwork, such as medical benefits enrollment forms, retirement and beneficiary designation forms and any other required forms.
- Get employee’s signature on the “Acknowledgement of Receipt of Calhoun County Handbook” form.

The Department Head will meet with the new employee on the first day of work and at a minimum will provide the following orientation:

- Introduce new employee to work site.
- Set up initial on-the-job training.

Probationary Period for New or Returning Employees:

A newly hired or returning employee is a “probationary employee” until moved to “regular employee” status. The hiring process is not complete until the probationary period has expired and the employee has shown that they can perform their job satisfactorily.

- Applicants are initially employed as “probationary employees”.
- Regular employee status means that a probationary employee has satisfactorily completed probation.

The initial (6) six months probationary period must be satisfactorily completed before the new employee can be considered a “regular” employee. Returning employees who have not had an absence over 12 months and are rehired have a probationary period of (3) three months.

- If the employee is to be retained, a letter shall be sent informing him or her of their change in status and welcoming that person as a regular employee of the County.

Personnel Files and Health Records

The Board complies with Chapter 119 of the Florida Statutes as it relates to the personnel records of its employees. The Personnel File, but not the Health File, is public record as defined under Florida Statutes, Section 119. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that requires employers to protect employee medical records as confidential.

- Personnel files are generally public records as defined under the Florida Statutes, Section 119, and can, with certain exceptions be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian’s designee.
- The custodian of the public record is the Calhoun County Clerk.

The Calhoun County Clerk’s Office maintains the official Personnel and Health Records for each employee.

- Health Records are kept separate from Personnel Files in accordance with HIPPA laws and regulations.
- These files contain documentation of the employee’s tenure with Calhoun County, such as disciplinary actions and letters of commendation.
- If an employee believes information contained in their files is erroneous, the employee may file a written rebuttal and submit it to Clerk Human Resources to be verified and placed in their file.
- If the employee is interested in examining their Personnel and/or Health Records, the employee should contact Clerk Human Resources to schedule a date and time.
- The employee shall notify Clerk Human Resources within (5) five working days of any changes to their name, address, phone numbers, marital status, driver’s license, and changes in automatic deductions from their paychecks, insurance policies, beneficiaries and emergency contact numbers.

Attendance and Leave Records

Each department is required to keep an accurate record of all hours worked by each employee, as well as a complete and accurate record of all Paid Time Off (PTO) Leave used.

- Accurate reporting of all attendance and leave records is the duty of the Department Head and the employee.
- Intentional falsification of attendance, PTO Leave accrued and PTO Leave used by a

Department Head or an employee is considered a serious infraction and will lead to disciplinary action.

Driver's License

Valid Florida Driver's License:

A Valid Florida driver's license is required for most County positions.

- The risk associated with an employee driving a County vehicle or any vehicle while on county business without a valid license is a liability and is prohibited and illegal.
- Florida State Law requires that driver's must update address information on their driver's license to the Division of Motor Vehicles within (10) ten days of moving.

Valid Commercial Driver License (CDL):

Driving a Commercial Motor Vehicle requires a higher level of knowledge, experience, skills, and physical abilities than that required to drive a non-commercial vehicle. Serious traffic violations committed by a CDL holder can affect their ability to maintain their CDL certification. If a CDL is required for the County employee's job, the loss or suspension of the CDL may mean the loss of the employee's job.

- All traffic violations shall be reported immediately or by the next working day to the Department Head.

Invalid Florida Driver's License:

Employees with an invalid Florida driver's license are prohibited from operating a County vehicle, their own vehicle or any other vehicle while on County business.

- The Department Head is responsible for monitoring and documenting their employee's Driver's License status.
- The Department Head shall inform Clerk Human Resources and the Board Chairman if any employees have an invalid Florida Driver's License.
- Employees shall report when they have lost their driving privileges to their Department Head.
- Employees will be subject to termination if it is discovered that he/she has lost their driver's license privileges, failed to inform their Department Head, and continued to drive a County vehicle or other vehicle while on County business.
- If the employee's primary job assignment does not require a single driver and at the discretion of their Department Head, efforts will be made to be flexible and work with employees who voluntarily report the loss of their Driver's License.

Exit Interviews

All employees will receive an Exit Interview upon separation of employment from Calhoun

County.

Clerk Human Resources:

Clerk Human Resources will meet with each exiting employee to assist the employee in transitioning into the next phase of their working or retirement life.

Clerk Human Resources will assist the employee in taking advantage of any or all benefits to be derived from their employment with the County.

Department Heads:

Department Heads will meet with each exiting employee to accomplish the following:

- Determine the specific reason for the employee's separation because it is in the interest of the County to keep good employees with experience and training.
- Ensure that all County Property has been returned and accounted for (i.e. keys, password to computer(s), uniforms, identification badges, telephones, equipment etc.)

CHAPTER 2: COMPENSATION

Policy: Calhoun County provides equitable position compensation.

The Board has the authority and responsibility to (1) add positions, delete positions, or recommend changes to positions; (2) establish salary ranges; and (3) approve job descriptions. The Board complies with the Fair Labor Standards Act.

For purposes of salary administration, eligibility for pay and employee benefits, the Board establishes the following exempt positions:

- Director of Operations
- Director of Emergency Management
- Maintenance Superintendent
- Road Department Superintendent
- Library Director
- Building Official
- Grants Administrator

Exempt Positions

Exempt positions shall be designated by the Calhoun County Board of County Commissioners.

- Paid bi-weekly salary based on position and not paid by hour.
- Salary fixed by the Board.
- Exempt employees as defined by the Fair Labor Standards Act do not earn overtime or compensatory pay except as addressed in this Handbook.
- There are typically (2) two types of exemptions that apply: Executive and Administrative.

The Executive exemption generally requires the following (3) three criteria:

1. Primary duty must be managing departments or subdivision of the employer.
2. Must direct the work of at least (2) two employees.
3. Have hiring and firing authority over other employees or at least make recommendations regarding personnel actions that are given “particular weight”.

The Administrative exemption requires that the employee must meet the following (2) two criteria:

1. Have as a primary duty the performing of office (non-manual) work related to the business operations of the employer.
2. The employee’s primary duty includes the exercise of discretion and independent judgment with respect to matters of significance “related to business operations of the employer” including, but not limited to, employees whose duties involve safety and health, personnel management, and legal and regulatory compliance.

Non-Exempt Positions

Definition: Non-exempt positions are paid based on an hourly amount.

- Paid overtime or earn compensatory time off at the rate of time and one-half (1.5) their regular rate of pay for all hours actually worked in excess of (40) forty hours per week.

Regular Full-Time Employees

Definition: Full-time employees regularly work 30 to 40 hours per week.

- Paid overtime or earn compensatory time off at the rate of time and one-half (1.5) their regular rate of pay for all hours actually worked in excess of (40) forty hours per week.

Regular Part-Time Employees

Definition: Part-time employees regularly work 29 or fewer hours per week.

- Receive Holiday pay if the Holiday falls on a day that is on their regular work schedule.

Overtime

Overtime must be prior approved by the Department Head. Department Heads are cautioned to stay within their personnel budget.

- Compensatory time off should be taken off within (30) thirty days of being earned and scheduled at the discretion of the Department Head.
- Paid Time Off (PTO) hours will be counted as worked hours in calculating Overtime pay.
- Paid Holiday hours will be counted as worked hours in calculating overtime pay.

It is the policy of our County that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work and is strictly prohibited without such prior approval. Employees violating this policy are subject to discipline, up to an including termination.

Probationary Employees

It is the intention of the County that everyone who is selected to work for the County will have demonstrated that they are capable of satisfactory job performance by the end of their probationary period.

- The probationary period provides the Department Head an opportunity to make an appraisal of the employee's abilities.
- If the employee has provided satisfactory services, including completion of initial training requirements, has a good attendance record and follows policies and procedures, the employee will continue employment with the Board as an at-will employee.
- Any probationary employee may be terminated at the discretion of the Department Head and shall not have the right to grieve termination pursuant to this policy.

Three (3) Month Probationary Period:

All employees who are promoted, demoted, or otherwise transferred to a new position or who are returning to employment with Calhoun County following a separation of less than (12) twelve months are subject to a (3) three-month probationary period.

Six Month Probationary Period:

The first six (6) months of employment with Calhoun County is probationary for all new employees and for former employees who have been re-employed after an absence of (12) twelve or more months.

Extended Probationary Period:

The Department Head, with the concurrence of the BOCC Chairman, may choose to extend the probation of any probationary status employee if the Department Heads believes that this action would be in the best interest of the County.

- The Department Head must forward documentation to Clerk Human Resources.

Hours of Work

A regular workweek for Calhoun County employees is forty hours.

- The Board may approve variances to the Monday-Friday workweek.

Emergency Call-Out

Non-Exempt Employees called in to work for an emergency outside of their basic work schedule shall be paid a minimum of (2) two hours of overtime pay or receive compensatory time off as determined by the Department Head.

- Refer to Chapter 8: Safety and Risk Management for clarification of on-call status during a declared emergency.

Work Schedules

Department Heads will set staff work schedules.

All employees unable to come to work are required to contact their department prior to the beginning of the workday.

- Failure to notify the department may result in the employee being AWOL (Absent without Leave) resulting in disciplinary action and loss of pay for the missed time.

Anniversary Dates

Each employee's anniversary date is established (12) twelve calendar months, to the date, following either the date of hire or reinstatement.

Rest and Meal Breaks

Department Heads have the discretion to allow or not to allow employees one (15) fifteen-minute work break (rest time) during the first half of the work shift and one (15) fifteen-minute work break (rest time) during the second half of the work shift, provided that:

- No single work break exceeds fifteen minutes absence from the employee's workstation.
- An employee cannot accumulate unused work breaks.
- Work break time is not authorized for covering an employee's late arrival on duty or early departure from duty.
- Breaks may not be added to lunch hour.

The Board provides an unpaid meal period not to exceed 1 hour, which is not work time.

- Department Heads may set lesser time parameters for meal periods.
- Meal periods do not include coffee breaks or time for snacks.
- The employee must be completely relieved from duty for the purposes of eating regular meals.

If the employee is assigned a schedule that (a) does not include a meal break and (b) does not include permission to leave work premises and (c) is expected to provide services while eating, it is not considered a meal break and the employee must be paid.

Time Sheets and Records

All approved time sheets must be signed by the employee or have an electronic signature and be approved by the Department Head before it is forwarded to the Calhoun County Clerk's Office and used to generate a payroll.

- Falsification of time records is a serious breach of trust and grounds for disciplinary action including the possibility of discharge.
- Time sheets must be submitted on a schedule required by the Calhoun County Clerk's Office; failure to do so may result in a delayed payment.

Exempt Employees:

- Receive salary and are subject to Fair Labor Standards Act (FLSA) as it pertains to exempt employees.
- Turn in a Time Sheet to generate salary payment; which shows days worked or days not worked.
- Exempt Employees must show Personal Time Off Leave (PTO) used on their Time Sheet.

Non-Exempt Employees:

- Receive hourly wages and are subject to the Fair Labor Standards Act (FLSA).
- A record shall be kept of starting and ending time of all hours worked through the use of a time clock.
- Turn in a time sheet and may earn over-time or compensatory hours.
- May work overtime if prior-approved by Department Head.
- Hours not worked must be identified as Paid Time Off Leave, Administrative Leave, Holiday Leave or other category as shown in this Handbook.
- Overtime for non-exempt Department Heads must be prior approved by Director of Operations.

Direct Deposit

Employee payments are directly deposited into the financial institution of the employee's choice.

CHAPTER 3: LEAVE

Policy: Calhoun County awards Personal Time Off (PTO) leave benefits to employees.

The Board has the authority and the responsibility to comply will support State and Federal FMLA laws and regulations and to set policy for awarding employee time-off benefits.

- Clerk Human Resources acts as the Board's liaison and works with Department Heads to administer the County's Personal Time Off Policy.

Family and Medical Leave Policy

As a Family and Medical Leave Act (FMLA) covered employer, the Board provides all employees with the minimum benefits of the U.S. Department of Labor's Notice to Employees of Rights Under the FMLA – Employee Rights and Responsibilities Under the Family and Medical Leave Act, and as stated in this Handbook.

- Employees should read this policy to gain a better understanding of their rights and responsibilities under FMLA.
- The Employee should consult with Clerk Human Resources for guidance prior to requesting FMLA.

The following is an overview of FMLA benefits and responsibilities.

- The Board has elected to run FMLA leave and Paid Time Off (PTO) leave concurrently.

The Department Head should submit requests for any amount of FMLA leave to Clerk Human Resources.

The Family and Medical Leave Act entitle eligible employees who work for the Board to take paid/unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave during any 12-month period for certain family and medical reasons and up to 26 workweeks of leave during a single 12-month period for military caregiver leave.

Leave Without Pay:

When all PTO leave is exhausted, any remaining balance of FMLA leave will be without pay.

- When circumstances warrant additional time off; the employee may apply to the Board and request Leave-Without-Pay with an anticipated ending date.

Military Family Leave Entitlements

Military leave is treated differently than other employee leave. Length of time as a County Employee does not affect eligibility for Military FMLA Benefits.

Eligible County employees whose spouse, son, daughter or parent is on covered active duty status or called to covered active duty status may use their leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include the following:

- Attending certain military events;
- Arranging for alternative childcare;
- Addressing certain financial and legal arrangements;
- Attending certain counseling sessions;
- Attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible County employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered active duty status service member is:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness;
- A veteran who was discharged or released under conditions other than dishonorable at any time during the (5) five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Benefits and Protections:

During FMLA leave, Calhoun County must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees should be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

- If paid leave is substituted for FMLA leave, for full time employees, the County Employee's share of group health plan premiums must be paid by the method normally used during Paid Time Off (PTO).
- A County Employee on unpaid FMLA leave must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage.
- If the insurance premium is more than (30) thirty days late, the employee's coverage may be dropped unless the Calhoun County Commission agrees to an extenuating circumstance.
- The County must provide written notice to the employee that the payment has not been received and allow at least (15) fifteen days after the date of the letter before coverage stops.
- County benefits that would normally be received by the County Employee, while on other forms of leave, must be continued while the employee is on FMLA leave.
- Paid Time Off (PTO) leave taken for reasons that do not qualify for FMLA leave does

not count against the employee's FMLA leave entitlement.

Employee FMLA Eligibility Requirements

County employees are FMLA eligible if they have worked for Calhoun County at least (12) twelve months and have 1,250 hours of paid service in the previous 12 months. Note: this does not apply to Military FMLA.

Serious Health Condition:

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

The County recognizes that there are extenuating circumstances that may not be covered by this definition, but generally, the following criteria are present:

- The continuing treatment may be met by a period of incapacity of more than (3) three consecutive calendar days combined with at least (2) two visits to a health care provider or (1) one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition(s).
- The employee needs time to care for their spouse, children; or parent who has a serious health condition.

Employee Use of FMLA Leave

An employee is not required to use FMLA leave entitlement in one block.

- FMLA leave can be taken intermittently or on a reduced leave schedule when medically necessary.
- Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt County operations.
- Leave due to qualifying exigencies may also be taken on an intermittent basis.

Hybrid of Paid/Unpaid FMLA Leave

Calhoun County requires employees to use accrued Paid Time Off (PTO) leave while taking FMLA leave, meaning that FMLA and the use of accrued PTO leave run concurrently.

In order to use PTO leave for FMLA leave, County Employees must comply with Calhoun County's normal PTO leave policies.

- If the County Employee does not meet the requirements to take PTO leave under the County's normal leave policies, the employee may still take unpaid FMLA leave.

- Paid leave taken for reasons that do not qualify for FMLA leave does not count against the employee's FMLA leave entitlement; for example, during approved FMLA leave an employee takes a week off for reasons not related to FMLA leave, the week may be considered PTO leave if he/she has sufficient PTO leave or if he/she does not have accrued PTO leave the time off must be without pay

Employee FMLA Responsibilities

County employees must provide (30) thirty days advance notice of the need to take FMLA Leave when the need is foreseeable. When a (30) thirty days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Calhoun County's normal procedures to contact their Department Head or Supervisor.

Additionally the County Employee must:

- Provide sufficient information for the County to determine if the leave qualifies for FMLA protection; such as, (a) that the employee is unable to perform job functions; (b) the family member is unable to perform daily activities; (c) the need for hospitalization; (d) continuing treatment by a healthy care provider; (e) circumstances supporting the need for military family leave.
- The anticipated timing and durations of leave.
- The employee must inform Calhoun County if the requested leave is for a reason for which FMLA Leave was previously taken or certified.
- Employees may also be required to provide a certification and periodic recertification supporting the need for FMLA leave.
- If the Employee does not return to work after the expiration of FMLA leave, the employee will be required to reimburse the County for its portion of health insurance premiums paid-out during FMLA as permitted by law, unless, the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job or circumstances beyond the control of the employee. To avoid required reimbursement, appropriate certification from a health care provider may be required if the employee does not return to work because of a serious health condition.

County FMLA Responsibilities

Calhoun County must inform employees requesting leave whether they are eligible under Family Medical Leave Act.

- If they are, the Notice must specify any additional information required as well as the employees' rights and responsibilities.
- If they are not eligible, the County must provide a reason for ineligibility and notify the Employee.

Calhoun County must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's accrued PTO leave entitlement. Additionally:

- The County will not interfere with, restrain, or deny the exercise of any right provided under FMLA;
- The County will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceedings under or relating to FMLA.
- During FMLA leave, Calhoun will continue to pay its portion of the health insurance premiums and maintain the employee's coverage under the health plan in the same manner as if the employee had been continuously employed during the entire leave period, provided the employee continues to pay his or her share of the premiums.
- Should the employee fail to continue to pay his/her share of the premium, notices of proposed insurance cancellation and the opportunity to pay the premium will be provided before the cancellation.

Child Birth, Adoption or Foster Care Placement Leave

Maternity Leave:

Maternity Leave is a period of approved absence for incapacitation related to pregnancy and confinement.

- Maternity leave will be charged to accrued PTO leave.
- An employee may need to use a portion of FMLA leave prior to the birth of the child and will be approved if there is documented medical cause endangering either the pregnant Mother or the unborn child.
- Leave may be taken by an employee to obtain prenatal care, such as medical visits.
- An employee will be allowed to continue working so long as the conditions of the pregnancy do not adversely impair her work performance or health as determined by her physician and Department Head. A statement from the physician may be required.
- Accrued Paid Time Off (PTO) leave policies due to childbirth shall be applied using the same terms and conditions as are applied to other temporary incapacitations.

The time when a pregnant woman should return to work will be determined on an individual basis and will generally depend on the physical nature of the work, the needs of the County and the results of professional medical guidance. A Physician's statement may be required.

Leave to care for the employee's child after birth or after the placement of a child for adoption or foster care is intended for the benefit of the parent and the child and may not exceed (12) twelve weeks.

- The employee must use accrued Paid Time Off (PTO) leave.
- An employee may use a portion or all of this leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.
- When both spouses work for the County, the maximum amount of leave for the birth or placement of a child for adoption or foster care (and to care for a parent with a serious health condition) is a combined twelve (12) weeks in a twelve (12) month period.

Measuring the 12-Month FMLA Period:

Employees are entitled to a maximum combined total of 12-weeks FMLA leave in a 12-month period for a serious health condition of the employee or family member, a qualifying exigency, pregnancy, and/or parental leave.

- The County will determine the amount of leave an employee has available for those reasons; using a rolling 12-month period measured backward, from the date an employee begins such leave.

Military Caregiver Leave 12-Month FMLA Period

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

- The single 12-month period for the Military Caregiver Leave begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date.
- Military Caregiver Leave does not run concurrently with other forms of FMLA leave.

Eligible employees who take FMLA leave are required to comply with the County's time and attendance policies.

- Employees must follow the County's policies and procedures for requesting leave and reporting absences and tardiness.
- Employees who do not comply with the County's Punctuality and Notification of Use of PTO Leave policies may be subject to disciplinary action up to and including termination.
- Failure to comply with the Punctuality and Notification of Use of Paid Time Off (PTO) leave policies and procedures may result in a delay or denial of FMLA leave.

Certification Requirements:

Calhoun County may require an employee to submit a medical certification from a health care provider, as well as second and third opinions, recertification, and fitness for duty certifications, as permitted by law to their Department Head or to Clerk Human Resources.

Scheduling of Intermittent or Reduced Schedule FMLA Leave:

Employee needing FMLA leave intermittently or on a reduced leave schedule for planned medical treatment must make a reasonable effort to schedule the treatment so as not to unduly disrupt operations.

- Employees requesting PTO leave on an intermittent or reduced schedule basis, that is foreseeable and based on planned medical treatment, may be temporarily transferred to another job with equivalent pay and benefits that better accommodates recurring periods

of leave; but, only if another job is available.

- Intermittent Leave must be approved at the discretion of the Department Head and must be in accordance with FMLA regulations. Clerk Human Resources and the Board Chairman must be notified.

Workers' Compensation Leave

An employee's FMLA leave shall run concurrently with a workers' compensation absence when a workplace injury is one that also meets the criteria for a serious health condition under the FMLA.

Job Abandonment/Voluntary Resignation/Termination

Employees who do not return to work after completing FMLA leave or Leave Increments for Child Birth, Adoption or Foster Care Placement and who fail to advise their Department Head of their circumstances will be presumed to have voluntarily resigned and will be responsible for the reimbursement of all benefits premiums paid on their behalf during the FMLA leave period, as permitted by law.

Status Reports during Leave:

Employees while on FMLA leave should report to their Department Head every (14) fourteen calendar days.

Maintenance of Benefits

In addition to continuing the employee's group health insurance on the same basis as if the employee were actively working and if the County continues any other benefits on the employee's behalf, the following is applicable:

- The employee will be required to reimburse the County for these premiums when he/she returns to work.
- Before the employee begins FMLA leave or leave increments for childbirth, adoption or foster care placement the employee will be required to sign an authorization that will allow the County to recover through payroll deductions the cost of insurance premiums in the event that the employee does not repay the premiums when he/she returns to work.

Fitness for Duty

If the employee's FMLA leave was because of his or her own serious health condition, he/she will be required to provide a fitness for duty certification before being allowed to return to work.

Military Service Leave

Re-Employment of Veterans:

Calhoun County values and respects its employees who are in active or reserve military service

to this country both, for their patriotism and the training/skills they gain while on duty. Employees who require time off work to fulfill military obligations will be treated with respect and in accordance with the applicable requirements of state and federal law. Employees are expected to notify their Department Head of upcoming military duty by providing him or her with a copy of orders as soon as possible.

In accordance with Florida Statutes 115.07:

- County Employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of Paid Time Off (PTO) Leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.
- Leaves of absence granted as a matter of legal right under the provisions of this section may not exceed 240 hours in any one annual period. Administrative leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and shall be granted by Calhoun County to the County Employee without loss of time or efficiency rating.
- When a County Employee's assigned employment duty conflicts with ordered active or inactive military duty training, it is the responsibility of Calhoun County to provide a substitute employee, if necessary, to assume his/her county duties while the employee is on assignment for the military training.
- It is the intent of the Florida Legislature that Calhoun County (and all other state political subdivisions) shall grant leaves of absence for active and inactive training to all employees who are members of the United States Reserve Forces or the National Guard, to ensure the state and national security at all times through a strong armed force of qualified and mobilization-ready personnel.

Short-Term Military Training:

An employee who is a commissioned reserve officer or reserve enlisted personnel in the United States Armed Forces Reserves, or member of the National Guard, shall be, upon presentation of a copy of the employee's official orders or appropriate military certification to their Department Head, entitled to a leave of absence from his/her position with the County without loss of pay, time or efficiency rating during the period in which the employee is engaged in annual field training, or coast defense exercise or other active duty or training exercises.

- Such leave with pay shall not exceed seventeen (17) working days in any one fiscal year. A copy of the employee's official orders or appropriate military certification must be presented to the employee's Department Head who shall ensure that it is filed in the employee's personnel file and that Clerk Human Resources and the Board Chairman is informed.
- An employee's written request for military training leave should be made as soon as possible; in advance of the leave and shall specify the date for such training period(s).

Examinations for Military Service:

An employee who is ordered by the Selective Service Board to appear for an examination for induction into the military service is granted leave with pay for this purpose.

- The employee must present his/her immediate supervisor with a copy of such orders in order to qualify for leave with pay to their Department Head who will inform Clerk Human Resources.

Administrative Leave

For purposes of this section, Administrative Leave is defined as a temporary leave from work with pay and benefits intact and does not reflect a deduction from any accrued Paid Time Off leave balances.

Bereavement Leave:

Calhoun County values and respects the family of its employees and recognizes that families need dedicated time to deal with death and bereavement.

- An employee, upon request, may be granted Administrative Bereavement Leave with pay.
- Bereavement Leave is not deducted from accrued Paid Time Off (PTO) leave, when a member of the employee's immediate family dies.
- Extenuating circumstances, such as travel time, may warrant the employee using PTO leave to cover excess hours.
- The Department Head should facilitate the employee in dealing with this crisis.

Paid administrative leave is granted for bereavement leave, in the following increments, not to exceed (6) six days in a fiscal year:

- Three working days (not to exceed three calendar days) for the death of parent, spouse, child, brother or sister;
- Two working days (not to exceed two calendar days) for the death of a grandparent, grandchild, mother-in-law, father-in-law of employee or his/her spouse;
- One working day for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law; niece, nephew, aunt, uncle or their spouses.

Court Leave:

A County employee cannot receive pay from any Federal or County Courts and from their employment with Calhoun County for the same period of time.

A County employee, who is summoned to jury duty, subpoenaed or summoned to appear in court as a witness, will be granted administrative leave with pay during such absence.

- The County does not reimburse the employee for meals, lodging and travel expenses that

the employee may have incurred while serving as a witness or juror.

Any employee subpoenaed in the line of duty to represent a County department as a witness or defendant is not considered to be on administrative leave. Rather, his/her appearance in such case is considered part of the employee's job assignment.

- The employee will be paid per diem and travel expenses in accordance with the county travel policy.
- To be eligible to receive such pay, the employee must deposit any fees received from the court to the Calhoun County Clerk's Office.

Administrative leave with pay will not be granted for court attendance when an employee is engaged in personal litigation. However, an employee may be granted the use of Paid Time Off (PTO) leave in such cases, after obtaining the prior approval of his/her Department Head.

Paid Time Off (PTO) Leave

Computing PTO Leave:

All full time employees (30 to 40 hours weekly) who are not in a temporary or OPS status and who are paid on a regular basis accrue Paid Time Off leave (PTO). PTO pay shall be granted to regular full-time employees based on the number of hours they work during a regular week. The amount of Paid Time Off (PTO) leave to which the employee is entitled to accrue depends on their status as an employee and on their length of service as tracked from their anniversary date. Accrued PTO is credited bi-weekly.

1. Employees with less than (10) ten years of continuous service and whose regular workweek is 40 hours; earn 5.85 hours bi-weekly. This is a benefit of 152 PTO hours per year or the equivalent of (19) nineteen eight-hour days.

- Employees whose regular workweek is between 30 to 40 hours earn prorated hours bi-weekly.

2. Employees with more than (10) ten years of continuous service and whose regular workweek is 40 hours; earn 6.77 hours bi-weekly. This is a benefit of 176 PTO hours per year or the equivalent of (22) twenty-two eight-hour days.

- Employees whose regular workweek is between 30 to 40 hours earn prorated hours bi-weekly.

3. Grandfathered Employees:

- Current part-time Veteran's Service Officer and the part-time County paid Bailiff will be grandfathered into the prorated Paid Time Off (PTO) leave policy. This exception will sunset by position upon separation of employment.
- Employees currently receiving leave benefits will be grandfathered into the Paid Time Off (PTO) leave policy.

The following guidelines are in place:

- PTO leave shall accrue beginning on the first day of employment with the County.
- The maximum accrued benefit is 360 hours. All employees will lose benefits accrued over 360 hours on the last day, at midnight, of the County's Fiscal year; i.e., September 30th.
- An employee must use PTO leave if they take time off from their regular weekly work schedule.
- An employee may take leave with-out-pay (a) if they have exhausted all accrued PTO leave and (b) the Board gives prior-approval with an ending date.
- PTO leave shall continue to accrue while an employee is on PTO leave, paid administrative leave, holidays, or any other approved and paid leave.
- Employees on unapproved leave or leave without pay do not accrue PTO leave during these absences.
- Except in the case of an emergency all PTO Leave requests shall be submitted in writing at least (10) ten days in advance.
- Approved PTO leave may be revoked in an emergency situation by Board action. If approval of PTO leave is revoked, the County will reimburse the employee for any verifiable non-refundable expenses incurred as a result of the cancellation of the employee's vacation travel plans, such as plane tickets.
- When an employee in good standing is separated from employment with the County for any reason they shall be paid for all accrued PTO leave on an hour-for-hour basis at their regular rate of pay, up to a maximum 360 accrued hours.
- When a holiday falls within an employee's PTO leave period, the day will not be charged against the employee's accrued PTO leave.
- In case of an employee's death, payment for unused PTO at the time of death is made to the employee's estate, or as provided by law.

Maximum Accrued Paid Time Off (PTO) Leave:

The maximum accrued but unused a PTO Leave which may be carried over one fiscal year to the next is 360 hours.

- Any leave in excess of 360 hours which remains unused at midnight on September 30th of each fiscal year will be forfeited
- Authorized leaves of absence without pay and/or periods of lay-off in excess of twenty working days, shall not qualify as continuous service time and will not earn PTO leave.

Use of Paid Time Off (PTO)

The County will endeavor to grant the employee's preference as to dates of his/her PTO leave; however, the allotment of employee Paid Time Off (PTO) leave dates shall be within the sole discretion of the Department Heads to assure orderly operation of the various departments.

- PTO leave provides a periodic time away from work.

- Use of Paid Time Off (PTO) leave is not authorized prior to the time it is earned.
- Use of Paid Time Off (PTO) leave must be prior approved by the Department Head.
- Employees leaving their worksite without authorization will have PTO hours deducted from their accrued leave balance.

PTO Leave for Unexpected Family Obligations:

Individual employees may face special and unexpected family situations; for example, when employees are expected to report or remain at work but schools are closed, or close early and no childcare is available. Department Heads are advised to be flexible to the extent possible and approve Personal Time Off (PTO) leave for the time necessary for the employee to handle the family situation.

Payment for Paid Time Off (PTO)

Calhoun County Department Heads and employees should monitor their approved PTO leave balances for accuracy.

Holidays

Department Heads are notified prior to the beginning of each calendar year of the actual dates on which each of these holidays is observed. Holidays falling on a Saturday are observed on the preceding Friday. Holidays falling on a Sunday are observed on the following Monday.

Official holidays to be observed by Calhoun County:

New Year’s Day	-	January 1st
Dr. Martin Luther King, Jr. Day	-	3rd Monday in January
Good Friday	-	Friday before Easter
Memorial Day	-	Last Monday in May
Independence Day	-	July 4th
Labor Day	-	1st Monday in September
Veteran’s Day	-	November 11th
Thanksgiving Day	-	4th Thursday in November
Thanksgiving Friday	-	4th Friday in November
Christmas Eve	-	December 24th
Christmas Day	-	December 25 th
Employee’s Birthday		Birth Month

Any other day the Board of County Commissioners declares as a holiday

In order to be eligible to receive holiday pay, employees are required to work their regularly scheduled hours the workday preceding and workday following the holiday.

- In accordance with Calhoun County policy, an approved PTO day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

- Department Heads whose employees work other than a Monday-Friday work week on a regular basis are authorized to adjust the Holiday hours to provide holiday equity to their employees.

Due to public-service nature of County work, it is necessary for some County employees to work on holidays.

- Hours worked on a holiday will be paid at two (2) times the employee's regular hourly rate of pay in lieu of time off.

Paid Time Off Donation

Calhoun County employees may elect to participate in the Paid Time Off (PTO) leave donation option established for the benefit of fellow-employees who have a prolonged illness, injury or other family emergency which has exhausted all of their accrued PTO.

- The donating employee must state in writing who the gift of PTO hours is intended and the number of hours the employee is donating.
- The statement must be signed and dated by the donor employee.
- This statement is attached to the donor's time sheet and a copy will go into the donor employee's personnel file.
- See Attachment G (added/approved 8-8-17)

CHAPTER 4: EMPLOYEE RELATIONS

Policy: All Calhoun County employees are treated equitably.

The Board has the authority and responsibility to establish an Employee Relations Policy that provides equal and fair treatment to all County employees.

- The Clerk Human Resources acts as Board liaison and works with Department Heads to administer the County's Employee Relations Policy.

Solicitation

County employees and salespeople, canvassers, politicians, or other persons not employed by the County are prohibited from conducting business; solicitation or soliciting contributions or memberships; or distributing flyers in work areas or public service areas without permission from their Department Head.

- County Employees may not solicit from other employees during work times except in connection with a County-approved or sponsored event.
- Clerk Human Resources may present the request to the County Attorney for clarification or to the Board for a final decision.

Visitors

Some County departments, due to their location and confidential nature of the work, are not open to the public for tours and visitation. Visitation to any work area should be minimal unless it is directly related to job performance or obtaining job information.

- Department Heads should be made aware of all non-employees in non-public service areas.

Tobacco Products

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, the use of tobacco, is not permitted in County buildings or County automobiles.

Dating and Fraternalization

Non-supervisory employees are permitted to date, develop friendships and form other consensual personal relationships with one another as long as such relationships do not impact their ability to perform at a satisfactory level while at work.

Department Heads are not permitted to engage in dating or other intimate personal relationships with employees they supervise because of actual or perceived favoritism, misuse of authority, and unprofessional behavior that may result from such relationships.

- Violation of this policy may result in disciplinary action.

Political Activities

All County employees are subject to the provisions of Florida Statutes governing political activities. All employees must not use their official authority as a County employee to influence or attempt to influence, coerce, or attempt to coerce a political body, or in any way to interfere with any nomination or election of any person to any public office. Contributions for political purposes are strictly voluntary in nature are permitted but must be done outside of working hours, county buildings or county grounds.

A County employee must not use their work time, equipment, supplies, or funds to assist any political party or candidates running for public office.

Conflict of Interest

County employees shall not have personal investments in any enterprise, which could create substantial conflict between their private interests and county business.

County Employees who have any concerns about violating the Conflict of Interest Policy should talk with the Director of Operations and ask for clarification.

Personal Business

Employees shall only conduct official County business during his/her work hours. Personal business shall not be conducted at work nor should County property or equipment be used for personal business.

Personal Appearance and Grooming

County Employees who have any concerns about violating the Personal Appearance and Grooming Policy should talk with their Department Head and ask for clarification.

All employees represent the County to the general public. Each employee therefore is expected to take pride in his/her personal appearance. Although different work environments and specific work assignments vary, employees are expected to meet appropriate standards as set and enforced by each Department Head. Employees should dress in appropriate attire and behave in a professional manner.

Tattoos:

Employees may not have any lewd or offensive indelible marks or figures (tattoos) visible on any exposed part of the body while at work. Tattoos or brands that are extremist, sexist or racist are prohibited from being visible on any exposed part of the body while at work.

Dress Code:

Department Heads are granted the authority to establish a dress code for their Departments in line with the service goals and safety objectives of the Department. As a general rule, employees are banned from wearing any clothing with slogans or pictures.

- Exceptions must be work related and at the discretion of the Department Head.

Uniforms and Safety Equipment:

County departments may require employees to wear uniforms at County expense.

- Employees terminating or on extended leave must return uniforms prior to receipt of last paycheck or payout for unused accrued PTO leave.

Employees Issued Safety Equipment:

Department Heads are instructed to provide safety equipment to mitigate injury to employees and at no cost to the employee.

- Employees must comply with requirements to wear items for safety or health reasons, such as goggles or masks when working with hazardous materials.
- Employee failure to comply with the County safety policy is considered a serious infraction of policy and will result in disciplinary action.
- Employees terminating, for any reason, must return equipment prior to receipt of last paycheck or payout of unused Personal Time Off (PTO) leave.

Common courtesy and respect will go a long way in ensuring a productive environment in our workspace. To assist toward the goal of helping each employee be as productive as possible, we are providing the following guidelines:

Minimize hallway conversations

While it can be convenient and productive to have a quick work conversation in the hallway with a coworker, these conversations can be very distracting to other employees working in close proximity. Be mindful of the potential for disruption and step to a convenient conference room or to a general corridor away from other workers to have the conversation.

Limit noises

Keep the sounds coming from your workspace to a minimum. This means using earbuds when listening to music, picking up the phone after one or two rings, tuning the ring volume on your phone to a low setting, and avoiding screensaver sound effects. When away from your workspace, set your office phone to take voice messages and if you leave your cellphone behind when you leave your workspace, set it to vibrate. Be aware of your personal voice

volume level. Speak only loud enough to be heard by the intended audience when talking on the telephone or to your coworkers. Those around you may be able to hear you, even when you are not thinking about it.

No confidential meetings

Avoid discussing personal and/or confidential matters at your workspace. Others may easily overhear your conversation whether you are on the telephone or having a discussion with a coworker. Move to a conference room or step outside to discuss personal or confidential matters.

Be considerate of sensitivities to aromas

The sense of smell is one of the most powerful senses we possess. What smells good to one person, may not be enjoyed by another. Be careful of the smells you bring to the office. Be judicious in the use of cologne/perfume. Do not bring strong scented oils or room deodorizers to the workplace. Avoid eating strong-smelling food in your workspace as well.

Decorate with taste

You need to use good judgment when decorating your workspace. Avoid things that are controversial. This includes things that are political, spiritual, sensual, or cultural. Your office decor should be in good taste, without offending others.

Respect each other's privacy

Be respectful of your coworkers. Avoid peeking into another workspace or listening in on other's conversations. Resist the temptation to chime in on other's conversations or join them uninvited. Give others the same respect that you want.

Employee Performance Evaluations

Statement of Policy:

Calhoun County Employees are employed under Florida's "employment at will" doctrine, which essentially states that any employee may be discharged by the employer, or may leave the job, for any reason whatsoever or for no reason. Employees are evaluated with the goal of making the employee a better and happier employee.

- The type of evaluation and its frequency, whether either a formal written evaluation or day-to-day process supervision of the employee to achieve the desired results, are at the discretion of the Department Head.
- Department Heads will keep dated and credible documentation that supports personnel actions such as promotions, merit raises, disciplinary actions and firing for inclusion in official personnel files.
- Department Heads are given options of awarding Merit Raises within a budget year without going before the Board; providing there are adequate funds in the salary line item for their department's budget.
- Department Heads may terminate an employee immediately depending upon the transgression(s) or consistently poor performance or poor judgment. Clerk Human Resources and the Board Chairman shall be notified as soon as possible.

Outside Employment

Accepting employment or self-employment during off duty hours in addition to County work is not prohibited.

- The other job(s) must not be in conflict with the legal intentions of Florida Statutes, Chapter 112, regarding conflicts of interest.
- The other job(s) may not interfere with the employee's position with the County.

Confidentiality

Employees shall not disclose confidential information gained by reason of their official position.

- Employees are also prohibited from using such privileged information for their personal gain or benefit.
- Confidentiality is an important aspect of professional conduct in every Calhoun County Department.

Phones

County Owned Telephones:

Calhoun County provides telephones in offices as well as cell phones to Department Heads and to other selected employees and county officials.

- Phones are intended for conducting Calhoun County business.
- Personal incoming and outgoing phone calls should be kept brief.
- County issued cell phones may only be used by the person or the Department to which the cell phone has been assigned.
- Unauthorized calls and/or abuse of the use of the county owned cellular phone for excessive personal calls may result in immediate recall of the phone.

Personal Cell Phones:

Use of a personal cell phone during work for personal conversations shall be minimal and not intrude unduly on the employee's responsibilities.

Personal Cell Phones used in Place of County Cell Phones:

- Employees may choose to use their personal cell phones for Calhoun County business in lieu of being assigned a County cell phone.
- The County will not pay personal cell phone bills.

Use of Cell Phone or Similar Devices While Driving:

Employees shall not use a county-supplied or a personal-cell phone or similar device that is *not* hands-free while driving on county business.

Computer Use

Any employee using any Calhoun County computer is considered a user and must comply with all rules set forth in this Policy. Computer systems are only for conducting county business and to be used by authorized users only.

Computer User Rights and Responsibilities:

Anyone using a county computer expressly consents to having his/her activities, on the computer system/network, monitored and recorded.

- Evidence of possible criminal activity will be forwarded to appropriate authorities.
- No employee engaged in unauthorized personal business, using Calhoun County Computers or internet connections, should have an expectation of privacy.
- Computers and internet connections may not be used to gain access to impair, upload, post, email, otherwise transmit, or post links to any material that contains software viruses, worms, Trojan horses, time bombs, trap doors or any other computer code, files or programs or repetitive requests for information designed to interrupt, destroy or limit the functionality of any Calhoun County computer software or hardware, telecommunications equipment, or County data or to diminish the quality of, interfere with the performance of, or impair the functionality of any other computer system inside or outside of the County's network that you are not expressly authorized to use is permitted.
- Computers and internet connections shall not be used to access or transmit pornography or other unsuitable materials.

Any person that suspects or has knowledge of any security violation and/or computer breach on a Calhoun County computer system is responsible for informing the Department Head immediately.

Authorized users are responsible for all use and control of their accounts within their ability, including but not limited to choosing and protecting passwords, delegating access and for file maintenance.

Authorized users are not permitted to intentionally modify files that are not their responsibility, without permission from the owner of the file, regardless of the file's system permission.

Disclosure or transmission of Calhoun County proprietary information, including but not limited to hardware, network configuration, security specifics or software products, by any means without the express authorization by the Department Head or his/her designee is prohibited.

Cyber Communications & Social Media

This policy governs the creation, maintenance and security of County computer systems and

network passwords and passphrases. Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of our county's corporate network. As such, all employees are responsible for taking the appropriate steps to select and secure their passwords:

- All passwords (e.g., e-mail, Web, desktop computer) must be changed at least every six months.
- Passwords must not be inserted e-mails or other forms of electronic communication.
- All passwords must conform to the guidelines described below.
- Passwords should never be written down or stored online or anywhere within their office or workspace. Similarly, passwords should not be stored in a file on any computer system, including digital assistants, smartphones or similar devices without encryption.

Guidelines for Password Construction

Passwords are used for various purposes at our County. Some of the more common uses include user-level accounts, Web accounts, e-mail accounts, screen saver protection, voice mail and local router logins. All employees should be aware of how to select strong passwords:

- Contains both upper and lower case characters.
- Has digits and punctuation characters as well as letters.
- Is at least 8 alphanumeric characters long and is a passphrase (e.g., "ILoveT!").
- Is not a word in any language, slang, dialect or jargon.
- Is not based on personal information, names of family members, etc.

Employees should try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation or other phrase. For example, the phrase might be: "Star Spangled Banner," and the password could be: "*SgldBnR".

Employees should not use the same password for county accounts as for other non-

county access (e.g., personal ISP account, bank accounts, etc.)

Employees should not share passwords with anyone, including coworkers, administrative assistants or supervisors, even when on vacation or otherwise out of the office.

If an account or password is suspected to have been compromised, report the incident to the Department Head and immediately change all passwords.

Any employee found to have violated, this policy will be subject to disciplinary action, up to and including termination of employment.

Guidelines for Employees:

Employees use social media and other cyber communications as a growing way to connect with others personally and professionally. The same principles and guidelines that apply to your activities as an employee, particularly Chapter 5, and as found throughout the Handbook and your job description, apply to your activities online. Disciplinary Actions may include suspension and dismissal as stated in Chapter 4.

The County will not be responsible for litigation costs or other penalties incurred by any employee breaking Federal Communication Commission (FCC) Laws and Regulations; including the FCC Communication Decency Act of 1996 prohibiting pornography, indecent and defamatory content and libelous statements about others using the Internet.

- Employees are expected to follow the guidelines included within this policy. Failure to follow policy will result in disciplinary action, up to and including termination.
- The County will not be responsible for any litigation or penalties that occur as a result of any employee's poor judgment, inaccurate statements, misinterpretations or libelous lawsuits.

These policies provide the standards and rules of behavior for the use of personally owned smart phones and/or tablets by employees to access our network resources. Access to and continued use of network services is granted on condition that each user reads, signs, respects, and follows the policies concerning the use of these devices and services.

We permit employees to use personally owned smart phones and tablets for business purposes so long as the rules of behavior are followed.

The County will respect the privacy of your personal device and will only request access to the device by technicians to implement security controls, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings (applicable only if user downloads County email/attachments/documents to their personal device) . This differs from policy for County-provided equipment/services, where employees do not have the right, nor should they have the expectation, of privacy while using County equipment or services. While access to the personal device itself is restricted, County policy and rules of behavior regarding the use/access of County e-mail and other County system/service remains

in effect. If there are questions related to compliance with the security requirements, the user may opt to drop out of the BYOD program versus providing the device to technicians for compliance verification.

Document Transfer involves connecting the personal device to the user's work PC via USB connections for file sharing (document transfer) or backup purposes. It also includes backing up data/documents to external sources, such as cloud storage services.

Overall Requirements for all BYODs Accessing County Network Services:

- User will not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case/project, proprietary information, or County's financial operations. This excludes County e-mail that is protected through the various security controls.
- User will password protect the device.
- User agrees to maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer.
- User agrees that the device will not be shared with other individuals or family members, due to the business use of the device (potential access to County e-mail, etc.).
- User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments.
- If the device is lost or stolen, the user will notify the local authorities and their Dept Head within one hour or as soon as practical after you notice the device is missing.
- Users must comply with all County password policies, including use of strong passwords, password expiration, and password history.
- User will maintain anti-virus protection on the device.
- User will not download/transfer business data that is considered sensitive or confidential to the personal device, including any documents that contain personally identifiable information.
- User will not download/transfer sensitive business data/documents to any non-County approved device.

Hardware and Software Department Policies:

The following are basic guidelines for the development and implementation of policies by Department Heads to safeguard the usage of Calhoun County owned computers including associated hardware, software and technical infrastructure for wide area networks and local area networks.

- Personal software is not allowed to be loaded on County-owned computers.
- Non county-owned computer hardware is not permitted to be connected or interfaced with county computers or equipment.
- All authorized software obtained from other sources is required to be reviewed, tested, and have an approved anti-virus application scan be performed on said software, prior to installation.
- Copyrighted, licensed and county-owned software is not permitted to be copied, except in the case of performing a system backup.
- Software is not permitted to be installed or downloaded on county-owned computers without proper authorization. This includes downloading from a network and includes the Internet.
- Critical data shall be backed up.

The County may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the County is met. Employees should not expect any privacy when using county computers or email.

Appropriate Conduct

As an employee of Calhoun County, you shall accept certain responsibilities, adhere to acceptable business principles and exhibit a high degree of personal integrity at all times.

- The County will not be responsible for any litigation or penalties that occur to the employee as a result of an employee's willful actions that break Federal, State or local laws and regulations.

Types of behavior and conduct that Calhoun County considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning include, but are not limited to, the following:

- Falsifying Employment or other county records.
- Violating the County's nondiscrimination and/or sexual harassment policy.
- Establishing a pattern of excessive absenteeism or tardiness.
- Unauthorized use of County supplies or equipment.
- Reporting to work intoxicated or under the influence of non-prescribed drugs.
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.

- Bringing or using alcoholic beverages on county property or using alcoholic beverages while engaged in county business.
- Fighting or using obscene, abusive, or threatening language or gestures while on the job.
- Stealing property from coworkers, customers or Calhoun County.
- Having unauthorized firearms on county premises or while on county business.
- Disregarding safety or security regulations while on the job or on county property.
- Engaging in insubordination.
- Conviction of a criminal offense, particularly a felony or crime of moral turpitude.
- Engaging in unprofessional horseplay and prankster behavior while on the job.
- Engaging in bullying, manipulation, gossiping, maligning, demeaning or making fun of fellow employees or citizens who may come to your department for services.

County employees are prohibited from soliciting or accepting cash or gratuities of any amount from any person or entity doing business with the County. Additionally, unless specifically permitted by this policy, county employees are also prohibited from accepting any and all non-cash gifts, including materials, meals, services, travel, entertainment, attendance at a charitable or similar event as a guest at no cost or at unreasonably discounted prices from person or entities proposing to do or actually doing business with the County. The only exceptions to this policy are as follows:

- holiday business gifts of value totaling less than twenty five dollars (\$25) in any single year that are for the shared departmental use or consumption
- occasional meals in connection with actual business
- awards or gifts provided by the County in express and open recognition of an employee's contributions

All unpermitted gifts must be immediately declined, returned or discarded. Employees must report to their Dept Head before the end of each month regarding all gifts received during the month. Employees found in violation of this policy will be subject to immediate disciplinary action, up to and including termination of employment.

Disciplinary Action

The purpose of discipline is to correct the offending employee's behavior and maintain discipline and morale among other employees.

- The term discipline refers to corrective measures and range from a verbal warning to termination of employment.

Types of Disciplinary Action:

The following types of disciplinary action taken against an employee may be immediate termination or progressive disciplinary action such as oral reprimand, written warning, demotion, suspension and termination.

The Board may modify any disciplinary action taken by the Department Head against a

county employee if extenuating circumstances are found. When a form of discipline is taken against an employee, written documentation must be completed by the Department Head and included as a part of the employee's personnel file. Giving an employee directions of a non-punitive nature are not considered disciplinary.

Suspension:

A suspension is defined as a disciplinary action taken by Calhoun County against an employee to temporarily relieve the employee of duties and place the employee on leave without pay unless

pay is otherwise specified by the Department Head. A suspension with or without pay is a serious disciplinary action and is precipitated by a serious offense.

- Suspension will only be assigned with the concurrence of the Calhoun County Clerk Human Resources and the Board Chairman.
- Employees may be suspended for disciplinary reasons for a period of up to five (5) calendar days.
- The Board Chairman, with notification to Clerk Human Resources, may extend suspension for an indefinite period of time if court action is pending against the employee.
- Written records must be placed in the employee's personnel file.

Dismissal:

Employment with Calhoun County is considered to be "at will" employment as defined by Florida Law.

- It is within the discretion of the Department Head, with the concurrence of the Board Chairman and Human Resource notification, to dismiss an employee.
- Reasons shall be thoroughly documented and placed in the employee's official personnel file.

Abandonment of Position:

An employee who fails to contact their Department Head within three (3) hours of normal beginning work hours will be considered absent without leave. An unauthorized absence for (2) two consecutive working days is deemed to be "abandonment" of the position with Calhoun County. Each employee separated under conditions of abandonment of position will be notified in writing by the Dept Head and Board Chairman of the County's determination.

Resignation

An employee should give the Department Head at least two (2) weeks advance notice of his/her intention to resign and should present the reason for his/her resignation in writing to the department head. This will give the Department Head time to schedule an Exit Interview and give Clerk Human Resources notice to begin processing end of employment procedures

that affect Personal Time Off (PTO) leave, Retirement and other benefits, deductions or address change for the final paycheck.

Administrative Lay-Off

An administrative lay-off is defined as the termination of employment due to abolishment of positions necessitated by shortage of funds, job description or workload.

- An employee who is laid-off will be eligible for rehire by the County.
- Lay-off is not a disciplinary action and the employee may be eligible for Unemployment compensation.
- Employee will be paid for unused Paid-Time-Off Leave (PTO).

CHAPTER 5: HARASSMENT AND COMPLAINTS

Policy: Calhoun County Government and Department Operations are free of harassment.

The Board has the authority and responsibility to establish a Harassment and Complaints Policy that supports Federal and State Laws.

- Clerk Human Resources acts as Board liaison and works with Department Heads to administer the Harassment and Complaints Policy.

Zero Tolerance Policy:

Calhoun County is committed to maintaining a work environment that is free from discrimination and in which employees at all levels can devote their full attention and best efforts to their job.

Calhoun County does not authorize and will not tolerate any form of harassment, included but not limited to race, sexual orientation, sex, national origin, age, disability, religion, marital status, military status, political persuasion, handicap, physical appearance, or any other characteristic that is protected by law and/or by this policy.

- This policy applies to management and non-management employees. Non-employees, within the confines of the law, who harass or bully Calhoun County employees, may be barred from county offices or premises.

Examples of “harassment” covered by this policy include offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to the employee’s sex, race, religion, national origin, age, disability, marital status, military status or other factor protected by law that would make a reasonable person experiencing such behavior feel uncomfortable or would interfere with the person’s work performance.

Any conduct based on verbal or non-verbal actions that could interfere with an individual’s work performance or could create an offensive environment will be considered harassment and in violation of this policy.

- *This can be the case even if the offending employee did not mean to be offensive.*
- *It is essential that employees be sensitive to the feelings of others.*

Sexual Harassment

Examples of the types of behavior that may be considered sexual harassment in violation of this policy include the following:

- ❑ Lewd or lascivious Internet communication.
- ❑ Sexually offensive jokes or comments.

- ❑ “Sexist” comments or behavior (in other words, conduct that demeans other individuals because of their sex, even if not vulgar, lewd, or sexually provocative).
- ❑ Physical assaults or other touching that is sexual in nature.
- ❑ Promising favorable treatment or threatening unfavorable treatment based on the employee’s response to sexual demands.
- ❑ Displays of sexually oriented reading materials or pictures, including electronic materials.
- ❑ Punishing an employee for complaining about sexual harassment, including but not limited to, any of the above.

Harassment Based on Race, National Origin, Age, Disability, Religion, or Other Basis

Harassment based on race, national origin, age, disability, religion, or other traits deserves special mention and is also strictly prohibited. Examples of the types of behavior that will be considered harassment based on these characteristics include the following:

- ❑ Jokes or negative comments about these characteristics
- ❑ Displays of reading materials or pictures containing negative material about these characteristics, including electronic materials
- ❑ Vandalism or “pranks” based on these characteristics
- ❑ Name-calling based on these characteristics
- ❑ Bullying, bribing, coercion
- ❑ Punishing an employee for complaining of these types of harassment

Special note about religion. It is not a violation of this Calhoun County Policy for employees to discuss religion or to read or view religious materials at work during non-working time. However, employees who do so should be sensitive to and respectful of the different beliefs (or lack of belief) of others. Religious practices that interfere with job performance, excessive “preaching or moralizing” that is unwelcome to others or adverse treatment of others because of their beliefs, different beliefs, or lack of belief, may be considered “harassment” within the meaning of this Policy.

Bullying:

Zero Tolerance Policy: Bullying goes beyond a communication misunderstanding. Bullying is a form of Harassment that may include verbal and physical abuse. Bullying may be in-person or use the Internet or phone. Bullying may include sexual harassment that is physical or verbal in nature.

The County cannot resolve matters that it does not know about. Every employee has a duty to immediately report harassment whether the alleged harasser is an employee, a Department Head, a County Official or a non-employee such as a customer or vendor with whom the County does business.

Employees should report bullying when:

- ❑ They believe that they have been or are being bullied.

- ❑ They believe that someone else has been or is being bullied.

Reporting Harassment or Bullying

No employee will be punished for bringing a good-faith report of harassment or bullying to the County's attention or for cooperating in an investigation.

To report bullying or harassment the employee shall contact the Department Head who will notify Clerk Human Resources. When the report has been received, the Department Head and Clerk Human Resources will take the following steps:

- ❑ Conduct a prompt and thorough investigation.
- ❑ Discuss the results with the complaining employee. Keep the investigation and results as confidential as possible.
- ❑ If the complaint is verified, take appropriate corrective action, up through and including suspension or termination.

If the County determines that an employee has engaged in misconduct, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Our County complies with the Pay Transparency requirements for Federal Contractors. As such, our County will not discharge, discipline, or otherwise discriminate against, employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants.

For our County, compensation includes base pay, overtime pay, commissions, bonuses, and County provided benefits.

Any employee who feels that they have been the victim of discriminating compensation practices is encouraged to bring their concerns to either their immediate supervisor, Clerk Human Resources or the Chairman of the County Commissioners so that the concerns may be reviewed and resolved. Likewise, any employee that feels they have been disciplined for seeking information about compensation or discussing their compensation or the compensation of other employees or applicants of the County, should bring their concerns to the Clerk Human Resources Department or Board Chairman.

Employees who work in the Clerk Human Resources Department, Payroll Department, Accounting Department, or serve in any other role where compensation information is obtained in the course of performing their assigned job functions are not protected by this regulation and are prohibited from disclosing any compensation information other than a result of a valid public records request.

CHAPTER 6: EMPLOYEE BENEFITS

Policy: Calhoun County employees receive equitable benefits.

The Board has the authority and responsibility to establish a Benefits Policy that supports Federal and State Laws.

- Clerk Human Resources acts as Board liaison and works with Department Heads and employees to administer the Benefits Policy.

Workers' Compensation

Calhoun County provides workers' compensation insurance benefits for county employees who are injured in the course of employment with the County. Employees shall immediately report any injury arising out of and in the course of employment to their Department Head.

- The Department Head must immediately contact Clerk Human Resources so that the workers' compensation provisions of Florida law can be triggered.
- The initial seven (7) calendar days, beginning with the date of injury, shall not be chargeable to the employee's accumulated Personal Time Off Leave (PTO).

Employee Group Health

All full-time regular employees who are employed to work at least 30 hours or more per week must be offered the opportunity to be covered by the County's group health benefits program.

- The cost, to provide these benefits to the employee, is currently paid by Calhoun County. Calhoun County reserves the right to require a share-cost from the employee. Employees desiring to cover their dependents under this plan are responsible for paying 100% of the dependent premium costs through payroll deductions.

Calhoun County reserves the right to amend or terminate any of these programs.

- Whenever an amendment is made to any of the County's benefits, Clerk Human Resources will notify plan participants of any amendments to the plan.

Employee health coverage usually begins the first of the month following (30) thirty days of employment and coverage terminates at the end of the month that the employee stops working for the County.

- Health Insurance Benefits may be extended to spouses and dependents of the employee. This deduction is made on a pre-tax basis during open enrollment or another qualifying event.

Measurement Period

1. Initial Measurement Period

Our County has established an initial Measurement Period of six months for all new hires where the work schedule of the individual is either variable or unknown. The average number of hours worked per week will be reviewed from the date of hire to the end of the first six months of employment to determine eligibility for County provided health benefits.

2. Standard Measurement Period

Our Standard Measurement Period will be for a 12-month beginning on October 15 of each year and ending on October 14 of the following year. The average number of hours worked per week for each part time employee will be reviewed during this time to determine eligibility for County-provided health benefits.

Administrative Period

1. Initial Administrative Period

Our Initial Administrative Period begins immediately following the Initial Measurement Period and extends until the last day of the first month following the employee's seven-month anniversary. During this Initial Administrative Period, those part-time employees having completed the Initial Measurement Period will be notified of their eligibility for County-provided health benefits. An opportunity to enroll in the County provided health benefits and additional information will be provided to eligible employees, including:

- coverage options available to them under the County's plan
- coverage cost
- term of such coverage or the "Initial Stability Period"
- enrollment documents

2. Standard Administrative Period

Our Standard Administrative Period begins on October 15 and ends on December 31 of each year. Part time employees will be notified of their new or continued eligibility for County provided health benefits during this time. Additionally, those employees who are newly eligible for County provided health benefits will be provided the opportunity to enroll and given additional information, including:

- coverage options available to them under the County's plan
- coverage cost
- term of such coverage or the "Standard Stability Period"

- enrollment documents

Stability Period

If an employee chooses to enroll in the County-provided health plan, coverage is guaranteed during the Stability Period no matter how many hours are worked so long as the individual remains an employee.

1. Initial Stability Period

Our Initial Stability Period begins on the first day following the end of the Initial Administration Period and extends for six consecutive calendar months. An employee whose Initial Measurement Period overlaps with the Standard Measurement Period for ongoing employees will be included in the Standard Measurement Period as well.

2. Standard Stability Period

Our Standard Stability Period is one year in length, begins on January 1, and ends on December 31.

Example

An employee begins work on December 3, 2015. The Initial Measurement Period begins on December 3, 2015 and ends on June 2, 2016. The Initial Administration Period begins on June 3, 2016 and ends on July 31, 2016. If eligible, coverage begins on August 1, 2016 and is guaranteed through January 31, 2017.

The Standard Measurement Period begins on October 15, 2015 and ends on October 14, 2016. The new hire above whose hire date is December 3, 2015 is included in the Standard Measurement Period for the time of their employment during the Standard Measurement Period (December 3, 2015 through October 14, 2016.) The Standard Administration Period begins on October 15, 2016 and ends on December 31, 2016. If eligible, the new hire would be extended the opportunity to continue coverage on January 1, 2017 under the Standard Stability Period guaranteeing coverage through December 31, 2017 no matter how many hours are worked so long as the individual remains employed.

The County owes an obligation to the entire workforce to prohibit employees who have an infectious condition, illness, or injury from working until such time that an infected employee is able to produce written verification from a licensed physician that the condition is no longer contagious. The County shall work with immense diligence to protect the private health information of the infected employee; however, all employees must also recognize the need to alert other employees of infectious conditions that may have affected others, particularly those with sensitive medical conditions including pregnancy, immune deficiency conditions, etc. Records of employee medical examinations shall be kept in a separate and confidential file.

Employees with contagious conditions that may pose health risks to others agree that they will report such conditions to their Dept Head who will notify Clerk Human Resources for appropriate guidance and management immediately upon learning of the condition. An employee who reports for duty with a suspected infectious condition shall be sent home and referred to their personal physician for further evaluation. Following the medical evaluation the employee may return to work with a physician's statement that indicates the employee is free of an infectious condition.

When reporting for duty after recovering from an infectious condition, the employee shall present the physician's statement to Clerk Human Resources that states the employee is free of the infectious condition before being allowed to return to work. No employee shall return to work who has a temperature elevation, draining skin lesions, a communicable rash, or a communicable disease. Such employees may pose a direct threat to the health and safety of the other employees and the public.

Cafeteria Plan

The Calhoun County Cafeteria Plan is a separate written plan maintained for employees that meet the specific requirement of and regulations of Section 125 of the Internal Revenue Code. It provides employees an opportunity to receive certain benefits on a pretax basis. Employees are permitted to choose among at least one taxable benefit (such as cash) and one qualified benefit.

The Calhoun County Cafeteria Plan is a written plan describing all benefits and rules of eligibility and elections. The plan is available in the Clerk's Human Resources/Payroll Department.

A Section 125 plan is the only means by which an employer can offer employees a choice between taxable and nontaxable benefits without the choice causing the benefits to become taxable.

Employer contributions to the cafeteria plan are usually made pursuant to salary reduction agreements between the employer and the employee in which the employee agrees to contribute a portion of his or her salary on a pre-tax basis to pay for the qualified benefits. Salary reduction contributions are not actually or constructively received by the participant. Therefore, those contributions are not considered wages for federal income tax purposes. In addition, those sums generally are not subject to FICA and FUTA. See Sections 3121 (a)(5)(G) and 3306 (b)(5)(g) of the Internal Revenue Code.

Flexible Spending Arrangement:

A Flexible Spending arrangement (FSA) is a form of the cafeteria plan benefit, funded by salary reduction that reimburses employees for expenses incurred for certain qualified benefits. The benefits are subject to an annual maximum and are subject to an annual "use-it-or-lose-it" rule. An FSA cannot provide a cumulative benefit to the employee beyond the plan year.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Continuation of Benefits: The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a law that gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events.

- Qualified individuals are required to pay the entire premium for coverage. Employee participation in COBRA is voluntary.

If an employee resigns or is terminated from the County or if the employee's work hours are reduced, and if this event makes the employee or their dependents no longer eligible to participate in the County's group health insurance plan, the employee and its eligible dependents may have the right to continue to participate for up to eighteen months at the employee's expense.

Supplemental Insurance Policies

All regular status employees who are employed to work over thirty hours per week are eligible to participate in supplemental insurance policies. Supplemental insurance is dependent on availability and is subject to change each year.

- If available these benefits are offered to all new employees and to current employees during the open enrollment period.
- The insurance plans may be discontinued with or without advance notice by the Board and is not a guaranteed benefit of working for Calhoun County.
- The insurance plan(s) are not covered by COBRA.
- Employees must pay 100% of the premium(s).

Deferred Compensation

Calhoun County offers deferred compensation plans under Internal Revenue Code Section 457, which allows county employees to contribute a portion of their salary before federal taxes to a retirement account.

Retirement Plan

Calhoun County participates in the Florida Retirement System (FRS). Retirement benefits are described in the Retirement Guide issued by the Florida Retirement System (FRS).

Retiree Health Insurance

County employees retiring under the Florida Retirement System (FRS) and drawing retirement benefits from FRS are eligible to continue County health insurance coverage for themselves and their dependents. If the employee is eligible for Medicare, the employee is also eligible to purchase the Medicare supplement(s) through the County. Employees must pay 100% of the premiums.

Chapter 7: SAFETY AND RISK MANAGEMENT

Policy: Calhoun County Government and Department Operations are carried out in safe and healthy working conditions.

The Board has the authority and responsibility to establish a Safety and Risk Management Policy that supports Federal and State Laws.

- The Director of Operations acts as Board liaison and works with Department Heads and Clerk Human Resources to administer the Safety and Risk Management Policy.
- The Director of Emergency Management acts as Board liaison and works with Elected Officials, the Director of Operations, Clerk Human Resources, other Department Heads, and County Employees during periods of national, state, regional, or county declared State of Emergencies.

Safety and Risk Management

The policy covers all officials, employees and departments of Calhoun County including Commissioners, Clerk of Court, Sheriff, Property Appraiser, Tax Collector and Supervisor of Elections, as affected by Workers' Compensation Insurance.

The following applies:

- All Departments and employees will conduct day-to-day operations in compliance with all applicable Federal, State and local safety and health regulations.
- All employees are responsible for knowing and following the safety practices.
- The Board believes that injuries and accidents are preventable through establishment and compliance with safe work practices and procedures
- The Director of Operations and Department Heads will promptly investigate accidents and injuries to identify root causes and will respond appropriately to correct them in order to prevent further accidents from occurring.

Roles and Responsibilities

The Board, the EOC Director, and Department Heads have the authority to establish and create policies or procedures to ensure Calhoun County is in compliance with common health and safety practices and federal, state and local laws, regulations and other requirements.

- The Director of Operations will keep the Calhoun County Board of Commissioners aware of safety issues. The EOC Director, the Director of Operations and the Board of County Commissioners will seek hazard mitigation cleanup.
- Department Heads report to the Director of Operations and the Board Chairman in carrying out safety and risk management policies.

Department Heads have the authority to develop procedures that may be pertinent to their

department but are not binding on other county departments.

- Department Heads are expected to be a visible leader and role model of safety.
- Department Heads should hold themselves and other employees accountable in meeting safety commitments.
- Department Heads should ensure that employees are adequately trained to perform their job duties safely and safe procedures are being followed as prescribed.
- Department Heads should inform the County Director of Operations of all safety-related incidents immediately
- Department Heads should ensure that adequate records of all safety procedures, such as accident investigations, disciplinary actions, training records, departmental inspections, equipment and environmental monitoring are maintained and organized appropriately.
- Department Heads may designate one employee to be a Safety Officer or Safety Monitor for their Department.
- Department Heads or the Safety Officer should perform regular safety inspections of the work environment to ensure issues are addressed and to reinforce employee compliance with safe work practices.
- Department Heads or the Safety Officer should minimize the severity of injuries by obtaining medical care for employee as soon as possible.

Employees are responsible for following safety policies and procedures. Employees, as a condition of employment, are to adopt the concept that the safe way to perform a task is the only acceptable way to perform it.

- Employees must observe and comply with all Calhoun County policies, practices and procedures concerning safety and health. All unsafe acts or conditions, and all injuries must be reported immediately, including filling out the accident report, participating in investigations and seeking medical treatment, if necessary.
- Employees are expected to act responsibly, maintain an alert mind, use sound judgment and demonstrate good conduct while planning and performing work duties.
- Employees are responsible for participating in safety training to ensure that they are competent in performing their job duties in a safe manner. If an employee is unsure or doesn't feel comfortable about performing a task, they should contact their Department Head before beginning work.
- All required PPE (Personal Protective Equipment) shall be worn while performing job duties.
- Employees are expected to work as a team and take into consideration the health and safety of all employees working in the group when making decisions, planning and/or conducting work.

Personal Protective Equipment

Department Heads are responsible for enforcing the Personal Protective Equipment requirements and must insure employee compliance. All employees must wear Personal Protective Equipment (PPE) as required by the department in which they work. The following procedures are appropriate monitoring tools:

- Department Heads/Safety Officer shall document those employees that are consistent repeat offenders, or display patterns/trends, of not wearing PPE.
- Department Heads, in concurrence with the Director of Operations and the Board Chairman with Clerk Human Resources notification, may penalize the employee with “suspension without pay” or “termination” due to unwillingness to comply with PPE requirements.
- Department Heads or the Safety Officer shall conduct “spot checks” on a random basis to ensure employees are actually wearing their personal protective equipment and are using it in a correct manner

Hi-Visibility Safety Apparel:

County employees are required to wear Class 2 or Class 3 orange vests whenever they are within 15 feet of the edge of the right-of-way. Department Heads have the option to transition from orange vests to ANSI/ISEA approved hi-visibility safety apparel.

Reporting Accidents or Incidents

The first concern must always be to the people involved. If the employee or the public is experiencing chest pains, broken bones or profuse bleeding, they must call 911 or go to the Emergency Room immediately.

- The Department Head must report the accident immediately to Clerk Human Resources and to Director of Operations, who will immediately notify the Board Chairman.

Accident Report:

When an employee is involved in a work-related accident or damage occurs to county property or an employee has an on-the-job accident, the Department Head, with input of the affected employee(s), must complete a written accident report. The accident report narrative must be submitted to the Director of Operations with a copy to Clerk Human Resources within (2) two working days of the accident and clearly answer the following six (6) questions in detail:

1. When (date and time) did the accident occur?
2. Where did the accident occur?
3. What happened?
4. Who were involved?
5. Who witnessed it?
6. What suggestions did the employee(s) have to mitigate the hazard or to prevent future occurrences?

The narrative should also include 911 information, medical notes, photos, police reports. In addition, citizen or witness statements should be included with the written narrative plus any

corroborating signatures or names. Accident report narratives are frequently used by the County, insurance agencies or Workers' Compensation as important management and hazard mitigation tools. It will be important that you are accurate as you may later be called on for further information or as a witness.

Traffic or Vehicle Accidents:

Employees involved in traffic accidents shall have a police report filled out on the scene if the accident is reportable. Submit the police report with the accident report to Director of Operations with a copy to Clerk Human Resources . Any employee(s) involved in any traffic accident is not permitted to drive a County vehicle without permission from their Department Head or the Board Chairman or until Clerk Human Resources receives their negative drug test results.

Employees involved in a vehicle accident that does not occur on public roads and does not involve a police report shall immediately inform their Department Head and submit a written narrative to the Director of Operations with a copy to Clerk Human Resources explaining what happened.

Post-Accidents and Drug Testing:

If an employee is involved in a work-related accident causing personal injury or damage to county property the employee(s) involved shall immediately go to the Calhoun-Liberty Hospital and get drug tested. Clerk Human Resources will notify the Director of Operations and the BOCC Chairman with the test results. (*See Chapter 6: Drug Testing Policy; subsection "Post-Accident Testing"*)

First Aid Treatment:

The primary distinction between "medical treatment" and "first aid treatment" is based solely on the type of treatment involved and not the person providing the treatment.

First aid includes the following treatments; treatments not on this list are considered "medical treatment".

- Visit(s) to a health care provider limited to observation.
- Diagnostic procedures, including the use of prescription medications solely for diagnostic purposes (e.g. eye drops to dilate pupils).
- Use of nonprescription medications, including antiseptics.
- Simple administration of oxygen.
- Administration of tetanus or diphtheria shot(s) or booster(s).
- Cleaning, flushing or soaking wounds on skin surface.
- Use of wound coverings such as bandages, gauze pads, etc.
- Use of any hot/cold therapy (e.g. compresses, soaking, whirlpools, non-prescription skin creams/lotions for local relief, etc.) except for musculoskeletal disorders.
- Use of any very non-rigid, non-immobilizing means of support (e.g., elastic bandages).

- Use of eye patches.
- Removal of foreign bodies not embedded in the eye if only irrigation or removal with a cotton swab is required.
- Removal of splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs or other simple means.

Workers' Compensation

Medical Treatment:

All accidents and injuries must be reported immediately to Human Resources to activate Workers' Compensation.

- Employees having non-emergency injuries that require medical treatment should ask for a medical statement to take to their Department Head who will forward the statement to Clerk Human Resources. All bills related to the injury should be taken to Clerk Human Resources.
- Employees having emergency injuries that require going to an emergency room should ask for a medical statement to take to their Department Head who will forward the statement to Clerk Human Resources. All bills related to the injury should be taken to Clerk Human Resources.
- Calhoun County pays for the first seven (7) "lost-time" work days of all Workers' Compensation claims.

Emergency Room:

If an employee was initially treated at a hospital emergency room for their injury they must keep in contact with their Department Head or Clerk Human Resources so that billing and time away from work will be handled correctly with Workers' Compensation.

Prescription Drugs:

If a prescription is written for an employee, please follow these instructions to have it filled for a work-related injury:

1. When you are at the Pharmacy, tell them this is a Workers' Compensation claim and that you work for Calhoun County Board of County Commissioners.
2. The Pharmacist may call Clerk Human Resources at the Clerk's Office for approval.

There is no co-pay and no deductible on Workers' Compensation-related doctor visits and prescription drugs. Employees should not use their individual health insurance card.

Returning to Work:

Employees returning to work after a Workers' Compensation claim or from an extended

illness can only return to work after being cleared by their doctor to perform their job tasks.

- Employees should bring in a medical statement that they are cleared to return to work and able to perform all of their duties.

Confined Space Entry Program

The purpose of this program is to inform interested persons, including employees that Calhoun County is complying with the OSHA Confined Space Standard, Title 29 Code of Federal Regulations 1910.146. In an effort to perform above and beyond OSHA standards, and to ensure safe entry and exit for all affected employees, all confined spaces will be treated as permit required until they are isolated and deemed safe to enter. This program applies to all work operations at Calhoun County where employees must enter a confined space as part of their job duties. This program is designed to ensure that safe work practices are utilized during all activities regarding the permit space to prevent personal injuries and illnesses that could occur.

Training Program:

Every employee at Calhoun County who faces the risk of confined space entry is provided with training so that each affected employee acquires the understanding, knowledge and skills necessary for the safe performance of the duties assigned to him or her.

CHAPTER 8: EMERGENCY CONDITIONS PAY PLAN

Policy: Calhoun County provides emergency duty compensation for affected employees.

The Board has the authority and responsibility to establish an Emergency Pay Plan Policy that compensates employees affected by national, state, regional or localized emergencies.

Pre-Impact, Impact and Post-Impact Phases

1. Pre-Impact Phase is the time period prior to an impending response.
2. Impact Phase covers the critical time period when the event is impacting in full force.
3. Post-Impact Phase is the time period following impact.

All county employees:

All county employees have an emergency management obligation to be available to work during Pre-Impact, Impact and Post-Impact declared emergencies.

- Emergencies may be localized, county, regional, state or national in scope.
- Employees are required to report, either by phone or in person, to their Department's designated contact point prior to and immediately after an Emergency Declaration to receive instructions.
- Employees who are not activated must remain on-call and must be available to be assigned if necessary.

Emergency Conditions Pay Plan

State of Local Emergency Declaration:

The Calhoun County Board of Commission may declare a "State of Local Emergency Declaration" due to a localized, county, regional, state or national emergency. A "State of Local Emergency Declaration" by the Board activates Emergency Management Response Policy and Procedures.

- Emergency pay will begin when county offices are officially closed and the Department Head releases employee(s) from their job site and/or regular duties and the employee is re-assigned to tasks related to the emergency. For purposes of job assignments during the declared emergency, conditions are addressed according to three phases: Pre-Impact, Impact and Post-Impact.
- Emergency Management is initially activated for (7) seven days and may be reactivated for additional (7) seven day increments.
- The Director of Emergency Management becomes the primary contact for the Calhoun County Commission Board, Red Cross, National, State and other emergency response entities as well as Department Heads and other county employees activated by the event.

- The Director of Emergency Management delegates and assigns responsibilities to activated staff.

Activated Employees

The following pay policy applies when the Calhoun County Commission has issued a “State of Emergency Declaration.”

- Essential Employees activated to respond to the emergency event will be paid (2) two times their regular pay for all hours worked.
- Employees activated for only a portion of the event will be paid (2) two times their regular pay for all hours worked in response to the event; otherwise, they will receive their regular pay per hour.

Essential employees include all exempt (salaried) and non-exempt (hourly) personnel activated in response to the event. Because assigned tasks are essential to the recovery of the community, failure to respond or be available for assignments will be considered cause for disciplinary action, up to and including termination of employment.

- Employees may be assigned a variety of tasks, which may or may not appear in their regular job description.
- Assignments will typically include clean-up, repair, answering phone lines, manning Emergency Operations Center (EOC) positions, working at community shelters, community distribution centers or comfort stations.

On-Call Employees

All employees not activated will be paid their regular hourly or salaried amount and are on-call.

- Employees not activated will remain at their normal work site unless the event mandates the closure of their County Department.
- Employees not activated and not permitted to stay at their normal work site are relieved of their usual duties, placed on-call, and must remain available for assignment if necessary.
- On-Call and non-activated employees will receive their normal pay.
- The Director of Emergency Management may call in non-activated employees back to work.
- On-call employees should monitor landlines, cell phones, and internet for instructions.
- Employees on approved Paid Time Off (PTO) leave will not be recalled to duty unless it is necessary.

Work Site Closures During Emergencies

The Director of Emergency Management, the Director of Operations, and the Board Chairman have the responsibility to close Departments and work sites dependent on the nature of the emergency. Accordingly, they have the authority to approve late work arrival, early work

dismissal or close Departments or sites partially or entirely.

If known prior to the employees' departure from work, employees will be informed by their Department Head in the event that their work site will be closed or will be utilizing a late work arrival or early departure time(s).

- Rumors or announcements by unauthorized personnel shall not be considered to be factual basis for site closures, employee arrival or departure time(s).

CHAPTER 9: SENIOR MANAGEMENT SERVICES

Policy: Calhoun County has highly competent senior-management staff.

The Board has the authority and responsibility to establish a Senior Services Policy that supports Federal and State Laws.

- The Board of County Commissioners works with Department Heads and Clerk Human Resources to administer the Senior Services Policy.

Senior Management administrative leave, disability leave and maternity leave shall be granted and used in accordance with the provisions for such leave as for other county employees.

Senior Management Holidays are awarded the same as awarded to regular full-time employees.

Benefits

The Senior Management Employee shall be eligible for membership in the Senior Management Service class of the Florida Retirement System.

The Senior Management Employee shall be eligible to participate in all programs and be in receipt of all benefits accorded to full-time regular county employees.

Positions Designated as Senior Management

Director of Operations
Director of Emergency Management
Maintenance Superintendent
Road Department Superintendent
Public Library System Director

The number of positions under the Board of County Commissioners that may be designated Senior Management are according to the provisions of Section 121.055, Florida Statutes.

CHAPTER 10: EMPLOYMENT OF PERSONS WITH DISABILITIES

Policy: Calhoun County employs qualified persons with disabilities.

The Board has the authority and responsibility to establish an Employment of Persons with Disabilities Policy that supports Federal and State Laws.

4. The Board of County Commissioners works with Department Heads and Clerk Human Resources to administer the Employment of Persons with Disabilities Policy.

Americans With Disabilities Act (ADA)

The Americans with Disabilities Act (ADA), as amended and Calhoun County prohibits employment discrimination against qualified persons with physical and mental disabilities.

The ADA defines a person with a disability as an individual who meets one of the following criteria:

- (i) has a physical or mental impairment that substantially limits one or more major life activities;
- (ii) has a record of such impairment; or
- (iii) is regarded as having such an impairment.

A qualified person with a disability is someone with a disability who meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

The County is committed to providing equal employment opportunities for qualified persons with disabilities. The County will accommodate persons protected by the ADA by making changes in the work environment or by changing certain practices and procedures so long as such changes would not pose an undue hardship on the County, alter the essential functions of a job, or create a direct threat to health or safety.

CHAPTER 11: EMPLOYEE TRAVEL

Policy: Calhoun County provides per-diem, subsistence and mileage allowances for travel authorized on behalf of Calhoun County.

The Calhoun County Commission Board has the authority and responsibility to establish a per-diem, substance and mileage policy for Public Officials, County employees and other authorized persons.

Florida Statutes 112.061 (14) (a) authorizes the Board to pay the following per diem, subsistence and mileage allowances for authorized travel on behalf of Calhoun County. Travel claims containing a statement that the expenses were incurred as necessary travel expenses in the performance of official duties must be submitted and must be verified by a written declaration that the statement is true and correct as to every material matter. All documentation required by 112.061 must be attached to the travel reimbursement form.

Lodging: Actual Cost

Mileage: Equal to the Standard Federal Mileage Rate as determined by the IRS. Mileage shall be shown from point of origin to point of destination and, when possible, shall be computed based on the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

Parking & Tolls: Actual Cost with receipt.

Subsistence: Class A & B travel covers (1) continuous travel of 24 hours or more away from official headquarters or (2) Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Breakfast - \$6.00 when travel begins before 6:00 AM and extends beyond 8:00 AM.

Lunch - \$12.00 when travel begins before 12:00 noon and extends beyond 2:00 PM.

Dinner - \$24.00 when travel begins before 6:00 PM and extends beyond 8:00 PM; or, when travel occurs during nighttime hours due to a special assignment.

No subsistence allowance is paid for Class C non-overnight travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

CHAPTER 12: DRUG-FREE WORKPLACE POLICY

PURPOSE

As a part of commitment to safeguard the health of its employees, to provide a safe place for its employees to work, and to promote a drug-free and alcohol-free working environment, CALHOUN COUNTY, Florida has established this program relating to the use or abuse of alcohol and drugs by its employees. The policy is to establish and implement a "Drug-Free Workplace" in accordance with F.S. 440.102, F.S. 112.0455, and Chapter 59A-24 of the Florida Administrative Code.

Substance and alcohol abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided. This program is established in part to detect users and remove abusers of drugs and alcohol from the workplace, to prevent the use and/or presence of these substances in the workplace, and to assist employees in overcoming any dependence of drugs and/or alcohol in accordance with the following guidelines.

Florida Statute 440.101 provides in part that an employee who is injured in the course and scope of his employment and tests positive on a drug or alcohol test may be terminated and shall forfeit his or her eligibility of medical and indemnity benefits under Florida's Workers' Compensation Law. Refusal to take a drug or alcohol test will result in the employee being subject to dismissal. The County group medical plan excludes benefits for job related injuries. Therefore, if Workers' Compensation benefits are forfeited pursuant to the drug-free workplace program, the employee injured on the job will be without any County provided medical benefits.

To the extent that F.S. 440.101-102, or any other applicable statutes and rules requiring drug testing are amended and are determined to be applicable to County employees, the County's program will be amended to the extent required by such, without the necessity of further general notice.

The County's Drug-Free Workplace Policy has been prepared so as not to conflict with public policy and further, not to be discriminatory or abusive.

OFFICIAL NOTIFICATION **DRUG FREE WORKPLACE POLICY**

This is your official notification that CALHOUN COUNTY maintains a "Drug-Free Workplace" as authorized by F.S. 440.102, F.S. 112.0455 and Chapter 59A-24 of the Florida Administrative Code. The County established this drug-free workplace policy to deter use of drugs and alcohol in the workplace by establishing standards and procedures for drug testing of certain employees and job applicants. We hope this policy will result in a safe working environment for all of the County's employees.

The County prohibits the use, distribution, possession, manufacture, cultivation, sale or attempt to sell or distribute illegal controlled substances at any time whether on or off duty, whether on or off County property. Illegal controlled substances are defined by applicable State and Federal laws. Employees of the County are prohibited from using or possessing alcohol while on duty; while on County premises; while driving a County vehicle, operating a piece of County equipment, or being transported in a County vehicle at any time; reporting to work impaired, intoxicated or under the

influence of alcohol or from otherwise using alcohol in a manner at any time that adversely affects the operation of the County.

The County reserves the right to search desks, cabinets, toolboxes or any other County property for drugs, alcohol, or other contraband. Employees do not have an expectation of privacy for personal items brought onto county property, including county facilities and vehicles. The County will seek the employee's consent before searching the employee's personal items. Failure to consent to search or display for visual inspection will be grounds for termination or reason for denial of access to county premises by the employee or employee's representative. Searches or visual inspections of personal items will take place only in the employee's presence. All searches under this Drug-Free Workplace policy will occur with the utmost discretion and consideration of the employees involved. Refusal to cooperate with the County in any investigation will result in discipline up to and including termination.

Off-duty abuse of alcohol which adversely affects an employee's job performance or which can be expected to cause harm to the County's image or relationship with other employees or the public is prohibited.

An employee who is perceived to be under the influence of alcohol will be removed immediately from the workplace and may be ~~evaluated~~ evaluated by medical personnel, if reasonably available. The County will take further action based on medical information, work history, and other relevant factors. The determination of what action is appropriate in each case rests solely on the BOCC with Clerk Human Resources input.

Employees arrested for an alcohol-related incident must immediately notify their supervisor of the incident. Failure to notify an appropriate County official as described above may result in disciplinary action up to and including discharge.

The proper use of medication prescribed by your physician is not prohibited; however, the County does prohibit misuse of prescribed medications. Prescription drugs may also affect the safety of the employee, fellow employees, or member of the public. Therefore, any employee who is taking any prescription drug, which may impair safety, performance, or any motor functions must advise his or her supervisor before reporting to work under the influence of such prescription drug. Failure to do so may result in disciplinary action. It is the employee's responsibility to determine from his or her physician whether a prescribed drug may impair job performance. If the County determines that such use does not pose a safety risk, the employee will be permitted to work. If such use impairs the employee's ability to safely and effectively perform his or her job, the County may at its sole discretion, temporarily reassign the employee or grant a leave of absence during the period of treatment.

Improper use of prescription drugs is prohibited and may result in disciplinary action, up to and including discharge. Prescription medication must be kept in its original container if such medication is taken during working hour or on County property.

DEFINITIONS

The definitions used in this Drug-Free Workplace Policy are those stated in F.S. 440.102, F.S. 112.0455 and the Agency for Health Care Administration's Rules located at Chapter 59A-24 of the Florida Administrative Code.

1. "County" means the CALHOUN COUNTY.
2. "Chain of custody" refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, storing specimens and reporting test results.
3. "Collection site" means a place owned, operated, or contracted with by a licensed laboratory or a site prepared by a collector where individuals present themselves for the purpose of providing a specimen or specimens to be analyzed for the presence of drugs or alcohol in the body.
4. "Collection site person" or "Collector" means a person specified in 10E-18.006 (1) (f) F.A.C., who instructs and assists individuals (donors) at a collection site and who receives and makes an initial observation of the specimen provided by those individuals.
5. "Confirmation test", "Confirmed Test" or "Confirmed drug test" means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity and quantitative accuracy. "Confirmation for alcohol will be gas chromatography and confirmation for all other drugs will be gal chromatography/mass spectrometry (GC/MS).
6. "Designated agency authority" means Clerk Human Resources, each Department Head or their designee who is designated to authorize or require a drug testing of employees or job applicants and are specifically named in the County's testing contract or agreement with the laboratory. Refer to Procedures Section (1) below for specific responsibilities of the Designated Agency Authority.
7. "Donor" means the individual employee or job applicant who present himself or herself to a collection site for the purpose of submitting to a drug test.
8. "Drug" means alcohol, including distilled spirits, wine, malt beverages and intoxicating liquor; amphetamines; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; 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.
9. "Drug rehabilitation program" means a service provider, established pursuant to s. 397.311(33), that provides confidential, timely, and expert identification, assessment, and

resolution of employee drug abuse.

10. "Drug test" or test means any chemical, biological, physical, instrumental analysis administered, by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.
11. "Employee" means any person who works for salary, wages, or other remuneration from the County.
12. "Employee assistance program" means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow up service for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall in all cases be provided by service providers pursuant to s. 397.311(33).
13. "Employer" means a person or entity that employs individuals for salary, wages, or other remuneration and that is covered by the Workers' Compensation Law.
14. "Initial drug test" means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United State Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost-effective form.
15. "Job Applicant" means a person who has applied for a position with the County and has been offered employment conditioned upon successfully passing a drug test, and may have begun work pending the results of the drug test.
16. "Laboratory" means a facility licensed under part II of chapter 408 and s. 112.0455 (17), F.S. and contracted by the County.
17. "Mandatory-testing position" means, with respect to a public employer, as 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.
18. "Medical review officer" or "MRO" means a licensed physician, employed with or contracted by the County, who has knowledge of substance abuse disorders, laboratory testing procedures and the chain of custody collection procedures and having the appropriate medical training to interpret and evaluate an individual's positive test result together with his

or her medical history or any other biomedical information.

19. "Prescription or nonprescription medication" means drug or medication obtained pursuant to prescription as defined by s. 893.02 or medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
20. "Public Employer" means any agency within state, county or municipal government that employs individuals for a salary, wages, or other remuneration.
21. "Random Testing" means a drug test conducted on employees who are selected through the use of random sampling of an employer's employees.
22. "Special Risk position," means, with respect to a public employer, a position that is required to be filled by a person who certified under chapter 633 and chapter 943.
23. "Specimen" means a tissue, hair or product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration. Urine will be the specimen collected for the testing of all drugs except alcohol. Blood will be the specimen collected for the testing of alcohol.
24. "Successful completion of a drug test" means a negative drug test result or a confirmed positive drug test result which has been satisfactorily absolved by the Medical Review Officer.
25. "Appropriate personnel officer" means BOCC Chairman or designee.

BEFORE A POSITIVE DRUG TEST RESULT

If you are experiencing problems with drugs or alcohol, you are encouraged to contact an Employee Assistance Program (See Attachment A). You may use your Employee Assistance Program or request a referral to another agency. In either case, the information will be kept strictly confidential.

One-Time Employee Self-Reporting Assistance:

Dependent on circumstances and if an employee voluntarily and prior to the first incident, seeks medical treatment or rehabilitation for substance abuse, the County may grant that employee a one-time medical leave of absence for treatment for a maximum of sixty (60) days. The employee may only use this offer of assistance one time; all subsequent violations of the substance abuse policy will result in immediate termination.

- The employee will be suspended and placed on leave of absence
- A request for a one-time medical leave of absence will not be an option once the employee has tested positive for substance abuse.
- Leave will be unpaid after all Personal Time Off (PTO) leave has been exhausted.

- The County health insurance may or may not cover such treatment. In the event the County health insurance will not cover the treatment, all costs will be borne by the employee.
- During such time as an individual is enrolled in a rehabilitation program, the County may attempt to maintain a position for the employee but it is contingent on his/her successful completion of the program and there is no guarantee that a position will be available.

Calhoun County in no way guarantees that any employee, upon returning from the successful completion of a drug/alcohol rehabilitation program, shall have any employment position provided to him/her.

- In the event that an employment position is available, the County does not guarantee that such a position will be the same or equal to the position previously held by the employee or that the rate of pay for that position will be equal to that previously received prior to employee's suspension and enrollment in a rehabilitation program.

After you return to work, follow-up testing for drugs or alcohol will occur on a quarterly basis for a period for two years. If you test positive for drugs or alcohol following the completion of the primary phase of your treatment program, you will be terminated and your unemployment benefits may be denied. If you do not complete your drug or alcohol treatment program or do not comply with the terms of your treatment program, you will be terminated and your unemployment benefits may be denied.

TYPES OF TESTING PERFORMED

Employees will be subjected to the following drug tests:

- 1) **Job Applicant Testing:** All applicants chosen for a position with the County will be tested for presence of drugs. Any job applicant who refuses to submit to drug testing, refuses to sign the consent form, fails to appear for testing, tampers with test, or receives a positive confirmed test result will be used as a basis for refusing to hire the job applicant for employment at that time.
- 2) **Reasonable Suspicion Testing and Work-Related Accident Testing:** Drug testing means drug testing based on a belief that an employee is using or has used drugs in violation of the County's Drug-Free Workplace Policy, drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Reasonable suspicion drug testing shall not be required without the concurrence of the Board Chairman and Clerk Human Resources notification.

Reasonable suspicion testing also encompasses drug testing of employees who are injured in work-related accidents. See Fla. Stat. 112.0455, 440.102. Pursuant to the Florida Workers Compensation Premium Reduction Act (Fla. Stat. 440.09) an employee who is injured in the course and scope of his or her employment and who receives a confirmed positive on a drug or alcohol test or who refuses to be tested, forfeits his eligibility for Workers' Compensation medical and indemnity benefits.

Among other things, such facts and inferences may be based upon:

- a) Observable phenomena while at work, such as direct observation of drug use or of the

physical symptoms or manifestations of being under the influence of a drug. (Slurred speech, bloodshot eyes, odor of alcohol, inability to walk a straight line/staggering gait, physical and verbal altercation). A Drug Abuse Investigation Report will be completed by the Supervisor and submitted to Clerk Human Resources who will schedule testing and notify the Board Chairman. (See Attachment B)

- b) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance. (Dramatic mood swings, extreme lethargy or excitement).
 - c) A report of drug use in violation of the County's Drug Free Workplace Policy, provided by a reliable and credible source, which has been independently corroborated.
 - d) Evidence that an individual has tampered with a drug test during his or her employment with the County.
 - e) Information that an employee has caused, contributed or been involved in an accident while at work. (Applies to all accidents involving employees or property damage)
 - f) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the County's premises or while operating County vehicles, machinery, equipment or while representing the County.
- 3) **Routine Fitness for Duty Testing:** An employee may be asked to submit to a drug test as part of a routinely scheduled employee fitness for duty medical examination that is either part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.
- 4) **Random Testing:** The County has established three (3) covered employment classifications which may be subject to random drug testing. Those classifications are (1) employer drivers who are required to possess a CDL, (2) special risk employees who are required as a condition of employment to be certified under Fla. Stat. Chapter 943 and Chapter 633, and (3) employees who fall under the definition of mandatory testing position outlined in Fla. Stat. 440.102. All employees so classified must submit to random testing.
- a. All employees working in a position covered by this policy are subject to unannounced testing based on random selection. This includes temporary employees performing work in a covered position.
 - b. The County Road Supervisor will select at least fifty percent (50%) of covered employees that are in the category of drivers who possess a CDL, special risk and mandatory testing positions every twelve (12) months. Test results will be sent to Clerk Human Resources to file in personnel files and the names of any employees that test positive will be sent to the County Road Supervisor. All persons will be subject to be randomly picked for drug testing at each random testing date. A person may be randomly picked more than once or not picked at all during the annual period.
 - c. To assure that the selection process is random all employees covered by this policy will be placed in a common pool.

- d. The selection procedure will select sufficient additional numbers/ (names) to be used to reach the appropriate testing level during each test period. These alternate numbers/ (names) will be tested in order of selection only if persons selected are unavailable for testing due to vacations, medical leave or travel requirements. The random selection will be performed by the (MRO) Medical Review Officer.
- 5) **Follow-Up Testing:** An employee in the course of employment that enters an employee assistance program for drug-related problems, or a drug rehabilitation program, must submit to a drug test as a follow-up to such program. Follow-up testing will be conducted on a quarterly basis for a 2-year period after completion of the program. Advance notice of a follow-up testing date will not be given to the employee to be tested.

DRUGS TESTED

You may be tested for any or all of the following:

Alcohol (<u>see definition</u>)	Amphetamines	Barbiturates
Benzodiazepines	Cannabinoids	Cocaine
Methaqualone	Opiates	Phencyclidine
Hallucinogen	Synthetic narcotic	Designer drug
		Metabolite

AFTER A POSITIVE TEST RESULT

If you have a confirmed positive test result, we will send you a letter within five days of our receipt of notification from the Medical Review Officer notifying you of your positive test result. The letter will outline your rights and the manner in which you may challenge a positive test result. You are responsible for any cost associated with the challenge. (See Attachment C & D).

CONSEQUENCES OF TESTING POSITIVE OR REFUSAL TO ALLOW TEST

Job applicants: An applicant who refuses a drug test will be disqualified from employment. An applicant who submits to a drug test which is both positive and confirmed as positive will be disqualified from employment.

Employed worker who has not been injured:

In the event an employed worker who has not been injured refuses to submit to a drug test or is tested positive and confirmed positive will be terminated from employment.

An employed worker who is injured: In the event an employed worker is injured in the course and scope of their employment and who refuses to submit to a drug test or who submits and is tested pursuant to County policy and who has a positive confirmation of a drug shall:

- Forfeit their eligibility for medical and indemnity benefits under the Workers' Compensation Act.
- Forfeit their eligibility for unemployment benefits.
- Be terminated from employment.

- Otherwise subject to the sanctions provided above for an employed worker, who is not injured.

CHALLENGES TO TEST RESULTS

You have the right to challenge any confirmed positive test result. All challenges must be filed within 5 working days of receiving notification of such result. The first stage requires that you explain or contest the result in writing to the Medical Review Officer in care of the Clerk's Clerk Human Resources Department. If your explanation is unsatisfactory, you will be notified of such within 15 days of the date your challenge was received. At that time, you will be provided with a copy of your positive test result and the name and address of the laboratory. If you were involved in an accident and denied medical benefits and/or indemnity benefits, you may file an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims. If no workplace injury occurred, you may challenge the test result in a court of competent jurisdiction. If you decide to challenge the test result, it is your responsibility to notify the laboratory that you are challenging the test result. You will be solely responsible for all costs associated with such a challenge.

- Within 180 days after written notification of a positive test result, the County shall permit the applicant/employee to have a portion of the specimen re-tested, at the expense of the applicant/employee. This will be explained in the initial letter of notification to the applicant/employee.
- If the applicant/employee desires to have the specimen tested at another laboratory, he or she shall have the first laboratory transfer the specimen to the second laboratory. The County will not make the transfer.
- The employee/applicant can administratively challenge the results of a drug test by filing a claim with a Judge of Compensations Claims within thirty (30) days after receipt of the employer's response to his explanation.

COST OF TESTING

The County shall pay the cost of initial and confirmation drug tests which it requires of employees. An employee shall pay the cost of any additional drug tests not required by the employer.

REPORTING USE OF PRESCRIPTION OR NONPRESCRIPTION (OVER THE COUNTER) MEDICATIONS

An employee or job applicant will be able to confidentially report the use of prescription or non-prescription (over the counter) medications, both before and after being tested, as presence of those medications in the body that may affect the outcome of the test. A list of the most common medications by brand name, common name and by chemical name, which may alter or effect a drug test is attached (See Attachment E). Pursuant to F.S. 440.102 and F.S. 112.0455 employees and job applicants have the right to consult the testing laboratory or the Medical Review Officer for technical information regarding prescription or non-prescription medication.

CONFIDENTIALITY

a. All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received by the County through a drug testing program are confidential communications and are exempt from the provisions of Section 119.07(1), Florida Statutes and s. 24(a), Art. 1 of the State Constitution. In addition, such information/documentation may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with Section 112.0455 F.S., and the provisions listed in (b) below.

b. The County, laboratories, employee assistance programs, drug and alcohol rehabilitation programs and their agents who receive or have access to information concerning drug test results shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, except where such release is compelled by a hearing officer or a court of competent jurisdiction pursuant to an appeal. The consent form must contain, at a minimum:

1. The name of the person who is authorized to obtain the information.
2. The purpose of the disclosure.
3. The precise information to be disclosed.
4. The duration of the consent.
5. The signature of the person authorizing release of the information.

c. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant. Information released contrary to 112.0455 F.S., and as specified in this procedure shall be inadmissible as evidence in any such criminal proceeding.

d. Nothing herein shall be construed to prohibit the County, agents of the County, or the designated laboratory conducting a drug test from having access to employee drug test information when consulting with legal counsel in connection with actions brought as a result of the County's Drug Testing Program or where the information is relevant to the County's defense in a civil or administrative matter.

e. No physician-patient relationship is created between an employee or job applicant and the County or any person performing or evaluating a drug test, solely by the establishment implementation, or administration of the County's drug testing program.

f. All County employees required to review, or in any way process drug test results or related administrative action are reminded such information cannot be divulged except as provided in this procedure or applicable State Statutes.

CONVICTION

If you are convicted of any drug related crime (sale, use or possession), you must notify the Clerk's Human Resources Department within 5 days of your conviction. Failure to notify the County of such conviction is grounds for termination.

MISCELLANEOUS

- A notice of drug testing in vacancy announcements shall be included for all positions.
- A notice of the drug testing policy posted in an appropriate and conspicuous location on the premises of the County Courthouse. Copies of the policy are made available for inspection during regular business hours by the general public.
- All drug testing will be conducted by a County designated laboratory, which is licensed and approved by the Agency for Health Care Administration. The testing will be conducted with appropriate chain of custody procedures in place to ensure accuracy and continuity in specimen collection, handling, and transfer and storage.
- A current resource file of providers of employee assistance programs including alcohol and drug abuse programs, mental health providers and various other persons, entities or organizations designated to assist employees with personal or behavioral problems shall be maintained. This includes, but is not limited to, those referenced in "The Florida Comprehensive Directory, Drug Abuse and Mental Services" published by the Department of Health and Rehabilitative Services.
- All applicants for employment and employees of the County's drug program and testing procedures shall be informed of the drug policy. An applicant is defined as a person who has applied for a position with the County and who has been offered a job contingent upon successfully passing a drug test. Two copies of the policy's summary form shall be given to the applicant; one signed, dated and returned to the County and one kept by the employee (See Attachment F).
- If the initial test is negative, the County may request a confirmation test, at the expense of the County. If the initial test is positive, a confirmation test with the laboratory must be obtained, at the County's cost.
- The County shall provide the employee or applicant, upon request in writing a copy of the test results: An employee or job applicant whose drug test result is confirmed as positive in accordance with this program shall not, by virtue of the result alone, be deemed to have a "handicap" or "disability" as under federal, state or local handicap and disability discrimination laws.
- The County shall employ or contract with a medical review officer (MRO) who is responsible for receiving and reviewing all confirmation results from a laboratory. This medical review officer is responsible for contacting all positively tested individuals to inquire about possible prescriptive or over-the counter medications which could have caused a positive result. The MRO shall notify the Clerk's Human Resources Department only of the verbal and written results. Confidentiality of drug testing shall be maintained.
- All County employees will be provided with a copy of the Drug-Free Workplace Program and policy.

This policy supersedes all previous drug-free workplace policies. The County reserves the right to amend, change or alter this Policy without consent of its employees.

EMPLOYEE ASSISTANCE PROGRAM

The County regards its employees as its most important asset. Accordingly, the County maintains a list of employee assistance programs (EAP) to help employees who suffer from alcohol or drug abuse and other personal or emotional problems. Employees with such problems should seek confidential assistance from the one of the institutions list below or other community resources before alcohol or drug problems lead to disciplinary actions.

Information about a self-referred employee's contact with the EAP is confidential and will not be disseminated without the employee's permission. Further, an employee is not subject to discipline solely as a result of a self-referral for treatment.

However, use of the EAP or other community resources will not shield the employee from appropriate disciplinary action for violations of the County's Drug Free Workplace Program if such violations come to the County's attention through other means, including, but not limited to reports from employees or outsiders, direct observation, or drug testing.

Employees who voluntarily enter an employee assistance program or an alcohol and drug rehabilitation program will be allowed to continue their employment with the County provided:

- 1) Employee contact EAP and strictly adhere to all the terms of treatment and counseling.
- 2) Immediately cease any and all abuse/use of alcohol/drugs.
- 3) Consent in writing to quarterly unannounced testing for a period of two years after returning to work or completion of any rehabilitation program, whichever is later.
- 4) Pass all drug test(s) administered under this program.
- 5) The employee executes and abides by an agreement describing the required conditions.

Participation in any evaluation, treatment, or counseling program will be at the employee's expense unless employee is entitled to such benefits under the terms of the County's group health plan or by other available benefits.

Upon successful completion of an employee assistance program or an alcohol and drug rehabilitation program, the employee shall be reinstated to the same or equivalent position that was held prior to such rehabilitation.

The employee assistance programs and local alcohol and drug rehabilitation programs are listed in Attachment A.

ATTACHMENT A

Baptist Healthcare
1000 W. Moreno St.
Pensacola, FL 32501
Phone: (850) 434-4011

Chemical Addictions Recovery Effort
4150 Hollis Drive
Marianna FL 32446
Phone: (850) 526-3133

Chemical Addictions Recovery Effort
4000 East Third Street
Panama City, FL 32404
Phone: (850) 872-7676

Chemical Addictions Recovery Effort
117 Waukesha Street
Bonifay, FL 32425
Phone: (850) 547-5017

Chemical Addictions Recovery Effort
20859 Central Ave
Blountstown, FL 3224
3rd Floor Calhoun Co. Courthouse
Phone: (850) 674-8846

Apalachee Center, Inc.
2634-J Capital Circle N.E.
Tallahassee, FL 32308
Phone: (850) 523-3333

River Region Human Services
330 West State St.
Jacksonville, FL 32202
Phone: (904) 899-6300

Spectra Care The Haven
831 John D. Odom
Dothan, AL 36303
Phone: (334) 794-3771

Florida Alcohol & Drug Abuse
1030 East Lafayette Street
Tallahassee, FL 32301
Phone: (850) 878-2196

Bradford Health Services
114 Adris Place
Dothan, AL 36303
Phone: (334) 671-1677

ATTACHMENT B

**CALHOUN COUNTY
DRUG ABUSE INVESTIGATION REPORT**

I have observed the following condition(s) affecting the work of _____
which give rise to suspicion of possible drug abuse and request an investigation of the same.

CONDITION(S) OBSERVED:

SUPERVISOR'S SIGNATURE

DATE

DEPARTMENT HEAD SIGNATURE

DATE

BOARD CHAIRMAN

DATE

**CLERK HUMAN
RESOURCES**

DATE

ATTACHMENT C

NOTIFICATION OF POSITIVE TEST RESULTS

Job Applicant

Dear (Applicant's Name):

This is to inform you that you have tested positive on your recent drug test. Your urine was tested and confirmed by the laboratory to insure the accuracy of the test. You have five (5) working days to contest or explain the test result to the County.

Because of the positive test result, in accordance with our Drug-Free Workplace Policy, you are not eligible for hire.

You have the right to take any administrative or legal challenge to this decision. This includes the right, within the next 180 days, to have a portion of the sample retested, at your expense, at another qualified laboratory chosen by you.

Sincerely,

Clerk Human Resources

ATTACHMENT D

NOTIFICATION OF POSITIVE TEST RESULTS

Employee

Dear (Employee's Name):

This is to inform you that you have tested positive on your recent drug test. Your urine was tested and confirmed by the laboratory to insure the accuracy of the test. You have (5) working days to contest or explain the test result to the County.

In accordance with our Drug-Free Workplace Policy, which was distributed to all employees, you are hereby terminated from your employment effective immediately. If you were injured on the job, you have forfeited your medical and indemnity benefits under the Florida Workers' Compensation Act.

You also have the right to appeal this decision to the County as well as to take any administrative or legal challenge to this decision. This includes the right, within the next 180 days, to have a portion of the sample retested, at your expense, at another qualified laboratory chosen by you.

Sincerely,

Clerk Human Resources

ATTACHMENT E

Over-the-Counter and Prescription Drugs That Could Alter or Affect the Outcome of a Drug Test

Alcohol: All liquid medications containing ethyl alcohol (ethanol). Read the label for alcohol content.

Amphetamines: Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastine

Cannabinoids (marijuana): Marinol (Dronabinol, THC)

Cocaine: Cocaine HCl topical solution (Roxanne)

Phencyclidine: Not legal by prescription

Methaqualone: Not legal by prescription

Opiates: Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, GulaTuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate, Percodan, Vicodin, Tussiorganidin, etc.)

Barbituates: Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral; Butabarbital, Butalbital, Phrenilin, Triad, etc.

Benzodiazepines: Ativan, Azene, Clonopin, Dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax

Methadone: Dolphine, Methadose

Propoxyphene: Darvocet, Darvon N, Dolene, etc.

Due to the large number of obscure brand names and constant marketing of new products, this list cannot and is not intended to be all-inclusive.

If you are being given this list as preparation for a drug or alcohol test, it is imperative for you to bring a picture ID with you to the collection site and to report to the testing technician any prescribed or over the counter medications you have taken during the past thirty days.

ATTACHMENT F

Drug-Free Workplace Policy Summary

Read carefully, answer each question and initial each item separately

- I hereby acknowledge that I have received a summary of the County's Drug-Free Workplace Policy.

- I agree to read and follow the County's policy.

- I know that if I am taking medicine that could affect my ability to perform my job (i.e., there are warning labels on the container), I must inform my supervisor immediately.

- I know that if I refuse to submit to job applicant drug test, I will not be hired and my employment is conditioned upon a negative drug test result.

- I know the total compliance with the County's Drug-Free Workplace Policy is a condition of continued employment.

- I know that if I refuse a reasonable suspicion, post-injury, post-accident, random, fitness-for-duty or post-treatment drug or alcohol test, I will lose my job, my unemployment benefits, and my workers' compensation medical and indemnity benefits.

- I know that if I am injured or cause or contribute to the cause of an injury or an accident and test positive for drugs or alcohol following the completion of the primary phase of treatment, I will be discharged.

- I know that I have the right to challenge any positive test results and that I must notify the laboratory that I am challenging the test results and that I am responsible for any cost associated with the challenge.

- I know that if I am convicted of a drug related crime, I will be discharged.

- I agree to comply with the drug and alcohol testing requirements of the County's Drug Free Workplace Policy.

- I give my informed consent for the release of drug and/or alcohol results to the County.

- I know that the County's Drug-Free Workplace Policy does not constitute an employment contract between the County and me.

I have read and understood each of the preceding items that I have initialed. I have had the opportunity to question any items that I did not understand. **I have voluntarily signed this form.**

Signature of Employee **Date** **Signature of Witness** **Date**

I hereby **refuse** to submit to a drug test as part of the County's Drug-Free Workplace Program.

Signature of Employee

Date

Signature of Witness

Date

ATTACHMENT G

Donation of PTO leave

Employee Name: _____

Department: _____

Numbers of hours to be donated: _____

Amount of remaining annual leave: _____

Donated To: _____

I hereby request that my PTO leave balance be reduced by the number of hours I have indicated above. My signature on this document shall serve to certify that I understand and agree that my remaining PTO balance represents a sufficient balance for my own use and that this contribution of my leave is voluntary, confidential, and non-returnable.

Signature of Employee

Date

TO BE COMPLETED BY CLERK HUMAN RESOURCES:

This employee's accrued PTO balance has be reduced by _____ hours.

HR initials and date

ATTACHMENT H

CALHOUN COUNTY TRANSFER POLICY AND PROCEDURE

Calhoun County recognizes that staff motivation, productivity, and retention are dependent upon people working in jobs that are well suited to their interests, and therefore offers and encourages transfer opportunities for current employees. Likewise, supervisors should be supportive of staff members who have the desire to enhance their skills or develop new competencies to pursue different or greater responsibilities internally.

An employee must be in his or her current position at least six (6) months and be in good standing before he or she is eligible to apply for a transfer. The six-month waiting requirement may be waived if the position is being adversely affected due to a reduction in the work force or job elimination, or if there is significant change in the terms and conditions of employment (e.g. work schedule, hours, salary, status, etc.).

In all cases, the employee's work record, including but not limited to performance, attendance, efforts to develop skills and related behavior will be used as valid criteria for determining suitability for a position.

In consideration of the above factors, prior to final offer employees must provide relevant documentation that supports recent performance history. For all positions, consideration will be given to the employee's demonstrated interpersonal skills, among other job-related factors, before making a final decision. Deficiencies in such skills or job-related factors may eliminate an individual from further consideration. Exceptions to this policy are reviewed on an individual basis and must be approved by Clerk Human Resources.

TRANSFER ELIGIBILITY CRITERIA

- Employed in current position for at least six months with satisfactory completion of the (6) months probationary period.
- Maintain an acceptable level of performance including but not limited to absence of corrective action and/or resolution of previous corrective action.
- Successfully pass any special screening processes required for the position of interest, including but not limited to background investigations, reference checks, drug screens, and skills assessments.

TRANSFER PROCESS

Step 1: Department Heads must make Clerk Human Resources aware of any job vacancies prior to taking steps to fill a position.

Step 2: Clerk Human Resources will post vacancies for (5) five working days prior to advertising in the newspaper at the Calhoun County Court House, on the designated bulletin board located outside Room 130 and in the department area where the vacancy occurs. In addition, Clerk Human Resources will email all Department Heads the vacancy notice for posting in their department.

Step 3: Employees must contact Clerk Human Resources to obtain a transfer application.

Step 4: Complete transfer application and attach relevant documentation of prior performance. This could consist of prior performance evaluation, two (2) professional letters of reference or a letter or statement signed by a current or former supervisor. It is important that the transfer application reflect an accurate and complete account of employment history, including all position held with the County.

Step 5: Submit transfer application to Clerk Human Resources._

Step 6: All employment selections made by Department Heads will be discussed with the Board of County Commissioners and Clerk Human Resources prior to contacting the applicant. The Department Head will notify the applicant whether they have been selected for the requested transfer in writing. If hired:

- The letter should state the terms of employment; such as, hours per week, amount per hour, probationary period and be copied to Clerk Human Resources.
- The Department Head must submit copies of applications, interviewing questions, hiring documentation and the Payroll Change Notice to the Human Resource Office for official record keeping purposes.

Intradepartmental Transfer Process

Based on the needs of the area as determined by the Department Head, the Department Head has the authority to transfer employees to positions within the department to maintain efficient and productive workflow and results. We strongly encourage managers to make an internal announcement regarding the opportunity, but it is not necessary to post it as an opening.

Interdepartmental Transfer Process

Employee Responsibilities: Prior to initiating a transfer, the interested employee should advise his/her immediate supervisor that he/she is interested in other opportunities outside of the department. The employee must identify a specific job or area of interest to facilitate the transfer process. In all cases, the employee must complete an application and, prior to accepting a final offer, furnish a copy of the last performance evaluation, two (2) letters of reference or a statement signed by the current or former supervisor to the Clerk Human Resources. Employees may also be required to complete assessment tests (such as Excel, Word, Outlook, etc.) as a part of the application process.

Department Head Responsibilities: If a hiring Department Head has knowledge of an employee outside the department, who is interested in its opening, at a minimum the Department Head is expected to direct the employee to complete an application in order to be considered for the opening. Each Department Head is responsible for conducting the final interview(s), verifying past employment/references and, ultimately, extending the formal offer of employment.

Clerk Human Resources Responsibilities: Provide support and guidance to the hiring manager

throughout the recruitment and selection process. As requested, the Clerk Human Resources will pre-screen and refer an employee whose knowledge base, skill set, and work history match the position referenced by the employee. It should be noted that only employees deemed qualified and suitable are forwarded to the Department Head for review. While information related to the position status is limited, the Clerk Human Resources will, upon request, attempt to provide feedback when the information is available and deemed reasonable and practical to communicate.

Reference Checks

To facilitate the reference check process and safeguard the rights of employees seeking interdepartmental transfers, a hiring supervisor who is considering making an offer of employment to an employee from another department should ask the current supervisor to verify the performance and attendance record of the employee.

There may be extenuating circumstances in which an employee requests that his/her current supervisor not be contacted before an offer or acceptance. In all cases, information provided to the hiring manager should reflect only the documented strengths or accomplishments, developmental areas, and corrective action or disciplinary notices as recorded in the employee's personnel file.

Compensation

Department Heads shall discuss and confirm the employee's current salary with both the employee and Clerk Human Resources prior to extending an offer. Department Heads may grant a salary increase, within Board guidelines, for a promotion. In general, no salary increase is provided for a lateral transfer because there is no increase in the level of responsibility. When an employee transfers to a position with a lower salary, the salary shall not exceed the incumbent's position where the employee is transferring. Typically, the employee's salary is reduced because the level of responsibility has decreased.

Involuntary/Administrative Transfer:

The following conditions constitute an Involuntary Transfer:

The employee's current position is eliminated due to restructuring, job description change, or reclassification and is transferred to a position in a lower salary range per BOCC action.

The employee's salary will be based upon his/her existing salary and the salary of the position being transferred to commensurate with responsibility, job skills, and abilities of the 2 positions as determined by the BOCC and Clerk Human Resources.

Involuntary/Administrative transfers are not subject to recruitment and advertising processes

Notice of Transfer

If chosen for an open position, the employee should notify the current supervisor of the transfer. The managers of the affected areas and the employee will agree upon a date of transfer. Generally, employees in non-exempt jobs should anticipate at least two weeks formal notice and employees in exempt jobs should anticipate at least four weeks. In all instances, adequate notice of transfer must be given to avoid the risk of disrupting the workflow in the employee's current area.

Leave Balances

All accrued but unused sick and PTO balances will be transferred to the new department. Each employee is encouraged to confirm the accrual balances with his/her current supervisor before the effective transfer date.

ACKNOWLEDGEMENT OF RECEIPT OF CALHOUN COUNTY HANDBOOK

I acknowledge that I have received a copy of the Calhoun County Handbook to read containing personnel policies and guidelines. I agree to read them thoroughly. I agree that if there is any policy or provision in the Calhoun County Handbook that I do not understand, I will seek clarification from the Clerk Human Resources Department located in the Calhoun County Clerk's Office.

I agree to abide by the policies set forth in this handbook and understand that compliance with the County's rules and regulations is necessary for continued employment. I understand that the County is an "at-will" employer and, as such, employment with the County is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No Department Head, supervisor or other representative of Calhoun County has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this handbook states the County's policies and practices in effect on the date of publication. I understand that nothing contained in the handbook may be construed as creating a promise of future benefits or a binding contract with the County for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

My signature below certifies my knowledge, acceptance and adherence to Calhoun County Handbook containing Personnel Policies. Please sign, date this receipt, and return it to Clerk Human Resources. This page will be placed in your permanent personnel file.

Print Name: _____

Signature: _____

Date: _____