

# PUTNAM COUNTY

## Board of County Commissioners



## Personnel Policies & Procedures Manual

Prepared by: Human Resources Department

Updated 2025  
effective dates included on specific items



**PUTNAM COUNTY**  
***Board of County Commissioners***

GENERAL POLICY STATEMENT

These Personnel Policies and Procedures are not and shall not be considered an employment contract with any person. Nothing herein is intended to create an employment contract between the County and any person for the purposes of employment, promotions, or for the providing of any benefit.

The provisions contained within this manual are and shall be considered as part of the terms and conditions of employment of all employees with Putnam County and should thus be adhered to by all County employees. Putnam County reserves the right to establish, add, modify, or make exceptions to these rules when deemed necessary. Printed updates will be distributed to each Department Head for record. Any questions concerning the interpretation or application of these rules shall be referred to the Human Resources Director for resolution.

If a direct conflict exists between the policies and procedures included in these rules and any current collective bargaining agreement to which the County is a party, the terms and conditions of the labor agreement shall take precedence for employees in classifications represented by a bargaining agent, whether the rights and benefits are greater or less than those provided in these rules.

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# PUTNAM COUNTY

## Board of County Commissioners



### Section 1: General Policies

<b>1.01 Introduction and Intent</b>	Review Date: 09/16/2022
	Effective Date: 09/16/2022

Intent

It is the intent of the Board of County Commissioners:

- A. The employees of Putnam County should be productive persons who perform a useful purpose.
- B. There will be no employee on the County payroll for whom there is no employment needed.
- C. There will be no individuals, groups, or factions in County employ who create disharmony, unrest, disquiet, institute rumors, or by any other act cause dissension and inefficiency in County government.
- D. All officers and employees will comply with and assist in carrying out the personnel program, including the reasonable furnishing of records and information at the request of the Director of Human Resources.

Scope

The Personnel Policy regulations and procedures as adopted will apply to all employees falling under the jurisdiction of the Board of County Commissioners and any elected officials within Putnam County government who so request.

Note that in some areas of the Personnel Policy, terms of a bargaining unit Agreement may take precedence.

The County Administrator will be responsible for ensuring the administration of all policies and procedures. These policies and procedures will be delegated to the Human Resources Director and all Department Heads as deemed as appropriate.

Statement of Policy

- A. These rules are adopted for the purpose of establishing and maintaining personnel policies and procedures for Putnam County government.
- B. The Department Head of each administrative area may delegate authority to staff members to administer the provisions of these rules and regulations.
- C. The Department Head, as used in these rules, refers to the person or persons designated by law as the final authority of each administrative area

as created by the Florida Constitution or Florida Statutes and those Department Heads so designated by the Board of County commissioners.

<b>1.02 Citizen Concern and Issue Resolution</b>	Revision Date: 12/10/2019
	Effective Date: 12/10/2019

### Purpose

This policy is intended to enable Putnam County to, in a prompt and courteous manner, effectively address program and service delivery concerns and issues of citizens. The policy will assist the County in providing excellent service to the public and contribute to continuous improvement of operations. This policy is NOT intended to prevent the citizens of Putnam County from communicating with any Putnam County Commissioner directly.

It is the intent of the County to enhance citizen satisfaction by:

- addressing concerns and issues promptly;
- reviewing concerns and issues, vetting each to ensure findings and responses are accurate and address concerns and issues thoroughly; and
- using identified concerns and issues as opportunities to improve programs, service delivery and government operations.

### Policy

#### Definitions and Clarifications:

A “concern” is an initial expression on a matter of interest or importance and/or possible dissatisfaction on a specific topic that may be addressed with a response or resolution, at the level of department head or lower.

An “issue” is an unresolved concern of importance to a citizen or citizens, related to a program, service, operation, facility, employee and/or employee action that has been escalated above the department head level.

Issues arise when an initial concern is not resolved and/or the County has not satisfactorily met the citizen’s expectation at the department head level or below, and a response or resolution is requested.

Issues may be related to, but not limited to:

- failure to respond to routine requests or expected services;
- inadequate or unsatisfactory services;
- failure to operate in alignment with established policies and/or procedures;

- undue delay in taking action or responding;
- inaccurate or incorrect information; and
- disrespectful or unhelpful employees

Process/Procedure for Resolving a Concern and/or Issue:

Citizen engagement is the process of establishing open communications and mutual sharing of information between citizens and County employees designed to identify and address issues for collective action and provide for an accountable and responsive government.

It is the responsibility of the citizen to attempt to resolve concerns by cooperating with County employee(s) directly involved with the concern or issue, where and when appropriate. It is the responsibility of all County employees to attempt to resolve concerns before they become issues needing resolution, and identify opportunities to improve County services and programs.

From initial contact to final resolution, County employees should feel empowered to address concerns and issues within their levels of authority and responsibility, and refer to supervisory and administrative staff when needed. Whenever possible, employees receiving a concern should attempt to resolve it at that time.

Regular interactions and mutual exchanges among citizens and employees are not only expected in the public domain, but are encouraged and desired in a participatory democracy. To that end, cordial and civil dialogue is to be expected by all parties.

Communication between employees and citizens should be characterized by:

- courtesy and honesty;
- active listening to facilitate effective communication;
- complete and accurate information;
- prompt and timely responses to all inquiries; and • openness and responsiveness to input and feedback.

**In order to effectively address all concerns and issues, the following steps shall be followed for all citizen concerns and/or issues.**

Step 1: Employee Engagement

When a citizen has a concern as defined above, they shall contact the most applicable department related to their concern first. If the citizen is unsure as to which department is most applicable, they may contact County Administration at (386) 329-0205 in order to ascertain which department is most applicable. If the citizen makes contact with a County Commissioner regarding a concern, the

County Commissioner should direct the citizen to the proper department to report the concern so that the concern can be addressed and tracked properly.

Once a concern is received from a citizen, the employee receiving the concern should:

- respond immediately by phone, email, in person, or by written communication to ensure that the concern is fully understood and to acknowledge receipt of concern to the citizen;
- share the concern with other appropriate employees most knowledgeable and/or responsible on the topic area related to the concern.

A knowledgeable/responsible employee should review the concern and provide a response to the citizen immediately if possible or within a reasonable amount of time.

#### Step 2: Department Head Engagement

In the event that the employee's response from Step 1 is not satisfactory to the citizen, the citizen may request escalation of the concern to the employee's manager and/or department head (whichever applicable) for review and action. The manager and/or department head will:

- respond immediately by phone, email, written communication, or in person to ensure that the concern is fully understood and to acknowledge receipt of concern to the citizen;
- review the initial concern and response to the citizen from Step 1;
- review any relevant information, codes, policies, and procedures;
- gather necessary information and consult with knowledgeable/responsible employees;
- further research and investigate the concern as required; and
- communicate findings and a proposed resolution, if warranted, to the citizen.

Findings and a proposed resolution, if warranted, will be communicated to the citizen within a reasonable amount of time.

#### Step 3: County Administration Engagement

If the citizen is not satisfied with the response and/or proposed resolution communicated by the department head or manager, the citizen may escalate the concern to a formal issue by completing and submitting a *Putnam County Citizen's Issue Resolution Form* directly to County Administration. The Deputy County Administrator or their designee will receive and log the form in a

designated database and notify the citizen within three (3) business days that the issue will be further investigated and formally studied.

As part of the study and investigation process, the Deputy County Administrator or their designee may:

- review findings, the response to the citizen and/or proposed resolution in Step 2;
- consult with department heads, employees and the citizen involved, if needed, for full understanding of the issue; and
- evaluate the findings and proposed resolution and identify options and/or other actions and recommendations, if needed, that may be taken to address the issue and/or improve services, programs and operations.

Upon completion of the formal review, the Deputy County Administrator or their designee will summarize all information and findings into a briefing and share with the County Administrator for review and action within twenty (20) business days of receipt of the Issue Resolution Form.

Within ten (10) business days of the briefing with the County Administrator, the citizen will be provided a response by the County Administrator or Deputy County Administrator in writing, with a copy to the department head that may include:

- findings, position and/or decision of the County on the issue and any recommended resolution to the issue, if warranted;
- reasons for the County's position or decision; and
- any actions the County has, or will take, as a result of the issue being identified.

If more time is needed, the County Administrator or Deputy County Administrator will communicate an expected response date to the citizen.

In cases when a response is provided to the citizen by the Deputy County Administrator, and the citizen is not satisfied with the response, the citizen may request further review and consideration by the County Administrator. In these cases, the County Administrator will review all relevant information and respond to the citizen within ten (10) working days.

#### Step 4: Board of County Commissioners Engagement

If the citizen is not satisfied with the final findings, position, and/or recommended resolution of the County Administrator, the citizen may request that the issue be placed on a Board of County Commission Workshop agenda for discussion, or appear before the Board of County Commissioners at a County Commission meeting and present the issue during public comment.

## Records/Document Maintenance/Reporting

The Deputy County Administrator shall maintain files of all records and documents relevant to escalated issues. The Deputy County Administrator or their designee will conduct tracking of issues and trends identified through the issue resolution process in the designated database. Review and analysis of compiled data will be summarized into a report for County Administration, not less than annually, and utilized for continual process improvement and enhanced delivery of services and government operations.



# Putnam County Board of County Commissioners

## Citizen's Issue Resolution Form

Citizen's Name	
Preferred Method of Contact (phone and/or email)	PHONE: (____) ____ - ____ EMAIL: _____
Mailing Address	
Signature and Date	DATE:
Topic of Issue	

**NATURE OF ISSUE:** Below, please explain your issue being as specific as possible and sharing any relevant information that will help us respond to or resolve your issue. Once this completed issue form is received, it will be reviewed and you may be contacted for further information.

**SUGGESTED RESOLUTION:** How do you suggest the issue be addressed or resolved?



2509 Crill Ave., Suite 200  
Palatka, Florida 32177

[citizenconcerns@putnam-fl.com](mailto:citizenconcerns@putnam-fl.com)

<b>1.03 Family Employment Restrictions (Nepotism)</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

- A. No spouse or any other member of the immediate family of a County employee will be hired, transferred, or retained on a regular or temporary basis within the same County department, or to a position in the County over which the employee exercises jurisdiction or control, except if it is determined to be in the best interest of the County and approved by the County Administrator or other appropriate designee. Any such approval will be in accordance with Florida Statutes 112.3135 or its successor in function.
  
- B. Immediate family is defined as blood, marital, or a step relative including a 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, or any ward of an employee living within the same household.
  
- C. Should an unusual circumstance arise resulting in a county employee supervising on the job performance or the work activities of a relative, as defined within this policy, the situation must be remedied within 90 days.
  - 1. The Administrating Official or designee shall advise the employee and the relative of available alternatives, such as an interdepartmental transfer or voluntary termination.
  
  - 2. If the employee is unable to agree upon the alternatives within the 90 day period, the Administrating official or designee will take an appropriate remedial action which may include an involuntary transfer or termination from employment.
  
- D. The following are exceptions/modifications to this restriction:
  - 1. Immediate family members may be employed in the Emergency Medical Services Division so long as they do not work on the same shift or in any way report to one another. This exception applies to other departments once the appointment has been approved by the County Administrator.
  
  - 2. Immediate family members may work as referees, umpires, and scorekeepers in the Recreation Department.
  
- E. The County reserves the right to take a similar action, as outlined in "C" above, on any other familial relationship which, by its nature, threatens the best interests of the organization.

<b>1.04 Outside Employment</b>	Date Reviewed: 09/16/2022
	Effective Date: 01/22/2007

- A. Full-time employees are discouraged, but not restricted, from engaging in other employment during their off-duty hours. However, County employment must be considered the primary employment and no employee may engage in outside employment which would interfere with the performance of County duties or be in conflict with the interests of the County.
- B. Equipment, facilities, vehicles or property of the county will not be used by employees for any reasons other than County business unless properly authorized.
- C. Such employment will not cause the employee to be late to work, leave early or cause any reduction in the employee's efficiency when on duty with the County. If there is a necessity for overtime, the employee must be available.
- D. The outside job must be one that will not bring disfavor or disrespect upon the employee, the Department or the County.

<b>1.05 Fraud Policy</b>	Review Date: 02/01/2019
	Effective Date: 02/12/2019

## Fraud Prevention

The County fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the Putnam County BOCC. It is the intent of Putnam County to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. To the extent any of the policies set forth herein are determined to be inconsistent with State or Federal law, the State or Federal law shall control.

- A. This policy applies to any irregularity, or suspected irregularity involving County employees as well as consultants, vendors, contractors, outside agencies doing business with County employees of such agencies, and/or any other parties with a business relationship with the Putnam County BOCC.
- B. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the County.
- C. Every employee is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of County Staff will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.
- D. All employees are required to sign an acknowledgement of the County Fraud policy upon in processing and agree to abide by it. They will update this acknowledgement every time at promotion and when the policy is updated. These acknowledgement forms will be maintained in the employee's personnel file in the Human Resources Office. Employees also agree to report any suspected violations immediately and to cooperate fully in any investigation concerning the alleged allegations.
- E. Any employee making a good faith report under this policy will be protected to the fullest extent possible under Sections 112.3187 and 112.3188, Florida Statute. Any employee knowingly making false statements will be disciplined up to and including termination of employment.
- F. Any irregularity that is detected or suspected must be reported immediately

to the Human Resources Director, the County Administrator, County Attorney or Clerk of Court, provided that the allegations do not concern one of these individuals at which time the allegations will be reported to one of the other. Upon notification the person notified will immediately notify the County Administrator and/or County Attorney. If the allegations concern the County Administrator or County Attorney, the Chairman of the BOCC will be notified and will contact an appropriate external agency to assist in the investigation, with the assistance of the Human Resources Director.

G. The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

1. Any dishonest or fraudulent act.
2. Forgery.
3. Theft of money or property.
4. Impropriety in the handling or use of purchasing cards or purchasing card transactions.
5. Misappropriation of funds, securities, supplies, or other assets to include use of a purchasing card.
6. Impropriety in the handling or reporting of money or financial transactions.
7. Profiteering as a result of insider knowledge of County activities.
8. Disclosing confidential and proprietary information to outside parties.
9. Disclosing to others securities activities engaged in or contemplated by the County.
10. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/material to the County in violation of State and Federal laws.
11. Misrepresentation or falsification of information concerning an injury or incident on the job.
12. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or any similar or related irregularity.

H. The Human Resources Director has the primary responsibility for the

investigation of all suspected fraudulent acts as defined in the policy. If there is evidence of or a concern that the situation may be a criminal matter, the County Administrator will be immediately notified prior to the investigation continuing. If the investigation substantiates that fraudulent activities have occurred, the Human Resources Director will issue reports to the appropriate designated personnel and to the County Administrator.

- I. The Human Resources Director will treat all information received confidentially. Any County employee who suspects dishonest or fraudulent activity will notify one of the individuals set forth in paragraph F immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Putnam County BOCC from potential civil liability.
- J. The Human Resources Director, County Attorney, County Administrator, Clerk of Court and/or law enforcement will have:
  1. Free and unrestricted access to all County records and premises, whether owned or rented; and
  2. The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.
- K. Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.
- L. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Human Resources Director. No information concerning the status of an investigation will be given out, while the investigation is in progress.
- M. All individuals involved in the investigation will be directed to not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Human Resources Director.
- N. If an investigation results in a recommendation to discipline an individual, the recommendation and disciplinary action will be in accordance with the

current Personnel Policies & Procedures Manual and Collective Bargaining Agreement, as appropriate, concerning disciplinary action. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with the County Attorney's office and the County Administrator, as will final decisions on disposition of the case.

## Fraud Policy Acknowledgement Form

I acknowledge that I received a copy of Putnam County's Fraud Policy that was adopted by the Board of County Commissioners on February 12, 2019. I agree to abide by Putnam County's policy.

I understand that if I have any questions or need clarification on any part of the Fraud Policy, I can and should contact the Human Resources Director.

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Signature

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Date

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Printed Name

<b>1.06 Non-Fraternization</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

While Putnam County Board of County Commissioners encourages amicable relationships between members of management and their direct or indirect reports, it recognizes that involvement in a romantic relationship may compromise or create a perception that a member of management's ability to perform his/her job is compromised. Uncomfortable strain, allegations of sexual harassment and other workplace distractions are all negative side effects of a personal relationship that may occur.

Any involvement of a romantic nature between a member of management, employee or both, either direct or indirect, is strictly prohibited. Violation of this policy will lead to corrective action up to, and including, termination of the individuals involved in the said relationship.

<b>1.07 Consensual Relationships</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

### Policy

It is the policy of Putnam County that during working hours and at work locations, employees are expected not to engage in personal exchanges so that others are not distracted or offended by such exchanges. During non-working hours, such as lunches, breaks, and before and after work periods, employees are not precluded from having appropriate personal relationships at work locations as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

Employees who allow personal relationships with co-workers to adversely affect the working environment will be subject to the appropriate provisions of Putnam County's Disciplinary Policy. Failure to modify behavior and observe appropriate standards of workplace conduct shall be viewed as a serious disciplinary matter.

### Purpose

The County strongly believes that an environment where employees maintain clear boundaries between their personal and business interactions is the most effective for conducting business. Although this policy cannot prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during working hours and on company premises. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their access to sensitive information and their ability to influence others.

Putnam County does not feel that a prohibition against a consensual romantic relationship is necessary, provided:

- Both parties mutually and voluntarily consent to the relationship.
- The relationship does not affect judgment or performance of duties of involved employees; and
- The relationship does not negatively impact the work environment.

### Intimate Contact on County Premises

Employees are strictly prohibited from engaging in any form of intimate contact that would in any way be deemed inappropriate by a reasonable person serving anywhere on County premises, whether during working hours or not.

## Off-Duty Conduct

Employees conduct outside of working hours and outside a work location is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and direct reports which is prohibited according to the Non-Fraternization Policy Section 2.02.

## Disclosure of Relationships

Supervisors, managers and other employees must disclose the existence of any relationship with a co-worker that has progressed beyond a platonic friendship. Disclosure must be made to the immediate supervisor, Department Head and the Human Resources Director by the completion of a Consensual Relationship Disclosure form. This disclosure will enable Human Resources to determine whether any conflict of interest exists because of the relative positions of the individuals involved. Failure to disclose can result in some form of disciplinary action up to, and including, termination of the individuals involved in the said relationship.

## Conflicts of Interest

When problems or potential risks resulting from the relationship are identified, the Department Head will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require a reallocation of duties to avoid any actual or perceived reward or disadvantage.

## Reassignment

If an unacceptable relationship develops, either individual can decide on a transfer to another shift or department. If a decision cannot or will not be made, it will be up to management to operationally make that decision. The refusal to accept a reasonable alternative position or location, if available, will be deemed a voluntary resignation.

Continued failure to work with Putnam County to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for termination.

### Termination of Relationship

By signing the Consensual Relationship Disclosure form, both parties to the relationship shall agree that they are both free to end the relationship at any time, and that upon termination of the relationship, not to allow the breakup to negatively impact the performance of their respective duties. Failure of either party to observe these provisions will result in disciplinary action up to and including termination.

<b>1.08 Human Resources</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

It is the responsibility of the Human Resources Department to render services to County government in the areas of personnel management and employee relations and to ensure uniform, fair, and efficient personnel administration.

The Human Resources Department will implement and administer policies and regulations as adopted by the County and other Putnam County elected officials who so request.

The Human Resources Department will establish and maintain the employment process for the County and will be responsible for:

- A. Insuring that all positions that are to be filled have been authorized and budgeted.
- B. Coordinating the interviewing process, testing, background investigations, and other pre-qualifying elements of all candidates eligible for County employment.
- C. Recruitment and referral of qualified applicants to fill departmental vacancies.
- D. Coordinating the induction of newly hired employees leading up to the completion of required personnel and payroll forms, arrangement of physical examinations, and employee orientation.
- E. Approving all changes in an employee's status in accordance with personnel policies and procedures, direction from the County Administrator, or from any other appropriate elected officials.

#### Department Head's Responsibility

Department Heads will advise the Human Resources Department of all personnel changes. Additionally, Department Heads will be responsible for:

- A. Providing the Director of Human Resources with a current listing of the names and titles of those individuals, within the department, authorized to requisition and hire new employees.
- B. Referring all job seekers to the Human Resources Department for the purpose of ensuring equity in hiring practices, testing, or other pre-qualifying procedures.

- C. Filling positions from applicants who have been pre-screened and qualified by the Human Resources Department while meeting the minimum standards established by the position description. (When filling vacancies, the hiring department should allow sufficient time to permit the Human Resources Department to sufficiently recruit and to perform routine background investigations and reference checks of all prospective new employees.)
- D. Referral of selected applicants to the Human Resources Department for final processing, prior to approval by the County Administrator (if necessary) and entry on-the-job, including the completion of all necessary payroll forms, physical examinations, and orientation.
- E. Providing the necessary department orientation and on-the-job training to all new employees.

<b>1.09 Employee Records</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

The Human Resources Department will maintain personnel files on each employee, which will include but not be limited to the following:

- A. A copy of the employment application.
- B. Any information pertaining to references or background investigation reports.
- C. A copy of any medical examination that may be a requirement for employment or continued employment. In compliance with HIPAA, the medical examination and all medical information will be kept in a separate confidential file not subject to public disclosure.
- D. A copy of all disciplinary actions.
- E. A record of all personnel actions pertaining to each employee, including dates and rates of pay corresponding to hires, promotions, demotions, terminations, layoffs, suspensions, pay increases, and changes in position/title.
- F. A copy of the Oath of Loyalty, if required by law or administrative directive, signed by the employee and properly notarized.
- G. A copy of all performance evaluations.

#### Access to Employee Records

Employee records, other than medical records, are subject to review by employees and the public by appointment with no less than a 24 hour notice to ensure records will be available.

#### Attendance and Leave Records

Attendance and leave records will be established and maintained on all employees and will include, but not be limited to, attendance on official duty; annual leave earned and used; sick leave earned and used; overtime worked; compensatory leave credits used and accrued; cash payments for overtime; and any other leaves of absence with or without pay.

<b>1.10 Record Keeping (Non-Exempt)</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

Each administrative area is required to keep an accurate record of all the hours worked by each employee as well as a complete and accurate record of all leave taken.

- A. Employees who earn or use compensatory time off in an amount less than a full hour will be credited or charged with the leave to the closest quarter of an hour.
- B. All hours worked must be totaled at the end of the workday and the work week. The totals will be rounded to the nearest quarter of an hour.
- C. The ultimate responsibility for the accuracy and proper maintenance of all attendance and leave records rests with the Department Head.
- D. Falsification of any attendance or leave records will be just cause for immediate dismissal of the employee or employees involved.

<b>1.11 FRS Retirement</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

The Putnam County Board of County Commissioners provides retirement benefits for employees pursuant to Florida Retirement System (FRS).

- A. All regular and management employees are enrolled in the Florida Retirement System (FRS) with contributions made by the County on behalf of each employee, and contributions made by the employee as required as of July 1, 2011.
- B. All retiring employees shall notify the Human Resources Department no later than four (4) months prior to the normal service retirement date in order that processing of necessary paperwork may begin. Additional information about the FRS is available in the Human Resources Department. Employees can also call FRS directly at 1-866-44-MyFRS or by visiting [www.myfrs.com](http://www.myfrs.com).

<b>1.12 Conflict of Interest</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

- A. Employees in a position to influence County actions will refrain from business and professional relationships that may affect the exercise of their independent judgment in dealing with County matters.
- B. A relationship which affords present or future financial benefits to employees, their families, or to individuals may be considered a conflict of interest requiring evaluation by county officials, county legal staff, or designated representatives, when:
  - 1. The employee is engaged in a private business or financial relationship which may secure advantage due to the position of the employee with the county, or
  - 2. The employee designates sources for procurement or procures parts, materials, services, supplies, or facilities by purchase or lease, or sells or leases to the county in his/her own name or in the name of others, or
  - 3. The employee acts as director, officer, agent, sole proprietor, partner, stockholder (if owning in excess of ten percent of securities outstanding), employee, paid consultant, or advisor to a supplier of the county.
- C. Employees having a relationship under the conditions specified above will disclose in a written sworn statement to their Department Heads at six-month intervals regarding the nature and scope of the interest and the extent of financial benefit received. Copies of these statements will be transmitted by the Department Head to the Director of Human Resources and the County Financial Officer. Employees in doubt about whether or not a conflict of interest exist are responsible for seeking clarification from their Department Heads.
- D. When conflicts of interest are found to exist, the Department Head will resolve the matter with the employee.
- E. Employee acceptance of loans, advances, "kickbacks", or of gifts, gratuities, favors, and entertainment from a supplier, bidder, or other parties doing business with County government is improper and employees committing such actions will be subject to disciplinary action up to and including termination. (This section is not meant to prohibit such incidentals as lunch, dinner, or minor social activity).

<b>1.13 Political Activities</b>	Review Date: 09/16/2022
	Effective Date: 02/15/2015

Statement of Policy

1. Employees may not take part in any political campaign while on duty. Employees may not use County personnel, time, equipment, or supplies for any campaign activity.
2. Employees may not hold or be a candidate for public or political office unless such candidacy for office is authorized by their Department Head, the County Administrator and the Board of County Commissioners as involving no interest which conflicts, or activity which interferes, with their employment.
3. Candidacy for or holding a public office will be presumed to involve activities that interfere with the employee's employment in the following instances:
  - a. The office is a full-time office.
  - b. Campaign (or, if elected, office) activities are performed during the employee's assigned working hours.
  - c. Employees whose positions are subject to certain federal or state regulatory laws may not become candidates in any partisan election. Each Department Head will determine which of that administrative area's employees are subject to these laws.
4. Any employee who becomes a candidate for public office must take a leave of absence from deadline for qualifying for election (noon on the 49<sup>th</sup> day prior to the first primary) until after applicable elections are held. Accrued annual or compensatory leave credits may be used as available.
5. Any employee who is an "officer" or "subordinate officer" under Chapter 99, Florida Statutes, must comply with Section 99.012, Florida Statutes as amended from time to time. Specific job duties determine whether or not an employee is an officer or subordinate officer. The Human Resources Director will assist employees in contacting the Florida Department of Elections to determine if Section 99.012, Florida Statutes, is applicable.

Political Activities and Unlawful Acts

All employees are subject to the provisions of part III of Chapter 112, Florida Statutes, or its successor in function, governing standards of conduct.

## Procedures

1. All requests for approval to be a candidate for and/or hold public office will be submitted to the Department Head in writing no later than 45 days prior to the deadline for qualifying for the office. Such requests will advise the Department Head and Human Resources Director of the title and summary of duties of the public office to be sought, the hours of work involved in holding the office, and what effects, if any, office or campaign duties will have on the employee's regular duties.
2. Within ten (10) days from the date the Department Head receives an employee's request, the Department Head will determine whether the candidacy or duties of the public office involved an interest which conflicts or an activity which interferes with the employee's employment and will either deny or grant authorization pursuant to the request in writing.
3. The provisions of this section will be applicable also when an employee already holds a local public office at the time of employment or when the employee seeks re-election to the same office while an employee.

## Penalties

An employee who qualifies as a candidate for or holds public office without first obtaining approval in accordance with this section will be ineligible for continued employment and will be deemed to have resigned without the right to grieve.

## Authorized Political Activities

Nothing in this section will be construed to prohibit employees from expressing their opinions on any candidate or issue or, except as otherwise provided in this section, from participating in any political campaign during their off duty hours.

<b>1.14 Refusal to Testify</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

Employees who take any one or more of the following actions will forfeit their position in County service.

- A. Willfully refuse or fail to appear before any court or judge, any legislative committee, or any officer, board, or body authorized by law to conduct any hearing or inquiry relating to their county employment.
- B. Having appeared, refuse to testify or answer questions relating to matters arising out of their County employment on the grounds that such testimony would tend to incriminate them.
- C. Refuse to waive immunity from prosecution on any matter arising out of their County employment in which they may be asked to testify at any hearing or inquiry.
- D. Refuse to answer questions concerning the particular branch of the County service in which they are employed which may be asked by their Department Head, any other person authorized by the County Commissioners or by any other appropriate elected officials authorized to ask such questions.

<b>1.15 Workplace Attire</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

#### Appropriate Office Wear

1. Workplace attire should complement the Board of County Commissioners' core values by reflecting a customer-oriented and professional organization. The county expects all employees to dress in a manner which is appropriate to the type of work performed and have a neat and orderly appearance.
2. In order to balance the County's image with the employee's freedom to make wardrobe choices, casual business wear will be acceptable in the office environment during regular business hours.
  - a. Casual business wear means professional, properly sized, appropriately maintained and neat clothing, in good repair, that communicates a professional attitude and is appropriate to the duties of its wearer and the reasonable expectations of all persons with whom the employee will come into contact in the course of the employee's normal duties.
  - b. The general parameters for casual business wear include using good judgment about what to wear during work days and applies to both men's and women's attire.
3. Safety equipment, where needed or provided, must be worn as appropriate.
4. Upon an employee's termination, the employee is responsible for the surrender of all uniform/safety equipment articles.
5. Department Heads will establish and announce in writing specific workplace attire policies. The policy may vary based on safety regulations, the tasks the employees perform and the customers they serve. These standards may be modified from time to time as deemed necessary.

#### Inappropriate Office Wear

The following items are inappropriate for office wear:

- a. Apparel typically worn as extremely casual, i.e., beach or for work in the yard or gym.
- b. Clothing that is excessively revealing such as transparent material or attire that overly exposes areas of the body.

- c. House slippers or flip flops.
- d. Garments meant to be worn as underwear.
- e. Attire with graphic or text that can be construed as disruptive to good order.
- f. Any attire that poses a safety hazard.

#### Exceptions

Departments may observe a “dress down day” each Friday.

- a. The Department Head may approve certain workplace attire exceptions on dress down day depending on the nature of the job assignment.

#### Enforcement

Each Department Head shall interpret the workplace attire policy in light of the appropriateness to the employee’s particular work environment and ensure employees are aware of the department polices and interpretations.

- a. Immediate supervisors shall be responsible for ensuring that their staff dresses in accordance with Board and departmental policy.
- b. When an employee disagrees with the supervisor’s interpretation of the dress code, the Department Head will determine if clothing meets the workplace attire standards.

# PUTNAM COUNTY

## Board of County Commissioners



### Section 2: Terms of Employment

<b>2.01 Employment</b>	Review Date: 02/25/2022
	Effective Date: 03/01/2022

Employment Status

Regular Full-Time

- A. Must be an appropriation sufficient to support the position in the budget.
- B. Regular Full-Time employees are eligible for County fringe benefits, subject to the terms, conditions, and limitations of each benefit program. Health and Life insurance eligibility requires regular full-time employment for 30 or more hours per week.

Regular Part-Time

Regular Part-Time employees are those who are regularly scheduled to work less than 37 hours per week but more than 30 hours per week. Regular part-time employees are eligible for some County fringe benefits subject to the terms, conditions, and limitations of each benefit program.

Part-Time

Part-Time employees are those who are scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), they are ineligible for all of the County's benefit programs.

Temporary/ OPS

- A. Temporary/OPS (Other Personal Services) employment occurs when (1) the work of a department requires the services of one or more employees on a seasonal or intermittent basis, or (2) a replacement is needed for a regular employee who is out on extended leave (30 days or more). The Temporary /OPS worker will be assigned to the same work schedule of the regular employee who is being replaced.

The seasonal appointment of Temporary/OPS workers may not exceed a period of six (6) months, consecutive or intermittent, in one calendar year. The appointment of a Temporary/OPS worker under subsection 2 may not exceed a period of twelve (12) months, consecutive or intermittent, in one calendar year.

- B. Temporary/OPS employees will not attain regular employment status while serving on temporary employment.
- C. Temporary/OPS employees will not be eligible for County fringe benefits.
- D. The County will determine in its sole discretion whether, and how often, any Temporary or OPS employee works.

#### Emergency Employment

- A. Emergency employment occurs when a short-term emergency exists.
- B. Emergency employment may be made without regard to the person's training or experience.
- C. An Employee may not serve on emergency employment for more than three (3) consecutive calendar months.
- D. An employee will not attain regular status while serving on emergency employment.
- E. Emergency employees will not be eligible for County fringe benefits.

#### **Volunteers**

- A. Volunteers are individuals who may be paid (Fire Rescue) or unpaid and are representing the County in the course of their volunteer activities.
- B. Activities may include, but are not limited to the following:
  - a. Using a County vehicle or equipment
  - b. Wearing an identifiable County uniform, clothing, or other issued clothing
- C. Since volunteers are covered by the County's insurance and workers' compensation plan while they are active with the County, volunteers are expected to follow the policies outlined and administered by the County, including any specific department policies, such as with Fire/Rescue (EMS).

#### Residency Requirement

Department Heads who function in critical positions must establish and maintain County residency within six (6) months following the successful completion of his or her probationary period. The Departments that are considered critical include:

Public Works  
Emergency Services

Sanitation  
Legal

Department Heads who function in non-critical positions must establish and maintain County residency within one (1) year following the successful completion of his or her probationary period. The Departments that are considered non-critical include: Ag Extension, Fleet, General Services, Parks & Recreation, Human Resources, IT, Library, Planning & Development and Veterans Services.

The need to establish residency after the probationary period may cause a hardship on certain individuals. In such cases, the County Administrator may grant extensions not to exceed one (1) additional year.

The County Administrator maintains the sole authority to waive residency requirements for applicants and existing personnel.

<b>2.02 Probationary Period</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

Probationary Period

- A. The first six (6) months of County service or following a promotion, demotion, or transfer will be considered a probationary period for all employees during which the employee's qualifications are observed to determine suitability for that position.
- B. During the probationary period, the Department Head will:
  - 1. Provide an adjustment period for an employee to become familiar with his/her job duties and responsibilities.
  - 2. Periodically evaluate and counsel employee regarding work performance.
  - 3. Provide on-the-job instruction and guidance.
  - 4. Observe the employee's work habits, attitude, attendance, and other appropriate factors and determine if continued employment in the job is mutually desirable.
- C. The Department Head will send the Director of Human Resources an evaluation of the employee's job performance before the end of the sixth month of the probationary period to be included in the personnel file.
- D. An employee's initial probationary period, or following a promotion, demotion, or transfer, may be extended by the department head for up to ninety (90) days. Extensions must be completed before the end of the final business day the probationary period expires. Any decision that would normally warrant being placed in an extension after the expiration period will be treated as a disciplinary action.
- E. Employees found to be unsatisfactory during the course of the probationary period (initial, promotion, demotion or transfer), may be terminated from employment at any time without recourse to the grievance provisions of this Personnel Policy.
- F. Employees who are promoted or transferred and who do not successfully complete the probationary period may be returned to their previous position if that position is vacant. If the position is not vacant, refer to paragraph E.
- G. Employees must successfully complete the initial probationary period or any extended period granted thereafter, before applying for another available position within the County. Once an employee has transferred into another

position, he/she will have to begin a new six (6) month probationary evaluation period.

- H. Employees who have been transferred to a lower classification as a result of a re-organization shall not be placed in a probationary status.

<b>2.03 Standards of Employment</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

To ensure orderly operations and provide the best possible work environment, the County expects employees to follow guidelines of conduct that will protect the interests and safety of all employees and the County itself. This list is not and cannot be all-inclusive, but is meant to provide illustrative examples of infractions of guidelines of conduct that will result in disciplinary action, up to and including termination of employment.

#### Misconduct

1. Fighting or inflicting (or threatening to inflict) bodily harm on another person during working hours or on County property.
2. Gambling on County property or during working hours.
3. Horseplay
  - Participating in horseplay or practical jokes on County time or on County property.
4. Immoral behavior
5. Smoking in non-smoking areas on County property.
6. Any act or language which adversely affects morale, operations or discipline during working hours.
7. Rudeness or acts of disrespect for fellow employees or members of the public including the use of abusive language at any time.
8. Criminal, dishonest, infamous, or notoriously disgraceful conduct adversely affecting the employer/employee relationship, whether on or off duty.
9. Conduct unbecoming of a public employee.
10. Insubordination on the job.
  - Failure, or unreasonable delay, in carrying out instructions given by a supervisor or member of management or the use of abusive or threatening language toward a supervisor or member of management.

11. Theft or Pilfering
  - Possessing, taking, removing, destroying, or tampering with County property, or the property of others, without proper authorization.
12. Fraud or Dishonesty
  - Falsification of attendance records or failure to give complete information for personnel records. The making of false statements either oral or written by an employee about the County, other employees, supervision, himself or herself, or work situations.
  - Falsely recording the work time of another employee or allowing any other employee to record work time, or allowing the falsification of a time sheet.
13. Leaving Assigned Work Area
  - Except for emergency reasons or with the supervisor's approval, employees are not to leave their work areas.
14. Misuse of Time
  - Sleeping and other acts of inattention or neglect of duty. Unauthorized sale of articles or services, distribution or posting of literature, canvassing, political activity, polling, or petitioning.
15. Abuse of County Policies
  - Abuse of established County policies or rules such as vacation, leave of absence, or sick leave.
16. Safety Violation
  - Failure to observe County and general safety policies and practices. Neglect of the safety of others or the committing of unsafe acts in the use and care of County property or equipment.
17. Illegal Drug Use or Alcohol Abuse
18. Improper Vehicle Use
19. Malicious or Negligent Destruction of Property
  - Willful or malicious destruction of county property. Damage to property caused by failing to use proper equipment, care, and good judgment.
20. Nepotism
  - Hiring or recommending the hiring of a relative in an administrative area over which an employee has some degree of authority (as defined in Florida Statutes 112.3135 or its successor in function).

21. Absenteeism

- Habitual or excessive absence from work, or failure to return to work promptly upon expiration of leave or vacation. Unexcused or unauthorized absence on one or more scheduled workdays.
- Failure to notify a supervisor when unable to report to work.
- Failure to observe working schedules, including rest and lunch periods.

22. Tardiness

- Failure to be present for the start of the work shift or when work assignments are being issued.

23. Discrimination in Employment

- Discriminating against an employee or an applicant for employment because of race, color, religion, sex, national origin, age, or disability as defined by applicable law.

24. Sexual Harassment

- Any form of sexual harassment of employees or by employees.

25. Misuse of County Property

- Using equipment, facilities, vehicles, or property of the county for any reasons other than County business unless properly authorized.

26. Possession of Firearms

- Bringing a firearm or any other dangerous weapon into a County building (including a County vehicle).

Unsatisfactory Performance or Incompetence

Inability or failure to perform work of an acceptable standard after a reasonable trial or training period.

<b>2.04 Holidays</b>	Review Date: TBD
	Effective Date: 10-1-2025

### **Holiday Observance**

The following holidays will be observed as paid holidays by all administrative areas whose functions can be discontinued without adversely affecting required services to the public:

New Year's Day	January 1st
Martin Luther King, Jr. Day	Third Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24th
Christmas Day	December 25 <sup>th</sup>

### **Eligibility**

All regular full-time employees on the active payroll on the date of the holiday will be eligible for holiday pay at their regular rate of pay for regular work shift hours on the day of the holiday. An employee's termination of employment date will not occur on a holiday.

All regular part-time employees are eligible for holiday pay if the holiday falls on the employees' regularly scheduled work day. The part-time employee will receive the same amount of hours of pay equal to the number of hours regularly scheduled.

### **Working during a Holiday**

Each eligible employee will be entitled to observe the designated holidays each year. However, if the work requirements are such that the employee is required to work on any of the designated holidays, they will be given another day off as close to the holiday as is operationally possible.

### **Holidays falling on a weekend**

When a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. When a holiday falls on a Sunday, the following Monday will be observed as the holiday.

### **Holidays during paid leave**

Employees who are on an approved paid leave of absence during an observed

holiday or if an official day of mourning has been declared, he or she will not have any of those particular days charged against their accrued leave balance.

#### Additional Holidays

The Board of County Commissioners may designate any workday as a holiday or may declare an official day of mourning, when deemed appropriate.

<b>2.05 Birthday / Personal Holiday</b>	Review Date: TBD
	Effective Date: 10-1-2025

This policy shall be observed by all departments under the Board of County Commissioners.

An employee may observe one (1) day as a Personal / Birthday Holiday during each fiscal year. This observance may be for the normal workday. The Personal / Birthday Holiday will be available as of October 1 of each fiscal year and must be used by September 30<sup>th</sup> of the year.

- The day must be approved in advance by the Department Head.
- The Personal / Birthday Holiday may not be carried into the next fiscal year.
- It must be taken in full-day increments.
- Part-time, OPS or Temporary employees are not eligible.

<b>Employee Recognition (formerly Employee of the Quarter)</b>	Review Date: 10/26/2021
	Effective Date: 10/01/2021

Policy

It shall be the policy of Putnam County to recognize employees who have excelled in the performance of their duties and responsibilities. This recognition will take place by granting awards to an "Employee of the Month," "Employee of the Quarter," and "Employee of the Year".

Eligibility for Award

- A. Eligible employees include full time, part time, temporary, or regular employee. No contractual are eligible.
- B. An individual is eligible who by exemplary performance beyond his/her normal duties has made, or have caused to have made, significant contributions which result in making Putnam County Government more effective/responsive. The following attributes are among those which should be considered when considering nominees:
  - (a) How well nominee performs assigned duties and other duties.
  - (b) Willingness to help and train others.
  - (c) Creativity in job to reduce costs.
  - (d) Ability to communicate with the public and others.
  - (e) How well nominee gets along with fellow workers and others.
  - (f) Involvement with community activities as a volunteer.
  - (g) Education and continuing education job related and other.
- C. The minimum requirements for an employee to be awarded this recognition is the following:
  - (a) No disciplinary action within the last 12 months
  - (b) Cannot have won monthly or quarterly in the last six months

Who May Nominate

Any Department Head, supervisor, citizen, or fellow employee may submit the name of an individual in nomination under eligibility guidelines.

Procedure

- A. To nominate, the attached form must be completed in detail citing specific examples of exemplary performance beyond his/her normal duties.
- B. The completed form must be submitted to the County Administrator' Office no later than 5:00 P.M. on the last business day of each month.

#### Committee

A special committee consisting of five persons who are in the employ of the County shall be designated to evaluate the nominations and to select the employee to be recognized each month.

The committee shall be responsible for selecting the Employee of the Quarter from the monthly nominations of that quarter.

The committee shall also be responsible for selecting the Employee of the Year from amongst the monthly and quarterly winners.

Members of the committee will serve for one-year terms. The committee members shall be selected at random and appointed by the County Administrator.

#### Award

- A. An employee will be selected by the Committee as Employee of the Month and recognized at the first regular meeting of the following month of the Putnam County Board of County Commissioners and presented a \$100 gift card.
- B. An employee will be selected by the Committee as Employee of the Quarter and recognized at the first regular meeting of the following quarter of the Putnam County Board of County Commissioners and presented a \$500 gift card.
- C. The employee selected by the Committee as Employee of the Year will be honored during the month of December, receive a plaque and a \$1000 gift card. The Employee of the Year shall be selected from among the monthly and quarterly winners for the year ended September 30.
- D. The name of the employee selected will be added to the master plaque bearing the names of all Employees of the Year located in the lobby of the Putnam County Administration Office Building.

#### County Purpose

The Board of County Commissioners has determined that expending funds to reward and recognize its employees helps promote a dedicated, motivated work force, which is of obvious benefit to Putnam County government and the citizens.

Accordingly, in addition to the foregoing program, the County Administrator is hereby authorized to implement other programs designed to improve employee morale, including:

- (a) attendance and years of service awards; and
- (b) expressions of sympathy when an employee suffers the loss of a parents, spouse, or child.

Expenditures relating to these programs will be budgeted under and charged to the item "other current charges and obligations" in the County Administrator's budget.

## EMPLOYEE OF THE MONTH NOMINATION

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NOMINEE'S NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EXPLAIN HOW WELL THE NOMINEE PERFORMS DUTIES: \_\_\_\_\_

\_\_\_\_\_

DESCRIBE WILLINGNESS TO HELP AND TRAIN OTHERS: \_\_\_\_\_

\_\_\_\_\_

LIST WAYS NOMINEE SHOWS CREATIVITY IN JOB PERFORMANCE TO REDUCE COST:

\_\_\_\_\_

DESCRIBE COMMUNICATION SKILLS RELATED TO JOB FUNCTION: \_\_\_\_\_

\_\_\_\_\_

DESCRIBE NOMINEE'S INTERACTION WITH CO-WORKERS: \_\_\_\_\_

\_\_\_\_\_

ADDITIONAL COMMENTS STATING WHY YOU THINK THIS NOMINEE SHOULD BE VOTED AS "EMPLOYEE OF THE QUARTER": \_\_\_\_\_

\_\_\_\_\_

<b>2.07 Cost Saving Incentive Program</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

### Purpose

The purpose of the Cost Saving Incentive Program (CSI) is to reward County employees for their positive efforts in the form of suggestions to reduce County expenditures, to increase productivity and efficiency, and to improve overall service and operations.

### Definition

A written proposal by any full-time or part-time employee of the County, excluding Department Heads, that clearly states a specific method or device to perform a task, or procedure, either quicker, more efficiently or productively, safer or at less cost than presently exist; to provide additional work with equal or less staff or improve the quality of services; to improve operations or provide a solution to a problem. A statement indicating the need for change or improvement, without suggesting how to make the change or improvement, would not be a valid suggestion under this program.

### Objectives

1. To stimulate and reward employees for initiative and creative thinking that leads to a reduction in operating costs.
2. To provide a means for recognizing individual ideas and contributions to the County government.
3. To provide an opportunity to simplify work methods and operation and to improve services, safety and health.
4. To improve service to the citizens of Putnam County.

### Eligibility

Eligible suggestions are those which provide one or a combination of the following:

1. More efficient work methods.
2. Improved safety methods.
3. Improved operation or maintenance of County owned motor vehicles and equipment.
4. Reduction of waste in materials, supplies, time or effort.
5. Combination or simplification of reports and forms.
6. Improved procedures to increase productivity.
7. Improved customer service and relations activities.

## Ineligibility

Ineligible suggestions are:

1. Subjects regularly reviewed by management such as hiring practices, salaries, job classifications, promotions, etc.
2. Those which would impose new or additional taxes or fees for revenue purposes.
3. Those which call attention to a problem but offer no practical solution.
4. Those which present an idea which is already under consideration by personnel responsible for the operations affected.
5. Those which correct a condition that exists only because established procedure is not being followed.
6. Personal grievances or complaints.
7. Suggestions or methods that are already within the scope of the duties, assignments and responsibilities of the employee's position.
8. Suggestions that have already been suggested as part of this program.
9. Matters dealing with the hours and other terms and conditions of employment that are subject to negotiation with recognized employee organizations.

## Submittal

The Employee Suggestion Form may be obtained from your department or the Human Resources Department:

1. Describe your suggestion as it currently exists. Provide specific information such as methods involved, function, location, time element, present cost, etc. Explain in detail why the current method is a problem.
2. Describe the changes in the current method that are necessary to make your idea workable. Most important, describe how your idea can be put into practice and what it is expected to accomplish. Include if possible, an estimate of any cost involved and any illustrations, photographs, or diagrams that will provide an even clearer understanding of your idea.
3. Finally, describe how the County will benefit from the implementation of your idea. Include, if possible, dollar savings, amount of time saved through more efficient work methods, etc.
4. Send the completed form along with any attachments to the Human Resources Department to the attention of the "Cost Saving Incentive Program Committee".

## Awards and Recognition

Depending on the type of suggestion and its benefit to the County (i.e. tangible or intangible), the CSI Program committee may recommend that one or more types

of awards or recognition be granted to the employee. These may include certificates of recognition, plaques, gift certificates, monetary awards or publicity. No monetary award will be made until the actual cost savings or other tangible benefits to the County have been verified.

Awards for suggestions that result in direct cost savings to the County shall be 10% of the net savings during the first year after implementation up to a maximum of \$1000 except that an award shall not be less than \$50.

Awards shall normally be paid promptly after implementation of the suggestion. However, if the full amount of the savings cannot be determined until after the completion of a trial period or for some other reason, a partial award may be paid and the remainder shall be paid when the first year's savings are determined.

Should the Committee or the party responsible for implementing the suggestion modify the suggestion, the employee shall be eligible for the award. However, the extent the suggestion is modified will be directly related to any award given to the employee.

If duplicate suggestions are received, the one bearing the earliest receipt shall be eligible for an award and all others shall be ineligible.

Joint suggestions by a group of employees are welcome. The amount of the award shall be prorated among those employees making the suggestion.

#### Administration

Cost Saving Incentive Program Committee: A CSI Program Committee comprised of five (5) employees will be appointed by the County Administrator to supervise the implementation of the program by following an established process that will determine benefits versus costs of suggestions.

#### Procedure

The suggestion will be sent to the appropriate department head for evaluation of the suggestion. All aspects of the suggestion shall be evaluated (i.e., cost of implementation, resultant savings of labor, materials or other reduction of cost/expenses; is the idea already under consideration by management; is the suggestion well known but not put into effect for other good reasons). Total projected savings may not be adopted. A recommendation must be made to the CSI Program Committee within 30 days. Awards are to be paid by the department in which savings are realized. A member of the CSI Program Committee may be named as a liaison to the evaluators depending on the scope and nature of the suggestion.

Upon finding that intangible benefits will accrue to the County through adopting and placing the suggestion into operation, the committee may recommend that a suggestion receives a monetary award or some other method of recognition.

The committee will make a recommendation on the suggestion and award to the County Administrator for final disposition. All written notifications concerning the disposition of suggestions shall be under the signature of the County Administrator.

The Employee Suggestion program shall not be subject to any grievance or appeal procedure.

The rewards provided in this program are not rights of employment; rather a privilege granted by the County to its employees and may be altered or discontinued by the County without notice.



## PUTNAM COUNTY EMPLOYEE SUGGESTION FORM

Before you complete this form, please carefully read the Submittal section of the Program rules. Submit only one suggestion per form. If submitted jointly, all forms must be signed by all.

**Type or print legibly** (Use additional paper and attach any helpful information or sketches if necessary.)

**Employee Name:** \_\_\_\_\_ **Employee I.D #:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Title of Suggestion:**

\_\_\_\_\_

**Current practice, procedure, or item being used:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Explanation of the Suggestion and its benefits: (Attach additional documentation as necessary).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Where and how it can be used:**

\_\_\_\_\_  
\_\_\_\_\_

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**If tangible, first year's estimated savings and how you arrived at the estimate:**

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**Other benefits to adopting this suggestion:**

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**PLEASE READ CAREFULLY**

I have read the instructions for the County's Cost Savings Incentive Program and I understand that my acceptance of any award for the adoption of this suggestion waives any further claims by me to Putnam County. Furthermore, I assign all rights for the use of this suggestion to the County.

To the best of my knowledge and belief, this suggestion is original to me, has not been previously submitted by me or any other individual to the County, and has not been the subject of patent application, copyright, or other similar application.

\_\_\_\_\_  
Suggester's Signature

\_\_\_\_\_  
Date



# PUTNAM COUNTY DEPARTMENTAL SUGGESTION FEEDBACK FORM

This form is intended to provide a method of feedback to participants of the County's Cost Savings Incentive Program and assist the Suggestion Committee in their effort to adequately evaluate suggestions.

This form must be completed by the employee's Department Head and/or Department Head(s) responsible for the area for which the suggestion pertains and **submitted to the Human Resources Department within 30-days of receipt of a suggestion.** Remember, whether or not a suggestion is forwarded to the Committee for further consideration, it is important that the employee receives encouragement for their effort in submitting a suggestion.

\_\_\_\_\_  
Name of Employee (Suggester)

\_\_\_\_\_  
Department/Division

\_\_\_\_\_  
Title of Suggestion

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date Suggestion Received

I have reviewed the suggestion and I **have/have not** found it to be a viable option for implementation for this department/division for the following reasons: (Provide comments which support this decision).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would suggest the following changes to make this suggestion viable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tangible - I believe the suggestion may provide a tangible savings to the County.

Intangible – I don't believe this suggestion will produce a tangible dollar return. However, I believe it is valuable in terms of improved morale or working conditions.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

# PUTNAM COUNTY

## Board of County Commissioners



### Section 3: Leave and Attendance

<b>3.01 Hours of Work – Exempt</b>	Review Date: 09/16/2022
	Effective Date: 02/15/2015

Workday and Work Week

- A. The normal workday is either 7.5 hours or 8.0 hours depending upon work assignment; 37.5 hours and 40 hours constitute the normal work week.
- B. The work week starts at 12:01 a.m. Sunday and ends at midnight Saturday.
- C. Exempt employees (those in executive, administrative, professional, and most supervisory positions) are hired for an annual salary rate to accomplish assigned duties and responsibilities. However, it is recognized that because exempt employees are often required to work irregular and/or extended hours, it is appropriate that they be provided a certain amount of latitude in occasionally being away from their place of work during normal work hours.
- D. Exempt employees are not required to use annual leave or sick leave for occasional short absences from the job during normal work hours. Exempt employees, in consultation with their Department Head or the immediate supervisor, should use their professional judgment in determining when the absence justifies the use of leave. Accordingly, Department Heads should also use their professional judgment in determining when their absence justifies the use of leave time.
- E. Hours of work of exempt employees “under contract” to the Board of County Commissioners may be governed by the provisions of the contract.

Record Keeping

- A. The Payroll Department is responsible for the record keeping of records of time worked by exempt employees and are maintained and made available upon request.
- B. Exempt employees are not required to use annual leave or sick leave for short absences from the job during normal work hours. Exempt employees, in consultation with their Department Head or the County Administrator, should use their professional judgment in determining when the absence justifies the use of leave.
- C. Falsification of any attendance or leave records will be just cause for dismissal of employee or employees involved.

<b>3.02 Hours of Work – Non-Exempt</b>	Review Date: 09/16/2022
	Effective Date: 02/15/2015

Workday and Work Week

- A. The normal workday is either 7.5 hours or 8.0 hours depending upon the work assignment; 37.5 hours and 40 hours constitute the normal work week.
- B. The work week starts at 12:01 a.m. Sunday and ends at midnight Saturday.
- C. All full-time employees are required to be present on their assigned jobs for the total hours of their normal work week unless the absence is authorized by the Department Head. All absences must be properly recorded and charged.
- D. Part-time employees are required to be present at their assigned jobs for the total hours for which they are being compensated, unless the absence is authorized by the Department Head. All absences must be properly recorded.
- E. Attendance at job specific training courses will be considered as hours worked.
- F. Travel to and from an employee's home and the employee's regularly assigned workplace will not be counted as hours worked. However, employees called back to work beyond their scheduled hours of work for that day will be credited with actual time worked or for a minimum of two hours of work, whichever is greater.
- G. When an employee is in an official travel status for which per diem is reimbursable, time spent in travel beyond the normal workday on the first and last day of such travel will be considered as hours worked.
- H. Employees on a recognized lunch break for 30 minutes or longer are prohibited from performing any of their job related functions. Employees are encouraged to take their lunch break away from their work area, but if they remain on the premises, they shall not perform any of their assigned duties.
- I. Employees are prohibited from working at home unless directed to do so by their Department Head.
- J. Employees may not voluntarily perform their regular duties for the County without compensation and prior approval of their Department Head.

<b>3.03 Overtime – Non-Exempt</b>	Review Date: 09/16/2022
	Effective Date: 02/15/2015

- A. Overtime is defined as the hours of actual work required to be performed by an employee in excess of forty (40) hours during the established work week. The operations of each administrative area should be arranged as to reduce to a minimum the necessity for overtime work.
  
- B. Employees' designations as either exempt or non-exempt is based on their job duties and is made in accordance with current policy established by the Fair Labor Standards Act (FLSA).
  
- C. Overtime is compensated as follows:
  - 1. Employees must have approval from their Department Head or designee prior to working overtime. The repeated performance of unauthorized overtime will be just cause for disciplinary action.
  
  - 2. Employees whose normal work week is 37.5 hours and who work beyond 37.5 hours will be allowed to accrue compensatory time off on an hour-for-hour basis up to 40 hours. For all employees, hours worked over forty (40) in any one work week will be compensated at the rate of time and one-half (1.5 hours for each 1 hour worked). (For the purpose of clarification, sick leave, annual leave and holidays will not count as time worked).
  
  - 3. Employees will be allowed to accrue up to 240 hours of compensatory time off. Employees who have accrued the maximum amount of compensatory time off must receive compensation in cash for additional overtime hours. Upon the termination of employment, accrued balances of compensatory time off will be paid at the average regular rate of pay over the employee's last three years of employment or their final regular rate, whichever is higher.
  
  - 4. Paramedics, EMTs, and Lieutenants in the EMS Division are allowed by law to accrue up to 480 hours of compensatory time off. With the exception of the higher accrual limit, all other provisions of paragraph C3 above will apply to employees in these positions.

<b>3.04 Meals and Work Breaks</b>	Review Date: 09/16/2022
	Effective Date: 02/15/2015

Each administrative area may allow employees one (1) work break during the first half of their work shift and one (1) work break during the second half of their work shift, provided that:

- A. No single work break will exceed fifteen (15) minutes absence from the employee's workstation.
- B. An employee may not accumulate unused work breaks.
- C. Work break time cannot be used to cover for employees' late arrivals or early departures from duty.
- D. Permission to take work breaks is based upon workload demands and may be withheld at the discretion of the Department Head.

<b>3.05 Annual Leave</b>	Review Date: TBD
	Effective Date: 10-1-2025

### Accrual of Annual Leave

All regular full-time employees not covered by the collective bargaining agreement will earn annual leave at the rate indicated below. Regular part-time employees will accrue annual leave on a pro-rata basis. Temporary and emergency employees are not eligible to accrue annual leave. Annual leave is accrued at the end of each pay period.

<u>Years of continuous service</u>	<u># of days per year</u>
1 – 5 years (through 60 months)	12
6 – 10 years (61 – 120 months)	15
11 – 15 years (121 – 180 months)	18
16 – 20 years (180 - 240 months)	20

Employees with 0-12 months of service, upon completion of the probationary period will receive 6 days, for the remaining months of the year the employee will accrue annual leave of 1 day per month.

- A. Employees may not receive vacation leave pay in advance.
- B. During a paid leave of absence, an employee will continue to earn annual leave credits.
- C. Each Department Head should make every effort to ensure that earned annual leave is used on a yearly basis to provide employees with earned vacation and proper rest and relaxation. By following this practice, employees will not normally accrue annual leave in excess of that earned within a twelve-month period.
- D. Employees may accrue and carry forward annual leave credits up to 360 hours. Employees who have accrued annual leave in excess of 360 hours on December 31<sup>st</sup> of each year will have their accrued leave credit reduced to 360 hours on January 1<sup>st</sup>.

### Use of Annual Leave

- A. Annual leave is intended to be used in order to provide a periodic vacation. However, earned annual leave may be used for any other purpose when authorized by the Department Head.
- B. Annual leave may be used only with the prior approval of the Department Head and will not be authorized before it is earned and credited to the employee.

- C. The minimum charge for annual leave will be one (1) hour.

#### Holidays during Leave

Holidays occurring while an employee is on annual leave will not be charged against the employee's annual leave balance.

#### Payment for Earned Annual Leave

- A. The only condition under which employees can be paid for unused annual leave is upon a layoff or a termination from the County service. Such payment will be made at the employee's current rate of pay.
- B. Each employee who is participating in the Deferred Retirement Option Program (DROP) will be allowed to elect a lump-sum payment for a maximum of 240 hours of accrued annual leave at the beginning of the participation period within the DROP. An exception to this is the employee who has earned additional annual leave which combined with the original lump-sum payment does not exceed 240 hours. Any unused annual leave in excess of 240 hours will be forfeited upon termination from County service.
- C. In the case of the death of an employee, unused annual leave will be paid to the employee's estate or otherwise as provided by law.

#### Transfer of Annual Leave Credit

- A. Upon the transfer to or from another Constitutional Officer (Clerk of Courts, Property Appraiser, Sheriff, Supervisor of Elections, or Tax Collector), an employee can be paid for unused annual leave or may transfer up to 80 hours and be paid for the balance provided there is no break in service. This payment will be made at the employee's current rate of pay.
- B. The employee will accrue annual leave based on the original date of hire without a break in service.

<b>3.06 Sick Leave</b>	Review Date: 01/11/2022
	Effective Date: 03/01/2022

### Eligibility

All full time and part time employees will earn sick leave. Temporary and emergency employees shall not accrue sick leave.

### Accrual of Sick Leave

- A. All regular employees will earn sick leave at a rate of 13 days per year. Regular part time employees will accrue sick leave on a pro-rata basis.
- B. During a leave of absence with pay, an employee will continue to earn sick leave credits.
- C. Sick leave will be accrued at the end of each pay period.

### Use of Sick Leave

- A. Sick leave may be used only with the approval of the Executive Director or designee and will not be authorized prior to the time it is earned and credited to the employee.
- B. Sick leave will be authorized only in the event of:
  - 1. Employee's personal, spouse, parent, or children's illness, injury, or exposure to a contagious disease which would endanger others.
  - 2. Employee's personal appointments with a medical professional when it is not possible to arrange such appointments for off-duty hours, but not to exceed the extent of time required to complete such appointments. This also applies to an employee accommodating their spouse, parent, or child to their personal medical appointments.
  - 3. Employee's disability, injury and pregnancy related conditions.
- C. Only if the employee's sick leave has been exhausted can he/she request the use of accumulated vacation leave.
- D. Leave without pay may not be approved and can be considered excessive absenteeism for disciplinary reasons.

- E. The minimum charge for sick leave will be one (1) hour.

#### Holidays During Leave

Holidays occurring while employee is on sick leave will not be charged against the employee's sick leave balance.

#### Medical Justification

- A. The Executive Director or designee may require employees to present medical documentation that they are capable of performing the essential functions of their positions and that they are fit for duty. Employees are required to check in with Human Resources with their documentation prior to returning to work.
- B. When an employee has been absent for three or more consecutive days due to illness or injury, the Executive Director or designee may require medical documentaion that the employee is able to return to work and list any work restrictions if applicable.

#### Notification of Absence

- A. All requests for sick leave appointments shall be submitted in the electronic time keeping system, for approval from a supervisor. In the event prior notification is not possible, an employee must contact his/her supervisor regarding the absence no later than 30 minutes after their scheduled starting time. Daily notification is required.
- B. Employees absent for three (3) consecutive work days without notification as outlined in this paragraph will be considered to have resigned without notice and will be terminated from County employment.

#### Transfer of Sick Leave Credit

An employee who moves from a position in one administrative area to a position in another within the County service will be credited with unused sick leave provided there is no break in service.

#### **Sick Leave Donations**

- A. Once an employee's leave has been exhausted, they may request donated leave, if they are out for their own personal absence (not for family leave usage).
- B. An employee may request to receive donated leave in the event that the following criteria is met:

- a. The employee is out due to their own illness or condition
  - b. They have exhausted all of their accrued leave
  - c. Have been absent from the work place for five consecutive days
- C. The maximum amount of sick leave an employee can receive should not exceed six months of leave, unless approved otherwise by the County Administrator.
- D. An employee may donate leave, on the condition that they maintain a sick leave balance of 80 hours. If a donating employee's sick leave balance will be less than 80 hours (after the donation), it will not be processed.

Procedure:

1. The employee in need due to medical hardship would contact Human Resources (HR).
2. The employee requesting donations must sign an acknowledgment sheet that authorizes HR to send out a request via email.
3. The email will provide the name of the employee in need, but no medical or protected health information will be given.
4. The employee will not solicit or ask for donated time from any employee.
5. Responses from employees who agree to transfer sick time will be sent a Sick Leave Transfer Request Form to fill out and submit to the Executive Director or designee for first approval.
6. The Executive Director or designee will forward requests to Human Resources for verification of leave balances and final approval.
7. Employees who exhaust all donated time will be placed on an unpaid leave status and subjected to personnel actions if not FMLA eligible.

Forfeiture of Sick Leave

An employee who separates from County service will forfeit unused sick leave and will not be paid for unused sick leave unless provided for under "Payment of Unused Sick Leave".

Payment of Unused Sick Leave

- A. An employee is eligible for payment of unused sick leave after completing six (6) or more years of creditable County service and separation from the County service for reasons other than discharge for misconduct. In cases of death, payment for accrued unused sick leave credits will be made to the employee's estate or as otherwise provided by law.
- B. An employee who is eligible for payment of unused sick leave credits will be compensated at the employee's current regular hourly base rate of pay for

one-fourth (1/4) of all unused sick leave credits, not to exceed 480 hours paid. In no case will payment be made for leave in excess of 480 hours.

## REQUEST FOR SICK LEAVE DONATIONS

I, \_\_\_\_\_, authorize a representative of Human Resources to send an email request to my co-workers on my behalf, requesting leave donations.

By signing below, I understand that I cannot receive more donations than what are needed to reach my normal work week hours.

I understand that I must use all accrued leave before any donations take effect.

I understand that my name will be provided in the email request, but my confidential medical information will not be shared.

I understand that I may not solicit or request from my co-workers directly, that this is the only allowable method of leave donation requests.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

---

### HR USE ONLY

Date Received: \_\_\_\_\_ Weekly Hours: 37.5 40

Medical Certification on File? \_\_\_\_\_

Date email sent to staff: \_\_\_\_\_

Date	Number of Hours	Running Total

Add more lines if needed, or use back of page.

<b>3.07 Military Leave of Absence</b>	Review Date: 09/16/2022
	Effective Date: 02/15/2015

### **Short Term Military Training**

An employee who is a member of the United States Armed Forces Reserve, the National Guard or the Florida National Guard will, upon presentation of a copy of the employee's official military orders or appropriate military certification, be granted leave without a loss of pay, time, or efficiency rating during the periods in which the employee is ordered to active duty for training. Whether continuous or intermittent, such leave with pay will not exceed 240 working hours in any one calendar year. A copy of the official military orders or appropriate military certification will be filed in the employee's personnel file.

### **Inactive Duty Training of Reserve Components**

An employee who is a member of the United States Armed Forces Reserve, the National Guard or the Florida National Guard will, upon presentation of a copy of the employee's official orders or appropriate military certification, be granted a leave of absence without pay and without loss of time or efficiency rating on all the days on which the employee is performing inactive duty training (Armory Drill or Multiple Training Assemblies) and all days in excess of 240 working hours each year in which the employee is ordered to active duty for training.

### **Examinations for Military Service**

An employee who is ordered to appear for an entrance examination for military service will be granted leave with pay for this purpose.

#### **Selective Service**

An employee who is ordered to register with the Selective Service System will be authorized a maximum of two (2) hours leave with pay for this purpose.

#### **Active Military Service**

1. All regular employees who are drafted or who are ordered to active duty, but not active duty training as outlined in Section A, will be granted leave beginning with the date of the induction and ending up to one year after the date of separation from the military service or from hospitalization continuing after discharge. Active military service includes active duty with any branch of the U.S. Army, U.S. Air Force, U.S. Navy, Marine Corps, U.S. Coast Guard, National Guard, or other service provided in Section

115.08 and Section 115.09 of Florida Statutes. Such leave of absence will be verified by official orders and appropriate military certifications which will be filed in the employee's personnel file.

2. Upon the presentation of a copy of the official orders or appropriate military certification from a member of the National Guard or a reserve component of the Armed Forces, the first thirty (30) calendar days of such leave will be with full pay and the remainder will be without pay. Leave payment of this type will be made only upon receipt of evidence from the appropriate military authority that thirty (30) days of military service have been completed.
3. During such leave of absence the employee will be entitled to retain the same rights and privileges as an employee granted leave without pay in accordance with this section.
4. All unused leave benefits will be retained by the employee, who will have the same credited to the employee's record upon return to the assigned position in accordance to #5 below.
5. When an employee is granted military leave in accordance with this section, the employee's position may be filled by another employee but only on a temporary basis. Upon the separation from military service, the employee will be eligible to return to the formerly held position or a different position within the same classification and geographic location. However, the Department Head may require the employee to submit to a medical examination in order to determine the employee's ability to perform the essential functions of the position to which the employee may be returning. Based on the medical findings, the employee can be placed in another class which is in the nearest approximation to the position that was originally held.
6. If the employee volunteers for an additional tour of military duty, the employee will forfeit the rights to his/her position.

<b>3.08 Leaves of Absence with Pay</b>	Review Date: 01/20/2022
	Effective Date: 02/15/2022

The following are miscellaneous categories of leave that are fully paid to regular employees by the County.

**Court Leave**

1. An employee who is summoned as a member of a jury panel will be granted administrative leave with pay for all hours required for such duty not to exceed the number of hours in the employee's normal workday. However, if the jury duty does not require an absence for the entire workday, the employee is required to return to duty immediately upon release by the court. If the employee's court attendance does not coincide with the employee's regular work schedule, the employee will be granted court leave based on the total hours served on jury duty, not to exceed the number of hours in the employee's regular workday. Such leave will be granted on the next week shift following court leave. All jury fees may be retained by the employee. The County will not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
2. An employee subpoenaed as a witness in a court or an administrative hearing that does not involve personal litigation or services as a paid expert witness, will be granted court leave with pay. All non-expert witness fees may be retained by the employee. Employees appearing as paid expert witnesses must take annual leave. The County will not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.
3. Appearances by an employee subpoenaed in the course of duty to represent an administrative area as a witness or defendant will be considered regular work time. The employee will be paid per diem and travel expenses. If the employee receives any form of payment for appearing must turn it over to Finance.
4. In no case will leave with pay be granted for court attendance when an employee is engaged in a personal litigation or serves as a paid expert witness. However, an employee may be granted annual leave in such cases with the approval of the Department Head.

**Voting Leave**

An employee who lives at such distance from an assigned work location that would normally preclude voting outside of working hours may be authorized a maximum of two (2) hours leave with pay for the purpose of voting. All other employees may be granted one (1) hour of leave time with pay for voting during normal work hours. An employee will not be granted voting leave in order to work at the polls during elections but may request annual leave or compensatory time for such purposes.

**Bereavement Leave**

An employee, upon request, will be granted five (5) days of leave with pay upon the death of any member of the immediate family. Immediate family is defined as the employee's spouse, and the parents, children, brother, sister, grandparents, and grandchildren of the employee or their spouse. Proof of death and the relationship of each may be required.

Emergency Services and Fire/Rescue staff, who are on rotating shifts, will be allotted 48 hours of leave.

<b>3.09 Leave Without Pay (LWOP)</b>	Review Date: 01/10/2022
	Effective Date: 02/01/2022

An employee may, upon written request, be granted leave without pay for reasons other than those provided by the County or as an extension of leave granted under FMLA for a period not to exceed a total of six calendar weeks (or 30 work days), provided the Department Head and Human Resources Director determine such leave to be justified and not detrimental to the operations of the administrative area.

In exceptional cases, such leave may be extended beyond six weeks by the County Administrator on recommendation by the Department Head and the Director of Human Resources.

Limitations on leave without pay

1. The time during which an employee is on leave without pay when such leave exceeds five (5) working days during any pay period, will not count towards eligibility for merit salary advancements and an employee will not be granted salary increases of any type while on the leave of absence without pay.
2. An employee who has been placed on a leave of absence without pay and is, therefore, in a non-pay status for the entire day before a holiday, will not be eligible to receive payment for that holiday or any other holiday observed while the employee is on that leave.
3. An employee will not earn annual or sick leave credits while on a leave without pay.
4. Any time worked during the month will be considered a month worked for benefits continuation purposes.
5. For the duration of the approve LWOP, the County will maintain the employer's portion of the employee's health coverage under the group health plan. The employee is responsible for paying their portion of the premiums, either through payroll deduction or direct payment to the benefits coordinator.
6. Unpaid leave is not considered a qualifying status change (life event) and an employee may not "opt out" of benefits to avoid premium payments.

## **Reinstatement**

When an employee is on approved LWOP, at the end of the approved period, they are expected to return to work. Should the employee be unable or unwilling to return to work, they must submit their resignation or retirement.

Should the employee fail to return to work, resign, or retire, the employee would be subject to the terms of the disciplinary standards and could be terminated for failure to return to work.

<b>3.10 Domestic Violence Leave</b>	Review Date: 09/16/2022
	Effective Date: 02/15/2015

### Overview

This policy describes leave for victims of domestic or sexual violence.

### Provisions

#### 1. Granting of Domestic Leave:

An employee who has been victimized by domestic or sexual violence is eligible to receive up to three days of unpaid leave in a 12 month period, provided the following conditions are met:

- a. The employee has been employed by the County in a permanent position for the past three months.
- b. The employee has provided documentation showing that (s)he is a victim of domestic or sexual violence. Forms of documentation may include a restraining order, police report, or a letter from a physician or mental health provider (or certified domestic violence center).
- c. This leave is intended to be used to seek an injunction for protection against domestic, repeat, dating or sexual violence; obtain medical care or mental health counseling; obtain services from a victim services organization; make the employee's home secure from the perpetrator of the violence; seek legal assistance in addressing issues arising from the act of violence or other reasons provided in F.S. 741.313

#### 2. Leave Entitlement:

Employees meeting the conditions in paragraph number one above may request to utilize accrued vacation or sick leave for this purpose. The employee may request leave without pay if all accrued sick leave has been exhausted.

#### 3. Confidentiality of Records:

All documentation supporting the request for Domestic Violence Leave will be maintained in the Human Resources Department's confidential files.

<b>3.11 Disaster/Emergency Compensation</b>	Review Date: 09/12/2023
	Effective Date: 09/01/2023

General

Putnam County employees will be responsible for assisting in protecting the public health and safety during a declaration of emergency.

This policy becomes effective when any natural, technological, or other type of emergency or disaster requires employees to be assigned duties for either direct support to Putnam County or to provide resources to support other jurisdictions under a statewide mutual aid agreement and is assigned a state mission number.

During an emergency or a disaster, employees may be temporarily assigned to duties other than the essential functions of their position and/or assigned to work at different job sites. It is the shared responsibility of the County Administrator, Department Heads, and Division Managers to communicate this policy to County Employees.

Guidelines Following a Disaster Declaration

- A. Each Department Head shall identify critical positions that are required to work during the disaster and post-disaster phases. Division Managers shall insure that employees are aware of their individual responsibilities by notifying them of their emergency work assignment.
- B. Department Heads and Division Managers will be responsible for the verification and approval of hours worked by the Emergency Essential Personnel when tasked by the Emergency Operations Center.
- C. Employees who are unable to report to work should contact their supervisor by telephone. If telephone lines are down or conditions exist where contact by telephone cannot be accomplished, employees should make contact as soon as possible with their work unit. Employees designated as Emergency Essential Personnel must keep their Division manager informed of their activities and whereabouts.
- D. The need to provide emergency services may supersede other County operations; therefore, the County may suspend routine County Business, procedures and formalities otherwise required until the disaster or emergency recovery period is no longer in effect [*Refer to Putnam County Code, Sec. 16-24 (17) and (18).*]

## Emergency Pay Provisions

Emergency Essential Employees (designated by their Department Head or Division Manager) will be paid wages in accordance with applicable law, County policy, and union contracts.

### Categories

- A. Emergency Essential Personnel: All employees, including exempt and non-exempt, identified as Emergency Essential Personnel who are required to support pre-disaster response efforts, tasks occurring during the disaster or post-disaster recovery efforts. Emergency pay provisions will be applicable for only actual hours worked. Emergency Operations Center support personnel are included in this category.

Non-exempt Emergency Essential Personnel will be paid one and a half times the base hourly rate for each hour worked in excess of 40 hours per week or, as appropriate, in excess of the 7k exemption standard.

Exempt Upon the declaration of a State of Emergency, exempt employees assigned to work the emergency event/incident, shall receive additional compensation beyond their regular salary, for the hours worked in excess of their regularly scheduled work week. Emergency Essential Personnel will be paid the base hourly rate for each hour worked in excess of 40 hours or the normal work week, whichever is greater. This additional compensation shall cease either when the exempt employee is no longer assigned to work the emergency incident/event, or upon the cessation of the State of Emergency whichever occurs first. Nothing herein shall be construed to affect the exempt status of such employees.

<b>3.12 Worker's Compensation Leave</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

- A. An employee who sustains a job-connected disability that is compensable under the State Worker's Compensation law will be carried in a full pay status for a period not to exceed seven (7) calendar days immediately following the injury or for a maximum of 37.5 or 40 work hours (depending on the work assignment) if taken intermittently without being required to use approved leave credits. If the employee receives worker's compensation benefits for this period of leave without pay, the employee is required to reimburse the County the total amount of the benefits. Such reimbursement will not include payments for medical, surgical, hospital, nursing, or related expenses, or lump sum or scheduled payments of disability losses.
  
- B. If there is a job-connected injury and the employee is unable to resume work at the end of seven (7) calendar days:
  - 1. The employee may elect to use accrued sick leave, annual leave, or compensatory leave in an amount necessary to receive a salary that will increase the worker's compensation payments up to the total salary received prior to the disability. The employee's salary and worker's compensation benefits will not exceed the amount of the employee's regular salary payment.
  
  - 2. If the employee chooses not to use accrued leave balances or has exhausted all accrued leave (B1 above), he/she will receive only the WC benefit.
  
- C. The job position of an employee on long-term worker's compensation leave may be filled with a temporary employee. The position of an employee on worker's compensation leave exceeding 12 months may be filled with a regular employee.

## **Telecommuting (Telework)**

### **Objective**

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Putnam County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a countywide benefit, and it in no way changes the terms and conditions of employment with Putnam County.

### **Procedures**

Telecommuting is a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement may be discontinued at will and at any time at the request of either the telecommuter or the county. Every effort will be made to provide 14 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

### **Eligibility**

Individuals requesting formal telecommuting arrangements must be employed with Putnam County for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or

restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. The manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

### **Equipment**

On a case-by-case basis, Putnam County will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the county will be maintained by the county. Equipment supplied by the employee, if deemed appropriate by the county, will be maintained by the employee. Putnam County accepts no responsibility for damage or repairs to employee-owned equipment. Putnam County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the county is to be used for business purposes only. The telecommuter must sign an inventory of all Putnam County property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all county property will be returned to the county, unless other arrangements have been made.

Putnam County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Putnam County will also reimburse the employee for business-related expenses, such shipping costs that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. Putnam County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with the county's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary county and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the county's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Putnam County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These

arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the county and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made at the discretion of the Department Head on a case-by-case basis, focusing first on the business needs of the county.

### TELEWORK AGREEMENT

EMPLOYEE: \_\_\_\_\_

CLASS TITLE: \_\_\_\_\_

DEPARTMENT HEAD or EXECUTIVE DIRECTOR: \_\_\_\_\_

PROPOSED WORK SCHEDULE:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
End time							
Total Hours							

REASON FOR REQUEST AND DESCRIPTION OF DUTIES TO BE PERFORMED ON TELEWORK:

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**BY SIGNING BELOW, I ACKNOWLEDGE THE FOLLOWING TERMS:**

I have read and understand this policy and agreement.

I understand that I am responsible for County-issued equipment, and that I am to abide by County policy, even though I am working at a remote location.

I understand my manager or department head can revoke this approval and require me to return to the work place with two weeks' notice at any time during this agreement.

I understand that I am to supply the weekly productivity log (attached) to my manager each week, and that my manager will retain a copy in the supervisory file.

\_\_\_\_\_  
Employee Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Manager Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Administrator Acknowledgement

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Administrator Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Verification and File Update

\_\_\_\_\_  
Date

PRODUCTIVITY REPORT (submit each pay period)

WEEK STARTING: \_\_\_\_\_

DAY	HOURS	TASK	NOTES

By signing below, I acknowledge that this is an accurate account of my work time for the week listed above. I understand my manager will check my work for accuracy in productivity and reporting.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Submitted

# PUTNAM COUNTY

## Board of County Commissioners



### Section 4: Employment Practices

<b>4.01 Recruitment and Selection</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

It is the policy of the County to recruit, select, and promote employees on the basis of their qualifications and relative knowledge, skills, and abilities.

General Provision

All employees shall be hired by competitive selection in accordance with policies established by the County and procedures established by Human Resources.

- A. No position shall be filled unless a vacancy has been posted in accordance with the recruitment and selection procedures, except as otherwise provided by policy.

Exceptions to the General Provision

- A. Under special circumstances, the County Administrator may waive the general provision of Competitive selection. Special Circumstances include:
  - When the applicant has recently participated in the competitive selection process for another position.
  - When an employee is successfully acting in a position, whether or not the employee meets the minimum qualifications.
  - Other circumstances where applying the general rule will significantly hamper County operations.
- B. A vacant position may be filled by emergency appointment by the County Administrator for a period not to exceed six months. Special circumstances may dictate longer periods.
- C. A Department Director may fill a position while the department incumbent is still in the position, when the Director determines that overlap is necessary and upon approval by the County Administrator.

<b>4.02 Veterans' Preference</b>	Date Reviewed: 09/01/2021
	Effective Date: 11/01/2021

## **Veterans' Preference**

This procedure outlines the process used for administering Veterans' employment preference regarding the appointment, promotion, and retention of eligible Veterans.

### Appointment

- A. All vacancy announcements that are entitled to consideration under this procedure will include the phase, "Veterans' Preference Applies" or "VPA" in the posting.
- B. Each employment application will contain a General Information document regarding Veterans' preference and an Application for Veterans' Employment Preference.
- C. The County's employment application requires that applicant to indicate whether or not they are claiming Veterans' preference. In those cases where the applicant answers 'yes', the applicant will be asked to complete the Application for Veterans' Employment Preference, requiring them to identify which of the eligibility scenarios applies to them.
- D. To be considered for preference, the applicant will be required to furnish the Human Resources Department (prior to final date of interviews scheduled) with the documentation necessary to prove Veterans' Preference eligibility, as well as proof of Florida residency (e.g., Florida Driver's License, FL ID card, voters ID card or Intent to Domicile from the Clerk of the Court). Proof of Veterans' preference eligibility includes:
  - a. Veterans, disabled Veterans, and spouses of disabled Veterans must furnish a copy of the DD Form 214, military discharge papers, or equivalent certification from the Department of Veterans Affairs (VA), listing status, dates of service and discharge type.
  - b. Disabled Veterans must also provide documentation from the Department of Defense (DOD) or VA certifying that the Veteran has a compensable service-connected disability.
  - c. Spouses of disabled Veterans must provide:
    - i. Certification from the DOD or VA that the Veteran is totally and permanently disabled. (This would include proof that the

- disabled Veteran cannot qualify for employment because of the service-connected disability.)
  - ii. Evidence of marriage to the Veteran.
  - iii. A statement that the spouse is still married to the Veteran at the time of the application for employment.
- d. Spouses of persons on active duty must provide:
- i. Documentation from the DOD or VA certifying that the person on active duty is listed as missing in action, captured in the line of duty, or forcibly detained or interned in the line of duty by a foreign government power.
  - ii. Evidence of marriage to the person on active duty.
  - iii. A statement that the spouse is married to the person on active duty at the time of the application for employment.
- e. Un-remarried widow or widower of a deceased Veteran must provide:
- i. Documentation from the DOD or VA certifying the service-connected death of the Veteran.
  - ii. Evidence of marriage to the deceased Veteran.
  - iii. A statement that the spouse is not remarried.

#### Application

- E. 20 points for an honorably-discharged veteran who has served on active duty and has a service-connected, compensable disability; a spouse of a person who has a total, permanent, service-connected disability and cannot qualify for employment; or a spouse of a person missing in action, captured, or forcibly detained or interned by a foreign government or power;

15 points for a person who is an honorably-discharged veteran and has served at least 1 day during wartime; an unremarried widow or widower of a veteran who died from a service-connected disability; or a parent, legal guardian, or unremarried widow or widower of a servicemember of the U.S.A.F. who died in the line of duty under verified combat-related conditions;

10 points for a person who is an honorably-discharged veteran or a current

Absence of required documentation invalidates the claim and the applicant is not eligible for Veterans' preference.

- F. Putnam County does not use a numerically based selection process therefore preference is given at each step of the employment consideration process to preference eligible applicants, provided such individual possesses the minimum qualifications necessary to discharge the duties of the position.

- G. Therefore, all of the qualified eligible Veterans are granted an interview by the hiring authority/department.
- H. If the most qualified applicants (including a preference eligible Veteran) are equally qualified, and no further evaluation occurs, the Veteran must be given selection preference. If on the other hand, there is a non-veteran who is the most qualified for a position, the non-veteran could be employed if an eligible Veteran does not share the same level of qualifications. (In such cases reasons why and approval by the Human Resources Director is required prior to any offer of employment.)
- I. Since Putnam County uses a non-numerical selection process, qualified Veterans receive the same level of preference despite disability status.
- J. The Human Resources Department will inform the hiring authority/department whether Veteran applicants are eligible for preference and whether they meet the minimum qualifications of the respective position.
- K. Documentation of the hiring decision is paramount. In those cases where the Veteran is not selected, the hiring authority must be able to demonstrate why the Veteran was not selected, should they be asked. Interview questions, notes and score sheets are good examples of how to justify the action taken.
- L. It shall be the hiring authority/department's responsibility to ensure that a Letter of Non-Selection be sent to all applicants, including Veterans, who were interviewed but not selected for a position within three (3) business days from the time that the selected candidate signs the conditional offer of employment.
- M. Notification of the right to an investigation if a non-preference candidate is hired is part of the Veterans' Preference claim form completed at the time of application and included in the letter of Non-Selection sent to interviewed Veterans.
- N. An eligible Veteran or spouse has a single entitlement event, which means that Veterans' preference is exercisable only once. A Veteran's employment preference expires once the Veteran (subsequent to active military service) applies and is employed (full-time) by an agency or any political subdivision of the state. This is true whether or not the Veteran requests preference.

#### Retention

- A. When layoffs or reduction-in-force (RIF) are necessary, special consideration in the retention of employees shall be given.

1. First, to qualifying disabled Veterans and spouses of a qualifying disabled Veteran or of active duty personnel missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power; and
  2. Second, to wartime Veterans and un-remarried widows or widowers of Veterans who died of a service-connected disability.
- B. In those cases where two (2) employees have the same seniority and similar performance history and one is a Veteran, the Veteran must be retained.
- C. Records will be maintained to document the manner of retention and the propriety of the retention and decision process.

<b>4.03 Background Investigations</b>	Review Date: 01/01/2022
	Efefctive Date: 03/01/2022

### **Background Screening**

The Human Resources Department will investigate a candidate's background as a prerequisite of employment or volunteer services. A background check will include a criminal check and a driving history. Employees will be re-screened every five (5) years on their anniversary date, to ensure no arrests or violations have occurred during that time frame.

Employment standards are based on Florida Statute 435. Driving standards are based on the County's current liability and vehicle insurance provider standards.

A person who does not pass a background investigation, as determined by the Department Head and the Human Resources Director, may be ineligible for employment or, if employed, may be dismissed. A review of the offense(s) will be completed by the Human Resources Director, County Administrator, and County Attorney before a final decision is made, by the County Administrator.

### **Arrests**

If an employee is arrested, the employee must notify their direct manager within two business days of the arrest. The employee will be required to provide any relevant paperwork, which could include and is not limited to the police report, arrest record, court record, hearing dates, and final disposition.

An employment decision will not be recommended or determined until the final disposition has been determined by the court.

The employee must use their accrued leave to attend hearing, attorney meetings, or any prescribed punishment (i.e. counseling, community service, etc.).

Should an employee fail to report an arrest within the designated time frame, they will receive disciplinary action up to and including dismissal.

Should an employee receive a conviction of any Statute violation listed on Florida Statute 435, the County may dismiss the employee.

<b>4.04 Indictments</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

Employees formally charged with a *felony* (by indictment, information, or otherwise) will be automatically suspended without pay. The suspension will continue until the charge is finally resolved by a trial, by dismissal, quashing the charge, or otherwise. Employees found guilty, or who enter a plea of guilty or nolo contendere (no contest), will automatically forfeit their position in County service. If the charges are dismissed, quashed or the employee is acquitted, the employee will be reinstated back into County service. Disciplinary action taken in response to any other resolution of the charges will be handled on a case-by-case basis.

<b>4.05 Classification Plan</b>	Review Date: 11/12/2019
	Effective Date: 11/12/2019

Purpose

The County utilizes a Classification Plan that provides for a systematic arrangement and inventory of County positions. The plan groups the various positions into classes indicative of the range of duties, responsibilities, and level of work performed. The Class Titles standardize the meaning, allocation, and usage of the plan based upon the similarity of work and duties performed.

Use

The Classification Plan will be used to:

- A. Determine qualifications and prepare examination announcements and content.
- B. Standardize salary ranges to be paid for the various classes of work.
- C. Establish lines of promotions and career ladders.
- D. Assist in developing employee training programs.
- E. Provide uniform job terminology.

Content

- A. A grouping of positions into classes on the basis of approximately equal difficulty and responsibility, which require the same general qualifications and which can be equitably compensated within the same pay grade.
- B. A Class Title, indicative of the work of the class, which will be used on all personnel, accounting, budget, and related official records.
- C. Written Class descriptions for each job classification containing the major function of the work, relative responsibilities, and illustrative duties found in the class. Included are requirements of the class, setting forth the knowledge, abilities, and skills required for performance of the work and the training and experience needed for recruiting to the class.

#### Administration and Maintenance

- A. The Director of Human Resources or their designee is charged with the maintenance of the Classification Plan so that it will reflect the duties performed by each employee and the class to which each position is allocated.
- B. It is the duty of the person assigned to this function to have the nature of the positions examined as they are created, to have them allocated to an existing class or to create a new class. Also, the person assigned to this function shall recommend to the County Administrator changes in the Classification Plan as are necessary by changes in the duties and responsibilities of existing positions.
- C. The person assigned this function will maintain the plan and recommend to the County Administrator appropriate changes in allocation or in the Classification Plan. The County Administrator shall have the authority to make changes to the Classification Plan as necessary.

#### Allocation of Positions

- A. Whenever a new position is established or duties of an old position change, the department head will prepare and submit a comprehensive position description describing the current duties of the position.
- B. The person assigned to the classification plan maintenance will study and analyze the suggested duties of the position and assign the position to an existing class or establish a new class and submit the recommendation to the County Administrator for approval.

#### Position Audit and Reclassification

- A. The person assigned to maintain this system is charged with the responsibility of having audits made of positions where needed. Position audits may be initiated by written request from:
  - 1. The County Administrator or their designee;
  - 2. The department head where the position is located.
  - 3. The incumbent of the position to be audited. The employee must process the employee request through the department head for review and comments.

- B. Position information will be gained through completion of a Position Classification Questionnaire by the incumbent or by the supervisor of the position (if the position is vacant) and through study of the position.
- C. The department head should review and make recommendations for all proposed positions, changes, and Class Descriptions.
- D. The employee in the position that is to be audited will be notified if an audit is to be conducted.

#### Reclassification

- A. When the incumbent of the position, through diligent application of the work, is officially assigned more difficult and significant additional responsibilities and duties, or those duties and responsibilities have changed for other reasons, so that it appears that the position warrants reallocation to a higher pay grade, a study will be made of the duties and responsibilities of the position.
- B. If it is determined that the position should be reallocated to a higher class, the County may require that the incumbent undergo a prescribed test of fitness, depending on the conditions of the reclassification and nature of the position to be reclassified. Tests, where appropriate, may include written or oral examination, interview, or performance test.
- C. Should the employee fail the examination, or for some other valid reason is not selected to fill the vacancy, the employee will remain in their current position.
- D. Should the position be reclassified to a job classification with the same pay grade as that of the original classification, the incumbent employee will receive a corresponding change in title without the benefit of examination, provided the reclassified position involves the same basic duties, responsibilities and skills.
- E. Should the position be downgraded to a job classification with a lower pay grade than that of the original classification, the incumbent employee will be offered a transfer into another vacancy, if one exists, in the original classification in the same or other department/division. If the transfer is not accepted, the employee will remain in the existing position at the downgraded title and pay grade.

#### Position Control and Establishment of Positions

All positions in the County are established and maintained through the Classification Plan. The establishment of new or additional positions can be authorized by the Board of County Commissioners or by the County Administrator, or other appropriate elected officials, subject to adequate justification of need and availability of funds.

<b>4.06 Salary Plan (Non-Exempt)</b>	Review Date: 11/12/2019
	Effective Date: 09/11/2001

Purpose

The Salary Plan is directly related to the Classification Plan and provides the basis of compensation for employees. The Salary Plan is constructed to reflect the following:

1. Relative difficulty and responsibility existing between the various classes of work within the County Government.
2. Prevailing rates of pay for similar types of work in private and public employment in the labor market where the County recruits for employees.
3. Availability of applicants to fill positions.
4. Economic conditions of the area.
5. Financial policies of the County.

Use

The Salary Plan is used to reward employees for job performance, to develop incentives for employees and to improve their productivity and quality of work.

Content

- A. The Salary Plan consists of the basic Salary Schedule as approved by the Board of County Commissioners or the County Administrator.
- B. The Salary Schedule indicates salary ranges and a minimum and maximum compensation attached to the ranges.

Amendment and Maintenance

Amendments and/or changes to the Salary Plan will be considered when changes of responsibilities of work or classes, availability of labor supply, prevailing rates of pay, the County's financial condition and policies or other pertinent economic consideration warrant such action.

**Appointment and Starting Rate**

1. The minimum salary established for a position is considered the normal appointment rate for new employees.
2. Appointments above the minimum salary, subject to the request of the employing department head, may be authorized by the County Administrator or designee if the applicant's training, experience, or other qualifications exceed those required for the position and provided the budgeted amount for personnel in the applicable fund is not exceeded.

#### Performance Salary Increase

1. Performance salary increases may be provided by the County. Performance salary increases are not automatic, but are to be earned based upon job performance. Evidence of satisfactory service or above must be reflected in the employee's performance evaluation prior to approval of a merit increase, in accordance with established procedure.
2. Supervisors are responsible for accurate and prompt submission of employee performance evaluation reports, in accordance with established procedures.
3. Employees will be eligible for consideration for any performance salary increase at one year intervals until the maximum salary is reached. Specific dates for merit consideration will be established by the County.

#### Promotions and Reclassifications

1. Vacancies in positions above the lowest grade in any classification will be filled as far as practical by the promotion or reclassification of employees in the service of the County.
2. Examinations for upgrading may be held for specific classes or occupations when it is in the best interests of the County.
3. Promotions and reclassifications will receive the pay increases as shown below:
  1. Salary Increases Upon Promotion
    - a. An employee will be deemed to be promoted when the employee is moved from a position in one class to a position in a different class having a higher pay grade.

- b. When an employee is promoted, the employee may be granted a salary increase to the minimum salary for the new class or above the minimum salary for the new class provided the budgeted amount for personnel in the applicable fund is not exceeded and internal equity and employee qualifications support the increase. Promotions other than to class minimum must be reviewed with and approved by the Director of Human Resources and the County Administrator.

## 2. Reclassification (Upgrade)

The reclassifying and advancement of an employee from one classification to another classification in a higher pay grade will receive the same increase as shown under 3a, Salary Increase Upon Promotion.

## 3. Adjustments to Salary Schedule/Classes

The County Administrator shall have the authority to adjust the overall salary schedule as necessary, provided the budgeted amount for personnel in the applicable fund is not exceeded. . It will be the responsibility of the County Administrator to have periodic salary and economic surveys conducted.

## 4. Classification Date and Probationary Period

- a. Promotions and reclassifications will establish a new classification anniversary date.
- b. Employees will be eligible for consideration for any merit salary increase one year following the effective date of their employment, promotion, reclassification upgrade, or on an appropriate date as established by the County. If the employee is at the top of the pay range, the employee will receive no performance merit increase.

## A. Demotion

### Reasons for Demotion

- 1. When an employee would otherwise be laid off because the position is being abolished, the position is being reclassified to a lower pay grade, lack of work, lack of funds, or because of the return to work from authorized leave of another employee to such a position in accordance with rules on leave.

2. When an employee does not possess the necessary qualifications to render satisfactory service in the position they hold.
3. Failure to transition from the probationary period.
4. If an employee voluntarily requests a demotion.

#### Effect of Demotion on Pay

The pay of an employee demoted to a classification having a lower pay grade than their present classification will be based upon the following guidelines.

- a. Demotion will not result in a pay increase.
- b. Employees demoted to a lower classification which was held immediately prior to being upgraded will be placed in the grade and pay that they would have attained by remaining in the lower classification.
- c. Employees demoted to a lower classification not held immediately prior to being upgraded will be placed in the grade of the class to which they were demoted.

#### Effect of Demotion on Classification Date

An employee who is demoted to a classification they held immediately prior to being upgraded will have the date in classification adjusted to reflect the time served in that upgraded classification. All other demotions will establish a new classification date.

#### Probationary Status Due to Demotion

An employee who is demoted to a classification they held immediately prior to being promoted will not have to serve any probationary period unless the previous classification was a probationary classification. In that case, the demoted employee would be required to complete the probationary period.

#### 5. Reclassification from a Demotion

An employee who is reclassified back to their previously held position before the demotion will assume the minimum salary within the classification pay range. The employee may assume a higher salary if they held that particular salary before the demotion.

<b>4.07 Salary Plan (Exempt)</b>	Review Date: 11/12/2019
	Effective Date: 09/11/2001

Pay Grades

The Exempt Salary Schedule consists of Pay Grades shown in the salary schedule. Each pay grade consists of a minimum pay rate and maximum pay rate.

Performance Increases for Management Personnel

- A. The County Administrator may affect salary increases for employees covered by the Exempt Salary Schedule provided the budgeted amount for personnel in the applicable fund is not exceeded. Such salary increases will be based on performance without regard to seniority, anniversary dates, prior salary changes, or other types of periodic review date.
- B. In granting performance salary increases, consideration will be given by the County Administrator to one or more of the following or to other job related factors:
  - a. Job performance of the employee, including job productivity, cooperativeness, attitude, and overall contribution and commitment to the goals of the County.
  - b. Economic conditions, including competitive salary level changes, budgetary constraints, and related factors.
  - c. Labor market trends, including general salary trends, unemployment mobility patterns, ability to attract and retain competent exempt employees, and related factors.
  - d. No employee may be compensated beyond the maximum rate as reflected in the salary schedule.

Appointment and Promotion

The County Administrator may authorize the placement of a new employee and/or a promoted employee at or above the minimum pay rate for the appropriate position that will give proper recognition to the employee's prior training and experience, as well as the consideration of the market price for the exempt position, as long as the budgeted amount for personnel in the applicable fund is not exceeded.

## Demotion

- a. applies to both Exempt and Non-Exempt Salary Plans

## Assignment of Job Classes within Pay Schedule

The County Administrator may amend the Exempt Salary Schedule when economic factors, financial and budgetary provisions, labor market trends, and conditions and other factors warrant such an action.

When a general exempt pay schedule adjustment is approved for the plan, the salaries of individual management employees covered by the plan will not be changed by virtue of such change in the pay schedule, except for instances where approval is granted by the Board of County Commissioners or by the County Administrator or an employee is then below the minimum pay. (In which event, the employee will be raised to the minimum of the salary schedule.)

## **Pay Structure Analysis**

It will be the responsibility of the County Administrator to have periodic salary and economic surveys conducted.

<b>4.08 Promotion &amp; Transfer</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

#### Promotional Opportunities

It is the policy of the Board of County Commissioners to consider County employees for promotional opportunities before applicants from the general public are considered. The employee's overall performance will be used as a guide for determining his/her promotion status.

#### Transfers

An employee may be transferred from a position in one department to the same or equivalent position in another department provided the transfer is to the advantage of the County operationally and is a better usage of the employee's skills, knowledge, and abilities. The employee's overall performance will be used as a guide for the purpose of determining the desirability of transferring.

1. Administrative Transfer. A non-elective transfer of an employee made by the County Administrator and the Department Head for the good of the employee and the organization.

The County Administrator shall set the salary, which may be lower than the employee's salary prior to the transfer.

<b>4.09 Performance Evaluations</b>	Review Date: 09/01/2021
	Effective Date: 10/01/2021

The Director of Human Resources will establish and administer a program for rating the work performance of County employees. The Performance Management System is designed to evaluate employees' performance and attitude as accurately and as fairly as reasonably possible. The ratings will be set forth on the performance appraisal forms provided by the Human Resources Department. The overall performance rating will be used as a guide for purposes of determining the need for training, the desirability of transferring, and as a factor in arriving at promotional justification.

The following procedures will be followed as closely as possible:

- A. Each employee performance evaluation will provide overall evaluations of five (5) levels: Far exceeds expectations, often exceeds expectations, consistently achieves expectations, sometimes meets expectations but needs improvement and consistently below expectations.
- B. The performance of each employee who has been hired, promoted, demoted, or transferred will be evaluated no later than four (4) months after that event and prior to the completion of six (6) months of service in the position.
- C. The performance of each employee who has completed six (6) months of satisfactory service in a position will be evaluated each year on his or her anniversary date of employment.
- D. More frequent performance evaluations may be given when the Department Head determines that such an evaluation is required to address performance issues. Employees receiving an overall rating of sometimes meets expectations but needs improvement and consistently below expectations may be re-evaluated every sixty (60) days thereafter until:
  1. Their performance has improved and is evaluated as "Consistently meets", or
  2. Six (6) months have elapsed without the employee receiving a rating of "Consistently achieves expectations". In such cases, management may take action to remove the employee from the position following appropriate procedures.
- E. Prior to the performance evaluation becoming part of the employee's record, the employee will be given a copy and will be entitled to discuss it with the rating supervisor. In the event that an employee refuses to sign the

performance evaluation, the evaluation will be placed in the employee's personnel file with a notation that the employee refused to sign it.

<b>4.10 County Service</b>	Review Date: 09/16/2022
	Effective Date: 02/15/2015

Continuous Service

- A. An employee's continuous service date will be established as the most recent date of hire and may not precede the date of actual job performance.
- B. Authorized leaves of absence and layoff to the extent as provided in the policies and procedures will not be considered a break in service, but will cause the employee to have that time deducted from his/her adjusted date of employment. All other separations will be considered a break of service effective at the end of the employee's regular shift on the last day of work.

Creditable Service

Creditable service is service during which the employee was on the payroll of the Board of County Commissioners, Clerk of Courts, Property Appraiser, Sheriff, Supervisor of Elections, or Tax Collector. Leaves of Absence and layoffs are not considered as creditable service.

<b>4.11 Longevity Pay</b>	Review Date: TBD
	Effective Date: 10-1-2025

This program is intended to reward employees whose service to the Putnam County Board of County Commissioners and the citizens is enhanced through the experience they have gained as a local government employee. The pay plan rewards employees with additional pay based on their years of continuous service to the county. The criteria for receiving longevity pay shall be as follows:

1. An employee is eligible for longevity pay annually on their anniversary date of employment if:
  - The employee has completed 12 continuous months of employment to the county without interruption in service within a 12 month period. \*Employee on approved FMLA leave shall be considered eligible and viewed as having uninterrupted service during the period of approved FMLA leave.
  - This program is applicable to all regular full-time employees. Regular part-time employees who are enrolled in the retirement system may be eligible for experience pay on a pro-rata amount.
2. Longevity pay will be paid annually at a percentage of 3% added to the employees base hourly rate of pay to become permanent pay, effective upon the 1<sup>st</sup> day of the pay period following the employees anniversary date of employment with the county.

<b>4.12 Separation Classes</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

### Resignation

Resignation is the termination of employment resulting from voluntary actions on the part of the employee.

- Termination with notice. Voluntarily initiated by the employee by providing satisfactory advance notice of termination by letter of resignation. Satisfactory advance notice is normally considered to be two (2) weeks unless circumstances prevent.

### **Job Abandonment – Without Notice**

Employees in any of the following situations will be deemed to have abandoned their position and to have resigned from the County service. An employee who separates on such circumstances will not have the right to grieve the termination. Job Abandonment includes:

1. Employee is absent for three (3) consecutive working days without reporting to the County a reason which is sufficient to justify the absence.
2. Employee quits without giving at least three (3) working days of notice.
3. Employee fails to return from leave of absence upon expiration of leave.

### Layoff or Reduction in Force (RIF)

A Layoff or a Reduction in Force (RIF) is a period of enforced unemployment by the County due to specific circumstances, including but not limited to:

1. Reorganization (a change in organizational structure)
2. Elimination of a position
3. Lack of work
4. Budget constraints
5. Material changes in a job description

In the event of a Reduction in Force (RIF), employees in the same classification and department(s) affected shall be laid off in the following order:

- 1<sup>st</sup> Temporary employees
- 2<sup>nd</sup> Probationary employees, then
- 3<sup>rd</sup> Regular employees

Regular employees will not be laid off while there are temporary, emergency, or probationary employees working in the same classification in the same department.

Employees working in the same classification and/or department with the highest value of the following factors, as determined by the Department Head and Human Resources, shall be retained based on:

1. Performance review ratings
2. Ability to do the work
3. Qualifications to do the work

If these factors are relatively equal, the least senior employee, by initial hire date, in the same classification shall be laid off first.

Laid off employees will be given priority consideration for a recall into other County jobs for which they are qualified for a period equal to their length of continuous service at time of the layoff, but not to exceed one (1) year. Recalled employees will have their date of service bridged from their last day of employment to their recalled start date.

### **Discharge**

Termination from the County for "just cause". Just cause will include, but not be limited to employee actions outlined under Disciplinary Actions and Standards of Conduct in the Personnel Manual.

#### **Probationary Discharge**

Termination by the County at any time during an employee's probationary period. Employees who are discharged during probation will not have the right to grieve their termination.

### **Termination due to Health or Death**

An employee terminates for health reasons or death.

#### **Retirement**

Putnam County regular employees are covered under the Florida State Retirement System (FRS). In this system, employees become vested after six (6) years of service in the Pension plan and after one (1) year of service in the Investment plan. This is included for most classes of employees with the normal retirement age starting at 62 years. In addition to this, County employees are also covered under Social Security.

There is no mandatory retirement age. However, employees approaching retirement age are encouraged to plan accordingly and to investigate the availability of their retirement benefits. Information on contacting the Florida State Retirement System concerning benefits levels can be obtained from the Human Resources Department. See Section 3.04, Retirement (FRS).

Employees are eligible to continue their participation in the County's group insurance plan upon separation from the County and immediate receipt of their Florida Retirement System Benefits. When the retiree becomes eligible for Medicare, either by attaining age 65 or by disability, the retiree is eligible to enroll in the County's Retiree Medicare Advantage Plan. The County will contribute toward the health insurance premium at \$4 per month for each year of County service.

<b>4.13 Termination Procedures</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

- A. Employees who resign should present reasons in writing to their Department Head in the form of a written resignation. All such written resignations will be forwarded to the Human Resources Office for inclusion in employees' official personnel files.
- B. Employees who resign are expected to give at least two (2) weeks of notice. Employees who fail to give at least three (3) working days of notice will be considered to have abandoned their job without notice (See Separation Classes)
- C. Employees will be given at least two (2) weeks of notice prior to layoff.
- D. Management does not need to give probationary employees advance notice of a termination.
- E. All monies due to employees who leave employment, for any reason, will be paid on the next regularly scheduled payday so long as all County property has been turned in to the administrative area. After a resignation, final paychecks or direct deposit receipts will be picked up at the Human Resources Office and an exit interview will be conducted. Discharged employees can make arrangements to have their final paychecks (or direct deposit receipts) sent to their place of choosing.

# PUTNAM COUNTY

## Board of County Commissioners



### Section 5: Employee Health, Wellness, and Safety

<b>5.01 Safety Program</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

### Policy

Only through an all-encompassing safety program and a positive, constructive attitude toward our safety responsibilities can the County achieve its goal of delivering quality service to the citizens of Putnam County. No aspect of service warrants greater attention than the protection of human resources. To that end, employee safety will never be jeopardized under the pretext of operational necessity.

It is the policy of Putnam County to provide and maintain safe and healthful working conditions, and to follow operating practices that will safeguard employees and the public, and result in safe working conditions and efficient operations.

Implementation and integration of the Safety Program is dependent on the involvement of employees within each division or department. Identification and correction of potentially hazardous operations or conditions must prompt immediate management attention and positive action. Safety requirements, as contained in the safety documents, will be followed. Requirements for specific operations will be detailed in "safety operation procedures" to identify hazardous job elements. Various methods of training will be used to assure that the workforce is capable of performing its tasks.

### Minimum Requirements

The Safety program includes a plan to educate all employees in their functional responsibilities and minimum safety requirements necessary to meet desired safety standards. Stated in general terms, these minimum requirements for all employees are to:

- A. Adhere to all safety directives.
- B. Pre-inspect and survey all work areas and operations to determine potentially hazardous work elements or operational functions.
- C. Prepare and use proper safety procedures.
- D. Select and maintain proper tools and equipment.
- E. Utilize proper personal protective equipment and clothing.

- F. Pretest the operation and control of rolling stock including vehicles, cranes, forklifts, hoists, etc.
- G. Investigate and report all accidents, injuries, and property damages.
- H. Report all job related personal injuries for consideration under the Worker's Compensation law.
- I. Provide and/or receive training, including initial orientations and on-the-job instructions necessary to understand all assigned job functions.

Under certain conditions, precautions that are normally applicable will not allow for the accomplishment of a particular function. Department Heads or the County Administrator may authorize exemptions from certain safety requirement or standard procedures. These waivers are limited to the specific situation and do not apply to other locations or to similar operations or conditions.

#### Employee Responsibilities

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves, their fellow workers, and the public. Further, all personnel should perform their job duties in a manner to conserve time and to safeguard equipment, materials, and other county resources.

It is the responsibility of each employee to:

- A. Understand instructions completely before starting work.
- B. Dress safely and sensibly. Wear required protective equipment when working in hazardous operation areas.
- C. Obey all safety rules and follow verbal and published work instructions. If any doubt exists about the safety of doing the job, individuals should stop and get instructions from the supervisor before continuing work.
- D. Review the safety education materials distributed or posted on the bulletin boards in the work areas.
- E. Operate only the equipment that has been authorized.
- F. Utilize only the prescribed equipment for the job and use tools, materials, and equipment properly.
- G. Keep work areas clean and orderly at all times.

- H. Be individually responsible to keep themselves, their fellow employees, and equipment free from mishaps.
- I. Avoid engaging in any horseplay and distracting others.
- J. Do not remove, damage or destroy any safety warning, instructions, or device, or interfere in any way with another employee's use of them.
- K. Report all unsafe conditions and acts to the supervisor.
- L. Immediately report all accidents to the supervisor.
- M. Follow prescribed procedures during an emergency.
- N. Know how and where necessary or emergency medical treatment may be obtained.
- O. Provide a doctor's statement when unable to work because of a job-related injury or illness. Provide regular medical status reports during any period of disability and a doctor's statement when released to return to work after any job-related disability.

Any deviation from safety requirements outlined in this or other safety publications will be accomplished only by execution of management-approved waiver.

#### Supervisory Personnel

Supervisory personnel have full responsibility for the safe actions of their employees, and the safe operation of machines and equipment within their area. They have full authority to enforce the provisions of this plan to keep incidents and losses at an absolute minimum, and to this end, supervisory personnel will:

- A. Assume full responsibility for the safe and healthful working environment for all employees while they are under his or her jurisdiction.
- B. Ensure that all safety policies and regulations are complete, accurate, and fully implemented for maximum efficiency of each job.
- C. Ensure that each employee is fully training for the job he or she is assigned to do and is familiar with published work rules.
- D. Ensure that all employees are physically qualified to perform their work.
- E. Maintain a continuous program of on-the-job training.

- F. Conduct periodic safety training classes for all staff.
- G. Ensure that untrained employees are not permitted to operate any mechanical or electrical equipment involved in hazardous operations.
- H. Inspect all equipment at frequent intervals and maintain tools and equipment in safe condition.
- I. Properly maintain all protective devices and safety equipment.
- J. Supervise all potentially hazardous activities.
- K. Use safety checklists for hazardous operations.
- L. Ensure that as few persons as possible are permitted to enter hazardous work areas.
- M. Post all hazardous areas indicating the type of hazard involved.
- N. Notify appropriate staff, the public and/or others prior to the start of any hazardous operation.
- O. Use the "buddy" system for hazardous tasks.
- P. Instruct all employees to timely report all accidents to management and to document all incidents, even in the case of slight injury or minor property damage.
- Q. Promptly notify Human Resources of all injuries, treatments, disabilities, and physical damage.
- R. Initiate correction of any deficiencies noted in facilities, work procedures, equipment, employee job knowledge, or attitudes that adversely affect loss control efforts.
- S. Promptly remove employees from hazardous jobs when they are not wearing or using prescribed protective equipment or are not employing safe work practices.
- T. Be firm in enforcement of policies and procedures. Take fair and expedient disciplinary action against those who fail to comply with county safety rules.
- U. Give prompt recognition to employees who perform well and adhere to safety guidelines.

- V. Be fully accountable for preventable injuries, damages, and liabilities caused by his or her employees.
- W. Fully cooperate with the State and County and other officials in shutting down any operation considered to be an imminent danger to employees or the public.

#### Safety Committee

A safety committee will be established to assist management in promoting safety awareness among employees. The committee will meet no less than quarterly and may be called as needed in case of serious injury or major loss. Representation on this committee will include members of management and non-management employees. Some of the functions of the safety committee will be to:

- A. Develop safety policies and guideline and recommend their adoption by management and the Board of County Commissioners.
- B. Provide an environment for spontaneous discussion of working conditions and preventative or corrective measures by regularly communicating with staff and management.
- C. Review all occurrences of injury and/or property damage and recommend remedial or disciplinary action.

<b>5.02 Tobacco Use</b>	Review Date: 09/16/2022
	Effective Date: 01/10/2011

The Putnam County Board of County Commissioners prohibits the use of Tobacco products in all enclosed work areas. This includes:

1. All areas expected to be used by the Public.
2. "All common areas" (i.e., hallways, corridors, lobbies, aisles, water fountain areas, restrooms, stairwell, entryways, and conference rooms).
3. "County owned Vehicles". Tobacco use inside a County owned vehicle is strictly prohibited, whether the vehicle is permanently assigned or not.
4. "Enclosed indoor workplace" which means any place where one or more persons engages in work, and which place is predominately or totally bounded on all sides and above by physical barriers. A place is "predominately" bounded by physical barriers during any time when both of the following conditions exist:
  - a. It is more than 50 percent covered from above by a physical barrier that excludes rain; and
  - b. More than 50 percent of the combined surface area of its sides is covered by closed physical barriers. In calculating the percentage of side surface area covered by closed physical barriers, all solid surfaces that block air flow, except railings, must be considered as closed physical barriers. This section applies to all such enclosed indoor workplaces and enclosed parts thereof without regard to whether work is occurring at any given time.

The use of any tobacco products in a public place is a violation of this policy. Public places include, libraries, courtrooms, government buildings and common areas thereof.

This policy applies at all times, including before and after normal working hours.

**DEFINITIONS:**

- "Physical barrier" includes an uncovered opening; a screened or otherwise partially covered opening; or an open or closed window, jalousie, door or the like.

- Tobacco product means (i) cigarettes, cigars, pipes and smokeless tobacco and (ii) any device that can be used to deliver nicotine or any other substance to an individual by inhaling vapor from the device in a manner that mimics the act of smoking. This term shall include all such devices whether they are manufactured as e-cigarettes, e-cigars, e-pipes or under any other product name and whether or not they contain nicotine.

<b>5.03 Vehicle Use</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

Assignment of Vehicles

1. The Board of County Commissioners through the budgetary process will approve the purchase, assignment, and usage of all County vehicles
2. Any County vehicle that is to be taken home by an employee after working hours requires the written approval of the appropriate Department Head and the County Administrator.
3. Employees' licenses must be valid at all times in the State of Florida. Those employees with poor driving records will not be allowed to drive County vehicles.

Usage of Vehicles

1. No individuals other than employees will be transported in County-owned vehicles without prior approval from the appropriate Department Head or the County Administrator.
2. The use of County vehicles requires a current and valid Florida Operator's license. The employee will provide evidence of this annually and a copy will be placed in their personnel file.
  - a. Any person who receives a DUI citation or whose license is suspended will be immediately ineligible to drive a County vehicle or any vehicle while on County business. If driving is an essential part of the job, the employee may be immediately reassigned or allowed to use personal vacation or compensatory leave or suspended without pay.
  - b. Any person whose license is suspended for more than 45 calendars days or who pleads guilty or nolo contendere or is found guilty of a DUI will be reassigned to a non-driving position or discharged from County service. Such person will be ineligible for a driving position for a period of no less than three (3) years from the date of the offense. Reinstatement of driving privileges depends on the availability of positions for which the employee is eligible and a clean driving record during the three-year period.
3. In addition to official business transportation during working hours, the use of an assigned vehicle can include meal breaks during the workday and personal in-route stops (10 minutes or less). Any other personal use must be with the specific consent of the Department Head.

4. Personal use of a County vehicle that is not authorized by the policies set forth will constitute unauthorized use of the vehicle.
5. Driving while under the influence of alcohol or the illegal use of controlled substances is prohibited.
6. Only qualified County employees are permitted to drive County vehicles. Unless specifically assigned to drive a vehicle, a Department Head's approval must be obtained for employee vehicle use.

### Employee Responsibility

The employee is responsible for understanding and obeying all Florida traffic laws. Citations received while operating a vehicle are the employee's responsibility.

In the event the County receives a notice that an employee has violated the red light law while driving a County vehicle, the employee who is assigned to the vehicle will be responsible for all financial payments, unless such employee proves that he/she was not driving the vehicle when the violation occurred. The employee may select the following options:

Option 1) Not challenge the Notice of Violation, and pay the fine in full as outlined on the Notice of Violation; or

Option 2) Challenge the Notice of Violation. The employee selecting this option understands that he or she will be issued a Uniform Traffic Citation (UTC) and will be responsible for contesting the UTC by appearing as instructed on the back of the UTC before the Traffic Hearing Officer or County Court Judge.

As outlined by FS 316.0083 the violator must pay the penalty imposed to the county or municipality within 30 days following the date of the notification in order to avoid court fees, costs, and the issuance of a traffic citation. If the matter is not resolved within the 30 day limit, the County will notify the issuing authority of the identity of the driver, who will then issue the driver the UTC by mail.

1. The employee will operate the vehicle in a safe manner, driving defensively at all times. Any other manner is a violation of this policy.
2. The driver will insure the safety of any passengers and require the use of safety belts. Failure to do so may result in disciplinary action.
3. Employees who are assigned vehicles must insure that the vehicle is kept clean and in a safe driving condition. Reporting needed maintenance is the assigned driver's responsibility. Failure to do so may result in disciplinary action.

4. The employee will insure that the proof of insurance card and other appropriate documents (such as accident information forms and checklists) are kept in the vehicle.
5. The vehicle must be turned off and locked at all times when not in use or occupied.

#### Accidents

1. Employees must report all accidents immediately to their supervisor or, if their supervisor is unavailable, to the Human Resources Office.
2. Unless injured, employees are required to stay at the scene of the accident until the Police and supervisor arrive to insure that a Florida Traffic Accident Report is completed.
3. Supervisors must notify the Highway patrol, Sheriff, or police, and then report to the scene of the accident. Upon arrival, they must insure that a Florida Traffic Accident Report is completed and arrange to have three (3) photos taken of the accident site and damage.

#### Fringe Benefit Taxation

1. Employees who are approved for a County Vehicle will be required to comply with IRS requirements. The employee will be credited with receiving \$3.00 per standard workday as taxable income. This represents the personal use of County cars traveling to and from work.
2. The following procedures will be required:
  - a. Income to the employee will be determined by \$3.00 per day rate, includes holidays, annual leave, and sick leave.
  - b. Increase weekly paycheck by \$15.00, and deduct standard \$15.00 weekly from the employee's pay, and record as an expense refund to Auto Expense Salaries.

#### Abuse

Any abuse of the usage of a vehicle assignment may be the basis for disciplinary action, including immediate termination of the assignment.

<b>5.04 Workplace Violence</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

#### General Administration

1. Putnam County Board of County Commissioners prohibits acts or threats of violence, which include but are not limited to the use of obscene, abusive or threatening language or gestures by anyone against any employee or individual arising in or out of the workplace.
2. An employee will be subject to corrective action, up to and including termination, for violations of this policy.
3. An employee who becomes aware of a display of violent, abusive, or threatening behavior or a threat or tendency to engage in the same by another employee or visitor, must report such behavior to their immediate supervisor, Human Resources Director, or any Department Head. The County Administrator shall be notified of all reports under this section. To as much extent as possible, such reports will be handled confidentially. Employees have a "duty to warn" their supervisors, Human Resources Director and Department Heads of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers or visitors. This includes but is not limited to, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, possession of firearms or weapons on the premises or the like. Employees should also report violence between employees off the premises.
4. Employees will not be penalized in any way for making a report in good faith under this policy. Please do not assume that management is aware of any employee violence problem. Immediately, bring all complaints and concerns to management's attention so it can be resolved.
5. Any employee who makes an intentional false allegation and/or report, under this policy, will be subject to corrective action up to and including termination.

<b>5.05 Substance Abuse General Policy</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

### Purpose

The Board of County Commissioners of Putnam County strives to provide a safe, productive work environment. The County considers the abuse of drugs or alcohol to be unsafe and a counterproductive action that can endanger coworkers while adversely affecting the quality and level of public services.

It is the policy of Putnam County to employ a workforce free from use of illegal drugs and abuse of alcohol or legal drugs. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination, even for the first offense. It is a Standard of Conduct that employees will not use illegal drugs or abuse alcohol or legal drugs. In order to maintain this Standard, the County will establish and maintain the programs and rules set forth.

### General Procedures

An employee noticeably impaired will not be allowed to work. If possible, the employee's supervisor should first seek another supervisor's opinion to confirm the employee's status. The supervisor should consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisors, the employee is impaired, the following will occur:

For a first (1<sup>st</sup>) occurrence for suspicion of alcohol use by a non-probationary employee and if the employee admits to having consumed alcohol prior to reporting to work but is not significantly impaired, the supervisor may send the employee home for the day without pay. The employee may use accrued leave for the hours not worked.

As another option, the employee should be taken to a medical facility for testing, accompanied by the supervisor or another management employee if necessary. An impaired employee should not be allowed to drive any type of vehicle.

### Types of Screening

#### Post-Offer Drug Abuse Screening

The County will conduct post-offer of employment screening examinations designed to prevent hiring individuals who use illegal drugs or individuals whose use of legally prescribed drugs indicates a potential for impaired or unsafe job

performance. This screening will apply to all individuals who have been offered employment contingent on passing the pre-employment physical whose job will include the operation of power or motor driven equipment or driving a County vehicle or driving any motor vehicle on County business and who is employed in a safety-sensitive position. If the results of a post-offer drug test are confirmed positive, an applicant will be disqualified from further employment consideration.

Disqualified candidates are eligible to reapply for employment consideration after a thirty six (36) month waiting period.

#### Current Employee Drug and Alcohol Abuse Screening

The County will maintain screening practices to identify employees who use illegal drugs or abuse alcohol or legal drugs. It will be a condition of continued employment for all employees to submit as required to a drug/alcohol screen:

- When there is a reasonable suspicion to believe that an employee is using or has used illegal drugs or is abusing or has abused alcohol. Among other things, such facts may be based upon:
- Observable behavior while at work, such as direct observation of drug use or of physical symptoms or manifestation of being under the influence of a drug or alcohol
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance
- A report of drug use, provided by a reliable and creditable source
- Evidence that an individual has tampered with a drug test during their employment with the County
- Evidence that an employee has used, possessed, manufactured, cultivated, sold, solicited, or transferred drugs
- Frequent absences from work without a satisfactory explanation

When there is an accident or mishap involving the employee in which any of the following occurs:

- Injury to persons other than the employee
- Damage to property estimated at greater than \$500.00 has occurred that is not obviously caused by another party's actions

- Questionable employee judgment
- When required as a routinely scheduled fitness for duty medical examination of all employees or a group of employees
- As a follow up to an employee's participation in an alcohol and/or drug rehabilitation program.

#### Grounds for Termination or Discipline

#### Illegal Drug Use

Definition - Illegal drugs is described as any drug; a) not legally obtainable; b) which may be legally obtainable but was not legally obtained; c) is being used for a purpose other than for what it was prescribed.

Any employee bringing onto the County premises or property, having possession of, being under the influence of, having possession in the employee's body, blood, or urine of any detectable amount, or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drugs as defined below, whether on duty or not, and whether on County business or property or not, is guilty of misconduct and is subject to discipline including discharge, even for the first offense. Failure to submit to the required medical or physical examinations or tests is considered misconduct and is grounds for discharge.

#### Alcohol Abuse

An employee who is under the influence of alcoholic beverages or who consumes alcoholic beverages at any time while on County business or at any time during the employee's workday is guilty of misconduct and is subject to discipline up to and including discharge, even for the first offense. Note that this prohibition against being under the influence of alcohol during the workday applies whether on duty or not (i.e. lunch or break) and whether or not is on County business or property.

An employee will be determined to be under the influence of alcohol if:

- The employee's normal faculties are impaired due to consumption of alcohol.
- The employee has a blood alcohol level of .04 or higher.
- Registers positive on a breath analyzer.

## Use of Legal Drugs

Definition - Legal drugs are described as prescribed drugs that have been legally obtained and are being used solely for the purpose for which they were prescribed by the person for whom they were prescribed.

An employee for whom a licensed practitioner prescribes a controlled substance must advise the supervisor immediately in order that an evaluation can be made on the impact, if any, on the safe and efficient operation of the County functions. Detection of a controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C.812), and further defined by 21 CFR 1300.11 through 1300.15, will be presumed to be a violation of this policy unless the employee advises the supervisor of its medicinal use in advance who will, in turn, immediately advise the Department Head.

## Rehabilitation

Employees who voluntarily seek rehabilitation for an alcohol or drug abuse problem will not be subject to disciplinary action for doing so. Voluntary means not related to any management initiated action such as a response to a positive test, a random or post-accident screening or other discipline.

Employees seeking rehabilitation as outlined above may use existing accrued sick leave and annual leave balances for verified rehabilitation programs. The County will consider returning the employee to work upon release for full duty, subject to existing policy governing leaves of absence with or without pay.

<b>5.06 Medical Examinations &amp; Drug Testing Provisions</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

### Purpose

Putnam County Board of County Commissioners has a compelling interest in maintaining a safe, healthy and productive work environment for all its employees; in providing professional services for its customers in a safe, timely and efficient manner; in maintaining the security of its equipment and workplace; and in performing all these functions in a fashion consistent with the interests and concerns of the community.

In order to ascertain candidates' and employees' abilities to perform essential job functions, the county requires pre-employment medical examinations and may require periodic re-examinations of current employees. All such medical examinations are conducted in compliance with Title I of the Americans with Disabilities Act of 1990 and other applicable laws. Drug testing is intended to deter drug and alcohol abuse by employees in order to limit illness and injury to themselves and to others. **The County assumes the cost of all such examinations.**

### Scope and Prohibitions

1. County employees are strictly prohibited from engaging in any of the following acts while on county premises or within county facilities, while conducting County-related work off County premises, or while operating County vehicles:
  - Unlawful possession, use, consumption, sale, purchase, distribution, dispensation or manufacture of any illegal drug; or
  - Consumption of alcoholic beverages; or
  - Misuse of legally obtained drugs.
  
2. The County:
  - Will not permit any employee to report to work nor to perform duties with the presence of any illegal drug in his/her system; or with a blood-alcohol level as defined in Florida Statutes 316.1932(1)(b)m of 0.04 percent or more; or if his/her senses are impaired due to misuse of legally obtained drugs.

- Will not permit any safety-sensitive employee to:
    - (a) report to work with an alcohol concentration of 0.02 or greater
    - (b) perform safety sensitive functions within four (4) hours of using alcohol
    - (c) consume alcohol for eight (8) hours following an accident unless employee has undergone and tested clean after being administered a post-accident alcohol test
    - (d) perform or continue to perform safety sensitive functions with an alcohol concentration of 0.02 or greater.
  - Will not permit employees to consume alcohol during the hours the employee is on call.
  - Will require any employee to submit to an alcohol breath test if there is reasonable suspicion of alcohol ingestion during working hours.
  - Will not permit any employee to report to work or to perform his/her duties while taking prescription or non-prescription medication which adversely affects the person's ability to safely and effectively perform his or her job functions. Employees are required to notify their supervisors of prescription or over-the-counter medication which carries a warning label that indicates mental functioning, or motor skills, or judgment may be adversely affected. Medical advice will then be sought, as appropriate, before allowing the employee to return to performing work-related duties.
  - Will require any employee to report any criminal drug statute conviction, or a finding of guilt whether or not adjudication is withheld, or the entry into a diversionary program in lieu of prosecution to the Human Resources Director no later than five (5) days after such conviction. Any employee who fails to notify the Human Resources Director will be subject to disciplinary action, up to and including termination.
3. Any employee who violates this policy is subject to disciplinary action, up to and/or including discharge.

<b>5.07 Drug and Alcohol Policy (Commercial Vehicle Drivers)</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

### Background

In response to the Omnibus Transportation Employee Testing Act of 1991, the Federal Highway Administration (FHWA) has published regulations prohibiting drug and alcohol abuse or misuse by County employees and requiring Counties to test for prohibited drug and alcohol abuse or misuse. These regulations are 49 CFR part 382, “controlled Substances and Alcohol Use Testing” that mandate urine drug testing and breath alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result.

### Goals

Putnam County Board of County Commissioners (County) is dedicated to serving County residents safely. County employees are a valuable resource, and it is the County’s goal to provide a safe, healthy, satisfying working environment for employees as well as safe services for Putnam County residents. In meeting these goals, it is our policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse; (3) prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances; and (4) encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

### Purpose

The purpose of this policy is to assure employee fitness for duty and to protect employees and the public from the risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug programs for commercial vehicle drivers. This policy incorporates those requirements for safety-sensitive employees and others when so noted.

### Policy Applicability – Covered Employees

This policy applies to all employees who drive commercial vehicles weighing 26,001 pounds or greater (covered employees) when they are on County property or when performing any County related business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Participating in this drug and alcohol testing program is a condition of employment. This policy became effective on January 1, 1996.

#### Covered Positions

Employees who drive commercial vehicles that are 26,001 pounds or greater:

- Crew Leaders
- Equipment Operator II
- Equipment Operator III
- Equipment Operator IV
- Mechanic – CDL
- Senior Mechanic - CDL

#### Prohibited Substances

Prohibited substances addressed by this policy include the following:

##### Illegally Used Controlled Substances or Drugs

Any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15. This includes but is not limited to:

- Marijuana
- Amphetamines
- Opiates
- Phencyclidine (PCP)
- Cocaine
- As well as any illegal drug, misuse of legally prescribed drug and use of illegally obtained prescription drugs.
- Use and ingestion of prohibited drugs is prohibited at all times.

#### Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely

affected should be reported to supervisory personnel and medical advice should be sought, as appropriate, before performing work-related duties.

### **Alcohol**

When consumed primarily for its physical and mood altering effects, alcohol is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

<b>5.08 Drug and Alcohol Testing (Commercial Vehicles Drivers)</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

Analytical urine drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by Federal regulation. All covered employees shall be subject to testing:

1. Prior to employment
2. For reasonable suspicion
3. Following an accident.
4. Prior to returning to duty after failing a drug test and/or after completing of rehabilitation treatment.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended.

The County may test for any or all of the following drugs:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine
- Barbiturates
- Benzodiazepines
- Hallucinogens
- Synthetic narcotics
- Designer drugs

An initial drug screen will be conducted on each specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established 49 CFR Part 40, as amended.

Tests for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT).

If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A covered employee

who has a confirmed alcohol concentration of 0.02 or greater, but less than 0.04, will received a suspension from duty without pay for the remainder of the day or work shift until the start of the next regularly scheduled duty period, but not less than 24 hours following administration of the test. Note that additional, stronger disciplinary action, up to and including termination may be applied in accordance with the Policies and Procedures.

An alcohol concentration of 0.04 or greater will be considered a positive test and in violation of this policy. Any covered employee who has a confirmed positive drug or alcohol test of 0.04 or greater will be removed from his/her position, informed of educational and rehabilitation programs available, and evaluated by a Substance Abuse Professional, when applicable. A positive drug and/or alcohol test of 0.04 or greater will also result in disciplinary action up to and including termination.

### Types of Testing

Putnam County affirms the need to protect individual dignity, privacy and confidentially throughout the testing process.

### Post-offer of Employment Testing

- All covered position applicants shall undergo urine drug testing prior to employment. Receipt by Putnam County of negative test results is required prior to employment. If the results of a pre-employment drug test are confirmed positive, or the candidate refuses to submit to testing, the applicant will be disqualified from further employment consideration.
- Disqualified applicants are eligible to reapply for employment consideration after a thirty six (36) month waiting period.
- Once the applicant has taken the pre-employment drug test, he/she must begin work within thirty (30) calendar days from the test date. If thirty (30) calendar days pass prior to the applicant beginning work, the applicant must be re-tested.

### Reasonable Suspicion Testing

All covered employees may be subject to a fitness for duty evaluation to include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A determination that reasonable suspicion exists shall be based on specific, contemporaneous observations concerning the appearance, behavior, speech or body odors of the covered employee. The observation must be recent and

a supervisor must be able to express clearly those observations. Examples of reasonable suspicion include, but are not limited to the following:

- Overt signs and symptoms of impairment.
- Physical evidence of drug use such as possession of drug paraphernalia
- A pattern of deteriorating job performance
- Accidents which may involve an error in judgment
- Fights involving physical contact, assaults and flagrant disregard or violation of established safety, security or other operational procedures. Reasonable suspicion determinations will be made by a supervisor to detect the signs and symptoms of drug and alcohol use and who may reasonably conclude that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

#### Post-Accident Testing

All covered employees will be required to undergo urine and breath testing if they are involved in an vehicular accident resulting in injury to persons or damage to property. "Damage to property" means damage estimated at greater than \$500.00. This includes all covered employees that are on duty in the vehicles and any other whose performance could have contributed to the accident. The employee need not have received a citation.

**Following an accident, the covered employee will be tested as soon as possible, but not to exceed eight (8) hours for alcohol testing and thirty two (32) hours for drug testing.** Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.

Any covered employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees tested under this provision will include not only the operating personnel, but any other covered employees whose performance could have contributed to the accident.

#### Random Testing

Employees in covered positions will be subjected to random, unannounced urine and breath testing.

#### Return-to-Duty Testing

All covered employees who previously tested positive on a drug or alcohol test must test negative and be evaluated and released to duty by the EAP Substance Abuse Professional before returning to work. Covered employees will be required to undergo more frequent unannounced random urine and breath testing during the period of their re-entry agreement.

#### Follow-up Testing

Such testing is in addition to the random testing described in "Testing for Prohibited Substances". Follow-up testing will be performed as described in this policy.

#### Employee Requested Testing

Any covered employee who questions the results of a required drug test under paragraphs 1 through 6 under Section G of this policy may request that an additional test be conducted. This test must be conducted at a different testing DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are paid by the employee unless the second test invalidates the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer (MRO) within 72 hours of the notice of the initial test results. Requests after 72 hours will only be accepted if the delay was due to documental facts that were beyond the control of the employee.

<b>5.09 Drug &amp; Alcohol Prohibited Behavior (Commercial Vehicle Drivers)</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

Manufacture, Trafficking, Possession and Use

In Compliance with Putnam County Policy on Substance Abuse, FHWA rules, and consistent with the “Drug-Free Workplace Act of 1988”, any employee engaging in the manufacture, distribution, dispensation, possession or use of prohibited substances on County premises, in County vehicles, in uniform or while on county business will be subject to disciplinary action up to and including termination or discipline.

Intoxication/Under the Influence

Any covered employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employees who test negatively will receive full pay and benefits during the suspension period. Employees found to be under the influence of prohibited substances or who fail to pass a drug or alcohol test shall be removed from duty and subject to disciplinary action, up to and including termination. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

Alcohol Use

Some signs and symptoms of alcohol use include dulled mental process, lack of coordination, odor of alcohol on the breath, constricted pupils, sleepy or stuporous condition, slowed reaction rate and slurred speech. No covered employee shall report to duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her blood alcohol concentration is 0.04 or greater. No covered employee shall use alcohol while on duty. No covered employee shall use alcohol four hours prior to reporting for duty or during the hours they are on call.

Compliance with Testing Requirements

All covered employees will be subject to urine drug testing and breath alcohol testing. Any covered employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration or substitution shall be

removed from duty immediately and their employment terminated. Refusal can include an inability to provide a specimen or breath sample without a valid medical explanation, a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

#### Treatment Requirements

All employees are encouraged to make use of the available resources for treatment of alcohol and substance abuse problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse. Any employee who refuses or fails to comply with County requirements for treatment, aftercare, or return to duty shall be subject to disciplinary action, up to and including termination.

#### Proper Application of the Policy

Putnam County is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, the supervisors are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

<b>5.10 Drug &amp; Alcohol – Assessment/Re-Entry (Commercial Vehicle Drivers)</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

### Employee Assessment

Any covered employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, will be evaluated by a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with the knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

**Assessment by SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with Putnam County.**

If a covered employee is allowed to return-to-duty, he/she must properly follow the rehabilitation program prescribed by the Substance Abuse Professional; the employee must pass return-to-duty drug and alcohol test, and be subject to unannounced follow-up testing for at least 12 months, but not more than 60 months. The frequency and duration will be recommended by the Substance Abuse Professional as long as a minimum of six (6) tests are performed during the first 12 months after the employee has returned to duty. The responsibility for cost of any treatment or rehabilitation services will be that of the employee whereas group health insurance coverage may be available. Employees will be allowed to take accumulated sick leave and annual leave to participate in the prescribed rehabilitation program.

### Re-Entry Contracts

Employees who re-enter the work force must agree to a re-entry contract. The contract may include, but is not limited to:

1. A release to work statement from an approved Substance Abuse Professional.
2. A negative test for drugs and/or alcohol.
3. An agreement to unannounced frequent follow-up testing.
4. A statement of expected work-related behaviors
5. An agreement to follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for termination.

<b>5.11 Training, Testing &amp; Certification Reimbursement</b>	Review Date: 01/05/2022
	Effective Date: 02/01/2022

### **Required Trainings**

All employees should meet the requirements of minimum trainings. Having staff knowledge and understanding ensures meeting the guidelines of Federal, State, or Local laws, acts, or rules.

The subject matter of Management Training, may change at the discretion of the County Administrator, based on changes in the work environment (example: rules or Federal Act changes, etc.).

**Employee Training:**

- C. All new employees hired will be required to complete the trainings listed below within 30 days of hire:
  - a. Cyber Security
  - b. Time Keeping
  - c. FEMA
  - d. Microsoft Office Suite Basics
  - e. Policy Location
  
- D. Current employees will be required to complete the trainings listed below at a minimum on an annual basis, or as otherwise directed by their Executive Manager. Trainings will be logged on the online Learning Management System (LMS), and transcripts can be reviewed through this system. The Department Head or Executive Director will conduct the trainings or coordinate with Human Resources to conduct the trainings:
  - a. Sexual Harassment
  - b. Workplace Harassment or Discrimination
  - c. Safety Practices

**Management Training:**

- A. Upon appointment of a supervisory or management position, the incumbent will be required to complete Management Training within six months of appointment.
  
- B. Management Training will consist of the following components:
  - a. Equal Opportunity, ADA, Sexual Harassment, Discrimination
  - b. Safety, Workers' Compensation
  - c. Leave and Attendance, FMLA
  - d. Job Descriptions
  - e. Recruitment

- f. Delegation and Cross Training
- g. Evaluations
- h. Discipline
- i. EAP\*
- j. Telemedicine\*
- k. Deferred Compensation and Retirement\*

\*employee benefits for managers to share with staff and have knowledge of items.

**Additional Trainings:**

Employee Training:

Department Heads will, on an annual basis, seek to budget for employee training that will increase operational efficiency and prepare employees for positions of increasing responsibility with the County. Training meetings and courses deemed appropriate for the workplace or required will be considered work time. Employee participation in courses held on the employee's own time (outside of normal work hours) will be voluntary.

Testing and Certification Reimbursement:

The County will reimburse employees for testing fees when employees pass tests that result in certification(s) required for their positions by federal, state or local governments. Department Heads may reimburse travel expenses related to above described certification testing if the department funds permit.

## Safety Training and Requirements

### Objective

All employees should complete assigned duties in a safe manner, utilizing appropriate protective equipment, and following safety measures. It is the responsibility of managers to ensure supervisory, lead workers, and front line staff have completed and passed any safety requirements of equipment they will utilize.

This internal policy will outline the minimum requirements of safety training for employees in the Public Works Department.

### Roads and Bridges

<u>Equipment Name</u>	<u>Use</u>	<u>Requirements</u>	<u>Frequency</u>
<i>Big truck</i>	<i>Paving</i>	<i>FDL and 6 hours training</i>	<i>Every three years</i>

### Mowing

Equipment	Use	Requirements	Frequency

Keep adding divisions and requirements. Once completed go to next page.

By signing below, I acknowledge that employee \_\_\_\_\_, has completed the necessary safety trainings and meets the requirements to operate the following equipment:

Equipment	Use	Date Qualified	Next Training

\_\_\_\_\_  
 Manager Name (printed)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Manager Signature

\_\_\_\_\_  
 Date

By signing below, I acknowledge that I have completed safety training on the above listed equipment and I understand the proper usage, and understand the appropriate protective equipment I should wear or use.

\_\_\_\_\_  
 Employee Name (printed)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

<b>5.12 Educational Assistance</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

The County will provide financial assistance to County employees for educational courses at an accredited college or university which are applicable to the employee's field of work or are of such nature and quality to directly prepare employees for positions of greater responsibility within the County.

#### Eligibility

Employees are eligible for Educational Assistance once they have reached one (1) year of service as a full-time regular employee. Eligibility is based on the recommendation of the Department Head or an Elected Official in charge of their department.

#### Application

Employees must submit a completed "Request for Educational Assistance" form to their immediate supervisor. The supervisor will review the application with the Department Head and then forward the application to the Director of Human Resources with appropriate approvals. The Director of Human Resources will review for eligibility to participate and will be responsible for administration of the Program. All applications must be approved by the County Administrator.

A program of applicable courses related to the particular field of study must accompany the request. This can be either an official printout or an excerpt from the school catalogue.

#### Reimbursement

- A. The employee must initially pay all cost associated with the tuition of the approved courses.
- B. Upon submission to the Human Resources Office certification of successful completion of approved courses (final course grade) and a receipt for tuition paid, employees will be considered for reimbursement. Request for reimbursement must be made within thirty-five (35) days after completion of any course.
- C. Employees are eligible for reimbursement not to exceed \$1000.00 per calendar year for undergraduate studies and \$2000.00 per calendar year for graduate studies. All reimbursements are based upon the availability of funds. Participating employees must provide their own transportation.

- D. Putnam County will require the employee to work for a minimum of twelve (12) months after the completion of the most recent reimbursed course(s). If the employee elects not to fulfill this agreement, the cost of the educational assistance will have to be paid back in full and/or may be deducted from any monies due to the employee.
- E. Reimbursement for tuition will be made only to employees who are on the active payroll when payment is due.
- F. Reimbursement will be as follows:
  - 1. Grade "A" (+/-) or "Pass" in Pass/Fail classes: 100%
  - 2. Grade "B" (+/-) : 90%
  - 3. Grade "C" (+/-): 80%
  - 4. Lower than "C": No reimbursement
- G. Where tuition is covered under benefits from Veterans Administration or any other source, qualified employees may participate only in the "Time Off from Work" feature of the program.
- H. Reimbursement under the Program constitutes income to the employee. The County must withhold taxes from this income and report it in the manner as for other wages.
- I. Refunds will be limited subject to the availability of funds and the number of participants in the program.
- J. This program may be amended or terminated at any time. However, such amendment or termination will not affect any course of study previously approved.

#### Time Off From Work

Qualified employees will be permitted time off from work with pay to attend required classes which are not available during non-working hours, if approved by the Department Head. Allowable time off will be restricted to a maximum of 156 hours in any calendar year. No more than one period of absence is permissible on any one day.

#### Testing and Certification Reimbursement

The County will reimburse employees for testing fees when employees pass tests that result in certification(s) required for their positions by federal, state, or local governments. Department Heads may reimburse travel expenses related to above described certification testing if the department funds permit.

# PUTNAM COUNTY

## Board of County Commissioners



### Section 6: Discipline and Labor Relations

<b>6.01 Disciplinary Types</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

Disciplinary action can be implemented in progressive order or may include any of the following:

#### Oral Warning

The employee's supervisor will discuss the incident of misconduct or performance deficiency with the employee, making note that the counseling occurred.

#### Written Reprimand

A written reprimand notes a more serious type of misconduct or performance deficiency or is a step taken after another disciplinary action or actions have failed to correct a problem. A written reprimand can be used to impose restrictions on an employee, such as attendance, conduct, or other policy violations. Restrictions imposed will be reviewed periodically and can be removed, modified, or continued with a follow-up. Written reprimands will become part of the employee's personnel record.

#### Suspension

An involuntary leave without pay for a period of no less than the balance of the work shift. This procedure is described in the Disciplinary Process policy.

#### Demotion

An involuntary assignment to a lesser job classification which may include a reduction in pay. A demotion is not normally an appropriate disciplinary action since it is usually related to performance issues. However, there are situations of improper conduct or deficiencies where demotions may be appropriate. This procedure is described in the Disciplinary Process policy.

#### Discharge

An involuntary separation from County employment. This procedure is described in the Disciplinary Process policy.

#### Notation:

It should be noted that pre-disciplinary hearings were eliminated from policy and procedure in October 2020. Therefore, it should be understood that disciplinary

action including suspension, demotion, or dismissal can be taken without a hearing beforehand.

<b>6.02 Disciplinary Actions</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

### Intent

It is the intent of the Putnam County Board of County Commissioners that the administration of discipline will be constructive, corrective, and progressive.

### Disciplinary Actions

Disciplinary actions are a means of calling employees to accountability for some act of commission or omission regarded as injurious to the employer/employee relationship. The act may be relatively minor or quite serious. This system of discipline exists for the benefit of all and will be administered without favoritism.

When it is necessary that disciplinary action be taken, the degree of action will be based on the following considerations:

### Major Offenses

Offenses so serious in nature that discharge is appropriate without regard to an employee's length of service, prior record, or any other consideration will be considered major offenses. The following are offered as examples of such offenses, but they are not to be considered all inclusive:

1. Workplace violence or threat of violence.
2. Theft
3. Gross insubordination
4. Consuming intoxicants or possessing or using illegal drugs while on duty.
5. Falsification of public record or document.
6. Harrassment

### Offenses

Offenses are instances of misconduct or deficiencies that do not fall into the major offense category but warrant disciplinary action.

## Applying Disciplinary Actions

1. In applying disciplinary actions for offenses, the following principles of corrective and progressive discipline will apply:
2. Disciplinary action is intended to correct misconduct or deficiencies.
3. Discharge generally will be resorted to only when other efforts to bring about corrective actions have failed.
4. Acceptable forms of disciplinary action will be oral warning, written warning, written reprimand, suspension without pay, discharge and in some cases, demotions or discharge.
5. There can be no mechanical formula for the application of disciplinary action. Each instance of improper conduct or deficiency will be viewed and judged on the merits of that situation. First offenses typically will result in an verbal or written reprimand. Succeeding offenses will justify stronger disciplinary actions.

In determining the appropriate disciplinary action, the following will be taken into consideration:

- a. The seriousness and circumstances of the particular offense.
- b. The past record of the employee, including length of service.
- c. The lapse of time since the employee last required a disciplinary action.
- d. County practice in similar cases.

<b>6.03 Employee Grievance Procedure</b>	Review Date: 09/16/2022
	Effective Date: 10/27/2020

It is the intent and desire of the County to address complaints informally, and both supervisors and employees are expected to make every effort to resolve problems or issues as they arise. The act of raising a complaint by employees will in no way adversely affect employees or their employment with the County.

When employees believe they are unfairly affected as a result of an action taken or a decision rendered by management, they are encouraged to raise their concerns to the Executive Director or direct manager. If the employee is not satisfied or uncomfortable with speaking with management or the Executive Director, the employee is encouraged to bring his or her concerns to the Executive Director of Human Resources.

# PUTNAM COUNTY

## Board of County Commissioners



### Section 7: Federal Programs

<b>7.01 Family Medical Leave Act (FMLA)</b>	Review Date: 01/11/2022
	Effective Date: 02/01/2022

Policy

In accordance with the Family and Medical Leave Act of 1993, the County will provide up to 12 weeks of job-protected leave (paid or unpaid) to eligible employees for certain family and medical issues.

Under the National Defense Authorization Act (NDAA) commencing on January 1, 2008, Congress added an expansion available to eligible members of military families. Employees falling under the NDAA are entitled up to 26 weeks of job-protected leave.

Eligibility

Employees are eligible if they have worked for the County for at least one (1) year or worked 1,250 hours actual hours, including overtime hours, during the 12-month period immediately preceding the commencement of leave.

In the event that an employee does not qualify for FMLA, due to hire date, the County will allow an authorized, medical-related absence for up to six weeks (30 work days). The employee must provide appropriate medical certification to Human Resources to verify eligibility (same medical criteria as FMLA). This is not considered job-protected leave, but is considered approved leave.

If an employee does not qualify for FMLA due to work hours required (1250), or previous FMLA use, the County is not obligated to authorize leave for any period of time. If an employee would like to request leave, they must provide a medical certification with explanation to the County Administrator for an exception to this policy.

The maximum amount of leave the County will approve, outside of FMLA leave, is three months.

Reasons for FMLA Entitlement

1. To care for the employee's child after its birth, or placement from an adoption or foster care.
2. To care for a spouse, son, daughter, or parent who has a serious health condition.

3. For a serious health condition that makes the employee unable to perform his/her job. A serious health condition is defined as an illness, injury, impairment, physical or mental condition that involves in-patient care in a hospital, residential care facility or by continuing treatment by a health care provider or hospice.

#### Leave Entitlement

The entitlement is up to 12 work weeks (480 hours) of leave taken within a 12 month period.

1. The 12-month period is measured forward from the date the employee's first FMLA leave begins.
2. For the birth of a child or placement of a child through an adoption or foster care, the 12-month period begins on the date of the birth or placement.
3. FMLA leave includes vacation, sick, compensatory and other leave with or without pay. FMLA will not be used as additional leave after all other leave has been exhausted. Leave under FMLA will run concurrently with any other leave.
4. The leave may be taken either consecutively or intermittently within the 12-month period.

#### National Defense Authorization Act Leave Entitlement

On January 28, 2008, the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees two important new leave rights relating to military service:

1. **New Qualifying Reason for Leave.**  
Eligible employees are entitled up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact the spouse, son, daughter or parent of the eligible employee is on active duty, or has been notified of an impending call to active duty status in support of a contingency operation. Until the Department of Labor defines "any qualifying exigency", it is recommended to grant this form of leave.
2. **New Leave Entitlement.**  
Employees who are the spouse, parent, child, or next of kin of a service member who incurred a serious injury or illness while on active duty may take up to a combined 26 weeks of leave to care for the injured military member in a 12-month period.

## Notice

1. When the need for leave is foreseeable, the employee should give at least 30 days advance notice before the FMLA leave begins to the Department Head and Human Resources Director.
2. If the need for leave is not foreseeable, notice must be given as soon as possible both the Department Head and the Human Resources.
3. Upon the receipt of an employee's request for FMLA leave, Human Resources will notify the employee as to whether or not the leave qualifies for designation as FMLA leave.

This notification will be made within two (2) working days unless further documentation is required.

4. In the event that the County becomes aware that an employee's absence is due to an FMLA qualifying reason, the County may designate the leave as FMLA leave even though the employee has not requested it.

The employee will be notified within two (2) working days unless further documentation is required.

## Certification Requirements

The County will require a medical certification statement from the health care provider or any health care provider from whom the County or the group health plan will accept certification of the existence of a serious health condition (to substantiate the claim for benefits).

## Second and Third Opinions

If there is a reason to question a medical certification, the County may also require, at its own expense, that the employee obtain a second opinion from a health care provider chosen by the County.

1. If the first two medical opinions do not agree, the County may require, at its own expense, a third opinion from a health care provider mutually chosen by the County and the employee.
2. The Third opinion shall be binding.

## Fitness-for-Duty

A fitness-for-duty report from the employee's health care provider will be required prior to resuming work if the absence is due to the employee's serious health condition.

#### Continuation of Health Benefits

1. For the duration of FMLA, not to exceed 480 hours, the County will maintain the employer's portion of the employee's health coverage under the group health plan. The employee is responsible for paying their portion of the premiums, either through payroll deduction or direct payment to the benefits coordinator.
2. FMLA is not considered a qualifying status change (life event) and an employee may not "opt out" of benefits to avoid premium payments.

#### Reinstatement

Upon return from Family and Medical Leave, employees (with the exception of key employees) will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Employees who are not capable of performing the essential functions of their regular position at the end of Family and Medical Leave will lose these reinstatement and restoration rights.

If an employee's leave exceeds the statutory limit of 12 weeks, reinstatement rights may be forfeited.

#### Compulsory Medical Leave

When there is evidence that an employee has a job performance problem, or is posing a safety issue, the employee may be required to submit to a medical examination by a physician named and paid by the County. If the medical examination confirms that the employee is unable to perform assigned duties or that the performance poses a safety problem, the Department Head and the Director of Human Resources will seek a medical determination concerning the employee's ability to perform the essential functions of the position, with or without accommodation. If accommodation is required, the Department Head and the Director of Human Resources will follow established budgetary procedures to determine the County's ability to provide such accommodation without undue hardship. In cases where an employee cannot perform the essential functions of the job or when the employee's disability poses a direct threat to the health and safety of the employee or others, the employee will be placed on compulsory Family and Medical Leave.

## Use of Accrued Leave Credits

### 1. Newborn / Adoption / Foster Care

An employee who is on Family and Medical Leave for reasons listed in this policy will be required to use all accrued sick leave, vacation and compensatory leave credits concurrent with FMLA.

### 2. Serious Medical Conditions

An employee who is on Family and Medical Leave for reasons listed in this policy whether compulsory or requested by the employee will be required to use all accrued sick leave, vacation and compensatory credits concurrent with FMLA.

## Failure to Return to Work

When an employee is approved for FMLA leave, they will receive an excel document with their official designation notice. The employee is responsible for completing the spreadsheet to track the job-protected leave hours. The employee can also coordinate with their manager or department Administrative Assistant to maintain this spreadsheet until the employee returns to work.

When an employee is near exhaustion of the 480 FMLA hours, the manager should notify HR. HR will send a notification letter to the employee, and will provide options for the employee to return to work (with or without an accommodation), request an extension, or provide their resignation or retirement.

<b>7.02 Equal Employment Opportunity</b>	Review Date: 09/01/2022
	Effective Date: 09/01/2022

Policy Statement

The Putnam County Board of County Commissioners is an equal opportunity employer and makes all employment decisions based on merit. It is recognized that all people, regardless of race, color, religion, sex, national origin, age, disability, genetics, or any other consideration made unlawful by federal, state or local laws have an inherently equal opportunity to compete for positions with the Putnam County BOCC, and they must be evaluated for such on the basis of their individual abilities.

The County is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the County and prohibits unlawful discrimination by any employee of the County, including supervisors and co-workers.

In order to comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the County will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires accommodation in order to perform the essential functions of the job should contact Human Resources. The individual with the disability should specify what accommodation he or she needs in order to effectively perform the job. The County will conduct an investigation to identify the barriers that makes it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The County will identify possible accommodations, if any, which will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Putnam County will make the accommodation.

Putnam County Board of County Commissioners has an Equal Employment Opportunity Plan that is voluntary to assure that equal employment opportunity affecting the employment practices, including (but not limited to) recruiting, testing, hiring, transfer, promotion, training, compensation, benefits, discipline, layoffs and terminations. All management and supervisory personnel share in the responsibility for implementing and maintaining this plan.

<b>7.03 EEO Administration</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

The Board of County commissioners has the overall responsibility for the administration of the Equal Employment Opportunity Plan. The Human Resources Director is ultimately responsible for the implementation of the Plan and making reports annually to the Board.

#### Training of Managers and Supervisors

While the commitment to equal opportunity is that of the Putnam County Board of County Commissioners, it is the Department Heads who carry out the responsibilities of hiring, promoting, training, discipline, and other employee actions. The Human Resources Director provides the leadership and guidance for Department Heads and supervisors to assure there is uniformity in the approach taken within departments to discharge the responsibilities in accordance with this policy.

#### Selection System

##### Promotion

Notice of all vacancies are posted so all interested employees may be considered for promotional opportunities that arise. Qualified employees from all departments are considered for vacancies except where prohibited by union agreements.

#### Recruitment and Application

A notice of all vacancies is kept on file in the Human Resources Department.

The Human Resources Department continually updates this mailing list in order to reach out to minority, female and disabled applicants. The employment application only requests pre-employment information that is job related and nondiscriminatory.

#### Job Descriptions and Qualification Standards

All job descriptions are reviewed as necessary to assure that they accurately reflect major job functions. Qualification standards are job-related and call for the minimum education and/or experience needed to perform the job successfully.

#### Testing

All examinations, whether written, oral, or a test of actual performance are job-related and designed to predict accurately the future job performance of the applicant.

#### Interviews

Hiring managers and supervisors ask only questions that relate to a candidate's ability to perform the functions of the job applied for.

#### Hiring

Putnam County recruits and hires the best qualified candidates without regard to race, color, religion, sex, national origin, or age. Whenever two or more candidates are equally qualified, preference will be given to the candidate whose hire will advance the County's EEO objectives.

<b>7.04 Equal Employment Opportunity Procedures</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

Policy

1. The Board of County Commissioners, aware of the legal and moral responsibility to serve all the community's citizens by practicing fair and equal employment opportunity, affirms its commitment to the tenets of Title VII of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1978 (as amended). It is recognized that all people, regardless of *race, color, sex, religion, ancestry, national origin, age, disability, marital status or other protected group status* have an inherently equal opportunity to compete for positions with the Putnam County Board of County Commissioners and they must be evaluated for such on the basis of their individual abilities. Whatever an applicant's race, color, sex, religion, ancestry, national origin, age, disability, marital status or other protected group status may be, he or she has a constitutional right to have his or her application considered on its individual merits in a neutral, unbiased manner. However, it is the policy of the Putnam County Board of County Commissioners that no applicant is entitled to any advantages by reason of race, color, sex, religion, ancestry, national origin, age, disability, marital status or other protected group status.
  
2. The Putnam County Board of County Commissioners reciprocally expects to benefit from the program through more efficient utilization, development, and management of human resources. The Board will comply with all equal opportunity policies, laws, and directives, both State and Federal, that may be set forth to assure non-discrimination in so far as such policies, laws, and directives do not offend the equal protection clause of the United States Constitution.
  
3. The EEOP/Affirmative Action program affects all aspects and departments of the Putnam County Board of County Commissioners and employment practices, including (but not limited to) recruiting, testing, hiring, transfer, promotion, training, compensation, benefits, discipline, layoff, and termination.
  
4. All management and supervisory personnel share in the responsibility for implementing and maintaining this program. Their performance in the area of affirmative action is evaluated in the same way that performance on assigned duties is evaluated.

5. The Putnam County Board of County Commissioners has charged the Human Resources Director with proper administration of the EEO/Affirmative Action Program for the Board. In addition, the Board has appointed an Affirmative Action Committee made up a cross section of citizens to meet annually to establish affirmative action objectives and review progress towards those objectives.
6. The Putnam County Board of County Commissioners has undertaken and maintains this program voluntarily to assure that equal employment opportunity is a reality as well as an ideal.
7. Discrimination against any person in recruitment, examination, appointment, training, promotion or any other employee action because of race, color, sex, religion, ancestry, national origin, age, disability, marital status or other protected group status is strictly prohibited.
8. Veterans' Preference shall be given to eligible veterans in accordance with Florida Statutes.

#### EEO Complaint Procedures

1. Any employee or applicant for employment shall have the right to file a discrimination complaint.
2. Complaints received by the Equal Opportunity Office are reviewed for jurisdiction before being accepted for formal investigation, i.e., the alleged discriminatory act must be based on race, color, religion, sex, national origin, age, disability or political affiliation (as covered under these Regulations).
3. However, upon request, the Equal Opportunity office will assist to the extent possible in the resolution of any employee concern or complaint brought to its attention, and offers mediation as another option for resolving employee conflicts.

#### Retaliation

1. Retaliation against any person for bringing a good faith allegation forward, filing a complaint or participating in an investigation of alleged unlawful discrimination is strictly prohibited.
2. Under no circumstances will an employee be penalized for reporting unlawful or improper conduct prohibited by these policies.
3. Any employee who feels that he or she is being retaliated against for filing a complaint or participating in an investigation must report the retaliation to the Equal Opportunity Office immediately.

## Equal Opportunity Program

1. It shall be the responsibility of all employees to be aware of and comply with the County's Equal Opportunity Program. The program is intended to promote equal employment opportunity through non-discriminatory practices by:
2. Recruiting, hiring, training and making promotion or discipline decisions without regard to race, color, religion, sex, national origin, age or disability, and
3. Ensuring that employment benefits and programs are administered in accordance with local, state and federal equal employment law.
4. The Equal Opportunity Program includes a Diversity Plan, which is a voluntary effort by the Board of County Commissioners to address areas of underutilization (low representation) of women and minorities within the County's workforce.
5. Areas of underutilization will be determined by comparing the demographic profile of the County's workforce with that of the relevant civilian labor market, based on current census data.
6. The relevant labor market for this purpose is the Gainesville/Alachua County Standard Metropolitan Statistical Area.
7. This workforce analysis will be conducted on an annual basis.
8. Job classifications will be selected for special recruitment effort based upon areas of under-representation identified within individual departments.
9. The purpose of such special recruitment activity is to increase the diversity of the applicant pool, to attract qualified women and minority job seekers to consider employment opportunities with the County.

<b>7.05 Harassment Policy</b>	Review Date: 09/01/2021
	Effective Date: 01/22/2007

It is the policy of Putnam County to provide a work environment which is free from verbal or physical conduct that unreasonably harasses disturbs or interferes with an employee's work performance or that creates an intimidating, offensive or hostile work environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

All County employees are expected to avoid any activity which harasses or disrupts the work of their co-workers, subordinates or the general public. Any verbal or physical conduct which harasses another worker, subordinate or members of the general public with whom employees may have contact, because of that person's race, national origin, religion, sex, disability, pregnancy or age is prohibited.

In particular, sexual harassment is strictly forbidden, including harassment of members of the same sex. Sexual harassment in the workplace is a violation of Title VII of the Civil Rights Act of 1964. Any sexually harassing or offensive conduct, whether by Department Heads, supervisors, employees or non-employees who enter the County's workplace, is strictly prohibited. Such prohibited conduct includes, but is not limited to:

- Submission to harassment made as a term or condition of employment;
- Submission to or the rejection of harassment that is used as the basis for employment decisions;
- Unwanted physical contact or offensive conduct of a sexual nature, including flirtations, advances or propositions;
- Verbal harassment about an individual's sex, sexual interest or orientation, sexual innuendos, and offensive jokes or descriptions of personal sexual conduct;
- Demeaning, degrading or insulting comments about a person's physical appearance;
- Displaying in the workplace photos or other materials which are demeaning, insulting, intimidating or sexually suggestive;
- Demeaning, insulting, sexually suggestive or otherwise offensive written, recorded, telephonic or electronically transmitted messages.

If you experience harassment:

1. Document the incident by writing such details as date and time of incident; where it occurred; who was present; what was said and done; and witnesses to the incident.

2. Report the incident orally and/or in writing to your supervisor, Department Head or the Human Resources Director.
3. Such reports can be made in person, by mail, or by telephone. All complaints will be investigated as quickly as possible and immediate action will be taken.

#### Disciplinary Action

Any employee determined to be harassing others will be subject to disciplinary action for misconduct, at whatever level is appropriate to the circumstances, up to and including termination of employment.

Any employee making a knowingly false report of harassment, be it sexual or otherwise, will be subject to disciplinary action for misconduct, at whatever level is appropriate to the circumstances, up to and including termination of employment.

<b>7.06 ADA Procedure</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

ADA Complaint Procedure

Applicants, employees, and members of the public are protected by the Americans with Disabilities Act. Putnam County Board of County Commissioners recognizes its obligation to reasonably accommodate disabled individuals. Inquiries concerning the applicability of this Act should be made directly to the Human Resources Director.

- A. Employees, job applicants or members of the public who believe that their rights under the Americans with Disabilities Act of 1990 have not been observed should write a brief statement describing the nature of their complaint and the accommodation being sought. This statement should be submitted to the County Human Resources Director. The Human Resources Director, along with any affected Department Director(s), will investigate and respond in writing within seven working days upon receipt of the statement.
  
- B. If the response is not satisfactory, the complaining party should indicate in writing why the response is inadequate. This statement should be submitted to the County Human Resources Director for a response by the County Administrator. The Administrator will then respond in writing within ten (10) working days upon the receipt of the statement.
  
- C. Resolving complaints at the local level by exercising this Complaint Procedure is the desire of the Putnam County Board of County Commissioners. Complainants are not, however, required to exhaust this complaint procedure before filing a complaint with any Federal or State agency.

<b>7.07 Discrimination Complaints (non-ADA Procedure)</b>	Review Date: 09/16/2022
	Effective Date: 01/22/2007

An applicant or employee who feels that he or she has been discriminated against because of race, color, religion, sex, national origin, or age may file a complaint as follows:

**Applicant**

1. When a complainant is an applicant, he or she should write a brief statement describing the nature of the complaint and submit it within 30 days to the Human Resources Director. The Director will conduct a fair and impartial investigation, make a finding of fact, and provide a copy of the investigative report to the complainant, to the party complained against, to the County Administrator and the Board of County Commissioners.

**County Employee**

1. When the complainant is a County employee, he or she may file the complaint as a grievance and follow the established grievance procedure found in the Policies and Procedures or those in the applicable union agreements

Although it is the desire of the Board to resolve all complaints at the local level, complainants have the right to file a complaint with the Florida Commissioner on Human Relations or the Federal Equal Employment Opportunity Commissioner within 180 days of the action causing the complaint. Complainants are not required to exhaust this internal complaint procedure before filing a complaint with any Federal or State agency.

<b>7.08 Pandemic Disease/Virus</b>	Review Date: 09/16/2022
	Effective Date: 09/14/2009

### Purpose

The purpose of this policy is to provide employees with sufficient understanding of their employment related duties and responsibilities when a pandemic disease/virus has been determined. To minimize the effect of any disease outbreak, disease control measures may be ordered to include a broad array of actions: isolation and quarantine orders and social distancing measures are likely to be used.

The County Administrator will determine when the provisions of this pandemic disease/virus policy become effective and end. During periods of pandemic disease/virus, the County Administrator shall have authority to vary from established policies and procedures to the extent necessary to carry on efficient operations of the County.

### Staffing During a Pandemic

In the event of a pandemic disease/virus, staffing and backfill of existing positions will be of primary concern in order to provide essential services and other services to the public. In order to adequately meet the staffing needs, the following may occur:

- a) Approved leave may be rescinded.
- b) Employees may be required to work from home, may be assigned special duty, or be assigned to other work units, locations or shifts with minimal notice.

### Leave and Pay During a Pandemic Disease/Virus

- A. Pandemic diseases/viruses are serious because most or all people would not have immunity and a large number of persons can be affected. In order to prevent the spread of disease/virus, the following measures will be taken:
  - i. Any employee with designated symptoms during a pandemic disease/virus epidemic will be required to stay at home to prevent the spread of disease/virus.

- ii. Any employee who reports to work with designated symptoms during a pandemic disease/virus will be sent home upon approval of the department director or designee.
  - iii. Administrative leave is not an entitlement but may be granted if a department is forced to close due to a pandemic disease/virus and those employees cannot be redeployed to another location. The decision to grant such leave and the length of the leave will be handled on a case by case basis and approved by the County Administrator or designee. Such leave will only be considered as a last resort.
- B. A pandemic will not be a short, sharp event leading immediately to commencement of a recovery phase. Instead, a pandemic may be a weeks-long to months-long event, and there could be more than one wave of infections during a pandemic period.
- C. To the extent possible, compensation provisions will not be suspended but may be streamlined in order to administer payroll in a timely manner.
- D. In the event of day care and/or school closures:
- i. Employees should have a family care succession plan in place and make every effort to come to work; however, in the event the employee cannot report to work, leave must be taken for time off in accordance with the Attendance and Leave Policies.
  - ii. Employees will not be allowed to bring their children to work.
  - iii. Sick leave may not be used by healthy parents taking care of healthy children.

# PUTNAM COUNTY

## Board of County Commissioners



### Section 8: Information Security

<b>8.01 Internet/Intranet Usage</b>	HR Approval
	Admin Approval

### Overview

Information Technology's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Putnam County's established culture of openness, trust and integrity. Information Technology is committed to protecting Putnam County's employees, partners and the County from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Putnam County. These systems are to be used for business purposes in serving the interests of the County, the general public and customers in the course of normal operations. Please review your applicable department policies for further details.

Effective security is a team effort involving the participation and support of every Putnam County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

### Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Putnam County. These rules are in place to protect the employee and Putnam County. Inappropriate use exposes Putnam County to risks including virus attacks, compromise of network systems and services and legal issues.

### Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Putnam County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Putnam County.

### General Use and Ownership

1. While Putnam County's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create

on the County systems remains the property of Putnam County. Because of the need to protect Putnam County's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Putnam County.

2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use of by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
3. For security and network maintenance purposes, authorized individuals within Putnam County may monitor equipment, systems and network traffic at any time, per Information Technology's Audit Policy.
4. Putnam County reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

#### Security and Proprietary Information

1. The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by County confidentiality guidelines. Employees should take all necessary steps to prevent unauthorized access to this information.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every 60 days.
3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 45 minutes or less, or by logging-off (control-alt-delete for Win2k?XP users) when the host will be unattended.
4. Because information contained on portable computers is especially vulnerable, special care should be exercised.
5. Postings by employees from a Putnam County email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Putnam County, unless posting is in the course of County duties.
6. All hosts used by the employee that are connected to the Putnam County Internet/Intranet/Extranet, whether owned by the employee or Putnam County, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.

7. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

### Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Putnam County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Putnam County owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

### System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Putnam County.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Putnam County or the end user does not have an active license is strictly prohibited.
3. Storing multimedia files (video, audio, etc.) not related to training or County business on any of the network servers.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to the export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Putnam County computing asset to actively engage in procuring or transmitting material that is pornographic or obscene in nature.
8. Using a Putnam County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
9. Making fraudulent offers of products, items, or services originating from any Putnam County account.
10. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
11. Effecting security breaches or disruptions or interruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
12. Port scanning or security scanning is expressly prohibited unless prior notification to Information Technology is made.
13. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
14. Circumventing user authentication or security of any host, network or account.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

#### Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use or forging of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Creating or forwarding email with multimedia (audio, video, etc.) attachments.
7. Use of unsolicited email originating from within Putnam County's networks of other Internet/Intranet/ Extranet service providers on behalf of, or to advertise, any service hosted by Putnam County or connected via Putnam County's network.
8. Posting the same or similar non-business related messages to large numbers of Usenet newsgroups (newsgroup spam).

#### Enforcement

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

#### Definitions

<b>Term</b>	<b>Definition</b>
<i>Spam</i>	Unauthorized and/or unsolicited electronic mass mailings.

<b>8.02 Email Usage Policy</b>	HR Approval
	Admin Approval

Scope

This policy covers appropriate use of any email sent from a Putnam County email address and applies to all employees, vendors and agents operating on behalf of Putnam County.

Prohibited Use

The Putnam County email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs or national origin or messages that include multimedia (audio, video, etc.) attachments. Employees who receive any emails with this content from any Putnam County employee should report the matter to their supervisor immediately.

Personal Use

Using a reasonable amount of Putnam County resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Putnam County email account is prohibited. Mass mailings originating from Putnam County shall be approved by the appropriate Putnam County Department Head before sending. These restrictions also apply to the forwarding of mail received by a Putnam County employee.

Monitoring

Putnam County employees shall have no expectation of privacy in anything they store, send or receive on the County's email system. Putnam County may monitor messages without prior notice.

Enforcement

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

Definitions

<b>Term</b>	<b>Definition</b>
<i>Email</i>	The electronic transmission of information through a mail protocol SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.
<i>Forwarded email</i>	Email resent from an internal network to an outside point.
<i>Chain email or letter</i>	Email sent to successive people. Typically the body of the note has directions to send out multiple copies of the note and promises good luck or money if the direction is followed.
<i>Sensitive information</i>	Information is considered sensitive if it can be damaging to Putnam County or its customers' reputation or market standing.
<i>Virus warning</i>	Email containing warnings about a virus or malware. The overwhelming majority intent only on frightening or misleading users.
<i>Unauthorized Disclosure</i>	The intentional or unintentional revealing of restricted information to people, both inside and outside Putnam County, who do not have a need to know that information.

Internet/Intranet and Email Usage Policy

**ACKNOWLEDGEMENT**

I acknowledge that I have received a written copy of the Internet/Intranet and Email Usage Policy for Putnam County. I understand the terms of this policy and agree to abide by them. I realize that the County's security software may record and store for management use the email messages that I send and receive, the internet address of any website that I visit and any network activity in which I transmit or receive any kind of file or message. I understand that any violation of this policy could lead to disciplinary action up to and including dismissal from employment or even criminal prosecutions.

Signature:	_____
Name (Printed):	_____
Date:	_____

<b>8.03 Cell Phone Usage</b>	HR Approval	Date:01/22/2016
	Admin Approval	Date:01/22/2016
Revision Date: 01/22/2016	Attorney Approval	Date: N/A
Effective Date: 01/22/2016		

Department Heads are responsible for the approval of equipment requests, review of monthly charges, inventory of property, and termination of unneeded services. Department Heads must oversee the appropriate use of cellular telephone equipment and services by:

- Approving requests for cellular telephone services only to personnel who require such services to conduct official County business; and ensuring that cellular telephone services will be used only for County business when regular telephone service is not available.

#### Authorized Users

Authorized users are responsible for:

- Reimbursing the County for the repair or replacement cost of a damaged, lost or stolen cellular telephone, if its damage, loss or theft was due to negligence.
- Verifying the accuracy of the billing. Reimbursing the County for unauthorized use (including use by other individuals) or unauthorized charges.
- Returning the telephone to the Department Head when it is no longer required to carry out work assignments. Users must reimburse the County for the purchase price if they do not return the telephone.

#### Responsibilities

Department Heads are responsible for:

- Reviewing and approving/denying all justifications for the use of cellular telephones and all documents relating to the purchase, repair, maintenance, and payment of the monthly access features and usage charges for cellular services.
- Securing cellular telephones and all related equipment when they are returned by the authorized user. Reassignments will require the same justification and certification as a new request.
- Ensuring that all appropriate records, including the justification and certification, are kept and readily available for audits.

#### Documentation to Request/Reassign Cellular Telephone Services/Equipment

The documentation supporting requests for cellular telephone services and equipment must include:

- Justification explaining the intended use of the cellular telephone (E.g., staff traveling regularly [at least one day per week] without access to County office phones; managers/staff requiring constant availability for urgent, high priority activities/projects, etc.)
- The authorized user's name, organization, office telephone number, building and room number.
- Type of telephone(s) (hand-held, transportable, etc.) and wattage (when known).
- Vendor to be used to obtain service.
- Cost of the equipment and services.
- Time frame for use.

#### Acquisition

Upon approving a cellular telephone request, the Department Head or designee should determine whether a cellular telephone is available from the County's cellular telephone inventory or use a purchase order to acquire cellular telephone services/equipment.

#### Inventory

Each Department Head or designee must account for that organization's inventory. Upon delivery and receipt of the cellular telephone equipment, the Department Head or designee must log and track the serial number and other property information.

#### Billing

The authorized user must review the monthly billings, and verify the accuracy of the billings. The Department Head or designee must perform a final review of the billing prior to submittal for payment.