



# THE CITY OF PANAMA CITY ADMINISTRATIVE PERSONNEL POLICIES

*“Dedicated To Excellence... People Serving People.”*

*Department of  
Human Resources*

*2018*

## Welcome

All of us with the City of Panama City are happy to welcome you as a fellow employee. We are proud of Panama City, Florida and hope you will have a rewarding and prosperous career with the City. It is our desire to give the residents of Panama City the most efficient and courteous service for their tax dollar. You, as a member of our City team, will be playing a vital role in helping to accomplish this goal.

The purpose of The City of Panama City Administrative Personnel Policies, ("Handbook") is two-fold: first, to establish policies and procedures designed to provide the City of Panama City with a sound and equitable system of personnel management. The administration of these policies is the responsibility of the City Manager and his/her administrative staff in accordance with Ordinance No. 1080, the Civil Service Act of the City of Panama City.

Secondly, it is designed to provide answers to questions about how we operate, acquaint you with policies and procedures, and provide information regarding your benefits. You are encouraged to become familiar with its contents. Human Resources or your Department Head will be happy to address specific questions or concerns.

Again, congratulations on joining our City team.

## **Disclaimer**

The City of Panama City, based on economic and budgetary conditions, reserves the right to add, delete, or amend, in whole or in part, the terms and conditions of employment, which, for example, include compensation, benefits, policies, and any other working conditions, at any time, at the sole discretion of the City Commission, or as delegated by the City Manager, except where provided otherwise by contract or law. The City of Panama City reserves the right to modify any of the policies and procedures, including those covered in this Handbook, at any time.

This Handbook is not an official document and is not an employment contract, expressed or implied. This Handbook should be considered as an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Human Resources Department.

The official version of the Handbook will be maintained in electronic form by Human Resources and be available on the City of Panama City's website and employee portal.

## Contents

Welcome .....	1
Disclaimer.....	2
Section I Objectives and Administration.....	8
OBJECTIVES .....	8
ORIENTATION.....	8
PROBATIONARY PERIOD .....	8
EMPLOYEE WELFARE.....	9
TRAINING .....	9
SUGGESTIONS .....	9
CODE OF CONDUCT.....	9
OUTSIDE EMPLOYMENT.....	9
NEPOTISM POLICY.....	10
DATING AND FRATERNIZATION .....	10
GIFTS .....	10
EXIT INTERVIEWS .....	11
REHIRE POLICY .....	11
HUMAN RESOURCES RECORDS.....	11
EQUAL EMPLOYMENT OPPORTUNITY .....	11
MODIFICATION FOR THE PHYSICAL AND MENTAL LIMITATIONS OR DISABILITIES OF EMPLOYEES AND APPLICANTS.....	12
AMERICANS WITH DISABILITIES ACT.....	12
DISCRIMINATION AND HARASSMENT .....	12
ELECTRONIC MAIL AND INTERNET ACCESS.....	13
SOCIAL MEDIA.....	13
POLICY AGAINST FRAUD AND DISHONEST ACTS .....	13
WHISTLEBLOWER AND RETALIATION .....	14
Section II Disciplinary Action.....	15
INTENT .....	15
AUTHORITY .....	15
REASONS FOR DISCHARGE OR DISCIPLINARY ACTION.....	15

DEFINITIONS.....	17
RESPONSIBILITY.....	17
Section III Employee Disputes and Complaints.....	18
PURPOSE .....	18
DEFINITION OF A DISPUTE .....	18
PROCEDURE FOR HANDLING DISPUTES.....	18
RULES .....	19
Section IV Hours of Work and Attendance .....	20
HOURS OF WORK .....	20
ATTENDANCE .....	20
TIMEKEEPING .....	20
REPORTING ABSENCES.....	20
TARDINESS .....	20
ON-CALL/STANDBY .....	21
OVERTIME .....	21
COMPENSATORY TIME.....	22
INCENTIVE WORK PROGRAM.....	22
SAFE HARBOR POLICY .....	22
Section V Leaves.....	24
ADMINISTRATION .....	24
ANNUAL LEAVE .....	24
PURPOSE .....	24
ELIGIBILITY.....	24
RATE AT WHICH LEAVE IS EARNED .....	24
USE OF ANNUAL LEAVE.....	25
ACCUMULATION OF ANNUAL LEAVE.....	25
CHARGING ANNUAL LEAVE.....	25
REQUEST FOR ANNUAL LEAVE .....	25
PAYMENT FOR UNUSED ANNUAL LEAVE.....	26
SICK LEAVE-EMPLOYEE.....	26
PURPOSE .....	26
ELIGIBILITY.....	26

RATE AT WHICH SICK LEAVE IS EARNED .....	26
USE OF EMPLOYEE SICK LEAVE .....	26
ACCUMULATION OF SICK LEAVE .....	26
CHARGING SICK LEAVE .....	26
REQUEST FOR SICK LEAVE .....	27
CERTIFICATION BY A PHYSICIAN .....	27
WHEN SICK LEAVE IS EXHAUSTED .....	27
PAYMENT FOR EXCESS SICK LEAVE .....	27
SICK LEAVE-FAMILY .....	28
FAMILY AND MEDICAL LEAVE .....	28
FAMILY AND MEDICAL SITUATIONS FOR WHICH LEAVE MAY BE GRANTED .....	28
BREAK TIME FOR NURSING MOTHERS .....	29
HOLIDAY LEAVE .....	29
BEREAVEMENT LEAVE .....	30
MILITARY LEAVE .....	30
CIVIL LEAVE .....	31
EDUCATIONAL LEAVE .....	31
LEAVE TO TAKE EXAMINATIONS .....	32
DOMESTIC AND SEXUAL VIOLENCE LEAVE .....	32
LEAVE OF ABSENCE WITHOUT PAY .....	32
ABSENCE WITHOUT LEAVE .....	33
Section VI Safety .....	34
RESPONSIBILITY FOR SAFETY .....	34
REPORTING OF ACCIDENTS .....	34
WORKERS' COMPENSATION BENEFITS .....	34
LOST TIME INJURIES .....	35
DRUG FREE WORKPLACE .....	35
SMOKE-FREE WORKPLACE .....	35
Section VII Position Classification Plan .....	36
PURPOSE .....	36
COMPOSITION .....	36
ADMINISTRATION AND MAINTENANCE .....	36

POSITION AUDITS.....	36
ALLOCATION AND RE-ALLOCATION OF POSITIONS .....	37
STATUS OF INCUMBENT IN RE-ALLOCATED POSITION.....	37
POSITION CONTROL .....	37
Section VIII Compensation Plan .....	38
PURPOSE .....	38
COMPENSATION .....	38
ADMINISTRATION AND MAINTENANCE .....	38
APPOINTMENTS AND STARTING RATES.....	38
MERIT INCREASES .....	39
PROMOTIONS.....	39
DEMOTIONS .....	39
RE-ALLOCATION DOWNWARD.....	39
PAY GRADE ADJUSTMENTS.....	39
RECLASSIFICATION .....	39
TRANSFER.....	40
WAIVER .....	40
TEMPORARY WORK IN A HIGHER CLASSIFICATION .....	40
INCENTIVE PAY.....	40
Section IX General Provisions .....	41
DUTY WEAPON POLICY .....	41
UNIFORM ALLOWANCE.....	41
PENSION PLANS .....	41
EMPLOYEE GROUP INSURANCE .....	42
DEFINITION OF A RETIREE.....	42
SOCIAL SECURITY .....	42
DEFERRED COMPENSATION PLANS .....	43
FLEXIBLE BENEFITS PLANS.....	43
MANDATORY RETIREMENT HEALTH SAVINGS ACCOUNTS.....	43
EDUCATIONAL ASSISTANCE PROGRAM .....	44
USE OF CITY VEHICLES.....	44
OTHER PROGRAMS .....	44

ORGANIZATIONAL CHART .....	45
EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF ADMINISTRATIVE PERSONNEL POLICIES.....	46

## Section I Objectives and Administration

### OBJECTIVES

It is the intent of the City to provide for:

- A) Recruitment, selection and advancement of employees on the basis of merit, knowledge, skills, and ability;
- B) Just and equitable incentives and conditions of employment to promote service to the public and efficiency in the operation of City government;
- C) Tenure of employees covered by the policies subject to good behavior, satisfactory performance of work, necessity for the performance of work and the availability of funds. In accordance with Section 20 of Ordinance No. 1080, the employment of a person shall not be deemed complete for a period of one year. An employee, within the probationary period of one year, may be discharged by the City Manager or the head of the department for which the employee works, without cause;
- D) Equal treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws, and with proper regard for their privacy and constitutional rights as citizens;
- E) Protection of employees against coercion for partisan political purposes and prohibiting them from using their official authority for the purpose of interfering with, or affecting the result of, an election or a nomination for office; and,
- F) Training of employees, as needed, to assure high quality performance and encourage careers with the City.

### ORIENTATION

Reporting to any new job can be a strange experience. In order to help new employees become more familiar with their new surroundings, supervisors will work with them in getting acquainted with the more formal aspects of their job. As part of the orientation process, a representative of the Human Resources Department will explain the City's compensation program, Drug Free Workplace Policy, benefit package, Equal Opportunity Policy and the Safety Program.

### PROBATIONARY PERIOD

A probationary period of one (1) year must be successfully completed by an employee to be tenured with the City. This allows time for new employees to adjust to their new job and provides the supervisor an opportunity to evaluate job performance. A probationary employee can apply for a transfer to another position or a promotion only after the completion of six (6) months of continuous employment. An employee may be released from employment any time during the probationary period. Upon successful completion of the probationary period, all non-exempt employees gain regular status and are deemed a member of Civil Service. These employees are encouraged to become familiar with the contents of Ordinance No. 1080, a copy of which may be obtained from the Human Resources Department or your Department Head.

## **EMPLOYEE WELFARE**

The City Manager will work with employees, Department Heads, and others to promote measures directed toward improving sanitary, safe and healthful working conditions, and any other conditions for improving the morale of City employees.

## **TRAINING**

It shall be the responsibility of the City Manager to work with employees and others to foster and promote programs of training for employees for the purpose of improving the quality of service rendered to the public and aiding employees to equip themselves for advancement within the City.

## **SUGGESTIONS**

The City Manager, with the approval of the City Commission, may establish a system for the receipt, acknowledgment, recording, and action on suggestions from employees for improving the City.

## **CODE OF CONDUCT**

Employees are expected to serve the public and to conduct themselves in a manner that will bring credit to City government, public officials, fellow employees, and themselves.

## **OUTSIDE EMPLOYMENT**

Employees are discouraged, but not restricted, from engaging in other employment during their off-duty hours. City employment shall be considered as primary employment. Outside employment is permitted under the following conditions:

- A) Employment may not be of a character inconsistent or incompatible with, or in obvious conflict with, the employee's duties with the City.
- B) Outside occupations must be carried on totally outside of hours of City employment and must not interfere in the performance or efficiency of the employee's position. Such work shall not affect the employee's performance, conduct, attendance or promptness.
- C) The work must not place employees in a position of compromise with regard to their responsibilities, or be of such a character as to cast doubt upon the employee's fairness or impartiality in duties as a City employee.
- D) Under no conditions may employees, in their alternate capacity, sell any service or merchandise to the City.
- E) Written notice of outside employment must be submitted by the employee on an Outside Employment Agreement form for review and approval by the Department Head, Human Resources, and the City Manager prior to undertaking any such employment.
- F) Failure to comply with any of the above conditions may subject the employee to appropriate disciplinary action.

## **NEPOTISM POLICY**

The City of Panama City is committed to hiring and retaining highly qualified persons. At the same time, the City recognizes that, despite their qualifications, hiring and retaining close relatives of current personnel might raise serious questions regarding the objectivity – or appearance of objectivity – of work assignments, performance appraisals, and employee treatment. Therefore, the City of Panama City does not normally employ new employees who are spouses, domestic partners, parents, children, siblings, or those whose relationship with a current employee is similar to that of persons who are related by blood or marriage if:

- A) They are seeking full-time, part-time, or temporary employment; and
- B) Employment would result or might result in one of these persons (employee or relative) having supervisor influence (actual or perceived) over the other's evaluations, progress, discipline, or pay.

If an employee and a close relative work in the same office or department and one of them becomes a manager with supervisory influence over the other, as described above, a transfer may be arranged, if possible and appropriate, for the employee with greater authority. A transfer also may be arranged if an employment arrangement may be perceived to violate our guidelines prohibiting close relatives from having supervisory influence over one another. If a transfer is not feasible, the employees will have 30 days to decide which relative will remain employed with the City. If the employees do not make the decision within the allotted period, the City will make the decision based upon the employment history and job performance of both employees, as well as our organization's needs. In some cases, the employee with greater authority may be displaced.

## **DATING AND FRATERNIZATION**

Non-supervisory employees are permitted to date, develop friendships, and form other consensual personal relationships with one another as long as such relationships do not impact their ability to perform their duties at a satisfactory level while at work. However, any such relationship that adversely affects the City's spirit of teamwork, productivity, or overall cohesion will be addressed through corrective or disciplinary action. Moreover, any unprofessional workplace behavior that occurs because of personal relationships will not be tolerated and will be addressed accordingly. In contrast, supervisors will not be permitted to engage in dating, sexual, or other intimate personal relationships with employees over whom they have authority. Actual or perceived favoritism, misuse of authority, and unprofessional behavior, may result from such relationships. Any such relationships should be promptly reported to the Human Resources Director for appropriate management.

## **GIFTS**

Employees with the City of Panama City shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom they have official relationships concerning business of the City government. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, nor to prohibit employees from obtaining loans from lending institutions at rates offered to the general public. It is particularly important that Purchasing Department employees, inspectors, police and/or Code Enforcement officers guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

## EXIT INTERVIEWS

It is the policy of the City to determine why good employees leave the City's service. An exit interview program has been established by the City Manager for the purpose of determining the cause, and possible solutions of, turnover among City personnel.

## REHIRE POLICY

Employees who voluntarily leave City employment will not be subject for rehire for a period of 3 years from the last day worked. On the recommendation of a Department Head, the City Manager may make an exception to this policy, provided the employee left the City in good standing, for extraordinary, exceptional, and/or uncommon circumstances that have been resolved. An employee may be reemployed for a position with the City sooner than 3 years from the last day worked, if they left the City in good standing and are returning to the City in a higher pay grade position than when they left.

- A) **Rehire Eligibility** – Where business needs dictate, it is policy that the City of Panama City may rehire former employees who 1) voluntarily left City employment or were 2) laid off due to business slowdown and who possessed a satisfactory record of service. This policy sets forth the City's philosophy governing eligibility for reemployment.
- B) **Classes Eligible For Rehire** – Employees who had completed their probationary period and who were part of a reduction in force as well as those who voluntarily resigned during a reduction in force may be eligible for rehire based on personnel records. Former employees, who had a less than satisfactory work record appropriately noted at terminations as not being eligible for rehire, are excluded from rehire consideration.
- C) **Classes Not Eligible for Rehire** – Employees who were involuntarily terminated by the City of Panama City or who were laid off (with a less than satisfactory work record) or who failed to complete their probationary period will not be considered for rehire.

## HUMAN RESOURCES RECORDS

It is important that Human Resources records be correct and up-to-date. Employees must notify the Human Resources Department of any changes in personal information such as address, name, dependent status or telephone number.

All employees shall be permitted access to their individual, official Human Resources files. All items contained in such files shall be available for review, except such matters as may be exempt from public disclosure under Florida's Public Record Laws. Such review shall be available to the employee at reasonable times, under the supervision of the designated record's custodian.

## EQUAL EMPLOYMENT OPPORTUNITY

The City of Panama City is an equal opportunity employer. There shall be no discrimination exercised on account of race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws, with respect to the recruitment, examination or appointment of applicants, or in any personnel actions affecting employees, including training, layoffs, and disciplinary transactions.

All personnel actions shall be based solely on merit of the individual. Any employee who feels he/she or a fellow employee has been discriminated against should contact the Human Resources Department.

## **MODIFICATION FOR THE PHYSICAL AND MENTAL LIMITATIONS OR DISABILITIES OF EMPLOYEES AND APPLICANTS**

The City of Panama City will work around a qualified employee's or applicant's handicap/disability so he/she may be successfully employed, or continue to be employed, by the City in a reasonable manner in accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) Subpart B-8.11. Such reasonable modification may include (1) making a facility used by employees accessible to, and useable by, individuals with handicaps/disabilities; (2) job restructuring; and (3) modification of equipment or services. Prior to undertaking such accommodation, the City will consider if such would impose an undue hardship in the conduct of the City's business. Factors to be considered shall include, but not be limited to, operational necessity, financial concerns, health and safety to others, and administrative burden.

## **AMERICANS WITH DISABILITIES ACT**

The City of Panama City will provide equal opportunities for persons with disabilities seeking employment and will provide a bias free work environment in accordance with the Americans with Disabilities Act (ADA). The ADA prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment.

Individuals who feel that an action or inaction on the part of the City, its representatives, or employees, is in violation of the Act may file a complaint. The complaint procedure and appropriate form may be obtained from the City's Human Resources Department.

## **DISCRIMINATION AND HARASSMENT**

It is the policy of the City of Panama City to maintain an environment free of harassment (sexual harassment or non-sexual harassment) of any individual in the workplace. This policy applies to all employees in their working relationships, and to harassment by anyone in the workplace, including harassment by coworkers, supervisors, or nonemployees.

While it is impossible to list all circumstances that may constitute unlawful harassment, the following are some examples of conduct which, if unwelcomed, may constitute unlawful harassment:

Oral, written, drawn images or pictures (in any form including electronic media); abuse and/or threats that may include teasing, jokes, insults, gestures, epithets, or remarks based on sex, race, age, disability, religion, national origin, color, or retaliation; gossip regarding an individual's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess, or other lewd or obscene comments; visual displays, including electronic media (e.g., screen savers) or printed media material (e.g., posters, cartoons), in the workplace that are sexually explicit or derogatory or demeaning of an individual's color, national origin, race, religion, sex, age, or disability; demands for sexual favors; unwelcome or unsolicited

physical contact, including touching, patting, pinching, hugging, grabbing, cornering, or brushing against another person's body.

The City of Panama City is committed to promptly and thoroughly investigating all complaints of harassment. An employee who believes that he or she has been discriminated against, or harassed, in violation of these guidelines, should report the matter to the Human Resources Director. The City of Panama City will not retaliate against an employee who reports a violation of this policy.

## **ELECTRONIC MAIL AND INTERNET ACCESS**

Employees are provided access to the computer network to assist them in the performance of their jobs. Additionally, employees have a responsibility to use the City's computer resources and the internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible termination, and civil and/or criminal liability. Employees expressly waive any right to privacy in anything they create, store, send or receive using the City's computer equipment or internet access. The computer network is the property of the City of Panama City and may be used only for City purposes. Use of City computers, network, and email are subject to Florida's Public Record Laws.

## **SOCIAL MEDIA**

At the City of Panama City, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Panama City, as well as any other forms of electronic communication.

You are responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects employees, clients, customers, suppliers, people who work on behalf of the City of Panama City or the City of Panama City's legitimate business interests, may result in disciplinary actions, up to and including termination.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

## **POLICY AGAINST FRAUD AND DISHONEST ACTS**

The City of Panama City is committed to preventing fraud and maintaining an environment in which internal controls can be established and improved. This policy has been adopted to aid in the detection, prevention, and reporting of fraudulent activities by employees, contractors, vendors, citizens, and other entities that have a business relationship with the City, and to promote awareness of the potential for fraud throughout the City.

It is the policy of the City that all employees adhere to the Code of Ethics for Public Officers and Employees as stated in Chapter 112, Page III, Florida Statutes.

The term fraud refers to, but is not limited to, any dishonest or fraudulent act to include:

- Forgery or alteration of any documents;
- Misappropriation of funds, supplies, etc.;
- Improper handling or reporting of money or financial transactions;
- Misrepresentation of information on documents;
- Theft, destruction or intentional disappearance of records or any asset;
- Accepting or seeking anything of material value from vendors or persons providing services or materials to the City for personal benefit;
- Authorizing or receiving payments for goods not received or services not performed for the City;
- Any claim for reimbursement of expenses that were not made for the benefit of the City;
- Any computer-related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes, or misuse or misappropriation of City-owned software or hardware;
- Unauthorized time away from work, or use of City time for personal business.

Any employee who has knowledge or a reasonable suspicion that a fraudulent or other dishonest act has occurred, shall immediately report all known or suspected information through their chain of command.

## **WHISTLEBLOWER AND RETALIATION**

The objective of this policy is to ensure that the City of Panama City maintains an effective, easy-to-use process for employees to raise concerns regarding potentially unlawful or unethical behavior within the organization and that ensures protection against retaliation for the whistleblower. Employees will not be penalized in any employment action for engaging in any protected activity including: making a complaint, making a discrimination claim, participating in an investigation, taking protected leave, asking for an accommodation for a disability, and/or making a claim for Workers' Compensation.

It is the responsibility of all directors, officers and employees to comply with this policy and report concerns in accordance with this policy.

## Section II Disciplinary Action

### INTENT

- A) It is the intent of the personnel system that effective supervision and employee relations will avoid most matters which necessitate disciplinary action. The purpose of the rules, and disciplinary action for violation of such rules, is not intended to restrict the rights of anyone but to ensure the rights of all and secure cooperation and orderliness throughout the City service.
- B) Whenever employee performance, attitude, work habits, or personal conduct fall below a desirable level, the employee's supervisor shall inform the employee promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. The severity of disciplinary action will be related to the gravity of the offense, the employee's record of disciplinary action, length of service and the City's practice in similar cases.
- C) Supervisors are to be diligent in their investigations and to take proper and reasonable action promptly. In some instances, employees may be guilty of minor rule infractions due to lack of understanding or unawareness of these rules. For this reason, departmental and City regulations are to be periodically reviewed in employee meetings and when infractions occur, the supervisor should promptly institute private discussion with the employee.

### AUTHORITY

- A) Any employee of the City who is guilty of employee misconduct may be subject to disciplinary action.
- B) The City Manager or head of any department or division may bring charges of employee misconduct against any subordinate employee. An employee has the right to have a co-worker present during a disciplinary interview.
- C) The Civil Service Board shall be the sole authority vested with the power to review an adverse action within the provisions of these rules, against any employee within the Classified Service.
- D) No employee shall be fined a sum in excess of one month's compensation.
- E) No employee shall be suspended for a period in excess of thirty days.
- F) If the Civil Service Board finds misconduct justifying an adverse action more severe than the maximum suspension provided for, then such employee shall be discharged.
- G) Procedures under this section do not apply to terminations resulting from Reductions in Force.

### REASONS FOR DISCHARGE OR DISCIPLINARY ACTION

Causes for disciplinary action follow, but disciplinary action is not limited to the offenses listed.

- A) Incompetency, inefficiency, carelessness or negligence in the performance of duty;
- B) Does not meet job qualification standards;
- C) On or off duty misconduct that is immoral or that leads to arrest and conviction;
- D) Insubordination (refusal to obey an order or accept an assignment);
- E) Failure to report to work and being absent 3 successive days without proper notification;
- F) Excessive absenteeism or tardiness;

- G) Abuse, damage or theft of City/public property;
- H) Negligent use or misuse of a City vehicle or equipment;
- I) Intentionally giving false statements to supervisors or the public;
- J) Violation of Civil Service Rules, City ordinances, administrative regulations or department rules;
- K) Use of illegal drugs, drinking alcoholic beverages or being intoxicated on the job;
- L) Unethical conduct on or off -the-job which reflects unfavorably on the City;
- M) Acceptance of gifts, gratuities, or loans as specifically forbidden in these rules;
- N) Refusal to be examined by a City-authorized physician when so directed;
- O) Loss of job requirements, i.e., loss of necessary license, that prevents an employee from doing the assigned job;
- P) Dishonesty, including falsification/omission of information on employment application or work record(s);
- Q) Leaving work without permission;
- R) Failure to use personal protective equipment or follow safety precautions/procedures;
- S) Discourtesy to citizen(s);
- T) Endangering the safety of oneself or others through horseplay;
- U) Sleeping, loafing or loitering on the job;
- V) Harassment;
- W) Abusive/threatening language to a supervisor;
- X) Fighting with, and/or displaying other abusive behavior towards, or threatening coworkers;
- Y) Unauthorized possession of a weapon;
- Z) Violation of Drug Free Workplace policy;
- AA) Computer fraud/security violations; and
- BB) Using City time/resources for personal gain.
- CC) Employees must immediately notify their supervisor and/or Department Head within twenty-four (24) hours if they are arrested, charged, indicted, convicted, receive deferred adjudication, or plead nolo contendere to any misdemeanor or felony. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations. In most instances, the City will conduct its own investigations and take appropriate action. An employee arrested, charged, or indicted for a felony or misdemeanor, or accused by information of official misconduct or other serious criminal violation, may be placed on administrative leave (with or without pay) until the charge, indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are completed and all related administrative matters are concluded. Such a determination will typically be made by the Department Head and the City Manager. An employee on administrative leave may, at the City's sole discretion, be reinstated to the position held before being placed on administrative leave (if available), if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal.
- DD) Any behavior or conduct which negatively reflects on the City's image while driving a City vehicle or wearing a City uniform; and
- EE) Unauthorized possession of a firearm while actively on duty. The only exception is law enforcement personnel.

## DEFINITIONS

- A) Counseling: Private discussion between the employee and supervisor, with or without the Department or Division Head for the purpose of advising, reprimanding, or instructing the employee in a proper course of conduct.
- B) Warning: A statement to an employee that repetition of an act, specifically declared as a violation of City rules and regulations, may lead to further disciplinary action.
- C) Reprimand: A disciplinary action consisting of a written statement of a discipline breach, an official action following lesser breach(es) of rules.
- D) Disciplinary Suspension: Removal from active duty without pay for a specific period.
- E) Discharge or Dismissal: Permanent removal from the payroll for cause, usually following a course of intermediate disciplinary steps, but, in certain instances, the result of a serious breach of conduct.
- F) Adverse Action: An adverse action is a disciplinary action which results in dismissal, demotion, suspension or reduction in pay. Adverse actions may be appealed utilizing the Civil Service Board Procedures.

## RESPONSIBILITY

- A) The immediate supervisor shall have authority to warn employees of violations or discrepancies in their work performance, and to counsel with them to prevent repetition.
- B) In all cases other than initial warnings, full details of the action, including facts, counseling and penalty, shall be recorded on an Employee Discipline Record Form. Copies of this form will be prepared for Human Resources, the employee and the department. In all such instances, forms will be signed by the preparing supervisor, the Department or Division Head, and the employee will be given an opportunity to sign the form as indication that he/she has seen and read it, but not necessarily agreeing with it.
- C) In cases involving loss of time due to disciplinary action, the immediate supervisor shall counsel with the Division or Department head to determine the proper action. It is recommended the Human Resources Director be consulted prior to final action to assure consistency in application of disciplinary action.
- D) In serious cases which may take place at hours where the Department or Division Head is unavailable and where immediate action is deemed necessary, the immediate supervisor is authorized to send the employee home for the balance of the work day, pending final action and a decision by the Department Head.
- E) In cases where time is lost or where dismissal is recommended, the Director of Human Resources, in conjunction with the Department/Division Head, shall prepare materials for presentation to the Civil Service Board for a possible hearing.
- F) When an employee has committed an illegal act of major importance, the problem of discipline may pass from the hands of management to the law. Absences caused by legal entanglements extraneous of City employment may be granted as leave without pay.

## Section III Employee Disputes and Complaints

### PURPOSE

- A) The primary purpose of a dispute resolution procedure shall be to determine what is right rather than who is right. Free discussion between employees and supervisors will lead to a better understanding by both of practices, policies and procedures which affect employees. This will tend to identify and eliminate conditions which may cause misunderstandings. The intended purpose is defeated if a spirit of conflict enters into the consideration of a dispute or complaint. Supervisors and employees alike shall recognize the true purpose of a dispute resolution procedure if it is to be of value in promoting the well-being of the City.
- B) Vital to the success of this policy is an alertness of all supervisory personnel to the importance of their being completely helpful to employees by objectively reviewing any job-related employee problems. Supervisors shall do everything possible to clearly and precisely understand the basis and nature of the problem, including cause and effect.
- C) It is important that these matters be resolved at the earliest opportunity and at the lowest level possible, in an expeditious fashion. The gathering of information, resolving problems and transmitting information shall be accomplished at the lowest possible supervisory levels.

### DEFINITION OF A DISPUTE

A dispute is a cause of distress, such as an unsatisfactory working condition or relationship, between employees and/or supervisors. Adverse actions (dismissals, demotions, suspensions and reduction in pay) are not subject to review as a dispute or complaint as there is a Civil Service appeal procedure provided.

### PROCEDURE FOR HANDLING DISPUTES

It is the intent of the City to be fair and reasonable with all employees at all times. However, in the relationship of employee to employee, or employee to employer, problems may develop. Fair handling of a problem or complaint cannot be given if an employee does not let appropriate management know about the problem. The City encourages the resolution of problems on an informal basis whenever possible. However, when a problem cannot be resolved informally, we will follow the following procedure.

- A) To provide a harmonious working relationship between the City and its employees, all disputes or complaints shall be presented in the manner hereinafter set forth.

**Step 1:** A complaint shall be presented in writing on forms provided by the City to the employee's immediate supervisor or foreman, within five (5) working days after the incident takes place. The supervisor or foreman shall answer the complaint in writing within five (5) working days. If the employee and the supervisor are unable to resolve the complaint, the employee shall have the right to present the complaint to the head of the department for which he/she works in accordance with Step 2.

**Step 2:** If an employee is unable to resolve his/her complaint at Step 1, the employee may present his/her written complaint on the form provided by the City, to the head of the department or designee for which he/she works. The written complaint shall be presented within five (5) working days following receipt of Step 1 response with an explanation as to why the dispute could not be resolved at the preceding step. Within five (5) working days after receiving the written complaint, or at another mutually agreeable time, the Department Head shall meet with the employee to discuss the complaint and the Department Head shall issue a written decision within five (5) working days following the conclusion of such meeting. If the employee is dissatisfied with the decision of the Department Head, he/she may then present the complaint to the Human Resources Director in accordance with Step 3.

**Step 3:** If an employee is unable to resolve his/her complaint at Step 2, the employee may present his/her written complaint on the form provided by the City to the Human Resources Director. The written complaint shall be presented within five (5) working days following receipt of the Step 2 response with an explanation as to why the dispute could not be resolved at the preceding step. Within five (5) working days after receiving the written complaint, or at another mutually agreeable time, the Human Resources Director shall meet with the employee to discuss the complaint and the Human Resources Director shall issue a written decision within five (5) working days following the conclusion of such meeting. If the employee is dissatisfied with the decision of the Human Resources Director, he/she may then present the complaint to the City Manager, City Clerk, or designee in accordance with Step 4.

**Step 4:** The employee may, within five (5) working days after receipt of the response of the Human Resources Director present his/her written complaint to the City Manager, City Clerk, or designee with an explanation as to why the dispute could not be resolved at the preceding step. Within fourteen (14) working days of receipt of the written complaint, the City Manager, City Clerk, or designee shall meet to discuss the matter with the employee. Within twenty-one (21) days following the conclusion of the meeting, unless the time is extended by mutual consent of the parties, the City Manager, City Clerk, or designee will render a decision which shall be binding upon the parties. Complaints concerning the City Manager or City Clerk may be presented to the Mayor or Commissioners.

## RULES

1. Probationary employees (employees with less than one year of service) are ineligible to use this procedure.
2. An employee may be accompanied by another employee during all discussions of a complaint or dispute.
3. All complaints must be in writing and signed on forms provided for such purpose by the City. Unsigned forms will not be processed.
4. Appeals must be filed within five (5) working days from any step of the dispute resolution procedures or the right to appeal shall be deemed abandoned.
5. Salaries shall not constitute a subject for dispute resolution.

## Section IV Hours of Work and Attendance

### **HOURS OF WORK**

The City Manager shall establish the hours of work in accordance with the needs of the City. Taken into account are the reasonable needs of the public who may be required to do business with various City departments. Generally, administrative offices observe an 8:00 a.m. - 5:00 p.m., Monday through Friday work schedule with a one hour break each day staggered to allow citizen access to departments throughout the day.

All City employees are considered to be on a 40-hour work week with the exception of those Fire and Police Department personnel.

### **ATTENDANCE**

In order to provide City taxpayers with proper services, it is necessary that employees come to work as scheduled and on time. Scheduled working hours are established for all City employees. Employees are expected to be at their assigned work area at the beginning of the work period. Reasonable allowances may be made when late arrivals cannot be helped, provided proper notice is given and late arrivals are infrequent and not abusive.

### **TIMEKEEPING**

The City uses a time and attendance system that collects actual time entered by the employee using a time clock, smart phone application or computer. The time and attendance system and associated work records will become the official basis for recording hours worked for all employees of the City of Panama City. Absence records (e.g. annual leave, sick leave) will also be recorded using the time and attendance system.

### **REPORTING ABSENCES**

To report an absence, an immediate supervisor, Division or Department Head, must be notified prior to, or within, two hours after time set for beginning the daily duties. Employees in a department operating on a twenty-four hour basis must notify their department within the time limit established by the appropriate Department Head. An unauthorized absence of three consecutive days without proper notification may subject an employee to a voluntary termination for job abandonment. This provision may be waived by the City Manager if evidence is submitted that it was impossible to give such notification.

### **TARDINESS**

- A) It is recognized that from time to time unforeseen emergencies may occur which may make it impossible for an employee to promptly report for work. In such emergencies, a Department Head, through his respective supervisors, may excuse the tardiness. Good supervisory practice must prevail in ascertaining whether or not an employee is (or has been) abusing the policy, in which case the employee would not be eligible for pay.
- B) Employees who are late without justifiable reasons, or who have a record of repeated tardiness, may be subject to disciplinary action.

## **ON-CALL/STANDBY**

The Police and Fire departments have On-Call/Standby guidelines and their employees will be paid according to those guidelines. Employees other than the police and fire departments will receive “on-call” pay under the following guidelines:

- A) A non-exempt employee, who is assigned to be on-call for hours beyond the normal workday or for at least one week, shall be paid seventy-five (\$75.00) dollars for each week assigned or \$10.7142 of pay for each day assigned “on-call.”
- B) If a non-exempt employee is “on-call” and is called into work, he or she must record all actual hours worked but will receive a minimum of two (2) hours pay at the regular rate of pay or time and one-half for every hour actually worked over 40 hours in a work week as a result of being called into work. Multiple calls that run together are counted as one call for this provision.
- C) On a designated holiday, the employee will receive a minimum of two (2) hours at the time and one-half rate of the employee’s regular rate of pay.
- D) Employees “on-call” should not engage in any personal behavior that would prevent them from performing their assigned or emergency duties.

Additionally: All City employees are essential to the organization and are the most important part of the City service delivery system. During times of disaster, critical services provided by the City must continue to be provided to insure that the public is protected.

During a “declared local state of emergency” the City Manager shall have the authority to excuse certain personnel from responding to work and shall have the authority to authorize non-exempt and exempt personnel to work their regularly scheduled work hours and in excess of their regularly scheduled work hours.

In order to seek FEMA reimbursement for the time each employee spends working during a “declared local state of emergency,” overtime reports must state how many overtime hours are associated with the declared emergency. Additionally, information should be included in the overtime reports that identify whether it was pre-emergency or post emergency work. You may have additional hours that will be reported that are not associated with the “declared local state of emergency.” Each division should retain copies of payroll records and overtime reports generated during a declared emergency until such time as you will be requested to provide these records to the appropriate office that will be coordinating FEMA reimbursement.

## **OVERTIME**

- A) In any department, overtime may be authorized or directed only when it is in the interest of the City and is the most practicable and economical way of meeting unusual workloads or deadlines. Overtime may be directed and authorized by Department Heads for specific eligible classes of positions in accordance with guidelines approved by the City Manager. In the absence of approved guidelines, a Department Head shall authorize or direct overtime for a particular class of employees only after the approval of the City Manager has been obtained.

B) The Fair Labor Standards Act requires that overtime at the rate of time and one-half the regular rate be paid for Hours Worked as follows:

For regular employees, hours over 40 in a work week;

For fire protection employees, hours over 159 in a 21-day work period;

For law enforcement officers, hours over 171 in a 28-day work period.

C) The aforesated method of computing overtime shall be employed except in those cases where an incentive system, approved by the City Manager, is in effect.

D) The Classification Plan shall prescribe groups of classes or types of positions which are exempt from overtime provisions.

## **COMPENSATORY TIME**

A) Compensatory time may be given to those employees who work overtime as provided above and with whom the City of Panama City has a prior agreement or understanding that the employee will accept compensatory time in lieu of cash payment for overtime.

B) The maximum number of compensatory time hours that an employee may accrue is 60 hours (84 hours for other permissible schedules for law enforcement and firefighters). Any employee who has reached this maximum shall not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum allowed, unless the employee receives advance written authorization and receives payment in cash for any such additional overtime.

C) Any employee that moves to an excluded position, which creates a change in overtime designation, will be paid for all unused compensatory time at the rate in which it was earned.

D) Annually, all unused compensatory time will be paid out on December 31st.

E) All employees that separate from employment with the City, and have unused compensatory time, will be paid for unused compensatory time with their final compensation.

The City of Panama City reserves the right at any time to pay an employee in cash for any or all accrued compensatory time and/or to require the employee to use accumulated compensatory time.

## **INCENTIVE WORK PROGRAM**

Incentive work programs may be established by Division and Department Heads, with the City Manager's approval.

## **SAFE HARBOR POLICY**

It is the City of Panama City's policy and practice to accurately compensate employees and to do so in compliance with all applicable State and Federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

- A) It is a violation of the City of Panama City's policy for any employee to falsify a time record, or to alter another employee's time record. It is also a serious violation for any City of Panama City employee or supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record to under- or over-report hours worked. Any violation should be reported to the Human Resources Department immediately.
- B) You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance.

## Section V Leaves

### ADMINISTRATION

- A) All leave records shall be maintained in a centralized location designated by the City Manager and shall be recorded in hours.
- B) For the purpose of all leave policies contained in this section, the equivalent of one (1) workday shall be eight (8) hours for employees on a forty (40) hour basic workweek and eleven and two-tenths (11 .2) hours for employees on a 56 hour basic workweek.
- C) Supervisory personnel shall be responsible for reporting all time away from the job by employees under their jurisdiction, whatever the reason, so that the proper leave account may be charged or the employee paid only for the time actually worked. Any deliberate omission or falsification, by any employee or supervisor, of the information required by this section may be adequate grounds for disciplinary action.

### ANNUAL LEAVE

#### PURPOSE

Annual leave is established for employees of the City so that during the year they may have an opportunity to enjoy periods of rest and relaxation away from the job. Such leave is intended to restore their energies and provide a change of pace beneficial to the employees, their family, and to their work performance.

#### ELIGIBILITY

- A) All full-time officers and employees of the City, who have satisfactorily completed six month of service, shall be entitled to use accrued annual leave with pay.
- B) Temporary or part-time employees shall not be eligible for annual leave.

#### RATE AT WHICH LEAVE IS EARNED

- A) Less than five years of service:
  - 1) Forty (40) hour a week personnel accrue 1.8462 hours per week (96 hours annually) for a total of 288 cumulative hours.
  - 2) Fifty-six (56) hour a week personnel accrue at 2.5846 hours per week (134.4 hours annually) for a total of 403.2 cumulative hours.
- B) Five to ten years of service:
  - 1) Forty (40) hour a week personnel accrue 2.3077 hours per week (120 hours annually) for a total of 360 cumulative hours.
  - 2) Fifty-six (56) hour a week personnel accrue at 3.2308 hours per week (168 hours annually) for a total of 504 cumulative hours.
- C) Ten to fifteen years of service:
  - 1) Forty (40) hour a week personnel accrue 2.7692 hours per week (144 hours annually) for a total of 384 cumulative hours.
  - 2) Fifty-six (56) hour a week personnel accrue at 3.8769 hours per week (201.6 hours annually) for a total of 537.6 cumulative hours.

D) Fifteen years of service and over:

- 1) Forty (40) hour a week personnel accrue 3.2308 hours per week (168 hours annually) for a total of 408 cumulative hours.
- 2) Fifty-six (56) hour a week personnel accrue at 4.5231 hours per week (235.2 hours annually) for a total of 571.2 cumulative hours.

#### **USE OF ANNUAL LEAVE**

A forty (40) hour a week employee will have earned ninety-six (96) hours of annual leave upon satisfactory completion of the one-year initial probationary period. A fifty-six (56) hour a week employee will have earned 134.4 hours of annual leave upon satisfactory completion of the one year initial probationary period. After completion of the one-year initial probationary period and not before, the employee may take annual leave for any absences from work not covered by other types of leave provisions established by these rules.

#### **ACCUMULATION OF ANNUAL LEAVE**

- A) It is the intent of these rules to have employees takes their annual leave yearly for the period in which it was earned. Employees carrying excess leave should be afforded the opportunity to use the excess leave.
- B) Leave may be carried over and accumulated to a maximum of 408 hours for forty (40) hour a week personnel and 571.2 hours for fifty-six (56) hour a week personnel except as otherwise provided herein.
- C) Accrued annual leave at the end of the calendar year that is over the maximum allowable to carry forward into the next calendar year is a mandatory contribution into a Retirement Health Savings Account.

#### **CHARGING ANNUAL LEAVE**

For the purposes of accounting:

- A) Leave shall be charged to the employee for the actual time the employee is away from work on an hour per hour basis.
- B) The minimum amount to be charged to annual leave will be charged in one-quarter hour minimum increments.
- C) For accounting purposes, any designated holiday shall not be counted as an annual leave day.

#### **REQUEST FOR ANNUAL LEAVE**

The request for annual leave shall be submitted in the timekeeping system. Annual leave may be taken only after approval by the supervisor or Department Head. Every employee shall be encouraged to take earned annual leave with pay but shall not be allowed annual leave in advance of being earned.

## **PAYMENT FOR UNUSED ANNUAL LEAVE**

Employees who have satisfactorily completed their one-year initial probationary period and who are separated from the service of the City shall be paid for their accumulated annual leave. In no case shall accumulated annual leave (1) be paid in excess of the cumulative hour maximum according to length of service, (2) be paid to any employee who has any Civil Service charges or disciplinary action(s) pending against him or her, (3) be paid if the employee has a deficit balance in his/her sick leave or annual leave account, (4) be used to extend an employee's employment time.

## **SICK LEAVE-EMPLOYEE**

### **PURPOSE**

The City provides a plan of sick leave to ensure continuation of pay for employees who are temporarily unable to perform their duties because of off-the-job illness or injury.

### **ELIGIBILITY**

- A) Employees entitled to earn annual leave shall also be eligible to earn sick leave.
- B) Probationary employees are allowed to use accrued sick leave for illness only on a one-to-one accumulated basis not to exceed 96 hours annually for forty (40) hour a week employees and 134.4 hours annually for fifty-six (56) hour a week employees.

### **RATE AT WHICH SICK LEAVE IS EARNED**

Sick leave shall be earned at the rate of 1.8462 hours per week, 96 hours per year for forty (40) hour a week employees and 2.5846 hours per week, 134.4 hours per year for fifty-six (56) hour a week employees.

### **USE OF EMPLOYEE SICK LEAVE**

Full-time regular employees are eligible to use leave as earned, for the following purposes:

- A) Personal injury or bona fide illness not connected with work;
- B) Necessary appointments with physicians or dentists;
- C) Exposure to a contagious disease which would endanger others.
- D) Sick leave is not to be used in lieu of time compensable under Workers' Compensation laws.

### **ACCUMULATION OF SICK LEAVE**

Sick leave may be accumulated to a maximum of 480 hours for forty (40) hour a week personnel and 672 hours for fifty-six (56) hour a week personnel.

### **CHARGING SICK LEAVE**

For the purposes of accounting:

- A) Sick leave shall be charged to the employee for the actual time the employee is away from work on an hour per hour basis.
- B) The minimum amount to be charged to sick leave will be charged in one-quarter hour minimum increments.
- C) For accounting purposes, any designated holiday shall not be counted as a sick leave day.

## **REQUEST FOR SICK LEAVE**

To receive compensation while absent on sick leave, the employee shall notify the immediate supervisor, Division, or Department Head prior to, or within, two hours after time set for beginning the daily duties. An employee in a unit operating on a twenty-four hour basis must notify the department within the time limit established by the appropriate Department Head. This provision may be waived by the City Manager if the employee submits evidence that it was impossible to give such notification.

## **CERTIFICATION BY A PHYSICIAN**

- A) Whenever employees use sick leave, they may be required by their supervisor, Division, or Department Head, to submit a certificate from a licensed physician. When it is determined that an employee's request for sick leave is not justified, the value of the absent time will be deducted from the employee's pay or accrued annual leave.
- B) Claiming sick leave when physically fit may be cause for disciplinary action.

## **WHEN SICK LEAVE IS EXHAUSTED**

When an employee's earned sick leave is exhausted and the employee is away from work because of sickness, a non-probationary employee may use accumulated annual leave, unless he/she requests to be placed on leave of absence without pay. If circumstances prevent the employee from requesting the leave of absence, the request can be made by his/her Department Head.

## **PAYMENT FOR EXCESS SICK LEAVE**

At the end of each calendar year, if an employee has accumulated and maintained a balance of 480 hours (for 40 hour a week personnel) or 672 hours (for 56 hour a week personnel) of maximum sick leave, the employee will be paid one-third (1/3) of unused sick leave earned over the 480 hours or 672 hours of maximum sick leave. (One day's pay, or hourly equivalent of one day's pay for every three days of unused sick leave, not to exceed four (4) paid unused sick leave days per annum.)

Unless an employee is fully vested, regardless of retirement plan the employee is enrolled in, unused sick leave is non-reimbursable at the time of separation from City employment.

- A) Employees who have met the full vesting requirements of a City-affiliated pension plan will, upon leaving City service, be paid one-third (1/3) of their unused sick leave.
- B) Employees who have 10 years of City service who retire and begin receiving a monthly retirement benefit or a 100% lump sum distribution from the General Employee Pension Fund, will be paid one-half (1/2) of their unused sick leave.

In no case shall accumulated sick leave be paid in excess of the cumulative hourly maximum of 480 hours for 40-hour-a-week personnel and 672 hours for 56-hour-a-week personnel. This payment will be excluded from earning for retirement plan purposes.

## **SICK LEAVE-FAMILY**

A) Forty (40) hour a week employees, including probationary employees, may convert 48 hours of their employee sick leave hours earned per year to family sick leave to attend to a parent, spouse or child who is ill. Fifty-six (56) hour a week employees, including probationary employees, may convert 67.2 hours of their employee sick leave hours earned per year to family sick leave to attend to a parent, spouse or child who is ill. For purposes of this section, "parent" is defined as birth or "step parent". "Spouse" is defined as the person residing with the employee to whom the employee is legally married. "Child" is defined as any natural born, legally adopted or stepchild, or a child appointed to the employee by court order or protective services order.

## **FAMILY AND MEDICAL LEAVE**

In accordance with the federal Family and Medical Leave Act of 1993 (FMLA), The City of Panama City has adopted a Family and Medical Leave Policy. Leave under this policy is to be taken concurrently with all other types of paid and unpaid leave for which an employee qualifies for, which is offered by the City of Panama City. Any paid leave that you have accrued will be counted as part of your FMLA leave. An employee who has exhausted FMLA leave may still be eligible for other types of leave provided in this Handbook.

The City of Panama City may allow eligible employees (as defined in the full policy available in the Human Resources Department) to take up to 12 weeks of leave in a consecutive 12-month period in certain family and medical situations. For example, an employee taking six (6) weeks FMLA leave in January 5, 2015, and an additional six (6) weeks FMLA leave on March 1st, is not entitled to additional Family and Medical Leave until January 5, 2016.

## **FAMILY AND MEDICAL SITUATIONS FOR WHICH LEAVE MAY BE GRANTED**

The FMLA allows eligible employees to take up to 12 weeks of unpaid leave per year. In order to be eligible for FMLA, the employee must have been employed by the City of Panama City for at least 12 months and actively worked 1,250 or more hours for the City during the 12 month period immediately preceding the date the FMLA leave would begin.

A) The City of Panama City may grant FMLA in the following cases:

- 1) The birth of a child of an employee and leave is to care for the child.
- 2) The placement of a child with the employee through adoption or foster care.
- 3) To care for an employee's spouse, child or parent who has a serious health condition. A child, for purposes of this paragraph, includes a child who is a biological, adopted, or foster child, step-child, legal ward, or child for whom the employee acts as a parent, who is under eighteen (18) years of age or eighteen (18) years of age, or older and is incapable of self-care because of a mental or physical disability.
- 4) A serious health condition of an employee, which renders him/her unable to perform the essential functions of his/her position.
- 5) To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

- 6) A qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) as a member of the National Guard or Reserves in support of a contingency operation as defined under 29 C.F.R. § 825.126.
- B) To take FMLA leave, you must provide the City with appropriate notice. If you know in advance that you will need FMLA leave, you must notify your supervisor or the Human Resources Department at least 30 days in advance. If you learn of your need for leave less than 30 days in advance, you must give notice as soon as you can (generally either the day you learn of the need or the next work day). When you need FMLA leave unexpectedly (for example, if a family member is injured in an accident), you must inform your supervisor or the Human Resources Department as soon as you can.
- C) The Human Resources Department will guide you in completing the appropriate forms for the leave.

## **BREAK TIME FOR NURSING MOTHERS**

The Federal Fair Labor Standards Act (FLSA) allows employees to take reasonable, unpaid break time to express breast milk as needed for up to one (1) year after the birth of a child. The City will provide a place for the employee to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. Employees will not be discharged, or in any other manner discriminated against, in exercising their rights under this policy.

## **HOLIDAY LEAVE**

- A) All City employees shall have the following holidays with pay each year:

1) New Year's Day	January 1 <sup>st</sup>
2) Martin Luther King Jr Birthday	January (3 <sup>rd</sup> Monday)
3) Good Friday	Friday before Easter Sunday
4) Memorial Day	Last Monday of May
5) Independence Day	July 4 <sup>th</sup>
6) Labor Day	September (1 <sup>st</sup> Monday)
7) Veteran's Day	November 11 <sup>th</sup>
8) Thanksgiving Day	November (4 <sup>th</sup> Thursday)
9) Friday following Thanksgiving	
10) Christmas Eve	December 24 <sup>th</sup>
11) Christmas Day	December 25 <sup>th</sup>
12) Such other holidays as may be determined by the City Commission	
- B) Applicable rules for holiday leave are as follows:
  - 1) Employees not required for emergency, health, or security reasons who work on the days designated for the above-listed holidays will be given time off and paid the daily equivalent of their regular pay.
  - 2) Should a holiday fall on an employee's unscheduled workday, the employee will be compensated by payment of the equivalent of one day's pay in lieu of the time off.

- 3) Employees who, by the nature of their assignments are required to work during holiday observance, will be paid 8 hours for the holiday in addition to pay for the time actually worked.
- 4) To be eligible for holiday pay, the employee must work his/her last full scheduled day prior to the holiday and his/her first full scheduled day immediately following the holiday except when the employee is on approved leave and in paid status.
- 5) Employees on approved leave, during periods when recognized holidays occur, will not have the day of the holiday charged against their other leave account but will be paid the equivalent of one day's pay for the holiday instead.
- 6) For those not required to work on the holiday, the equivalent of one day's pay will be used for the purpose of this holiday policy.

For Example: Sanitation Department employees who work a ten (10) hour, four day, forty (40) hour basic work week, the equivalent of one day's pay shall be ten (10) hours pay for employees who do not work on the holiday. Sanitation Department employees who do work on the holiday will be paid eight (8) hours in addition to being paid for hours actually worked.

- 7) Should a holiday fall on a Saturday, then the Friday preceding such holiday shall be the day declared off for such purpose, and, if such holiday shall be on a Sunday, then the following Monday shall be the day declared off for such purpose. In the event the dual holidays of Christmas Eve and Christmas Day should fall on Friday and Saturday, Saturday and Sunday, or Sunday and Monday, then Friday and the following Monday shall be the days declared off for such purpose.

## **BEREAVEMENT LEAVE**

- A) All full-time regular employees (including probationary employees) will be allowed time off from regularly scheduled work days for bereavement involving the employee's spouse, child, father, mother, stepfather, stepmother, brother, sister, father-in-law, mother-in-law, grandparents, or grandchildren. Pay for such bereavement leave shall be limited to three working days.
- B) In the event of the death of a co-worker or a community civic-leader, a City employee may be granted, upon approval of the Department Head or the City Manager, time off with pay not to exceed three (3) hours in order to attend local funeral services.
- C) Authorized bereavement leave shall not be charged to any other leave account.
- D) Should an employee require additional time other than provided above, he/she may request the additional time from his/her Department Head. Upon approval, any additional time used may be charged to his/her accrued annual leave.
- E) At the discretion of the Department Head, an employee may be required to provide proof of death in family, as defined above, before compensation is approved.

## **MILITARY LEAVE**

Military leave of absence occurs when an employee leaves his/her job to enter military service. Such employees are guaranteed re-employment rights and other pay and job protections under federal law. Upon completion of military service, employees are entitled to be restored to their former jobs with full seniority, or to a position offering the same pay, rank and seniority. Along with protecting the

employee's pre-service rate of pay, federal law mandates that returning service personnel be given any general increases, length-of-service, or cost-of-living pay hikes they would have received had their employment not been interrupted by military duty.

Military leave may be granted upon the following conditions:

- A) The employee has received notification from proper authority or voluntarily enlists in military service.
- B) A verified copy of the official notification of induction, or recall, to military service is presented to the City. A record of this notice will be placed in the employee's Human Resources file.
- C) In accordance with Section 115.07, Florida Statutes, an employee who is a member of the National Guard, or in an organized military reserve of the United States, will be granted a leave of absence with pay not to exceed a maximum of two-hundred and forty (240) working hours during each calendar year when they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty. Leaves in excess of the above shall be charged as annual leave or leave without pay. A copy of official orders must be submitted to the employee's Department Head in advance of granting such leave.
- D) Upon resumption of active employment with the City, the employee will be given credit for acceptable service performed prior to entering the military for length of service purposes, and for pension purposes when the pension law is complied with. Employees shall be given benefit of any range increases granted for the position vacated during military absence.

## CIVIL LEAVE

- A) An employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or commission, or when performing emergency civilian duty in connection with national defense.
- B) Supplementary pay received by jurors or witnesses for such duties will become the property of the employee rendering the service.
- C) Witness fees received for services performed in-the-line-of-duty while the employee is on full pay status shall be turned over to the City.
- D) Leave for court attendance when the employee is engaged in personal litigation shall be charged to the employee's Annual Leave Account.
- E) Employees are expected to report back to their supervisor for active work on any such days when the employee is excused by the court in time to work as much as fifty percent (50%) of the remaining work day.

## EDUCATIONAL LEAVE

A full-time regular employee may be given educational leave, with full pay or partial pay, for the purpose of taking courses directly related to their work, as determined by the appropriate Department Head and the City Manager. Requests for such leave must be authorized in advance and may not exceed a total of twenty days in any one calendar year, except as may be approved by the City Manager. Those

receiving educational leave must agree to work with the City for one year for each 20 day leave increment allowed. A signed agreement is required prior to the approval of educational leave.

## **LEAVE TO TAKE EXAMINATIONS**

An employee may be granted leave with pay while taking examinations before a Federal, State or other governmental agency, provided such examinations are pertinent to City employment.

## **DOMESTIC AND SEXUAL VIOLENCE LEAVE**

The City of Panama City may grant Domestic or Sexual Violence Leave to eligible employees as provided by law. An eligible employee may, upon presentation of appropriate documentation, be granted up to 3 work days of domestic or sexual violence leave for the purposes specified in Florida Statute 741.313 if the employee or a household member of the employee is a victim of domestic or sexual violence.

- A) Eligible employee means an employee who has worked for the City for at least 3 calendar months before the date of the requested leave and who can establish the need for leave as outlined under the law.
- B) Domestic or Sexual Violence Leave means up to 3 work days of leave available for an eligible employee's use for the purposes outlined in Florida Statute 741.313 in any one 12-month period. Unless an employee has paid leave available, Domestic or Sexual Violence leave shall be unpaid.
- C) Leave is requested in the timekeeping system. Except in cases of imminent danger to the health or safety of the employee or the employee's family or household member, advanced notice of the need for leave is required.
- D) The documentation of requests for domestic or sexual violence leave, and other documents that contain personally identifying information regarding this leave are exempt and confidential and not subject to disclosure under Florida Statutes Chapter 119 (Florida Public Records Law).

All questions regarding Domestic or Sexual Violence Leave should be asked of the Director of Human Resources.

## **LEAVE OF ABSENCE WITHOUT PAY**

- A) The City Manager may grant a full-time regular employee a leave of absence without pay up to one year in length, under circumstances warranting such action.
- B) Failure of an employee to return to duty upon the expiration of leave without pay shall be interpreted as a resignation. Leave without pay shall be granted only when it will not result in harm to the interests of the City service.
- C) An employee shall return from leave without pay to the same salary position in the pay grade as at the time of commencement of leave.
- D) Retirement credit may be maintained, if permissible in the plan in operation, provided the employee pays both his/her and the City's share of the retirement plan premiums.
- E) Health, dental, and life insurance group membership may be continued. If the various group insurances are available to the employee, he/she will pay the total cost of the group insurance premium.

F) An employee returning from a leave of absence without pay shall be entitled to employment in the same department, in the same or equivalent class where he/she was employed, when leave began.

## **ABSENCE WITHOUT LEAVE**

An absence of an employee from duty, including any absence for a single day or part of a day, which is not authorized by specific grant of leave of absence under the provisions of these rules, shall be deemed to be Absent Without Leave. An employee who is absent and has no accrued leave is also considered to be Absent Without Leave. Any such absences shall be without pay and may subject the employee to disciplinary action. Any employee absent for three consecutive days without notifying his/her Department Head, may be deemed to have resigned resulting in voluntary termination or job abandonment. Such action may be reconciled by a subsequent grant of leave if the City Manager considers that conditions warrant it.

## Section VI Safety

### RESPONSIBILITY FOR SAFETY

The City of Panama City has a sincere concern for the safety and welfare of its employees and the public it serves. The City has an obligation as an employer, to provide safe working conditions for employees and, as a government service organization, to provide a safe environment for the public that uses its services.

Employees are charged with the responsibility of cooperation with, and supporting, safety program objectives. As a condition of employment, employees are expected to adopt the policy that the safe way of performing a task is the most efficient, and the only acceptable way of performing it.

Three (3) safety bodies have been designated by the City of Panama City to assist City management in the development and maintenance of appropriate procedures and policies designed to help eliminate public hazards and hazards to the safety of all personnel employed by the City of Panama City, namely:

- 1) The Central Safety Committee
- 2) The Supervisors Safety Committee
- 3) The Employees Safety Committee

It is the function of the Safety Committees to ensure that:

- 1) All employees of the City are cognizant of all pertinent procedures and policies of the City with respect to safety.
- 2) All employees are encouraged to submit suggestions and recommendations regarding safety procedures and policies to a member of the Central Safety Committee.

Employees who continue to perform unsafe acts may be disciplined.

### REPORTING OF ACCIDENTS

- A) Each incident involving bodily injury, sustained on-the-job by a City employee, shall be reported to the employee's supervisor during the course of the shift in which the accident occurred. In cases of severe injury or extreme emergencies, the injured employee should be taken to the nearest hospital emergency room. An injured employee who requires medical care that is not considered an emergency should be taken to an approved facility.
- B) Upon notification by the employee or his supervisor, each department will initiate the proper State Compensation forms as required (these are mandatory in all cases where medical expense has been incurred, regardless of lost time) and notify the Human Resources Department.

### WORKERS' COMPENSATION BENEFITS

Workers' Compensation laws provide that payments may be provided for employees who suffer a job-related injury to cover any medical expenses, loss of income, or permanent disability resulting from the injury.

## **LOST TIME INJURIES**

- A) If lost time is incurred, the City will continue to pay the employee's salary or wages for scheduled work time during the first seven (7) calendar days after the employee is seen and taken off work by the approved provider or the emergency room and begins to lose time. The date of the injury will be paid lost time. In the event time is only missed intermittently because an employee must attend a doctor's appointment, have tests, or attend treatment, such as physical therapy, the City will continue to pay the employee's salary or wages up to a maximum of (40) hours of scheduled work time, provided that treatment is from an approved provider. Shift personnel in the fire department may receive up to a maximum of (56) hours. No personal leave account will be charged for this time lost.
- B) Subsequent to the first (7) calendar days of time lost, an employee will be compensated according to law, with payments to be made by the insurance company underwriting the City's Workers' Compensation program.
- C) The employee will receive service credit for lost time resulting from an on-the-job injury as if actively at work.
- D) Subsequent to the first (7) calendar days of time lost, the City will pay elective benefit deductions from available annual and sick leave accruals as authorized by the employee. Failure to maintain elective benefit deductions will result in a loss of coverage.
- E) This policy is applicable to all full-time regular employees and excludes part-time, temporary, and seasonal employees and employees under a collective bargaining agreement.

## **DRUG FREE WORKPLACE**

It is the objective of the City of Panama City to provide safe and effective public service. To meet this objective, the problem of drug and alcohol abuse must be identified, confronted, and defeated. In order to achieve this, the City of Panama City has developed a comprehensive drug-free workplace policy as authorized by F. S. 440 - 102 of the Florida Administrative Code.

## **SMOKE-FREE WORKPLACE**

The City of Panama City prohibits smoking in all locations in order to provide and maintain a safe and healthy work environment for all employees. This policy applies to:

- A) All areas of buildings occupied by the City of Panama City employees;
- B) All City owned or leased vehicles (only exceptions will be in vehicles assigned to specific individuals when driver is alone);
- C) All visitors to City of Panama City locations; and
- D) All contractors and consultants and/or their employees working at City locations.

## Section VII Position Classification Plan

### PURPOSE

The Position Classification Plan provides a complete inventory of all classified positions and is a systematic and standardized grouping of positions into classes of work. The Classification Plan establishes guidelines for qualifications for employment. By describing and relating the various types and levels of work throughout the personnel system, the Classification Plan provides guidelines for establishing pay relationships.

### COMPOSITION

The Classification Plan comprises written Class Specifications for each class of work included in the Personnel system. Class specifications are used as a guide in recruiting and examining candidates for employment, in determining the lines of promotion and developing training programs, as guidelines in determining salary relationships, and in providing uniform job terminology to convey the same meaning to all concerned.

### ADMINISTRATION AND MAINTENANCE

- A) The City Manager is charged with the maintenance and the administration of the Classification Plan so that the classes of work will reflect the duties included in each of the positions, and to ensure that each position is properly allocated to one of the classes.
- B) The City Manager shall periodically have the entire Classification Plan reviewed, as well as the allocation of all positions to classes within the plan, and recommend additions or revisions deemed necessary to the City Commission for appropriate action.
- C) The City Manager shall have authority to transfer personnel and applicable personal service funds from one division or department to another division or department.
- D) The City Manager shall have the authority to propose new or revised classes of work, as well as the abolition of existing or obsolete classes, to the City Commission for appropriate study as to their need and budget impact.

### POSITION AUDITS

- A) The City Manager is charged with the responsibility of having position audits conducted of any, or all, positions at any time. Other position audits may be initiated by written request to the City Manager from:
  - 1) The head of the department in which the specific position is located.
  - 2) The incumbent of the position to be audited.
- 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, which may include a personal visit with the position incumbent by the staff of the City Manager. The concerned Department Head should review and make recommendations to the City Manager on all proposed new positions, changes and position descriptions.
- C) The employee in the position to be audited will be notified that the audit is to be conducted.

## **ALLOCATION AND RE-ALLOCATION OF POSITIONS**

- A) The City Manager, after having determined the content of the positions, shall allocate newly created positions to an existing class in the Position Classification Plan or to a new classification, depending on the type of position and the availability of an appropriate existing class.
- B) Allocations or re-allocations of positions, based on reorganization or the assumption of new functions, shall be reserved to the actions of the City Manager, with due consideration of the Department Head's comments and recommendations.
- C) The City Manager shall have the authority to abolish a vacant position or to reduce a vacant position to a lower class, change it to an equal class, or increase it to a higher class.

## **STATUS OF INCUMBENT IN RE-ALLOCATED POSITION**

- A) When the incumbent of a position, through diligent application of the work, is officially assigned more difficult and significant additional responsibilities and duties so that it appears as if the position warrants re-allocation to a higher class, the City Manager shall have made a field study of the present duties and responsibilities of the position.
- B) If it is determined that the position should be re-allocated to such higher level class, the City Manager may require that the incumbent undergo a prescribed test of fitness, depending on the conditions of the re-allocation and the nature of the position to be re-allocated. Tests may include written or oral examination, interview or performance test, depending on the position involved.

## **POSITION CONTROL**

All positions are established and maintained through a personnel budget each fiscal year in accordance with established budget and accounting procedures. The establishment of new or additional positions can only be authorized by the City Manager, subject to approval from the City Commission, based on adequate justification of need and the availability of funds.

## **Section VIII Compensation Plan**

### **PURPOSE**

The compensation Plan is intended to provide all employees with equitable pay relative not only to pay received by other employees performing similar work in the City government, but also rates paid by other employers in the labor market from which employees are recruited.

### **COMPENSATION**

The Compensation Plan consists of a Salary Schedule showing pay grades and salary ranges for each pay grade and a schedule listing the assignment of each class in the Classification Plan to a pay grade in the Salary Schedule.

### **ADMINISTRATION AND MAINTENANCE**

- A) The City Manager shall recommend, and the City Commission shall approve, a Classified Pay Plan establishing salary ranges for all exempt and non-exempt employees. The salary ranges shall be fixed so that they shall be uniform for like service in each class.
- B) The City Manager shall prepare and present to the City Commission for appropriate action, a proposed or amended Salary Schedule. The City Commission shall adopt a Salary Schedule by resolution to be effective during a fiscal year or at such times as the Commission may designate.
  - 1) Approval of this Salary Schedule by the City Commission will not be applied so as to affect adversely the current pay rate of any employee of the City of Panama City, Florida.
  - 2) The rates of pay are quoted on a weekly basis and are intended to be gross compensation for full-time services in the several classes.
- C) The City Manager shall submit to the City Commission for appropriate action a recommended assignment of each class in the Classification Plan to one of the salary ranges in the Salary Schedule.
- D) The City Manager shall make, or cause to have made, comparative studies of salaries paid, and related pay practices of a valid sampling of employers in the labor market, who are competing for employees in the City. The City Manager shall utilize the information in the evaluation of the assignments of classes to pay grades.

### **APPOINTMENTS AND STARTING RATES**

- A) The minimum rate of each range shall be the normal entering rate. Deviations from this may be permitted, if necessary, to fill a vacancy or for the recognition of unusual qualifications.
- B) Appointments below, or above, the minimum salary may be authorized by the City Manager in the following situations:
  - 1) In the event an applicant does not meet the minimum qualifications, but is otherwise qualified for the position, the appointing authority may request the appointment as a "TRAINEE". In such cases, the employee would be hired at a rate 5% to 10% below the minimum salary, until the minimum qualifications have been satisfied.
  - 2) If the applicant's training, experience or other qualifications are substantially above those required for the position, the City Manager may approve employment at a rate above the minimum established for the position.

## **MERIT INCREASES**

- A) Pay increases within a salary range allow a means of rewarding an employee for outstanding service, encouraging careers with the City, providing employee incentive and recognizing individual differences in performance.
- B) Such increases may be granted at any time during the fiscal year upon approval by the City Manager.

## **PROMOTIONS**

- A) A promotion occurs when an employee is moved from a position in one class to another position in a different class which has a higher maximum salary.
- B) The promoted employee should receive a salary increase to the entry rate in the new pay grade or a minimum increase of approximately five (5%) percent, whichever is greater, at the time of promotion.
- C) A promotional increase in excess of five (5%) percent may be granted under certain conditions. The increase must be recommended by the Department Head and approved by the City Manager.
- D) A promotion shall not be deemed permanent until the employee has completed and served in such capacity for six (6) months following the date of his/her promotion.
- E) To be eligible for promotion, the employee must be in his/her current position for at least six (6) months. No employee will be considered for promotion until the requirement hereof has been achieved and an appropriate application has been submitted before the closing date. Application forms for promotions may be obtained from the Human Resources Department or from the Director of the Department in which the employee works.

## **DEMOTIONS**

If an employee is demoted, the demotion may be in the form of a reduction in pay and/or to a lesser job classification. If an employee volunteers to be demoted, he or she must remain in the new position for at least six months before applying for another position unless the conditions of demotion provides otherwise.

## **RE-ALLOCATION DOWNWARD**

When an employee's position is re-allocated to a classification in a lower pay grade, the employee shall be permitted to continue at the present rate of pay and receive any applicable increases to the maximum of the lower grade.

## **PAY GRADE ADJUSTMENTS**

- A) When a pay grade is adjusted, employees shall normally retain their salary relationships which existed in the old pay grade.
- B) In instances where the total pay plan is being revised, adjustments and implementation will be at the discretion of the City Commission upon recommendations submitted by the City Manager.

## **RECLASSIFICATION**

- A) When a position is reclassified to a higher pay grade, adjustments to salary shall be handled in the same manner as a promotion. When reclassification of an employee results in a promotion, a six (6) month probationary period will apply.

B) When reclassification results in a lower pay grade, there will be no change in the employee's pay, unless so determined by the City Manager. If the employee's salary is above the maximum rate established for the new pay grade, the employee's salary will be frozen until such time as there may be a general pay adjustment exceeding the maximum amount of the employee's salary or the employee is promoted to a higher classification.

## **TRANSFER**

When an employee is transferred to another position in the same job classification or to a different position in the same pay grade, the employee shall receive no change in pay.

If an employee is transferred to another position, the employee must remain in the position for at least six months before applying for a transfer to another position.

## **WAIVER**

Notwithstanding anything to the contrary, the City Manager shall have the right to waive the residency requirements for transfers and promotions should he/she determine that the person who does not meet the residency requirements is more qualified than those who have made application for the position in terms of education, experience, performance indicators, or in the event that there are no applicants for the position and the need to fill the position is important to the functions of the Department or the City.

## **TEMPORARY WORK IN A HIGHER CLASSIFICATION**

- A) An employee may be required to work in a higher classification on a temporary, incidental or emergency basis and shall do so at no increase in pay.
- B) If the employee is required to assume the full and complete duties and responsibilities for more than 31 calendar days, the City Manager may authorize a temporary transfer to the higher classification and the employee shall be paid the appropriate rate for the higher classification if approved.
- C) At the conclusion of the assignment, the employee's pay shall revert back to the previous authorized rate for the individual, and any such temporary increase granted shall not affect the employee's eligibility for normal merit pay consideration.
- D) This provision is not intended for those cases where employees are assigned duties on a training basis.
- E) Complete records of such temporary work shall be submitted to the City Manager or designee within two weeks of the employee having performed such duty, on forms furnished for this purpose.

## **INCENTIVE PAY**

Career incentive pay and other incentive pay plans shall be paid as provided by State law and ordinance as adopted by the City Commission.

## Section IX General Provisions

### DUTY WEAPON POLICY

A policy of retiring the duty weapon used by a police officer during his or her years of employment was authorized on April 12, 1994. The weapon may then be presented to the officer, with the approval of the Police Chief and/or the City Manager, upon retirement. The policy further authorized the declaration of surplus of said weapon upon the approval of the City Manager.

### UNIFORM ALLOWANCE

- A) An employee who is required to wear a uniform in the performance of his/her duties shall be provided with a set of uniforms at the expense of the City. Replacements shall be at such time, and in such amounts, as the City Manager may designate.
- B) To ensure quantity control on uniforms, the following policy concerning uniform additions and terminations is in effect:
  - 1) No one will be issued new uniforms without a purchase order. The Department Head or authorized supervisor will issue a requisition to the Purchasing Department. Purchasing will assure that the employee has been employed at least thirty (30) days. Purchasing will then issue a purchase order for the new uniforms to the vendor.
  - 2) Termination of uniforms will be handled through the Purchasing Department. Purchasing will issue a "Uniform Turn-in" form to the Department Head or supervisor when uniforms are received. Purchasing then notifies the vendor to pick up uniforms and terminate that employee from its service. The appropriate Department Head shall receive/pick up the final paycheck and, at that time, certify that all City-furnished materials (uniforms, tools, etc.) have been accounted for. Payment for unreturned and/or damaged uniforms must be made by the employee to the Accounting Department prior to release of final paycheck.
  - 3) Any adjustments or alterations of uniforms can be made by obtaining a "Customer Request" form from the uniform drop off point, filling in the necessary information and returning it attached to the uniforms on the next pickup day.
- C) The above policies do not apply to the City of Panama City Fire and Police Departments with the exception of B (1) above. Termination, turn-in and alteration procedures shall be according to departmental policy.

### PENSION PLANS

- A) City employees on the payroll as of December 31, 1995, except fire and police sworn personnel, are members of the Florida Retirement System. All required contribution to this system is paid by the City. Eligible City employees hired after January 1, 1996, except fire and police sworn personnel, are members in the General Employees Pension Trust. All required contribution to this system is paid by the City.
- B) All sworn police personnel are members of the Police Pension Fund. This fund is contributory on the part of both the employee and the City. Other funding comes from State insurance premium taxes.

- C) All sworn fire personnel belong to the Firemen Pension Fund. The fund is contributory on the part of the employees, as well as on the part of the City. Additional funds are provided by State insurance premium taxes.
- D) Eligibility requirements and pension benefits vary from one fund to another.

## **EMPLOYEE GROUP INSURANCE**

- A) City-sponsored insurance programs include Comprehensive Health Insurance, Dental Insurance, Term Life Insurance, Accidental Death and Dismemberment Insurance, and Short-Term Disability. Coverage for eligible employees is effective on the first day of the month coinciding with 60 days from the date of hire. Sworn police and fire employees are also provided with In-Line-of-Duty death benefits.
- B) The premium for employee coverage is paid for by the City. Optional coverage for family members will be paid for by the employee.
- C) Retired employees are provided with a \$1000 life insurance policy.

## **DEFINITION OF A RETIREE**

The City is required by Florida Statute 112.0801(1) to allow all former personnel and their dependents who have retired, the option of continuing to participate in the group insurance plan or self-insurance plan. Retirees and their eligible dependents shall be offered the same health and hospitalization insurance coverage as is offered to active employees at a premium cost of no more than the premium cost applicable to active employees. The following defines who shall be considered a "retiree" for the purpose of the above-mentioned insurance requirement:

- A) "Retiree" means any employee who retires under a state retirement system, The City of Panama City Municipal Police Officer's Pension Plan, The City of Panama City Municipal Firefighter's Pension Plan, or the City's General Employee Pension Plan, and who begins receiving retirement benefits immediately after retirement from employment.
- B) In addition, any employee who has attained age 59 ½ and has completed 10 years of creditable service shall be considered a "retiree."
- C) In addition, any employee who has completed 30 years of service regardless of age shall be considered a "retiree."
- D) In addition, any employee who is placed on disability through a City-sponsored pension plan or the Social Security Administration shall be considered a "retiree."

## **SOCIAL SECURITY**

All City employees have social security coverage in addition to other pension benefits. The required contribution under federal law is deducted from the employee's salary and matched by the City to provide this coverage.

## **DEFERRED COMPENSATION PLANS**

The City offers deferred compensation section 457 plans which are payroll deductible. The plans are tax sheltered savings plans. These plans enable City employees to save money for the future while reducing taxes today. Either plan provides City employees with the opportunity to defer a portion of their current salary to a future date, while paying no withholding taxes on either their contributions or interest earnings. Social Security and pension contributions are not affected by deferred compensation savings programs.

## **FLEXIBLE BENEFITS PLANS**

The City also offers participation in flexible benefits plans. A flexible benefits plan reduces an employee's taxes on income by excluding eligible expenses from taxable income.

- 1) Flexible Spending Account (FSA) - payroll deductions for reimbursement of non-covered medical expenses (deductibles, co-insurance, eye care, dental care, prescription birth control, routine care, well baby care, etc.).
- 2) Dependent Care Account (DCA) - deductions for reimbursement of contractual expenses such as day care costs or braces.

Participation must be elected annually during open enrollment. An employee can take advantage of one, or all, of these plans. The end result is an employee receives a larger paycheck, by reducing taxes on income, through these types of plans. As rules and eligibility vary from plan to plan, Human Resources should be consulted for details.

## **MANDATORY RETIREMENT HEALTH SAVINGS ACCOUNTS**

Accrued annual leave at the end of the calendar year, which is over the maximum allowable to carry forward into the next calendar year, is a mandatory contribution into a Retirement Health Savings Account. This employer sponsored health benefit savings plan allows employees to accumulate funds tax free, to pay for medical and dental expenses, including prescriptions, insurance premiums, doctor's visits, and other qualified procedures on a tax free basis, after separation from City employment. Contributions are invested in a default fund until the employee's choice of managed funds is received by the service provider for the Retirement Health Savings Account.

## **EDUCATIONAL ASSISTANCE PROGRAM**

The City offers employees an educational assistance program. To be eligible, employees must have been employed at least one (1) year and the course(s) must be specifically related to their field of work or must be in a degree program that affords an employee greater career opportunity with the City. The maximum amount of course work that will be approved for any term will be six (6) credit hours. A request for tuition reimbursement must be approved by the Department Head and the Human Resources Department prior to registration. Tuition is reimbursed up to the maximum of the State University System of Florida's cost per credit hour at 90% for grade "A", 80% for grade "B", and 70% for grade "C", upon successful completion of the course.

## **USE OF CITY VEHICLES**

Some employees may be assigned a City-owned vehicle because of the nature of their jobs and are permitted to take them home after normal working hours in order to respond to emergency call-outs. However, employees on standby for call-outs who live outside the City limits must furnish their own transportation to the designated location for a City-owned vehicle to answer the call-out. Employees assigned a City-owned vehicle or any equipment for work, are responsible for its proper use and maintenance. Any defects noted should be reported to Equipment Maintenance for repairs.

All City-owned vehicles must be operated according to the traffic laws of the City of Panama City. Employees involved in an accident while driving a City-owned vehicle must do the following:

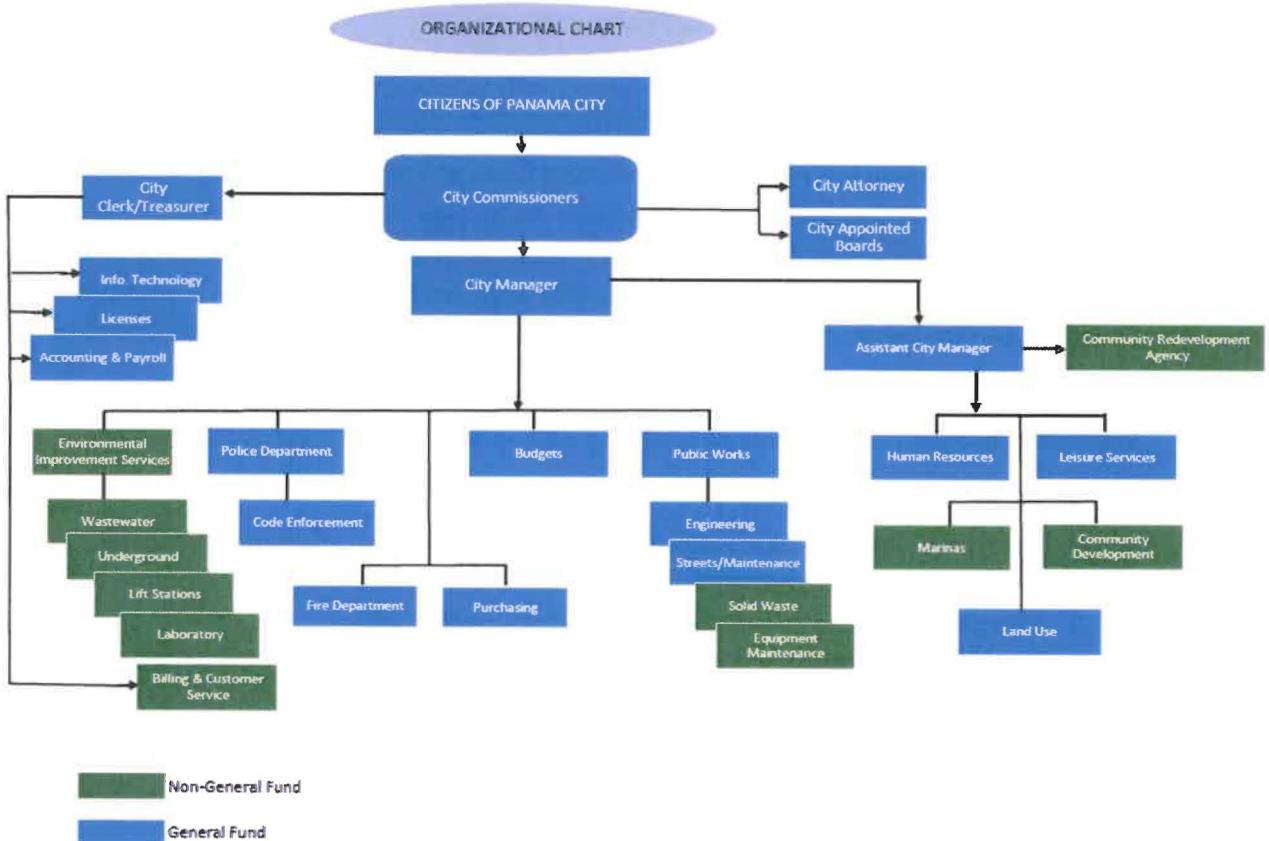
- 1) Assist any injured person;
- 2) Take the name and address of the other person (or persons) involved in the accident;
- 3) Notify the police - do not leave the scene until police arrive;
- 4) Take the names and addresses of all witnesses present; and,
- 5) Notify your supervisor.

At no time should a City-owned vehicle be used for purposes other than the transaction of City business. No unauthorized persons are allowed to ride in City-owned vehicles. Seat belts must be worn at all times by anyone driving or riding in a City vehicle, as well as by anyone conducting City business in their personal vehicle.

## **OTHER PROGRAMS**

From time to time additional programs, workshops, training, etc., with the employee's welfare in mind may be added, provided funds are available.

## ORGANIZATIONAL CHART



## EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF ADMINISTRATIVE PERSONNEL POLICIES

My signature is an acknowledgment that I have received a copy of The City of Panama City Administrative Personnel Policies, ("Handbook") of the City of Panama City.

I understand that the official version of the Handbook will be maintained in electronic form by Human Resources and be available on the City's website and employee portal.

I have read, and agree to abide by, all rules and regulations stated in the Handbook.

I understand that this Handbook does not constitute an employment contract or any guarantee of the continuation of a particular policy or practice.

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This is a copy of the form you signed when you received this Handbook. The original has been placed in your personnel file.*

