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Personnel Manual
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SECTION I: GENERAL PROVISIONS

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A. Purpose

It is the purpose of these rules to establish procedures which serve as a guide to administrative actions concerning the various personnel resource activities. The rules are intended to indicate the customary and the most reasonable methods whereby the aims of the personnel program will be carried out.

1. The language used in these Rules and Regulations should not be construed as creating a contract of employment, express or implied, between the City and any of its employees. Also, the employment relationship between the City and its employees is for no definite period of time and may be terminated at any time for any reason, by either the employee or the City, in compliance with the State of Florida's Employment At Will law.
2. The City of Largo complies with all Federal, State, and local laws governing employment practices to the extent such laws are applicable to the City of Largo.
3. The City of Largo is recognized as a Drug-Free Workplace and complies with Section 440.102, Florida Statutes.
4. The City of Largo is a Tobacco Free Workplace. Employees are not allowed to use tobacco products during city paid working hours including city-paid breaks – except for meal breaks which are taken on the employee's own time. An employee who chooses to use tobacco products during his/her meal break or on his/her own time may do so off City premises. Use of tobacco products is prohibited at all times in City vehicles.

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

B. Positions Covered

These rules and regulations shall cover all employees in the municipal government. All departmental rules shall be approved by the City Manager.

C. Conflict with Employee Bargaining Unit Agreements

Where this manual conflicts with specific items agreed upon between the City of Largo and an Employee Bargaining Unit, the Employee Bargaining Unit Agreement shall take precedence.

D. Administration

The Human Resources Director shall be responsible for the administration of the City's Personnel System. The Human Resources Director may delegate administrative responsibilities to staff as appropriate.

E. Amendments

1. The Human Resources Director shall present to the City Manager such rules, regulations and changes that are necessary for the effective administration of the personnel system.
2. Amendments, changes or revisions of the Rules and Regulations shall be promulgated by the Human Resources Director. Following review and concurrence of the Personnel Advisory Board and City Manager, all changes will be presented to the City Commission for final approval.

F. Definitions

1. Anniversary Date – The date an employee entered, transferred, was promoted or demoted to his/her current position. (This date changes when an employee is in a non-pay status for a period of thirty days or more and then the anniversary date is deferred by an equivalent amount.)
2. Base Rate of Pay – An employee's hourly rate of pay.
3. Benefit Programs – Employee health and welfare programs such as vacation leave, sick leave, holidays, group medical and life insurance, employee credit union, service awards, safety suggestion program, and a retirement system.
4. City Employee – An individual hired by the City of Largo to fill a budgeted position.
5. Delete/Add – A budgetary action involving the abolishment of an authorized position and the addition of an authorized position in lieu thereof. These actions result from an abrupt change in the duties and responsibilities assigned a position.
6. Demotion – That action, either voluntary or involuntary, which changes the employee's job classification to a lower range of pay.
7. Department Director – The head of a department who reports directly to the City Manager or Assistant City Manager.
8. Dismissal – Involuntary separation from City employment.
9. Eligibility List – The record of the names of persons found qualified for employment in a specific position.
10. Exempt Employees – Salaried employees in positions which are exempt from overtime payments as determined using the guidelines of the Fair Labor Standards Act.
11. Full-Time Regular Employee – Any person who has satisfied the initial six- nine- or twelve-month probationary requirements and whose regular work schedule is a minimum of forty hours per week.
12. Full-Time Temporary Employee – Any person who works a minimum of forty hours per week and whose employment is limited to a specific duration.
13. Grievance – An appeal by an employee regarding wages, hours, discipline, or working conditions.
14. Guidance and Counseling – The supervisor discusses with the employee concerns regarding his/her behavior or work performance and documents the discussion for both supervisor and employee to sign or initial. The documented counseling is retained in the department file and not considered discipline.
15. Hire Date – The first day of work for a new employee and the same date each year thereafter. This also is the date from which vacation, sick leave, and service awards are computed. (This date changes only if an employee is in a non-pay status for a period of thirty days or more and then the hire date is deferred by an equivalent amount.)
16. Interest E-mail – An e-mail that is automatically sent to any individual who indicates an interest in being notified when a specified position is recruited. The interest e-mail is located through the largo.com website.
17. Job Classification – A group of positions sufficiently similar in general duties and responsibilities to be given the same title and salary range, while requiring similar education, experience and tests of fitness.

18. Job Description – A written description of the classification and its work requirements.
19. Layoff – A reduction in the number of employees due to lack of work, funds, or other causes not pertaining to employee performance.
20. Leave – Temporary absence from work.
21. Merit Pay Increase – An advance in pay within a pay range based on an employee's job performance. The increase is awarded in the beginning of the pay period closest to the employee's anniversary date in position.
22. Non-Exempt Employees – Hourly employees in positions which are eligible for overtime compensation under the guidelines of the Fair Labor Standards Act.
23. Overtime – Time worked by full-time non-exempt employees in excess of forty hours in the scheduled work periods.
24. Part-Time Regular Employee – Any person who has completed the probationary period in a budgeted position, and whose work schedule is fewer than forty hours per week.
25. Part-Time Temporary Employee – Any person who works fewer than forty hours per week and whose employment is limited to a specific duration.
26. Pay Plan – A schedule which sets forth the minimum and maximum pay for each classification within the City.
27. Pay Range – The salary assigned to a particular position classification indicating the minimum and maximum pay.
28. Performance Evaluation – A report made by immediate supervisor and discussed with the employee relative to the job performance and ability of the employee.
29. Probationary Employee – An employee serving a probationary period prior to final confirmation in that position.
30. Probationary Period – A period of time allowing the supervisor an opportunity to determine whether or not the probationary employee meets the expectations of the job.
31. Promotion – The advancement of an employee from one job classification to a higher classification.
32. Promotional Assessment – Examination process used in filling a vacant position from a group of qualified employees.
33. Recall – An action returning an individual to City employment from layoff status.
34. Reclassification – Changing an established position in one classification to a higher or lower classification which is the result of an evolutionary change in the duties and responsibilities of the position.
35. Reinstatement – An action returning an individual to City employment from leave without pay exceeding thirty days.
36. Resignation – An act of voluntary withdrawal from City employment.
37. Seniority (City) – The employee's length of service with the City.
38. Seniority (Classification) – The employee's length of service in classification.
39. Standby Assignment – An assignment made by a Department Director which requires an employee to be available for emergency work on his/her off-duty time.

40. Suspension – The separation without pay (resulting from a disciplinary action) of an employee for a fixed period of time, with the approval of the Department Director.
41. Temporary Employee – An individual hired for a special project or other work for a specified period of time.
42. Transfer – An action which moves an employee from one position or location to another with no resulting change in pay range.
43. Work Period – An established and regularly recurring period of work which cannot be less than 7 consecutive calendar days nor more than consecutive calendar days.
44. Written Reprimand – A written notice from the supervisor warning an employee regarding behavior or work performance.

SECTION II: APPLICANTS AND APPLICATIONS

Revised 02/15/11

A. General Policy

There shall be no discrimination against any person in recruitment, appointment, training, promotion, retention, or any other personnel action because of political or religious opinions or affiliation, or because of race, color, creed, age, sex, national origin, or any other non-merit factor.

Applicants with a disability will be given full consideration for employment in all departments, understanding the applicant must be able to perform the essential functions of the job with or without reasonable accommodations.

B. Application for Employment

1. The City of Largo utilizes an automated application system that is accessed through its website (largo.com). All applicants (including City employees) must utilize the automated application system. All position vacancies that the City is recruiting are found on the largo.com website under "Apply For A Job".
2. Where no vacancy exists, an applicant may complete automated interest e-mail available on the largo.com website under "Apply For A Job" and the "Special Topics". When an applicant completes an automated interest e-mail, the applicant will receive an e-mail when the position is recruited.
3. Applications for positions with the City shall be active for the duration of the vacancy unless an eligibility list is created by the hiring department. If an eligibility list is created, the application remains active for three months.

C. Character and Fitness of Applicants

Applicants shall have the physical and mental abilities to perform the essential function of the position(s) they seek with or without reasonable accommodation. Proof produced at any time of dissolute habits inconsistent with the City's values or of dismissal from another position for good cause not disclosed by the applicant shall be deemed sufficient cause to exclude the applicant from further consideration.

D. Special Qualifications

In the case of applications for positions requiring special technical, professional or scientific knowledge and experience or qualifications, the City may require evidence of a satisfactory degree of training or experience. Proof of a certificate of competency or license as the laws and ordinances may require for the practice of the profession, art, or trade involved will be required.

E. Falsification of Application

The employment application is an instrument used by the general public to introduce themselves to the City as a prospective candidate for employment. The City depends on a complete and thorough application in order to hire the best candidate based on accurate information.

Any information which is inconsistent with the employment application will be verified. The Department Director or his/her designee will discuss the findings of fact with the Human Resources Director. Each case will be evaluated based on the nature of the misrepresentation, omission, or falsification, and the individual's employment record with the City of Largo. When termination is determined to be appropriate, the following will occur:

1. A probationary employee will be presented with the findings of fact and discharged from City employment. The individual will be ineligible for employment consideration with the City of Largo for six months.
2. An employee who has passed the probationary period will be presented with the findings of fact,

and discharged from City employment. The individual will be ineligible for employment consideration with the City of Largo for six months.

F. Employment of Relatives

The employment of relatives will be governed by the Florida State Statute (F.S. 112.3135) on nepotism which states in pertinent part: An “employee of an agency in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in an agency...may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the agency in which [he or she] is serving or over which [he or she] exercises jurisdiction or control any individual who is a relative of the [employee]”.

Relative, refers to an individual who is related to the employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandfather, grandmother, grandson, or granddaughter.

G. Employee Marriage

Employees who marry one another will not be permitted to work together if one of the employees has supervisory authority over the other employee. In the event this occurs, one employee may be transferred to another shift or department. If the classification does not exist in another shift or department, the City will accept the resignation of either employee or retain the employee with greater City seniority.

SECTION III: POSITION ANNOUNCEMENTS, REJECTIONS, AND EXAMINATIONS

Revised 02/15/11

A. Announcement of Available Positions

Whenever a City position is created or becomes vacant, the Human Resources Department shall be notified by submitting an electronic Vacancy Approval Request. Whenever deemed appropriate by management, vacancies may be filled by promotion of current City employees. Announcements to fill vacancies are issued electronically both internally and externally including community organizations. Vacancies will be posted for a minimum of five work days at the discretion of the Department Director. All announcements shall set forth a brief description of the position, job requirements, the salary, a closing date, and place at which applications for the vacancy may be filed.

B. Rejecting Applicants From Selection Process

The rejection of an applicant shall be based objectively on his/her failure to meet the job requirements, unsatisfactory prior employment, false information on the employment application, failure to satisfactorily pass an examination if required, or any just cause.

C. Examinations

All appointments and promotions shall be based upon merit and fitness to be ascertained so far as practical by competitive examination. Examinations shall be used and conducted to aid in the selection of qualified employees. These examinations will be designed to fairly and impartially test the merit, fitness, aptitude, experience, and other relative qualifications of an applicant relative to the position sought. These examinations may consist of any, all, or a combination of the following:

1. Written examination
2. Oral examination
3. Performance examination
4. Physical or medical examination
5. Review of training and experience
6. Any other applicable criteria which will fairly measure the relative abilities of individuals competing in the examination.

D. Testing Material (Results and Review)

The identity of each candidate, when practical, shall be concealed during the formal written examination process. After grading examinations, Human Resources shall advise each candidate as to the result. Within ten days after the receipt of these results, the candidate may, in the presence of Human Resources, review his/her results.

E. Veteran's Preference

Individuals who are eligible for Veterans' Preference shall be given preference in appointment, retention and promotion in accordance with Chapter 295, Florida Statutes.

F. Eligibility Lists

The Human Resources Department shall establish eligibility lists as requested by the hiring Department Director. The following process will be utilized:

1. In the event a vacancy becomes available within three months of the establishment of the eligibility list the Department Director will complete an automated Vacancy Approval Request (VAR).
2. Once the VAR is approved, the Department Director is able to review the existing eligibility list and either make a hiring decision from the candidates listed or have the position re-posted.
3. Eligibility lists established as a result of promotional assessments may be extended for a period of time agreed upon by Human Resources and the Department Director.

IV: PROBATIONARY PERIODS AND TYPES OF APPOINTMENTS

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A. Purpose of the Probationary Period

The probationary period is an integral part of the evaluation process. This is primarily an orientation and learning period in which the supervisor has an opportunity to determine whether the employee understands and has the ability and skills to perform the job assigned and is an appropriate fit for the department.

Any newly-hired person serving a probationary period is subject to the rules and regulations except for the right to file grievances and to appeal to the Personnel Advisory Board. A probationary employee may not submit an application for a different position, unless the position is within their current department.

An employee serving a probationary period as a result of a promotion, demotion, or transfer is subject to and receives all benefits and rights in the rules and regulations provided the employee attained regular status in the prior classification.

B. Duration

For entrance and promotional appointments, a six-month probationary period shall be served by all general employees. Department Directors may request an extension to the probationary period, for cause, with the approval of Human Resources. Telecommunicator employees shall serve a nine-month probationary period following hire and/or promotion. Police Officer, Police Sergeant, Firefighter, Firefighter/Paramedic, and Fire Lieutenant employees shall serve a twelve-month probationary period following hire and/or promotion.

Absences of greater than thirty consecutive days will cause the probationary period, hire date and anniversary date to be adjusted by an equal number of days by Human Resources.

C. Dismissal or Demotion of Probationary Employees

1. New Employee – If a probationary employee has been found to be unable or unwilling to perform, unsuitable for the position, or has received disciplinary action, he/she may be dismissed or demoted with the approval of the Department Director. The director concerned or his/her designee must coordinate this action with Human Resources. The employee does not have the right to file a grievance or appeal to the Personnel Advisory Board.
2. Promoted Employee – If an employee in a probationary period has been found to be unable to satisfactorily perform the duties of the higher position, the employee shall be returned to the position and status held immediately prior to the promotion, if the position is vacant. The Department Director shall provide written notice specifying the reasons, and coordinate the action with Human Resources.

If the position held immediately prior to the promotion is not vacant in the original department, the employee may be transferred to a vacant position in another department. The transfer shall be subject to the approval of both Department Directors.

If no vacancy exists for the position held immediately prior to the promotion, the employee may be considered for any other vacant position for which he/she qualifies. If no vacancy is identified, the employee will be separated from employment.

D. Probationary Period Reports

For both entrance and promotional probationary positions, a documented guidance and counseling meeting shall take place semi-annually in the probationary period. The participants of the meeting shall be the probationary employee and his/her immediate supervisor. Shortly before completion of the probationary period, the immediate supervisor will be required to complete the appropriate performance evaluation form when the probation is for initial employment. When the probation is being served for other than initial employment, the evaluation need only be in writing when the performance is unsatisfactory.

E. Temporary Employee

Employees appointed for special projects or programs, or for work of a temporary nature, will be appointed as temporary employees. The period of appointment will be for a period specified by the particular program.

Benefits awarded to temporary employees include social security contribution, workers' compensation, and unemployment compensation. Depending on the specific need of the City of Largo, health insurance and pension or retirement plan participation may also be provided to temporary employees with prior approval from the City Manager.

F. Part-Time Employee

Any employee whose work schedule is fewer than forty hours per week shall be classified part-time. Regular part-time employees who regularly work 30 or more hours per week shall receive the same benefits on a pro-rated basis as regular full-time employees. Those who work less than 30 hours shall receive the same benefits except for health insurance and pension or retirement plan participation. A regular part-time employee in a classification covered by the Personal Insurance Credits program will receive credits on a pro-rated basis.

G. Full-Time Employee

A full-time employee shall be any employee who is hired into a full-time, regular budgeted position which requires the employee to work forty hours or more per week.

H. Emergency Duty Assignments

If civil emergency conditions exist, the City Manager or his/her designee may assign any employee under his/her jurisdiction to any duties to fulfill the mission of the City. Conditions constituting civil emergency may include, but are not limited to, riots, civil disorders, hurricane conditions or similar catastrophes.

SECTION V: EMPLOYEE PERFORMANCE EVALUATIONS

Revised 02/15/11

A. Purpose

The Human Resources Department will maintain an evaluation program which objectively reflects the employee's performance and attitude. The evaluation is used to measure the employee's performance through achievement of assigned duties and responsibilities. It is also used to identify areas where the individual may need improvement and should serve as a tool to determine whether the City needs to provide additional training or the employee needs to exercise self-discipline to improve.

B. Procedure

1. Professional/Technical and Operational Management employees may have their performance evaluated semi-annually. The first six-month probationary evaluation after hire is written, thereafter employees will receive written annual evaluations on the appropriate evaluation form.
2. All classifications covered by union contract must have their performance evaluated in accordance with the evaluation guidelines pursuant to the appropriate contract.
3. The performance of a probationary employee due to initial hire, entrance, promotion, demotion, or other reason shall be evaluated according to the provisions of Section IV D.
4. If an annual evaluation is unsatisfactory, the employee shall be placed in a 90-day Review Process. The employee shall be evaluated each 30 days from the date of the original evaluation. Within the 90-day period, the employee must improve his/her performance level to an acceptable level. Failure to accomplish this will result in separation or demotion.
5. The Human Resources Department shall maintain the original copy of all completed personnel evaluation records which shall be made a part of each employee's personnel file.

SECTION VI: PAY AND CLASSIFICATION PLAN

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A. Purpose

The organization of positions according to their range of duties, responsibilities and level of difficulty; and to provide a standardization of job titles and the basis of compensation for City employees.

B. Content of the Plan

The Classification Plan shall consist of:

1. A grouping of positions into classifications on the basis of approximately equal difficulty, responsibility, and general qualifications which can be equitably compensated utilizing the same pay range.
2. A classification title, indicative of the work of the classification, which shall be used on all personnel accounting, budget, and related official records. No person shall be appointed to a position in the City personnel structure under a title not contained in the classification plan.
3. A written job description for each classification containing the nature of work and relative responsibilities of the classification, essential functions of the classification, necessary knowledge, skills, and abilities required for adequate performance of the work, and the desirable experience and training needed for recruiting to the classification.

C. Preparation

The pay and classification plan is prepared by the City Manager with such staff assistance as required. The Human Resources Department will initiate a review of all job descriptions to ensure accuracy.

D. Adoption of the Pay and Classification Plan

After necessary study, inquiry and consultation, the City Manager presents the plan to the City Commission for approval and adoption.

E. Uses of the Plan

The Pay and Classification Plan shall be used to:

1. Describe qualifications, prepare examination announcements, and develop examination content.
2. Determine salary ranges to be paid for the various classifications.
3. Reflect lines of promotion.

F. Amendment of Pay and Classification Plan

The Human Resources Director shall be responsible for implementing required amendments to the pay and classification plan when necessary. The Human Resources Director after inquiring and consulting shall present the amendment to the City Manager for approval and adoption by the City Commission.

G. Maintenance of the Classification Plan

The Human Resources Director shall be charged with the responsibility of maintaining the plan and providing for the continued proper assignment of all employees to an appropriate classification. The Human Resources Director shall with the approval of the City Manager:

1. On the basis of studies made by the Human Resources of new or proposed positions, place the position in the proper classification and range reflecting the duties and responsibilities of the work.
2. On the basis of studies made by the Human Resources of permanent changes in the duties and

responsibilities of the positions, recommend reclassification of those positions to the proper classification.

3. Perform job audits and classification analysis of the duties and responsibilities of existing positions when requested by the Department Director.

H. Pay Rate for New Employees

Entrance appointments will be made at the minimum pay rate for the classification. Exceptions from this minimum pay rate may be permitted only with the prior approval of the City Manager.

I. Re-Hire

Employees re-hired by the City within one year of good-standing separation will receive credit for the previous employment. This rule does not supersede any pension ordinance, and may be used only once.

1. When re-hired into a classification previously held, both City (hire date) and classification seniority will be reinstated less the equivalent period of absence.

Example: Hire 1/1/85 as Personnel Manager; Good standing separation 6/30/98; Re-hire as Personnel Manager 5/1/99. The new date for City and classification seniority is 11/01/85 (1/1/85 less ten months).

2. When re-hired into a classification not previously held, only City (hire date) seniority will be reinstated less the equivalent period of absence.
3. Re-hires will serve the usual probation period for the classification.
4. Any unused, accumulated sick and personal leave at time of separation will be reinstated to the extent provided by rules and maximums.

J. Reclassification of a Position

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

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

Implementation of higher reclassifications are subject to review by the City Manager and are subject to approval by the City Commission.

1. Reclassification Upward – When a reclassification is warranted and approved to an established position in a higher pay range, the incumbent's employment status will be adjusted as follows:
 - a. If the reclassification is in a higher pay range than the original classification, the incumbent will receive a one time 2% pay adjustment for each pay range adjustment plus 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date increase, or contractual date increase, up to the maximum of the range of the new position. If the employee is not at the minimum of the range, the employee will be brought to the minimum, and then given a 2% pay adjustment plus 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date increase, or contractual date increase, up to the maximum of the range of the new position. A reclassification will not result in more than a two pay range level increase. Any pay range increase over two

ranges should be considered under a Delete/Add transaction.

- b. The effective date of salary change must coincide with the effective date of reclassification.
 - c. Reclassification update shall establish a new anniversary date.
2. Reclassification within the Same Pay Range – When a reclassification is warranted and approved to a position within the same pay range, the incumbent's employment status will be adjusted as follows:
- a. An employee's salary will be increased by 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date, or contractual increase date up to the maximum of the range of the new position.
 - b. The lateral reclassification shall establish a new anniversary date.
 - c. The effective date of the salary change must coincide with the effective date of the reclassification.
3. Reclassification Downward – When a reclassification is warranted and approved to an established position in a lower pay range, the incumbent's employment status will be adjusted as follows:
- a. The employee shall be placed in the pay range of the lower classification. The employee's salary will not be reduced if it falls within the range of the lower classification. If, however, the incumbent's current salary is above the maximum of the pay range for the lower classification, it will be reduced to the maximum.
 - b. The downward reclassification shall establish a new anniversary date and the incumbent will receive 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date increase, or contractual date increase, up to the maximum of the range of the new position.

K. Title Change

A title change becomes possible when the only change is the classification title to one which does not currently exist. Occasionally, a classification is deemed to be more accurately described by another title. There are no immediate or evolved changes in the duties and responsibilities of the position, nor is there a recommendation to change the pay range. An example of a title change would be Personnel Manager to Human Resources Manager when there are neither real nor implied changes to existing duties, responsibilities, and pay range.

A title change differs from a delete/add in that a delete/add occurs when a classification with specific duties and responsibilities is replaced by another classification, either currently existent or non-existent with different duties and responsibilities. With a title change, there are no changes to duties, responsibilities, or pay range.

A title change will not effect the salary or anniversary date of an employee.

L. Delete/Add

A Delete/Add is a budgetary action involving the elimination of an authorized position and the addition of an authorized position in lieu thereof. These actions result from an intentional change in the duties and responsibilities assigned a position (e.g. a re-organization, adding supervisory responsibilities, etc.)

The City Manager may authorize a Delete/Add when the Add classification is within the same or lower pay range as the Delete classification.

1. If the Add classification does not already exist in the City of Largo pay plans or is in a higher pay range than the Delete classification, the Delete/Add will be brought before the City Commission for approval.

2. Delete/Adds will be treated as a new position and may require vacancy approval request. When the Delete/Add represents changes to duties and responsibilities of the incumbent and the incumbent meets the minimum qualification, a vacancy approval request will not be required, at the discretion of the Department Director.
3. If the new classification is higher in the pay plan than the existing position, an employee's salary will be increased to the minimum of the pay range of the new position, or receive a 5% pay increase, whichever is greater. With any Delete/Add transaction, the employee's anniversary date will re-set to the effective date of the new position and the employee is eligible for 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date, or contractual increase date, whichever provides a greater salary increase.
4. Addition of a new classification title shall be requested using a position description questionnaire which is submitted to Human Resources for review and classification assignment.

M. Demotion

1. Demotion Approval – All demotions must receive the approval of the Department Director and Human Resources.
2. Demotion Upon Request – An employee requesting a demotion for personal reasons shall submit a written request to his/her Department Director. Consideration for such action will depend on vacancy availability and other conditions which are deemed necessary. Approval shall be in accordance with Demotion Approval 1. above.
3. Reasons for Demotion – An employee may be demoted to a lower position for any of the following reasons:
 - a. To avoid being laid off because his/her position is being abolished.
 - b. Lack of work.
 - c. Lack of funds.
 - d. To reassign an employee who does not possess the necessary qualifications to render satisfactory service in the position he/she holds.
 - e. To remove and reassign during probation.
 - f. When an employee voluntarily requests such demotion.
 - g. When reclassification downward results from a job audit.
 - h. For non-disciplinary reasons. Non-disciplinary reasons include failure, in the judgment of the Department Director, to effectively fulfill one's job responsibilities or implement policies established by the City Administration or Department Director. It does not include misconduct as defined by the Code of Conduct (Section XV in this document), or department standard operating procedures.
 - i. The Department Director or designee must, in writing, inform the employee of his/her deficiencies, actions necessary to remedy the deficiencies, the consequences of not remedying the deficiencies, and a specific time period of not less than 90 days to achieve remediation. Once a remediation period is established, the Department Director or designee must meet with the employee no less often than at 30-day intervals to discuss the employee's progress. The Department Director or designee must document these meetings in writing and provide a copy to the employee with 7 days of the meeting.
 - ii. If, at the end of the remediation period, the Department Director determines that the employee should be demoted, such action will be subject to review by the

Human Resources Director or designee of the City Manager. If the reviewing official concurs with the Department Director determination, then the employee will be notified in writing and the demotion will be implemented.

4. Effects of Demotion on Pay – The pay of an employee demoted to a classification having a lower pay range than the employee's previous position shall be based upon the following:
 - a. Demotion will not result in an overall pay increase.
 - b. Pay will not exceed the maximum hourly pay rate of the pay range.
 - c. Employees demoted to a lower classification shall have the pay reduced.
 - d. In the event the employee's position was eliminated and the employee is reassigned to an existing and/or new position, the employee's pay will not be reduced unless it resides above the maximum of the range.
 - e. Employees who have completed their initial employment probationary period shall have their pay reduced as follows:
 - i. If the employee is demoted to a lower classification which was held immediately prior to being reclassified or promoted, the pay rate shall be placed in the same relative position that would have been obtained had the employee remained in the lower classification as long as the reduction is at least 5%.
 - ii. If the employee is demoted to a lower classification which was not previously held, the pay rate shall be reduced to the pay rate he/she would have progressed to from the minimum of the lower classification as long as the reduction is at least 5%.
 - f. Employees demoted to a lower classification not held previously will serve a six-month probationary period.
 - g. Employees returning to a classification previously held will receive credit for the time previously worked for any consideration given to classification seniority.
 - h. Any special exception from formula placement of a demoted employee's new salary with the pay range must be approved by Human Resources and City Manager.
5. Effect of Demotion on Anniversary Date – Demotion under any condition will not affect any employee's hire date; a demotion shall establish a new anniversary date.

N. Reasons for Promotion

An employee may be promoted to a job classification with a higher range of pay after successfully meeting the requirements for that position. Upon promotion, the employee shall have his/her salary and probationary period adjusted as follows:

1. The employee shall be placed in the pay range established for the position to which he/she was promoted. An employee's salary will be increased to the minimum of the salary range of the new position, or receive a 5% promotional increase plus 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date or contractual increase date if the promotion is from a represented classification to a non-represented classification, whichever provides a greater salary increase.

For non-bargaining unit personnel, the City Manager may authorize an additional promotional increase exceeding the above formula depending on the individual situation.
2. The effective date of salary change must coincide with effective date of promotion.
3. Anniversary Date and Probationary Period – Promotions shall establish a new anniversary date.

Employees receiving a promotion shall serve a probationary period in accordance with Section IV.

O. Transfers

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

1. Department Transfer within Classification – Reassignment of an employee to another department with the same job classification. A department transfer shall not change the employee's hire date, anniversary date, or pay rate.
2. Transfer within Pay Range – When an employee requests and is granted a transfer to a different classification having the same pay range as his/her present classification, the employee's salary will be increased by 1/12 of the current annual increase percentage for every full month of completed service since the last anniversary date increase. The employee's anniversary date will change to the date the employee enters the new classification. The employee must serve a six-month probationary period in the new classification.

P. Overtime

The City's general policy is to avoid granting overtime whenever possible. However, Department Directors may authorize or direct an employee to work overtime when necessary in order to meet emergency operating needs. Each Department Director shall maintain records of all overtime worked by employees in his/her department. Otherwise, no overtime pay is granted. The rate of overtime pay for eligible employees is one and one-half times base rate for all actual time worked in excess of 40 hours, except in classifications which are scheduled on a base over 40 hours. Standby time, funeral leave, jury duty, annual military leave, and other absences from work while on active pay status will not be counted as time worked for overtime computations. For the purpose of overtime computation only, paid vacation, holidays, sick leave, and excused absences during emergency conditions shall count as time worked.

Q. Standby Time

1. In order to provide coverage for services during off duty hours, it may be necessary to assign and schedule certain employees to standby duty. A standby duty assignment is made by a Department Director who requires an employee to be available for work due to an urgent situation on his/her off duty time including nights, weekends, or holidays.
2. Employees shall not be assigned to standby duty if excused in advance. The department will seek volunteers whenever possible consistent with equitable distribution of standby time within a work area, classification, shift, and consistent with skill and ability. In the event volunteers are not available, qualified employees with the least amount of standby time will be required to take the assignment in order to maintain effective and necessary service to the community.
3. In the event any employee who is on standby duty fails to respond to a call to work, he/she will forfeit the standby pay and may be subject to disciplinary measures.
4. Employees assigned to standby duty by their Department Director are guaranteed standby pay of a minimum of two hours pay at their regular straight time rate for each standby shift. A standby shift is twenty-four hours or less.
5. Standby time shall not count as hours worked for the purpose of computing overtime pay.

R. Call Back

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

S. Emergency Status

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

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

SECTION VII: SAFETY AND LOSS CONTROL

Revised 02/15/11

A. Safety Policy

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

B. Safety Guidelines for Employees and Supervisors

1. Report all accidents involving personal work injury, vehicular or an injury to the public immediately to a supervisor. A written accident report must be received by the Risk Management section of Human Resources within 24 hours of the accident.
2. Keep work areas clean and orderly at all times. Immediately report unsafe conditions and acts in the workplace to a supervisor.
3. Inspect vehicles prior to use and report any accident damage or unsafe condition to the supervisor.
4. Maintain, wear, and use any required personal protective equipment or safety devices, including seat belts.
5. The City of Largo is a drug free workplace. The use of drugs or alcohol on the job is strictly prohibited as specified in the City's Drug Free Workplace policy.
6. Learn the location of and procedures for using fire extinguishers.
7. Learn and use proper methods of operating equipment/vehicles.
8. Obey safety and traffic rules.
9. Operate machinery or equipment only when authorized by supervisor, and request assistance in operating unfamiliar equipment.
10. Use proper lifting methods and request help with heavy or awkward objects and/or assignments.

C. Safety Committees

The City of Largo has established a City-wide Safety Committee that meets quarterly. It is comprised of representatives from each department. The meetings include discussion of safety issues brought to the attention of the Committee representatives or Risk Management.

After accidents involving City vehicles and motorized equipment, the Safety and Training Coordinator holds an accident review meeting with the driver and his/her supervisor. The participants in this meeting discuss the accident details, the safety practices that would apply, and ways to prevent this type of accident in the future.

D. Compensation for On-Duty Injuries and Illnesses

The City hereby agrees to pay the following compensation to any employee who is injured or becomes ill from a contagious or infectious disease incurred while in the course and scope of his/her employment in accordance with the following definitions, terms, and conditions (unless otherwise stipulated by employee bargaining agreement):

1. Wages in lieu of workers' compensation for job related injury or illness shall be paid for three months following the date of incapacitation.
2. The injured employee will report the injury to a Supervisor or Department Director on the shift in which the injury occurs. In the event that no supervisor is available, the employee should call Human Resources to report the injury.

3. An employee receiving workers' compensation benefits shall accept transitional duty within the authorized treating physician's restrictions, with any City department, or forfeit the benefits. The employee shall only receive treatment with authorized workers' compensation physician pursuant to Chapter 440, Florida Statutes..
4. In order to receive benefits, the employee will be required to provide all information for the First Report of Injury or Illness form. The supervisor must complete the on-line notice of injury in the workers' compensation claims system during the shift. The employee is responsible to have a Status Report completed by the authorized treating physician following each visit regarding an in-line-of-duty injury or illness. The Employee will give the required state form (DWC-25) to the supervisor within one business day following the medical visit.
5. An employee who fails to comply with any part of this section will forfeit the wages in lieu of compensation benefit and will receive benefits as outlined according to the Florida Workers' Compensation law, Chapter 440, Florida Statutes.

SECTION VIII: PARTICIPATION IN EMPLOYEE ORGANIZATIONS

Revised 02/15/11

A. Participation

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

SECTION IX: SICK LEAVE

Revised 10/01/12

A. Sick Leave

All full-time and part-time (budgeted to work 20 or more hours per week) regular employees shall earn sick leave. No employee is eligible for sick leave before completing one month of service.

1. Sick leave will be granted upon approval of the Department Director or supervisor for the following reasons:
 - a. Employee's health.
 - b. Employee's health while on vacation subject to Section X: C.3.
 - c. Medical, dental, or optical treatment which is necessary during working hours.
 - d. Illness of an employee's spouse or relative living in the employee's home.
 - e. Absences stipulated under the Family and Medical Leave Act (FMLA) in Section XII: B.2.
 - f. Absences stipulated under Section 741.313, Florida Statutes on Domestic Violence.
 - g. As provided under Bereavement Leave in Section XII: A.4.
 - h. Catastrophic disaster.
2. An employee incapacitated and unable to work shall notify his/her supervisor prior to his/her scheduled reporting time as designated by the department, giving reasons for absence and expected period of absence. This procedure shall be followed for each day the employee is unable to work, unless prior approval is given by the Department Director. The Department Director may require that a doctor's certificate be furnished before the sick leave compensation is granted.
3. A non-represented employee may, with the approval of the Department Director and the City Manager, use up to forty (40) hours sick leave when a catastrophic disaster occurs such as storm damage, fire, or flooding to the employee's primary residence. Each request will be evaluated for the severity of the disaster and necessity for the leave. An additional forty (40) hours of sick leave may be approved at the request of the Department Director and approval of the City Manager.
4. Sick leave is earned at the rate of two minutes and forty-six seconds per regular hour worked. It may be accumulated to a maximum of 720 hours. Effective 10/01/12, employees with over 720 hours and less than 1440 hours of sick leave will be allowed to keep, but not increase, their current sick leave balance until it falls under 720 sick leave hours.
5. Sick leave shall not be earned by an employee when he/she is suspended, on a leave of absence without pay, or otherwise in a non-pay status.
6. Sick leave may be granted in increments of one-half hour.
7. Full-time Regular Non-Represented employees who accumulate sick leave in excess of 192 hours may elect to convert up to 80 hours to personal option leave. Hours will be converted on a 2 for 1 basis. Sick leave hours may be converted only once per year on the employee's hire date anniversary.

Conversion of hours may not reduce the sick leave balance below the threshold of 192 hours. A minimum of fifty percent (50%) of vacation leave accrued during the year immediately preceding the hire date anniversary must have been used during that year. The request to convert hours

must be sent to Human Resources in writing within 30 days of the hire date anniversary.

8. Part-time Regular Non-Represented employees who accumulate sick leave in excess of 96 hours may elect to convert up to 40 hours to personal option leave. Hours will be converted on a 2 for 1 basis. Sick leave hours may be converted only once per year on the employee's hire date anniversary.

Conversion of hours may not reduce the sick leave balance below the threshold of 96 hours. A minimum of fifty percent (50%) vacation leave accrued during the year immediately preceding the hire date anniversary must have been used during that year. The request to convert hours must be sent to Human Resources in writing within 30 days before or after the employee's hire date anniversary.

9. In the event of an employee's death, any accumulated sick leave as of the time of death will be paid on the basis of one day's pay for each three days of leave to the deceased employee's beneficiary.
10. Upon separation from City employment, no payment shall be made for unused sick leave.
11. An employee making a departmental transfer will retain any unused sick leave to his/her credit.
12. When all sick leave, personal option leave and vacation leave have been used to cover illness or injury, any additional leave will be without pay.
13. Sick leave shall not be authorized after submitting a note of resignation/separation during the last two weeks of employment unless a doctor's certificate is furnished.
14. An employee who has called in sick is expected to be found at home, a doctor's office, hospital, or pharmacy, or en route to or from such appointment or location, unless other arrangements have been authorized by supervisor.

SECTION X: VACATION LEAVE

Revised 10/01/12

A. Eligibility

Eligibility for vacation leave is determined as follows:

1. Full-time and part-time regular employees are eligible to use accrued vacation leave within the first 6 (six) months of employment, with Department Director approval.
2. Temporary or seasonal employees are not entitled to vacation leave.

B. Accumulation of Vacation Leave

1. Vacation Leave will be accrued as shown in the following chart:

VACATION ACCRUAL
1 YR: 10 DAYS
2 YRS: 11 DAYS
3 YRS: 12 DAYS
4 YRS: 13 DAYS
5 YRS: 15 DAYS
6 YRS: 16 DAYS
7 YRS: 17 DAYS
8 YRS: 18 DAYS
9 YRS: 19 DAYS
10+ YRS: 20 DAYS
20-24 YRS: 21 DAYS (grandfathered employee)
25+ YRS: 22 DAYS (grandfathered employee)

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

Effective 10/01/12- any employee achieving 20 or more years of service with the City of Largo who accrues in excess of 20 days of vacation time per year will be grandfathered in at his/her current vacation accrual rate as of 10/01/12.

Full-time and part-time leave benefit eligible regular employees will accrue vacation leave each pay period consistent with the regular hours worked, based on years of service as indicated on the accrual chart.

Executive Management accrues the following vacation hours annually:

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

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

No vacation leave may be earned for time worked in excess of the standard forty-hour week.

2. Full-time Regular employees are required to take a minimum of fifty percent (50%) of vacation leave accrued during the year immediately preceding their hire date anniversary. Any additional accumulated vacation leave does not have to be used during the year in which it is earned. However, accumulated vacation leave will not exceed 320 hours.
3. Effective 10/01/12, if an employee has between 320 and 640 hours (the previous maximum accrual amount) of vacation leave accrued, the amount of vacation leave will decrease by eighty (80) hours per fiscal year until the maximum of 320 hours is met. This decrease in accrued vacation leave will occur whether or not the employee takes/utilizes the hours.
4. The following table is included as an example of how the reduction of vacation hours to the new maximum of 320 hours will occur:

NON REPRESENTED EMPLOYEE > 320 VACATION HOURS	
Fiscal Year	Maximum Accrual
FY13 (9/30/13)	560
FY14 (9/30/14)	480
FY15 (9/30/15)	400
FY16 (9/30/16)	320

5. Part-Time Leave Benefit Eligible Regular employees are required to take a minimum of fifty percent (50%) of vacation leave accrued, or the equivalent of one work week, each fiscal year based on the employee's hire date. Any additional accumulated vacation leave does not have to be used during the year in which it is earned. However, accumulated vacation leave will not exceed 160 hours.
6. Vacation will not be accrued while an employee is on a leave of absence without pay, or otherwise in a non-pay status.

C. Scheduling Guidelines

1. Applications for vacation leave shall be made to the employee's immediate supervisor in advance of use. In emergency cases, the Department Director may waive this requirement.
2. Restrictions regarding vacation scheduling may be necessary during certain periods of the year.
3. In the event an employee becomes incapacitated, e.g. hospitalized due to illness or accident while on vacation, the leave may be changed to sick leave only when a doctor's certificate is provided. The certificate must indicate the medical condition and length of time incapacitated.

D. Payment

Payment of vacation leave shall be governed by the following:

1. Payment for vacation leave shall be made on the employee's regular pay day.
2. Except for employees having less than 3 months service, payment for all accumulated vacation will be included in the employee's final paycheck regardless of the reason for separation.
3. Vacation leave shall not be granted during the last two weeks of employment. Personal option days should be used prior to the last two weeks of employment. Department administration will make reasonable accommodations so any unused personal option days may be scheduled prior to the effective date of a voluntary termination. No leave shall be used to extend the effective date of a voluntary termination past the last day the employee was physically at work.
4. No vacation will be paid in increments of less than ½ hour.
5. No vacation will be paid in advance of leave.

E. Vacation Cash-Out

Upon completion of five (5) continuous years of regular employment with the City, an employee may cash out up to forty (40) vacation hours annually on his/her hire date anniversary. The employee must have taken a minimum of fifty percent (50%) of vacation leave accrued in the year immediately preceding the hire date anniversary to be eligible for vacation cash out. An employee who has accrued vacation leave in excess of 320 hours prior to 10/1/12 (a "grandfathered employee") may cash out 80 hours of accrued vacation leave until his/her their balance falls below the 320 hour maximum accrual rate established on 10/01/12. Any employee requesting vacation cash out must submit his/her request in writing in Human Resources within thirty (30) days before or after his/her hire date anniversary.

F. Personal Option Leave

Employees covered under the Personal Insurance Credits program have the option of selecting up to 24 personal option hours.

1. The hours selected are available at the beginning of the calendar year.
2. Personal Option hours may be granted in increments of ½ hours.
3. The hours must be taken within the calendar year. They will not carry over to the next calendar year.

SECTION XI: HOLIDAYS

Revised 02/15/11

A. Designated Holidays

New Year's Day	Independence Day	Christmas Eve
ML King Day	Labor Day	Christmas Day
President's Day	Thanksgiving Day	
Memorial Day	Day after Thanksgiving	

B. Requirements to Receive Holiday Compensation

1. All full-time employees will receive eight hours off with pay for each of the designated holidays. All holidays must be taken as time off or paid in the same 40-hour pay week (Sunday through Saturday).

All part-time regular employees who are budgeted to work a minimum of 20 hours per week will receive holiday pay equal to twenty percent of their usual weekly schedule for each holiday.
2. An employee must be on active pay status or work his/her normal schedule of hours, either on the regularly scheduled work day immediately prior to a holiday or the regularly scheduled work day immediately following a holiday, in order to qualify for the holiday pay.
3. Employees who are required by their supervisor to work on the day observed as a holiday must work that day to be eligible to receive holiday pay. An employee who is scheduled to work on the day observed as a holiday and reports sick will only be paid for holiday pay and will not receive sick leave pay for that day.
4. When a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday. When a holiday falls on a Sunday, the following Monday shall be designated a substitute holiday and observed as the official holiday.
5. Employees assigned and scheduled to work on a holiday, and who in fact do work, shall receive their pay for the hours worked at the rate of one and one-half the hourly rate plus eight hours pay at straight time for the holiday.
6. The City Manager will determine when any departments or operations will be closed in observance of a holiday.

SECTION XII: LEAVES OF ABSENCE

Revised 02/15/11

A. Allowable Leaves of Absence With Pay

Leaves of absence with pay shall be allowed under the following guidelines:

1. Jury Duty – A leave of absence with pay is granted to an employee when he/she is called for jury duty or subpoenaed as a witness on behalf of City, State, or Federal prosecutor. Under no circumstances will an employee be compensated by the City when appearing as a voluntary witness or litigant against the City or any of its officers or departments.

The City will pay the employee for jury duty absences during regular work hours. When the employee receives jurist pay from the court, the jurist pay must be turned over to the City, less any payment fo

2. Military Reserve Duty – An employee called to military training as part of membership in a reserve unit is granted a leave of absence with pay. Such leave may not exceed 240 work hours in a twelve-month period. Moreover, it is not charged to his/her accumulated leave.
3. Active Military Service – In the event of an employee is called to active military service for duty associated with combat, civil emergency, or National Guard duty for civil emergency per Florida Administrative Code 60L-34.0062 the employee will be granted a leave of absence from the respective offices and duties to perform active military service, the first thirty (30) days of any such leave of absence to be with full pay.

Following the granting of the first thirty (30) days of such leave of absence with full pay, the employee may be granted up to an additional eleven (11) months of supplemental pay to correspond to time spent in active military service for the purpose of combat duty for civil defense that would supplement the employees military pay to bring the employee's salary to the level earned at the time he/she was called to active military duty. The employee will have health insurance and other existing benefits, where allowable, also carried forward for this period. Should the active military service status continue past one year, extension of supplemental pay may be authorized by the City Manager with notice to the City Commission.

4. Bereavement Leave – An employee may be granted, upon approval of the Department Director, bereavement leave with pay not to exceed three work days in the event of death in his/her immediate family.

- a. The employee's immediate family shall be defined as the employee's:

Spouse/Domestic Partner

Parents

Mother/Father-in-law

Step-Parents

Grandparents

Spouse's Grandparents

Sister/Brother

Sister/Brother-in-law

Children

Step-Children

Grandchildren

Spouse's Grandchildren

Daughter/Son-in-law

Same relatives of domestic partner as spouse

- b. Bereavement leave required in excess of three work days shall be charged to sick leave.
 - c. The employee shall provide the Department Director with proof of death in the immediate family as defined before compensation is approved.
 - d. Bereavement leave cannot be accumulated and must be used within 90 days of the family member's death.
5. Promotional Examinations – An employee may be released from duty without loss of pay while competing in City promotional examinations which are scheduled during working hours.

B. Other Leaves of Absence With or Without Pay

1. Employees may be eligible to take a leave of absence without pay up to a maximum of twelve months, if approved by the Department Director and City Manager, except as provided in the guidelines of the Family and Medical Leave Act noted below.
2. As part of the City's Leave of Absence policy and in accordance with the Family and Medical Leave Act of 1993 (FMLA), employees with at least one year of service may be granted up to twelve weeks of leave during a continuous twelve-month period for childbirth/placement, to care for a seriously ill child, spouse, or parent, or for the employee's own serious illness.
 - a. Family Leave may be authorized for childbirth, adoption, or foster-care placement, within the first 12 months of birth/placement.
 - i. For Family Leave involving childbirth, the employee-mother will use accumulated sick, personal option, and vacation leave down to forty hours before utilizing leave without pay. The employee-father may use sick leave only when a doctor's certificate requires his presence due to illness of the mother or newborn; otherwise, he may use vacation leave or leave without pay.
 - ii. For Family Leave involving adoption or foster-care placement, the employee (father and/or mother) may use sick leave only when a doctor's certificate requires his/her presence due to illness of the child.
 - iii. The employee-parent(s) or FMLA-defined guardian(s) may utilize an aggregate maximum of twelve weeks either concurrently, continuously, or separately provided each employee's leave is uninterrupted.
 - b. Family Medical Leave may be authorized for the employee to provide health care to a son, daughter, spouse, or parent with a serious health condition or for the employee's serious health condition.
 - i. Related employees who are eligible for the Family Medical Leave may both be authorized for up to twelve weeks each, unless the leave is for a parent. In this case, an aggregate twelve-week period may be authorized.
 - ii. For Family and Medical Leave, the employee must provide a health care provider's certificate explaining the seriousness of the condition and the anticipated duration with as much of a 30-day notice as practicable.
 - c. Medical leave may be authorized for an employee's serious health condition.

- i. For medical leave, the employee must provide a health care provider's certificate supporting the request for leave and the duration of the leave.
 - ii. An employee's 12 week leave entitlement under FMLA will run concurrently with a Workers' Compensation absence. A Workers' Compensation absence is not unpaid leave and the provision for substitution of accrued leave is not applicable.
 - d. Military Exigency Leave, enacted effective January 16, 2009, may be authorized for an employee whose parent, spouse, or child of any age in the National Guard or Reserves is Federally called to or on active military duty.
 - i. Exigency Leave may be used for only the following examples:
 - a) short-notice deployment (less than 7 days);
 - b) military events and related activities;
 - c) childcare and school activities;
 - d) financial and legal arrangements;
 - e) counseling activities;
 - f) rest and recuperation activities;
 - g) post-deployment activities;
 - h) activities that arise out of the military member's active duty/call to active duty, and the City and employee mutually agree on both the timing and duration of the leave.
 - ii. Military Caregiver Leave, enacted effective January 16, 2009, may be used, up to 26 weeks, by an employee who is the closest blood relative caregiver of a service member in the regular armed forces, National Guard, or Reserves who has incurred a serious injury or illness in the line of duty while on active duty.
 - e. This leave (b. and c. and d. above) will require the utilization of accumulated sick, personal leave and vacation leave. The employee may, after exhausting other leave accumulations, use vacation leave down to forty hours. If however, the employee will be requesting sick leave transfer, the vacation leave will also have to be exhausted.
 - f. Leave may be taken on an intermittent or reduced basis (in increments of ½ hour up to the full twelve or twenty-six weeks, unless otherwise stipulated, with a health care provider's certificate and as much of a 30 day notice as possible.
 - g. The City will continue all non-payroll health insurance premiums for the employee; however, any payroll deductions for health, life, and dental coverage will remain the responsibility of the employee.
 - h. An employee who is on Family Leave, Family Medical Leave, Military Exigency Leave, or Military Caregiver Leave in excess of 30 consecutive days without pay will have his/her hire and anniversary dates adjusted by the same period of unpaid leave.
3. As a part of the City's Leave of Absence policy and in accordance with 741.313 Florida Statutes, employees with at least three months of employment will be granted three working days of leave within a one-year period when the leave is related to Domestic Violence.
 - a. Employee/Victim will use sick leave, personal leave if no sick leave exists, then vacation leave down to forty hours when sick leave and personal leave are non-existent or exhausted.

- b. Employee/Non-Victim/Non-Perpetrator will only use sick leave when the victim is a dependent or household member (parent, spouse, son, daughter, domestic partner).
 - c. Reasons for Domestic Violence absences include:
 - i. To seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, date violence, or sexual violence.
 - ii. To obtain medical care or mental health counseling, or both, for the employee or a family or household member.
 - iii. To obtain services from a victim-services organization related to the violent act.
 - iv. In the case of the employee's household victim, to ensure the employee's home is secure from the perpetrator.
 - v. To seek legal assistance in addressing issues arising from the act of domestic violence.
 - vi. To attend court-related proceedings arising from the domestic violence.
 - d. The City reserves the right to request supporting documentation for any of the above absences.
4. Upon expiration of an employee's accumulated sick leave and vacation leave, a leave of absence without pay for not more than three months may be granted for the employee's personal illness; at which time, the case is reviewed by the City Manager for consideration of an extension.
 5. Failure to return to work upon expiration of an approved leave is considered an unauthorized absence without leave and is grounds for dismissal.
 6. When an employee makes a prompt return from a leave of absence, he/she will be returned to the position he/she left. Any exception will be in a written agreement between the employee and Department Director prior to the leave.
 7. Employees who are on leave of absence without pay status and under the City insurance program, shall be responsible for the regular monthly payment to the insurance carrier. The City will resume payments at such time as the employee returns to a minimum of 30 hours of work per week. Payment computation would begin on the effective date of leave.
 8. Upon expiration of Military Reservists Supplemental Pay Benefits, a leave of absence without pay will be granted in accordance with the provisions of applicable State and Federal regulations.
 9. Employees who enter into active military duty with any branch of the armed forces of the United States will be eligible for re-employment as governed by applicable Federal and State law.
 10. Any unpaid leave of 30 days or more will result in a change in hire date and anniversary date of an equivalent number of days.
 11. Sick and vacation leave will not be accrued while on an unpaid leave of absence.

C. Disability

1. Permanent – When a physician documents that an employee is no longer able to perform the duties required by his/her position, and such disability is considered by the physician to be permanent, the following shall apply:
 - a. The City reserves the right to have this diagnosis confirmed by another physician of its choice at the City's expense.

- b. The City will attempt to find a vacant position within the City for which the disabled employee is qualified. Preference will be given to the disabled employee over outside applicants in being considered for any such vacancy.
 - c. Locating such a position to accommodate a permanently disabled employee is not guaranteed.
 - d. If no position is available, the employee will be separated from employment.
2. Temporary – When, in the opinion of the examining physician, a disability is temporary and correctable, the following shall apply:
- a. The City reserves the right to have the diagnosis confirmed by another physician of its choice at the City's expense.
 - b. At the discretion of the Department Director and with the approval of Human Resources, the employee may be required to perform light duty work with a physician's release.
 - c. If applicable, the employee will be given a specific amount of time to have the disability corrected as recommended by a physician. Failure to have the disability corrected within the specified time will result in separation from employment.

SECTION XIII: GRIEVANCE PROCEDURE

Revised 02/15/11

A. Policy

This grievance procedure is established to provide full opportunity to employees to bring to the attention of management complaints, grievances, or situations which the employee feels need either adjustment or information. It is the intent and desire of the City to adjust complaints or grievances informally. Both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances which will be resolved only after an appeal and review. The submission of a grievance by an employee shall in no way adversely affect the employee or his/her employment with the City.

B. Causes of Grievances

An employee may file a grievance to register a complaint, to solve a problem, to redress an alleged wrong, to request information, to modify or erase any disciplinary measures taken against him/her, such as written reprimand, or a suspension from work or a termination from employment. Grievances may also be filed to restore alleged loss of rights due to rules and regulations. In case of a suspension or involuntary termination, an employee shall be afforded a written statement of the cause of such suspension or termination and opportunity for a timely pre-disciplinary hearing.

C. Grievance Procedures

In order to assure every employee a method in which they may get their particular grievance considered rapidly, fairly, and without reprisal, the following steps are provided:

- Step 1 - The aggrieved employee shall, within seven working days (meaning Monday through Friday, excluding Saturday, Sunday and Holidays) of the incident, discuss and explain his/her complaint or grievance orally with his/her immediate supervisor who may call higher level supervision into the discussion in an effort to achieve a prompt satisfactory adjustment. The immediate supervisor will make a decision and notify the employee within two working days after the discussion with the employee.
- Step 2 - If the aggrieved employee feels that the matter has not been settled or adjusted to his/her satisfaction by the immediate supervisor, he/she may submit the matter in writing within 5 working days following the Step 1 response, to the Department Director. The Department Director will schedule a meeting with the employee within five working days after receipt of the grievance. If the matter is not resolved at this meeting, the Department Director shall submit a written response within three working days after the scheduled meeting.
- Step 3 - If the matter is not resolved by the decision of the Department Director, the employee may appeal to the Personnel Advisory Board within three working days of receipt of the Department Director's written answer in Step 2. The Board secretary will schedule a hearing date within five working days after receipt of the grievance with the employee. The Personnel Advisory Board may seek the counsel of any other City official for interpretations, comments and guidance in arriving at a fair, equitable and just decision regarding the issue for both the employee and the City. The Board shall give its written advisory recommendation to the City Manager, Department, and the employee with five working days after the scheduled meeting.
- Step 4 - The City Manager shall render his/her decision in writing to the employee and interested parties within five working days after receipt of the Personnel Advisory Board's recommendations.

D. Personnel Advisory Board

The Charter establishes a Personnel Advisory Board composed of five members, two members and two alternates appointed by the City Commission, and one member and one alternate appointed by the City Manager, and two members and two alternates elected at large by the full-time City employees. The Board will operate as outlined in the Charter, and the following rules and regulations will establish the procedure for

nominations and election of the two employee members and their alternates.

1. Election – The employee election shall be held within the third full week after the first Monday in September for three consecutive days specified by the City Clerk to allow those people on shifts an opportunity to vote.
2. Qualified Voters – All full-time regular employees of the City of Largo.
3. Conducting the Election – Except as otherwise provided by these personnel rules and regulations, the provisions of the Charter of the City of Largo and the election laws of the State of Florida shall apply to the elections. All elections provided for by Charter shall be conducted by the election authorities established by law.
4. Petitions – Each candidate must be nominated for election by a petition signed by a minimum of five full-time employees. (Forms are provided by the City Clerk.) The candidate shall also verify by affidavit that he/she is a full-time regular City employee and is eligible to hold membership on the Board. The candidate may not hold the position of Department Director or above due to a possible conflict interest.
5. Resign to Run – Any full-time employee already holding an alternate member position, seeking a permanent member position must resign from that alternate position during the filing period.
6. Filing – All separate papers and forms comprising the nominating petition shall be assembled and filed with the City Clerk no earlier than thirty days before the election nor later than seven days prior to the first day of the election.
7. Procedure after Filing – Within three business days after filing the nomination petitions, the City Clerk or designee shall notify the candidate should the petition be insufficient. Such petition may be amended and refiled as a new petition within the regular time for filing petitions.
8. Board Ballots – The names of all candidates as nominated for the Personnel Advisory Board shall be prepared by the City Clerk and placed on the ballot in alphabetical order.
9. Voting Boxes – Voting boxes distributed to designated departments shall be sealed and kept under the strict supervision of the person charged with the election assignment. This individual shall also verify that all rules and regulations outlined in election notices are followed consistently with the law throughout the election.
10. Determination of Election Results – Every full-time regular City employee shall be entitled to vote for one of the candidates presented to fill any designated vacant position. The assignment of positions shall be based on the following procedure:

Highest number of votes	2 year Board membership
Next highest	1 year Board membership if vacant, or (2) year Board alternate
Next highest	2 year Board alternate if not filled by second highest vote, or a year Board alternate if vacancy exists
Next highest	1 year Board alternate if vacancy exists

All ties shall be decided by lot (chance) in the presence of the candidates involved and under the direction of the election authorities. The individual's name drawn by lot shall hold the next office in the succession outlined above.

11. Term of Office – Board members shall serve staggered two year terms. In the case of a vacancy, the alternate to the terminated member shall fill such vacancy until the expiration of the term of the terminated member. Should a vacancy occur in an alternate position, a replacement will be elected at the next regularly held Personnel Advisory Board election for a new 2 year term or a one year remaining term, whichever is appropriate.

SECTION XIV: SEPARATIONS

Revised 02/15/11

Separations

The employment relationship between the City and its employees is for no definite period of time and may be terminated at any time for any reason, by either the employee or the City, in compliance with the State of Florida's "Employment at Will" law.

Types of Separations

A. Resignation

An employee shall file with his/her immediate supervisor a written resignation stating the date of separation and the reasons. No official acceptance of an appropriate resignation shall be necessary to effect termination.

1. An unauthorized absence from work for three consecutive work days shall be considered a voluntary resignation.
2. The effective date of separation is either the close of business on the last day an employee reports for duty or the date specified in his/her written resignation.

B. Layoff

1. The City Manager may lay off an employee whenever such action becomes necessary because of a shortage of work or funds, the elimination of a position, or because of changes in the organization.
2. The City Manager shall prescribe procedures whereby layoffs may be accomplished within the provisions of these rules.
3. In lieu of layoff, an employee may choose to be demoted to a lower job classification. Such demotion shall require the approval from the Department Director(s) and City Manager and shall be made in accordance with the rules and regulations governing demotion.

C. Discharge

1. Refer to Section XV: E. for rules and procedures on discharge related to discipline.
2. Discharge for non-disciplinary reasons may occur when the employee fails, in the judgment of the Department Director, to effectively fulfill one's job responsibilities or implement policies established by the City Administration or Department Director. It does not include misconduct as defined by the Code of Conduct (Section XV in the document), or department standard operating procedures.
 - a. The Department Director or designee must, in writing, inform the employee of his/her deficiencies, actions necessary to remedy the deficiencies, the consequences of not remedying the deficiencies, and a specific time period of not less than 90 days to achieve remediation.

Once a remediation period is established, the Department Director or designee must meet with the employee no less than at 30-day intervals to discuss the employee's progress. The Department Director or designee must document these meetings in writing and provide a copy to the employee within 7 days of the meeting.
 - b. If, at the end of the remediation period, the Department Director determines that the employee should be discharged, such action will be subject to review by the Human Resources Director or designee of the City Manager. If the reviewing official concurs with the Department Director determination, then the employee will be notified in writing and the discharge will be implemented.

SECTION XV: CODE OF CONDUCT AND DISCIPLINARY GUIDELINES

Revised 05/01/2018

A. Policy

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

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

Staff Responsibilities:

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

Factors Considered in Administering Progressive Discipline

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

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

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

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

Usage of the Employee Assistance Program (EAP)

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

B. Guidance and Counseling

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

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

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

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

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

C. Applications of Progressive Disciplinary Guidelines

1. City employees are expected to abide by, and may be disciplined for, violation of either City or departmental rules and regulations.
2. Recognizing that each instance of misconduct differs in many respects from somewhat similar actions, the City retains the right to treat each occurrence on an individual basis without creating a precedent for other cases which may arise in the future. Examples given in any rules do not limit the generality of the rules. The following City Code of Conduct is not to be construed as a limitation upon the retained rights of the City, but is to be used as a guide.
3. The City Code of Conduct provides recommended progressive penalties to apply for specific offenses; however, the recommended penalties may be modified by management including a

lesser or more severe penalty when extenuating circumstances are found.

4. Probationary and Temporary Employees: May be suspended, demoted, or discharged without cause. Such suspension, demotion, or discharge shall not be subject to any grievance, arbitration, pre- or post-termination procedure. Please be reminded that at no time can an employee be dismissed for discriminatory reasons (such as protections under the American with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964, and/or related employment laws).
5. The City Manager shall appoint and, when deemed necessary for the good of the City, shall suspend or remove any City employee.

D. Written Reprimand

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

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

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

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

E. Suspension and/or Discharge

Policy

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

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

Pre-Disciplinary Procedure

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

Disciplinary Recordkeeping

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

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

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

F. Appeals to Disciplinary Actions

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

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

G. Code of Conduct Offenses

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

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

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
17.	Loss of license, certification or other credentials through revocation, suspension, or expiration, required for employment where the City cannot make an accommodation for the period of loss (e.g., driver's license with appropriate endorsement, EMT/Paramedic certificate, wastewater license, etc.).	Dismissal			
18.	Driving a motor vehicle while on the job without a valid drivers license class or valid vehicle type or valid vehicle endorsement for the appropriate vehicle.	Dismissal			
23.	Insubordination by refusing to follow a direct written or verbal order from a supervisor.	Dismissal			
25.	Falsifying or intentional omission of official or City records including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record, or application.	Dismissal			
30.	Making false claims or misrepresentation in an attempt to obtain sick benefits, leave, insurance, or workers' compensation benefits.	Dismissal			
35.	Theft or attempted theft of City Property.	Dismissal			
38.	Use of one's City position or authority to either provide or obtain a fee, gift, or special favor.	Dismissal			
42.	Violation of the Drug-Free Workplace Policy as it relates to illegal substances.	Dismissal			
45.	Conviction or Commission of a felony.	Dismissal			
46.	Unauthorized possession of weapons or destructive devices on City property or during work hours.	Dismissal			
47.	Refusal to cooperate fully in any administrative and/or non-criminal work-related investigation.	Dismissal			
49.	Promotion of, or participating in, any work slow-down, stoppage, or strike.	Dismissal			
1.	Excessive absenteeism	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
2.	Tardiness, defined as reporting late for work or assignments or overextending breaks.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
3.	Reserved				
4.	Failure to report medical conditions and/or medications which may restrict the employee's performance of duties.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
5.	Criticizing orders, rules, policies, or the competence of other employees unless constructively communicated to a supervisor.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
6. EAP	Threatening, intimidating, bullying or coercing other employees, or the public.	3-day Suspension	5-day Suspension	Dismissal	
7. EAP	Bullying, discourtesy or rudeness, which may include the use of profane, or abusive, or insulting language or action directed at another.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
8.	Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations on the job, or similar types of disorderly conduct.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
9. EAP	Provoking or instigating a physical fight on City property or during working hours.	3-day Suspension	5-day Suspension	Dismissal	
10. EAP	Physical fighting at any time on City property or during working hours.	5-day Suspension	Dismissal		
11.	Violating a safety rule or safety practice, or contributing to unsafe work conditions.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
12.	Creating or contributing to unsanitary conditions or poor housekeeping.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
13.	Failure to report an on-the-job accident, incident, or injury within the work shift.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
14.	Operating equipment or a vehicle on the job in an unsafe, reckless, or negligent manner.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
15.	Reserved				
16.	Failure to immediately notify Department Director or immediate supervisor of any loss of license, certification, or other credentials through revocation, suspension, or expiration, required for employment or (incentive program) for which an employee is compensated (e.g., driver's license with appropriate endorsement, EMT/Paramedic certificate, waste-water license, etc.).	3-day Suspension	5-day Suspension	Dismissal	
17.	<i>Listed – Top of table</i>				
18.	<i>Listed – Top of table</i>				
19.	Quantity or quality of work is less than required standard of performance.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
20.	Negligence or carelessness in carrying out job duties.	Written	3-day Suspension	5-day Suspension	Dismissal
21.	Reserved				
22.	Failure to comply with oral or written orders and instructions (including deadlines).	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
23.	<i>Listed – Top of table</i>				
24.	Knowingly punching the time card of another employee, having one's time card punched by another employee, or any unauthorized altering of a time card.	5-day Suspension	Dismissal		
25.	<i>Listed – Top of table</i>				
26.	Leaving work early, wasting time, loitering, or leaving assigned work area during working hours without permission.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
27.	Absence without permission or authorized leave.	3-day Suspension	5-day Suspension	Dismissal	
28. EAP	Sleeping during working hours, unless otherwise provided, as in the Fire service.	3-day Suspension	5-day Suspension	Dismissal	
29.	Failure to work overtime, special hours, or special shifts, after being scheduled according to overtime and standby duty policies, or leaving a work assignment before being relieved.	3-day Suspension	5-day Suspension	Dismissal	
30.	<i>Listed – Top of table</i>				
31.	Engaging in an activity, or enterprise which creates a conflict of interest with one's duties, functions, and responsibilities as a City employee.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
32.	Unauthorized use of City vehicle(s), or large equipment (rolling stock).	3-day Suspension	5-day Suspension	Dismissal	
33.	Unauthorized use or possession of City property, tools, chemicals, or machinery.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
34.	Destroying or damaging any city property or property of others.	5-day Suspension	Dismissal		
35.	<i>Listed – Top of table</i>				
36.	Failure to report outside employment.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
37.	Vending, soliciting, using the City's facilities in any way for personal monetary gain, or collecting contributions for any purpose on City time or at City facilities unless authorized by Department Director or designee.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
38.	<i>Listed – Top of table</i>				

DISCIPLINARY GUIDELINES ONE DAY IS EQUIVALENT TO 8 HOURS		SEVERITY			
		LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
39 EAP	Possession of an open intoxicating beverage or consumption of the same during employee work hours, meal periods and breaks.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
40. EAP	Violation of the Drug-Free Workplace Policy as it relates to alcohol	5-day Suspension	Dismissal		
41. EAP	Off-duty consumption of an intoxicating beverage or illegal drug/substance or being under its influence or detection while wearing City uniforms or identification.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
42.	<i>Listed – Top of table</i>				
43.	Failure to immediately notify the Department Director or immediate supervisor of a criminal arrest, notice to appear, or criminal traffic citation.	5-day Suspension	Dismissal		
44. EAP	Conviction of a misdemeanor.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
45.	<i>Listed – Top of table</i>				
46.	<i>Listed – Top of table</i>				
47.	<i>Listed – Top of table</i>				
48.	Reserved				
49.	<i>Listed – Top of table</i>				
50.	Reserved.				
51.	Unauthorized access, or causing unauthorized access, to any information system with malicious intent.	5-day Suspension	Dismissal		
52. EAP	Any action or inaction considered to be misconduct or a violation of City or departmental rules or policies not heretofore listed.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

SECTION XVI: EMPLOYEE RECOGNITION

Revised 03/01/15

A. Purpose

Employees are an integral part of a municipal organization. In order to recognize the continued efforts of City employees, the following will be afforded all full- and part-time regular employees except where stipulated otherwise.

1. **Service Recognition.** Based upon the employee's 5-year incremental (5, 10, 15, 20,...) anniversary of City employment:
 - a. The employee will have the opportunity to take one day off with pay. The day off must be taken within a month of the anniversary date of hire, or otherwise will be forfeited. Due to the complexity of scheduling, Fire Rescue Department personnel on the twenty-eight day shift cycle will have the opportunity of taking twelve hours off with pay during their anniversary month.
 - b. The employee will have the opportunity to choose a gift from a variety of established selections for each 5-year incremental anniversary or receive the monetary amount associated with the employee's 5-year incremental anniversary.
2. **Birthday Recognition.** The employee will have the opportunity to take one day off with pay for the employee's birthday. The day must be taken within a month of the birthday or otherwise be forfeited.
3. **Library Card.** The employee and members of the employee's immediate family residing in the same home may acquire, free of charge, Library membership pursuant to established registration procedures. The card(s) will be inactivated upon separation from employment.
4. **Recreation Card.** The employee and members of the employee's immediate family residing in the same home may acquire, free of charge, Recreation, Parks and Arts membership pursuant to established registration procedures. The card(s) will be inactivated upon separation from employment.
5. **Educational Cost Reimbursement For Non-represented Employees.** The City will reimburse eligible educational costs incurred by Non-represented Full-time Regular employees and Non-represented Part-time Regular employees who work a minimum of 20 hours per week, as follows:
 - a. Up to \$3,000 per fiscal year (full-time regular) and up to \$1,500 per fiscal year (part-time regular) for college courses (including required prerequisite and remedial courses) leading to a degree from a college or university accredited by an agency that is recognized by the Council For Higher Education Assessment (CHEA).
 - b. Up to \$3,000 per fiscal year (full-time regular) and up to \$1,500 per fiscal year (part-time regular) related to college courses (including required prerequisite and remedial courses) from a college or university accredited by an agency that is recognized by the Council For Higher Education Assessment (CHEA) that do not lead to a degree if the college courses have a direct relationship and benefit to the employee's current position, as determined by the employee's Department Director.
 - c. Up to \$3,000 per fiscal year (full-time regular) related to technical school or trade school courses if the courses have a direct relationship and benefit to the employee's current position, as determined by the employee's Department Director.
 - d. Course Eligibility

- i. Courses must officially begin after an employee's hire date. Courses must officially end after an employee's probationary period and before an employee's last day of employment.
 - ii. Course eligibility is based on the official beginning and ending dates of a course, regardless of when a course was actually begun by an employee, was actually completed by an employee or the request for reimbursement was made. The official ending date may be the course completion date if extra time was officially received to complete coursework.
 - iii. Courses must be completed with a passing grade of "C" or better, or with a "Pass" when Pass/Fail grades apply.
- e. Cost Eligibility
 - i. Eligible educational costs include tuition, books, and mandatory course-related fees, assessments, and other charges that are automatically included with tuition and cannot be avoided, such as: technology fees, athletic fees, library fees, lab fees, and testing fees that are directly related to the course. Questions regarding cost eligibility should be directed to the Senior Payroll Accounting Clerk in the Finance Department.
 - ii. Ineligible costs include: transportation (including parking), materials, tools, supplies and any costs that are not directly related to a course of study, such as GMAT testing fees, registration fees, application fees, graduation fees, etc. Questions regarding cost eligibility should be directed to the Senior Payroll Accounting Clerk in the Finance Department.
 - iii. The City will reimburse the portion of eligible educational costs that are not paid by other funding sources, such as: G.I. Bill, scholarships, grants, prepaid college fund, etc.
- f. Request For Reimbursement Process
 - i. Pre-approval: Employees must submit an "Educational Cost Reimbursement Request" form to their Department Director for pre-approval no less than 10 calendar days prior to the official beginning date of the course. The form must include the education institution's name, a full description of the course, all estimated costs, the related degree program, or an explanation as to how the course is related to the employee's current position for non-degree seeking college courses, technical courses or trade school courses.
 - ii. Approval: Employees must submit an "Educational Cost Reimbursement Request" form including: proof of costs, proof of payment for costs and final grades to their Department Director within 45 calendar days of the course's official completion date or the actual completion date if extra time was officially received to complete coursework, whichever is later.

SECTION XVII: MISCELLANEOUS RULES

Revised 02/15/11

A. Assignments

A Department Director or immediate supervisor may assign a City employee under his/her jurisdiction to any duties so long as they are within the same job classification or related duties. At his/her discretion, he/she may also assign employees to perform duties not within their job description for a temporary period of time.

B. Double Employment

No person may be employed in more than one position with the City.

C. Outside Employment

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

1. The employee first files a written notification with the Department Director. The request must state the type and place of employment, the hours of work, and the employer's name.
2. The employee makes arrangements with the outside employer to be relieved from his/her duties if called for emergency work by the City. City employment is the first priority.

If at any time outside employment interferes with an employee's job requirement or performance for the City, the Department Director may require the employee's resignation from City employment, a modification in the conditions of the outside employment, or resignation from the outside employment.

D. Breaks and Meal Periods

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

E. Political Activity

1. No City employee may take part in political management or political campaigns in any election, during duty hours or when functioning in an official capacity.
2. No employee shall solicit, orally or by letter or be in any other manner concerned in obtaining, any assessments, contributions, or services for any political party from any employee during duty hours or when functioning in an official capacity.
3. Nothing contained herein shall be construed to restrict the right of the employee to hold membership in or support a political party, to vote as he/she chooses, to express opinions on all political subjects and candidates, to maintain political neutrality, and to attend political meetings after working hours, or to campaign actively during off-duty hours in all areas of political activity.
4. Any employee who wishes to accept or seek election or appointment to political office within the City of Largo shall resign pursuant to Section 9.07 of the City Charter.
5. Any employee who wishes to accept or seek election or appointment to political office in another public agency may do so as long as the election or appointment does not cause a conflict of interest or interfere with the duties and responsibilities as a City of Largo employee.
6. In accordance with the City Code creating and establishing a personnel system, appointed officials and all employees shall adhere to the above rules. This section shall not apply to any

elected City official or to members of any City board.

F. Uniforms and Safety Equipment

1. Uniforms are generally issued at management's discretion to all full-time regular employees who are required to wear uniforms in the performance of their duties. Upon separation from employment, these uniforms must be returned to the City.
2. City-issued uniforms may not be worn at times other than during the performance of City duties.
3. The employee is responsible for all laundering (unless otherwise arranged by the City), alterations, and normal repairs. Uniforms damaged in the course of City duties may be replaced at the supervisor's discretion.
4. A request for replacement of uniforms must be submitted to the department supervisor along with the old uniforms.
5. Safe working habits and conditions such as cleanliness, use of first-aid kits, etc. must be observed.
6. City-supplied safety equipment such as safety glasses, helmets, and safety gloves must be worn as determined by the supervisor.

G. Vehicle Usage

1. Employees may be required to drive City vehicles in the performance of their regular work assignments or incidentally for City-related business. Maintenance of a valid Florida Operator license is required to operate City vehicles unless the classification specifically requires a valid Florida Commercial Driver's license.
2. With City Manager approval, City vehicles may be assigned to Executive Management and select Non-represented employees who remain on call for emergencies or problem situations.
3. With City Manager approval, Executive Management and select Non-represented employees who are not assigned a City vehicle and are frequently required to use their personal vehicle for City business will be eligible:
 - a. Mileage reimbursement at the current Internal Revenue Service allowable rate.
 - b. Personal vehicle usage reimbursement not to exceed \$400 per month.

H. Loss of Driver's License

1. It is a policy requirement that an employee in a classification or position which requires the operation of a motor vehicle possess and maintain a valid Florida motor vehicle operator's license appropriate for the type of vehicle or equipment being operated. The loss of such license and driving privilege shall subject an employee to the possibility of termination.
2. An employee required to maintain a valid driver's license who loses his/her driving privilege for whatever reason (e.g., suspension, expiration, physical loss of driver's license) shall immediately report such loss to this/her supervisor and shall not be permitted to operate a motor vehicle or motorized equipment on the job until his/her driving privilege is restored.
3. Upon timely notification by an employee that he/she has lost his/her driving privilege, the Department Director, with City Manager approval, shall have the following options:
 - a. Make a reasonable effort to reassign the employee, on a temporary basis, to appropriate non-driving responsibilities, if available.
 - b. Allow the employee to use any accumulated annual leave during a reasonable period while obtaining reinstatement of driving privileges.

- c. Place employee on a temporary leave of absence without pay not to exceed thirty (30) calendar days.
- d. An employee who fails to have his/her driving privilege reinstated on a permanent or temporary restricted "business purposes only" basis may apply for and be considered on a competitive basis for any vacant City position.
- e. Terminate the employee for failure to maintain necessary job qualifications.