



WILDWOOD
FLORIDA

City of Wildwood

Human Resources
Policies and Procedures

Last Revised: December 14, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

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Last Revised: December 14, 2020

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PREAMBLE

THE CITY OF WILDWOOD IS AN AT WILL EMPLOYER. ALL EMPLOYEES SERVE AT THE WILL OF THE CITY.

NONE OF THE PROVISIONS OF THESE RULES SHALL BE DEEMED TO CREATE A VESTED CONTRACTUAL RIGHT IN ANY EMPLOYEE OR TO LIMIT THE POWER OF THE CITY MANAGER OR COMMISSION TO REPEAL OR MODIFY THESE RULES. THE PROVISIONS OF THE POLICIES AND PROCEDURES ARE NOT TO BE INTERPRETED AS PROMISES OF SPECIFIC TREATMENT, NOR ARE THEY OR ANY OTHER DOCUMENT PROVIDED TO AN EMPLOYEE OF THE CITY TO BE CONSTRUED AS AN IMPLIED OR EXPRESS CONTRACT BETWEEN THE CITY AND THE EMPLOYEE. ALL EMPLOYEES OF THE CITY SERVE AT WILL AND HAVE NO EXPRESS OR IMPLIED CONTRACT WITH THE CITY.

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CHAPTER I

GENERAL PROVISIONS

Policy Number	Policy Title	Effective Date	Last Revised
Policy 1.1	Applicability of the Rules	8/24/09	7/14/14
Policy 1.2	Amendments of the Rules	8/24/09	8/24/09
Policy 1.3	Construction of the Rules	8/24/09	8/24/09

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HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. General provisions regarding applicability of personnel rules to City of Wildwood employees.
- B. PURPOSE.
1. These policies and procedures are enacted by the City of Wildwood in order to further the following goals:
 - a. To provide a uniform system of personnel administration throughout the City service.
 - b. To ensure that recruitment, selection, placement, promotion, retention, and separation of City employees are based upon employee's qualifications and fitness, and are in compliance with federal and state laws.
 - c. To assist the City Manager and the department directors in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the City.
 - d. To promote communication between directors, supervisors, and employees.
 - e. To ensure, protect, and clarify the rights and responsibilities of employees.
 2. Unless otherwise noted in the text of a particular policy, these policies and procedures shall apply to all City employees with the exception of the following:
 - a. Members of City Commission
 - b. City Manager
 - c. City Attorney
 - d. Members of boards and committees
 - e. Consultants and professional personnel who are engaged on a contractual or temporary basis
 - f. Certain other positions such as seasonal or part time positions as the City Manager may exempt, in writing
 - g. Certain provisions of the rules do not apply to Executive and Administrative employees
 3. The City specifically reserves the right to repeal, modify, or amend these policies at any time with or without notice.

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Policy 1.1: Applicability of the Rules

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- C. **POLICY.** The policy of the City is that all employees adhere to the City's personnel rules except as provided herein. The personnel rules provide a set of guidelines that will promote fair and equal treatment of all employees. The City's policy is that all employees serve at the will of the City. These rules will assure that the employees of the City understand the obligations and benefits of City employment as long as it continues.
- D. **PROCEDURE.**
1. All employees to whom these rules are applicable shall comply with the requirements of these personnel rules.
 2. Employees bound by the requirements of these rules must comply with these rules during the time they work whether on City, public, or private premises. Any employee to whom these rules are applicable who is conducting City business must comply with the rules.
 3. An employee bound by these rules who uses a personal vehicle to conduct City business must comply with the requirements of the personnel rules while using the personal vehicle.
 4. Any employee who uses his or her personal vehicle to conduct City business must provide the City with proof that the vehicle is insured as required for personal use by state statute.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

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Policy 1.2: Amendments of the Rules

Page: 1 of 1

- A. SUBJECT. Amendment of the rules.
- B. PURPOSE. To provide a uniform method for amending the personnel rules.
- C. POLICY. In order to promote the uniform application of the personnel rules, there needs to be a uniform procedure for adoption and amendment of the rules.
- D. PROCEDURE.
 - 1. Amendments to these rules may be proposed by the City Manager and adopted by resolution of the City Commission.
 - 2. The rule will become effective as prescribed in the resolution.
 - 3. If the resolution does not include the effective date, then it shall be 30 days after the date of passage of the resolution.
 - 4. In the event of the amendment of any ordinance, rule, or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.
 - 5. Amendments shall be disseminated to all employees within 10 days of the effective date of the amendment.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 1.3: Construction of the Rules

Page: 1 of 1

- A. SUBJECT. Construction of the personnel rules.
- B. PURPOSE. To provide a uniform method for construction of the personnel rules
- C. POLICY. Uniform construction of the personnel rules promotes fair and equal treatment to employees of the City because it allows rules to be applied in the same manner to all employees.
- D. PROCEDURE.
 - 1. In the event of any conflict between these Personnel Rules and Regulations and the City Charter, the provisions of the City Charter shall prevail.
 - 2. In the event of conflict between these rules and any City ordinance, state, or federal law, the terms and conditions of the ordinance or state or federal law shall prevail. In all other cases, these policies and procedures shall apply.
 - 3. If any ordinance, rule, or law incorporated into the policies and procedures of the City of Wildwood is amended, then these policies and provision shall be deemed amended in conformance with that change.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

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CHAPTER II

DEFINITIONS

<u>Policy Number</u>	<u>Policy Title</u>	<u>Effective Date</u>	<u>Last Revised</u>
Policy 2.1	Definitions	8/24/09	7/31/18

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- A. SUBJECT. Definitions to be used in interpretation of the rules.
- B. PURPOSE. To provide a definition for terms used in these rules.
- C. POLICY. The personnel rules shall have a uniform clean meaning and be easily understood.
- D. PROCEDURE.
 - 1. Any term used in these policies and procedures shall be as defined herein. If a term or word contained in a policy or procedure is not otherwise defined herein, it shall be treated as it is normally defined in everyday use.
 - 2. For the purpose of these personnel rules, the following terms shall apply.

ADMINISTRATIVE EMPLOYEE – An administrative employee shall be an employee in a bona fide administrative capacity as defined by federal law and such employee shall be an employee (a) whose primary duties shall consist of either the performance of office or non-manual work directly related to management policies or general business operations of his/her employer or his/her employer’s customers; and, (b) who customarily and regularly exercises discretion and independent judgment; and, (c) who either regularly and directly assists an employee employed in a bona fide executive or administrative capacity, or who performs only general supervision work along specialized or technical lines requiring special training, experience, or knowledge, or who executes under only general supervision special assignments and tasks; and, (d) who does not devote more than 20% of his/her hours in a work week to activities which are not directly and closely related to the performance of the above described work; and, (e) who is compensated for his/her services on a salary or fee basis not less than the amounts required under federal law.

ADMINISTRATIVE LEAVE – A leave of absence with pay during the investigation of alleged misconduct.

ADVERSE PERSONNEL ACTION – Adverse personnel action means the discharge, suspension, transfer, or demotion of any employee or the withholding of bonuses, the reduction in salary or benefits, or any other adverse action taken against an employee within the terms and conditions of employment by the City or an independent contractor working for the City.

ALLOCATION – Allocation means the assignment of an individual to an appropriate class on the basis of the type of work, difficulty, responsibility and other related job factors of the work performed.

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ASSOCIATION MEETINGS – Meetings of a professional association devoted to a specific type of employment such as a municipal clerks association or police association.

BASE WAGES – The rate of pay provided to an employee exclusive of stipend, holiday, sick, vacation or overtime or other bonus pay.

CALL-IN PAY – Pay provided to employees who have already left work for the day and are called back to work after hours or on other non-work time to provide service. Pay is subject to the provisions of overtime per Policy 6.5.

CHAIN OF COMMAND – Chain of command means the order of authority allocated to city workers for reporting and management purposes.

CHAIN OF CUSTODY – Chain of custody refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.

CLASS – Class means a position or group of positions which involves similar qualifications and is designated by a title indicative of the kind of work and for which the same pay range can be applied within reasonable equity.

CLASSIFICATION PLAN – An orderly arrangement of positions into separate and distinct classes so that each class will contain positions which have similar prerequisite qualifications.

COMPENSATION – Wages, salaries, fees, allowances and all other forms of valuable consideration or the amount of any one or more of them paid to an employee, by reason of service rendered in any position, but not including any allowances for expenses authorized and incurred as incidental to employment and which may be separately authorized and/or reimbursed.

COMPENSATION PLAN – A schedule of compensation established for the classes of positions so that all positions of a given class will be paid in the same wage or salary range established for the class.

CONFIRMATION TEST, CONFIRMED TEST, OR CONFIRMED DRUG TEST – This means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

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CONTINUING EDUCATION SEMINARS – This is a class or meeting which provides additional education credits necessary to maintain a license or certificate.

CONTRACT – Contract shall include any contract or agreement, sale, lease, purchase, or purchase order.

DATA – Shall include, but not be limited to, use of cellular data by means of any application or text message program to download, upload, send or receive any information, documents, pictures, video or the like.

DEPARTMENT HEAD – Employees of the City designated to be head of a department.

DEMOTION – A change in employment status from a position of one class to a position of another class having a lower maximum salary than the original class.

DISMISSAL/DISCHARGE – Complete separation of any employee, from the employment of the City.

DRUG – Drug means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph and any substance deemed illegal under Florida Statutes. An employer may test an individual for any or all of such drugs.

DRUG REHABILITATION PROGRAM – This means a service provider, established pursuant to s. 397.311 (28), that provides confidential, timely, and expert identification, assessment, and resolution of employee drug (including alcohol) abuse.

DRUG TEST OR TEST – This means any chemical, biological, or physical instrumental analysis administered, by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug (including alcohol) or its metabolites.

EGREGIOUS CONDUCT – This is conduct of an employee while working for the City that is: (a) grossly negligent or intentional; and (b) causes serious harm to the City its employees or the general public; or seriously demoralizes fellow employees; or could be considered criminal in nature.

EMPLOYEE ASSISTANCE PROGRAM (EAP) – This means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug (including alcohol) abuse;

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referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall in all cases be provided by service providers pursuant to s. 397.311 (28).

EMPLOYEE – This means a person who performs services for, and under the control and direction of, or contract with, the City for wages or other remuneration, and any person employed by the City or covered by the provisions of these rules.

EXECUTIVE EMPLOYEE – An executive employee shall be an employee employed in a bona fide executive capacity and includes any employee (a) whose primary duty consists of the management of the enterprise in which he/she is employed or of a customarily recognized department or subdivision thereof; and, (b) who customarily and regularly directs the work of two or more other employees therein; and, (c) whose suggestions and recommendations as to the hiring and firing, and as to the advancement information or any other change of status of other employees will be given particular weight; and, (d) who customarily and regularly exercise discretionary powers; and, (e) who does not devote more than 20% of his/her hours in an work week to activities which are not directly and closely related to the performance of the above described work; and (f) who is compensated for his/her services on a salary basis of a rate which is equivalent to the rates approved under federal law.

EXEMPT EMPLOYEE – An employee who is not eligible for overtime based on the Fair Labor Standards Act. The employee is often a salaried employee.

FLEX TIME – This means time given off to a full time employee when required to work more than the normal hours of a workday during the same workweek.

FULL TIME EMPLOYEE – This means an employee who works a shift that on an annual basis would total no less than 2080 hours.

GROSS MANAGEMENT – This means a continuous pattern of managerial abuses, wrongful or arbitrary and capricious actions, or fraudulent or criminal conduct which may have a substantial adverse economic impact.

HARASSMENT – This is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, pesters, annoys, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment, or interferes with or adversely affects a person's work performance.

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IMMEDIATE FAMILY OR IMMEDIATE RELATIVE FOR ALL PURPOSES EXCEPT THE FAMILY AND MEDICAL LEAVE ACT – This includes spouse, child, parent, brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, grandchild or persons related by blood or marriage residing in an employee’s home.

IMMEDIATE FAMILY OR IMMEDIATE RELATIVE FOR PURPOSES OF THE FAMILY AND MEDICAL LEAVE ACT – This means spouse, child, and parent of the employee.

INDEPENDENT CONTRACTOR – This means a person engaged in any business who enters into a contract with the City and is not paid a wage or salary by the City. No federal or state withholding taxes are paid by the City on behalf of any independent contractor.

INITIAL TEST – This means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost-effective form.

JOB APPLICANT – A person who has applied for a position with the City.

JOB DESCRIPTION – A narrative statement prescribing the current duties, responsibilities, general requirements, and qualifications for a position.

LAYOFF – Separation of a regular employee from a position in the personnel system because of the reduction in workload available, lack of funds by the City, abolishment of the position after study, material alteration in the departmental organization or for other related causes.

MEDICAL REVIEW OFFICER OR MRO – This means a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee’s positive test result in relation to the employee’s medical history or any other relevant biomedical information.

NON-EXEMPT EMPLOYEE – An employee who is entitled to overtime pay under the Fair Labor Standards Act. This is usually an employee who is paid an hourly rate. Overtime is paid subject to the provisions found in Policy 6.5.

ON-CALL EMPLOYEE – An employee who is able to be contacted to provide service if necessary, but is not formally on duty. This employee receives special pay during the on-call time.

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OPEN COMPETITIVE TEST – This means an examination, either written, oral or physical, which permits persons to compete who meet the requirements of a job vacancy. Eligibility to compete is not restricted to persons currently permanently employed by the City.

OVERTIME – Overtime is the required performance of previously authorized work in excess of 40 hours per week for non-certified law enforcement employees and 84 hours biweekly for certified law enforcement employees.

PART-TIME REGULAR EMPLOYEE – An employee who regularly works less than the established workweek of the department and class in which he is employed.

PERFORMANCE EVALUATION – The periodic evaluation or appraisal of an employee's work performance, conduct, attendance, and potential.

PERMANENT POSITIONS – A permanent position shall be one that is established in the budget and designated to be continuous in nature. It may be seasonal or part-time, but permanent to the extent that it is established by the budget, designated as permanent by the City Manager, and filled with a regular or probationary employee.

POSITION – Employment involving an aggregation of duties to be performed and responsibilities to be discharged by one person, whether temporary, permanent, part-time, or full-time, occupied or vacant.

POSITION CLASSIFICATION – The relative allocation of a position within the classification plan based upon the current duties, responsibilities and general requirements of the position as compared to positions with the plan.

PRESCRIPTION OR NONPRESCRIPTION MEDICATION – Means a drug or medication obtained pursuant to a prescription as defined by s. 893.02 or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

PROBATIONARY EMPLOYEE – An employee who has:

- a. Not completed the required probationary period.
- b. Been placed into probationary status for a cause.
- a. PROBATIONARY PERIOD – A working test period and an integral part of the evaluation, testing and/or examination process during which the employee is required to demonstrate fitness for the position by satisfactory performance of the duties of the position and by satisfactory conduct and attendance as prior conditions to receiving regular status. Upon

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successful completion of his/her probationary period, an employee shall be a regular employee.

Initial probationary periods will normally be six (6) months in duration for all employees except for police officers which will be twelve (12) months in duration. An employee during his/her initial probationary period may be suspended or terminated without cause.

- b. Probation for cause – an employee may be placed on probation for cause:
 - i. By his or her department head or by the City Manager.
 - ii. Probation for cause includes probation due to promotion, demotion, transfer, disciplinary actions, etc.
 - iii. Probation for cause may continue for such time as is considered necessary by the City Manager.
 - iv. A decision by a department head to place an employee on probation for cause must be approved by the City Manager prior to initiating the probationary period.
 - v. Any probationary period may be extended at the City Manager's discretion if the employee has not fully demonstrated an ability to perform the job.
 - vi. An employee on probation for cause is not eligible to participate in the City's Work From Home program.

PROMOTION – The upgrading of an employee from a position of one class to a position of another class which has a higher maximum salary rate.

REASONABLE-SUSPICION DRUG (INCLUDING ALCOHOL) TESTING – This means drug (including alcohol) testing based on a belief that an employee is using or has used drugs (including alcohol) in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:

- a. Observable phenomena while at work, such as direct observation of drug (including alcohol) use or of the physical symptoms or manifestations of being under the influence of a drug (including alcohol).
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

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- c. A report of drug use, provided by a reliable and credible source.
- d. Evidence that an individual has tampered with a drug test during his or her employment with the current employer.
- e. Information that an employee has caused, contributed to, or been involved in an accident while at work.
- f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- g. "Safety-sensitive position" means a position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to carry a firearm, perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations, or work with controlled substances; a position subject to s. 110.1127; or a position in which a momentary lapse in attention could result in injury or death to another person.
- h. "Special risk position" means a position that is required to be filled by a person who is certified under chapter 633 or chapter 943 Florida Statutes.
- i. "Specimen" means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration.

RECLASSIFICATION – The action taken to officially change an existing position to a different appropriate class because of a change in the duties, responsibilities, and/or requirements of the existing position, or because of an amendment of the classification.

REGULAR EMPLOYEE – An employee who is not a temporary employee and who has completed a satisfactory probationary period.

REGULAR FULL-TIME EMPLOYEE – An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule which will total no less than 2080 hours per year.

REGULAR PART-TIME EMPLOYEE – An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an

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indefinite duration, and works a shift schedule of 20 hours or more, but less than 40 hours, per week.

RESERVE OFFICER – A part-time Police Officer who volunteers a minimum of 16 hours per month without any type of compensation and is subject to call-in as needed.

RESIGNATION – The voluntary termination of employment by an employee.

SICK LEAVE – An employee benefit that consists of time that the employee is released from duty and activity as an employee because of personal illness, injury, exposure to disease or doctor appointments as indicated in these rules.

SUSPENSION – A leave of absence without pay, during the investigation of alleged misconduct of the employee.

TEXT – Shall be construed to include any messaging application, including the native text message application or any third party developer's application or messaging system (i.e. Snapchat, Facebook, Messenger, or the like)

TEMPORARY EMPLOYEE – An employee for a period of up to 90 days, when regular employment for the job to be performed is not anticipated or an employee who is hired to fill a temporary position.

TEMPORARY FULL-TIME EMPLOYEE – A temporary employee who works a shift schedule which on an annual basis would total no less than 2,080 hours.

TEMPORARY PART-TIME EMPLOYEE – A temporary employee whose work assignment is limited in duration to 90 days or less, and works a shift schedule which on an annual basis would total less than 1,040 hours.

TEMPORARY POSITION – A temporary position is one that is established and approved by the City Manager for a specific period of time since regular employment for the task is not anticipated. No such position can be established unless sufficient funds are provided in the budget. Appointments to temporary positions shall ordinarily be for a period of up to 90 days, except that the City Manager may extend any appointment if conditions warrant.

TRANSFER – Change of an employee from one position to another position.

VACANCY – A position established in a current budget as duly created and not currently occupied by an incumbent.

VACATION – An employee benefit that:

- a. Consists of time during which an employee is released from duty or activity as an employee.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 2.1: Definitions

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- b. That is separate and distinct from sick leave.
- c. That is earned and accrued based upon the employee's length of service.

Effective Date: August 24, 2009

Last Revised: April 13, 2020

CITY OF WILDWOOD
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CHAPTER III

ADMINISTRATION OF THE RULES

<u>Policy Number</u>	<u>Policy Title</u>	<u>Effective Date</u>	<u>Last Revised</u>
Policy 3.1	Responsibility for Administration of the Rules	8/24/09	7/14/14
Policy 3.2	Administration of Examinations or Tests	8/24/09	8/24/09
Policy 3.3	Administration of Personnel Records	8/24/09	7/14/14
Policy 3.4	Access to Personnel Files	8/24/09	7/14/14

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 3.1: Responsibility for Administration of the Rules

Page: 1 of 1

- A. SUBJECT. Responsibility for administration of personnel rules.
- B. PURPOSE. To provide a chain of command for the administration of these policies and procedures.
- C. POLICY. The policy of the City is that there shall be an orderly administration of the City's personnel rules. This is promoted by an established chain of command.
- D. PROCEDURE.
 - 1. The City Manager shall act as the Chief Executive Officer of the City.
 - 2. The City Manager shall carry out such duties as are prescribed under the City Charter, ordinances, resolutions, these rules and from time to time as directed by the City Commission.
 - 3. The City Manager, at his discretion, may delegate any or all of the duties assigned to him by these rules.
 - 4. Each department head shall report directly to the City Manager on personnel issues. The Department Head shall carry out such duties as are prescribed by the City Charter, ordinances, resolutions, these rules and the directives of the City Manager.
 - 5. Employees within each department shall report to the person designated as his or her supervisor in the department and supervisors shall report to the department head. Employees shall carry out such duties as are prescribed for them in their job descriptions and as directed by their supervisor, department head and/or the City Manager.
 - 6. Failure to follow chain of command may result in disciplinary action unless otherwise noted in other sections of these rules.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 3.2: Administration of Examinations or Tests

Page: 1 of 1

- A. SUBJECT. General administration of examinations or tests required.
- B. PURPOSE. To provide a procedure for the administration of tests required by these policies and procedures.
- C. POLICY. The City's policy is that tests and examinations required by these rules be administered in a uniform and fair manner to promote fair and equal treatment of all employees.
- D. PROCEDURE.
 - 1. The City Manager shall give, or cause to be given, any examination or tests required or desired under the provisions of these rules.
 - 2. The City Manager, at his discretion, may delegate any or all of these duties assigned to him or her by these rules.
 - 3. If an employee or prospective employee is required to complete a test, it shall be administered in a manner that fulfills all requirements of any law applicable to that particular department. It shall be administered in a uniform manner so that all persons are given an equal opportunity to complete the test.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Administration of employee personnel records.
- B. PURPOSE. To establish procedures and responsibilities for the maintenance of personnel records.
- C. POLICY. Maintenance of personnel records in a uniform manner promotes efficiency and allows the City to assure compliance with laws related to public records while protecting employee privacy.
- D. PROCEDURE.
 - 1. The Human Resources Office is responsible for establishing and maintaining an official personnel file for each employee of the City.
 - 2. Police Department personnel documents required by Florida Statutes may be maintained at the Police Department including:
 - a. Psychological profiles;
 - b. Civil Service Test;
 - c. Polygraph results;
 - d. Background checks;
 - e. Oral board results;
 - f. Performance plans and reviews; and,
 - g. Such other documents required by Chapter 931, Florida Statutes.
 - h. Records related to citizens' complaints and investigations of citizens' complaints

Copies of a., b., c., d., and e., shall be forwarded to the Human Resources Office for file. Copies of Internal Affairs Investigations final results will be forwarded to the Human Resources Office for personnel file.

- 3. Department Heads are responsible for the forwarding of documents for inclusion in the personnel files of those employees assigned to their department.
- 4. Each employee is responsible for the verification of information contained in the personnel file.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 3.3: Administration of Personnel Records

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5. Separate personnel files shall not be maintained by individual departments except as provided herein. However, each department may maintain copies of records related to employee's performance and discipline.
6. Documents retained in the personnel file maintained by the personnel office throughout the association of an employee with the City shall include:
 - a. Employee application.
 - b. Job description and specification information.
 - c. Job performance ratings and evaluations.
 - d. Education/training information.
 - e. Personal data card.
 - f. Personnel action forms.
 - g. Disciplinary records.
7. This policy will be periodically reviewed to ensure compatibility with current accepted personnel procedures.
8. These records are maintained during the tenure of the employee and for such time as required by Florida public records laws. No portion of the file may be deleted until allowable under the Florida public records laws.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Access to personnel files.
- B. PURPOSE. To provide for protection of private information and access to personnel files which are subject to Florida public records laws.
- C. POLICY. The policy of the City is to protect its employees' confidential information when allowable under the Florida public records laws, while fully complying with any requirements of the public records laws.
- D. PROCEDURE.
1. Access by persons other than the employee of an employee's record.
 - a. All items included in the employees' personnel file and the Police Department file which are exempt from disclosure and the public records laws will be maintained as confidential by the Human Resources Office. This includes:
 - i. Social Security Number
 - ii. Medical Records
 - iii. Psychological Records
 - iv. Any other information which falls within an exception to the Public Records Law

If access to a document which includes this information is requested, all such information shall be redacted prior to allowing review of the document.
 - b. All documents in the personnel file that are public records not subject to exemption will be produced within a reasonable time for review or copying as required by Florida law.
 - c. Made by anyone other than the employee:
 - i. The documents may be produced for review at City Hall. Said review must occur in a place where the review may be observed by a City Hall employee.
 - ii. Copies of documents will be provided within a reasonable time of request.
 - iii. The cost of copied documents is that amount allowed by state law.
 - iv. If extensive copying is required, the cost of employee time may also be included.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 3.4: Access to Personnel Files

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- v. Payment must be by certified check or cash.
 - vi. Any personnel documents requested from any department other than the Human Resources Office shall be copied and forwarded to the Human Resources Office for dissemination to the person requesting the documents.

 - d. Health/Medical related files and documents will be maintained by the City Human Resources Office. Any information protected by federal law will be maintained as confidential.

 - e. If a public records request includes information contained in the Police Department file, the employee's file will be transported to City Hall for copying and review. A Human Resources employee shall be present during the review.
2. Access by the employee of his or her own record. Any employee may review his or her personnel file in the Human Resources Office City Hall upon reasonable notice to the Human Resources Office. Any police department employee may review his or her Police Department personnel file at the police department upon reasonable notice to the Police Chief.
3. Access by an employee's supervisor. Unless prohibited by law, an employee's supervisor may have access to an employee's file reasons related to employment with the City.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

CHAPTER IV

RECRUITMENT OF EMPLOYMENT

<u>Policy Number</u>	<u>Policy Title</u>	<u>Effective Date</u>	<u>Last Revised</u>
Policy 4.1	Equal Employment Opportunity	8/24/09	7/14/14
Policy 4.2	Workplace Makeup	8/24/09	7/14/14
Policy 4.3	Recruiting	8/24/09	7/14/14
Policy 4.4	Probationary Appointments for All Employees except Police Officers	8/24/09	7/14/14
Policy 4.5	Employees in Processing/Orientation	8/24/09	8/24/09
Policy 4.6	Temporary Employee Appointments	8/24/09	8/24/09
Policy 4.7	Temporary Positions	8/24/09	8/24/09
Policy 4.8	Prohibition of Employment of Persons Who Are In Debt to the City	8/24/09	8/24/09
Policy 4.9	Employment of Immediate Relatives	8/24/09	6/8/20
Policy 4.10	Employment of Minors	8/24/09	7/14/14
Policy 4.11	Minors Community Service	8/24/09	8/24/09

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Equal Employment Opportunity in hiring practices.
- B. PURPOSE. To establish a policy to ensure equal employment opportunity with the City.
- C. POLICY. The policy of the City is to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees and City representatives, and to assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bonafide occupational qualifications which cannot be accommodated without undue hardship.

The goals and objectives of the Equal Employment Opportunity Policy are to:

- 1. Ensure fair treatment and non-discrimination in City hiring, City employment, and in appointments to and service on the City boards and commissions.
 - 2. Provide compliance with State and Federal equal opportunity requirements and regulations.
 - 3. Provide a basis for encouraging those who do business with the City to practice Equal Employment Opportunity.
- D. PROCEDURE.
 - 1. The Human Resources Coordinator shall serve as the Equal Employment Opportunity Officer to carry out the Equal Employment Opportunity Policy and Program.
 - 2. The Equal Employment Opportunity Officer shall undertake the following actions to assure equal employment opportunities in the City:
 - a. Assure that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- b. Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion and termination, including those minorities and women are considered without discrimination and all applicants be given equal opportunity regardless of race, creed, color, national origin, sex, marital status, age, or the presence of sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties and functions required by the position and which are bonafide occupational qualifications which cannot be accommodated without undue hardship.
- c. Provide orientation for all new employees specifically emphasizing how the City assures equal opportunity. Encourage all employees to avail themselves of services rendered.
- d. This policy shall be made known to all employees, contractors, and suppliers through distribution of the Equal Employment Opportunity Policy. Applications for employment will include an equal opportunity clause.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Diversity and workplace equity.
- B. PURPOSE. To state the City's commitment to build quality workforce representative of the community it serves.
- C. POLICY. The City is committed to building a diverse workforce which reflects the face of the community it serves. By creating a workplace where everyone can work towards their maximum potential, the City will be better able to retain quality, productive employees who will provide excellent services to its residents.
- D. PROCEDURE.

To achieve workplace equity and inclusion, the City will:

1. Ensure that the City does not discriminate in employment on the basis of race, color, religion, national origin, sex, age, disability, marital status, creed, ancestry, or medical condition.
2. Make employment decisions based on job-related criteria and will provide opportunities for entry and promotion into non-traditional jobs where appropriate.
3. Ensure a workplace free of all forms of harassment.
4. Develop a procedure for prompt, thorough and impartial investigations of discrimination or harassment complaints and will take appropriate measures to provide remedy or relief to individuals who have been victims of illegal discrimination, harassment or false accusations thereof.
5. Measures to ensure accountability for managing diversity will be incorporated into the performance management system for supervisors and managers. The chief executive officer will evaluate the effectiveness of our diversity policies and programs.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Employee recruitment.
- B. PURPOSE. To provide a uniform procedure for recruitment of the City's employees.
- C. POLICY. A uniform procedure for the recruitment of City employees will promote fairness in employee hiring practices.
- D. PROCEDURE.
 - 1. A need for recruitment of employees arises when any of the following occurs:
 - a. A vacancy in a classified position exists and the determination is that it will be filled. Wherever a vacancy is to be filled, the department head under whose authority the position falls shall notify the City Manager of the need and shall indicate the class of the position.
 - b. A new position is proposed by the City Manager and approved by the City Commission.
 - c. Temporary help is necessary because of seasonal or other employment needs as set by the City Manager.

In all of the above situations the Human Resources Office will be notified by the City Manager of the need to fill the position. If there is an existing employee who meets the requirements of the position and the employee wishes to transfer to the open position, the City Manager has the discretion to transfer the employee to the open position without the need for advertisement. If there is no qualified employee that the City Manager determines should be transferred to the open position, then the City Manager shall direct the Human Resources Office to advertise the position and accept applications.

- 2. A vacancy in a classified position must be filled by appointment of a probationary or temporary employee.
- 3. All appointments to City service shall be made according to merit and fitness. Merit and fitness may be ascertained by examination which shall be prepared by or under the direction of the City Manager. Examinations shall relate to these matters that will test fairly the capacity and fitness of the candidates to discharge efficiently the duties of the position for which the examinations are held. Examinations may include written, oral, physical or any other qualifications or attributes which, in the judgment of the City Manager, enter into the determination of the relative fitness of the applicant.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

4. Recruitment may occur by:
 - a. Insofar as it is practicable, vacancies in higher positions may be filled by promotion from lower classes.
 - b. The City will advertise regular part-time and full-time vacant positions on the City website. If insufficient applications result from placement on the website, then the City will advertise in the local newspaper or such other publication as the City Manager deems appropriate. The City will also post any notice of vacancies in the City Hall.
 - c. A position may be filled by transferring an employee from another position of the same class or similar class with essentially the same basic qualifications and having the same maximum salary. Transfers must be approved by both department heads concerned and the City Manager.
 - d. Discrimination against any person in recruitment, examination, appointment, training, promotion, or any other personnel action because of political or religious opinion or affiliation or because of race, sex, national origin, age, physical handicap, or any other non-merit factor is prohibited.
5. In determining successful candidates for any classified position, due consideration shall be given to such factors as education, training, experience, aptitude, knowledge, character, skills, abilities, physical fitness, references or other factors which may enter into the determination of the relative fitness of the applicant. It shall be the policy of the City to comply with the requirements of Chapter 295 of the Florida Statutes in considering the employment of Veterans.
6. No application will be accepted unless a Vacancy has been posted by the Human Resources Office upon approval of the City Manager.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.4: Probationary Appointments for All Employees

Page: 1 of 2

- A. SUBJECT. Probationary appointments of City employees.
- B. PURPOSE. To require newly appointed employees to work for a period of time which will allow the City to assess whether the employee is able to properly perform the duties of the position.
- C. POLICY. The policy of the City is that new employees shall be given uniform, fair and equal treatment. In order to determine the fitness of a new employee for the job he or she has been hired to fill, every new employee or employee filling a new or different position must be a probationary employee. Also the policy of the City is that all statutory and other requirements be met in the hiring procedure for police officers.
- D. PROCEDURE.
1. The probationary period shall begin immediately upon appointment and shall continue for a period of six months for all employees, except that the probationary period for a police officer shall begin upon appointment and continue for a period of 1 year or until such time as State law requires whichever is longer.

All recruiting and appointment of police officers shall be conducted as required by Chapter 943, Florida Statutes. Appointments of police officers shall be made in compliance with all other policies related to appointment of employees except as specifically noted in these Rules.
 2. An employee who has been newly hired by the City shall be retained beyond the end of the probationary period and granted regular status only if the department head affirms that the services of the employee have been found to be satisfactory and recommends to the City Manager that the employee be given regular status.
 3. An employee who has been transferred to a new position, either laterally or as promotion, shall have a six-month probationary period in the new job. The probationary period shall not be terminated at the end of six months unless the employee's supervisor determines the services of the employee are satisfactory and recommends to the City Manager that the employee be given regular status in the new position. If the employee's work is not satisfactory at the end of 6 months, then the City Manager may continue the probation, return the employee to the prior position he or she held if it is still available or to some other available vacancy that the employee is qualified for or terminate the employee's employment. If the employee returns to his or her prior position or to another position, his or her employment will be subject to another 6-month probationary period.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.4: Probationary Appointments for All Employees

Page: 2 of 2

4. When an employee is promoted to a higher class or transferred laterally, his/her probationary service will not eliminate, slow, or diminish his accrued rights to pay, longevity, or leave provisions of these policies.
5. Any time a probationary period is not completed satisfactorily, the employee may be transferred to a more suited position, have the probationary period extended up to an additional six months, or be terminated at the discretion of the City Manager.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.5: Employees in Processing/Orientation

Page: 1 of 1

- A. SUBJECT. Employees in processing/orientation.
- B. PURPOSE. To establish a policy and procedure for new City employees.
- C. POLICY. All new regular full-time and regular part-time employees of the City will be scheduled to meet with the Human Resources Office prior to their first day of work for general orientation.
- D. PROCEDURE.
 - 1. The Human Resources Coordinator will distribute and explain the various enrollments forms, etc., that must be filled out.
 - 2. Each new employee will be provided with information on employee benefits, City policies and operations.
 - 3. The hiring department provides Orientation and additional information to the new employee on their first day of work, including:
 - a. Work standards and regulations.
 - b. Hours of work, time cards or reports, leave requests.
 - c. Duties of the position.
 - d. Safety rules and procedures, location of safety or protective equipment.
 - e. Tour of the work area, including location of equipment, supplies, etc.
 - f. Introduction to co-workers.
 - g. Schedule for lunch and breaks.
 - h. When and whom to report absence from work.
 - i. Who is responsible for performance planning and review.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.6: Temporary Employee Appointments

Page: 1 of 1

- A. SUBJECT. Temporary appointments of City employees.
- B. PURPOSE. To provide a uniform and fair method of hiring of temporary employees.
- C. POLICY. The City may hire temporary employees when there is a need for an increase in the City workforce that will be of a temporary nature. This will increase the efficiency of the workforce and use of City resources.
- D. PROCEDURE.
 - 1. Temporary employees may be hired for the following purposes:
 - a. When an emergency problem arises for which there are not adequate numbers of employees to be able to reasonably resolve the problem;
 - b. When there are vacancies created by illness;
 - c. When there is a need for additional employees for temporary purposes;
 - d. When there is a need for seasonal employees; and,
 - e. At such times as the City Manager determines a need for temporary employment exists.
 - 2. If a department head determines there is a need for a temporary employee, he or she shall bring this need to the attention of the City Manager.
 - 3. The City Manager or his or her designate shall determine when temporary employees are hired.
 - 4. Temporary employees may continue to work for a period of 90 days.
 - 5. The City Manager may extend the temporary employee's position for such time as is necessary but not to exceed a total of 180 days.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.7: Temporary Positions

Page: 1 of 1

- A. SUBJECT. Temporary positions.
- B. PURPOSE. To allow creation of temporary positions for seasonal or other purposes.
- C. POLICY. The City may create temporary positions when there is a need for a position in the City workforce that will be of a temporary nature and will increase the efficiency of the workforce and use of City resources.
- D. PROCEDURE.
 - 1. Temporary positions may be created for the following purposes:
 - a. When there is a need for an employee position for a temporary purpose;
 - b. At such times as the City Manager determines a need for a temporary position exists.
 - 2. The City Manager shall determine the need for the temporary position. The City Manager shall also determine the job qualifications and duties of the temporary position.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.8: Prohibition of Employment of Persons Who Are In Debt to the City **Page: 1 of 1**

- A. SUBJECT. Restrictions on hiring persons in debt to the City.
- B. PURPOSE. To promote hiring of financially responsible employees.
- C. POLICY. Fiscal responsibility may have an impact upon an employee's ability to efficiently fulfill his employment responsibilities.
- D. PROCEDURE.
 - 1. Any person in debt to the City may not be hired by the City.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.9: Employment of Immediate Relatives

Page: 1 of 2

- A. SUBJECT. Employment of related employees and family members of current employees.
- B. PURPOSE. To establish policy for the employment of immediate relatives as defined by these rules in order to ensure fairness and avoid conflicts of interest.
- C. POLICY. Employment of immediate relatives may create perceived favoritism, cause potential conflict within teams, affect morale in the workplace, or create appearances of impropriety and conflicts of interest. To avoid this, employees who are immediately related may not work in a situation where this could occur.
- D. DEFINITION. For the purposes of this policy the term “immediate relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee’s: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or first cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and a daughter or son of an employee’s domestic partner.
- E. PROCEDURE.
 - 1. The City’s policy is that immediate relatives will not be employed in regular full-time or regular part-time positions where:
 - a. One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other, or work in the same department and on the same shift (Police Department only);
 - b. One relative would be responsible for auditing the work of the other;
 - c. The relationship would have an adverse impact on work productivity or performance or be disruptive to the work environment; or
 - d. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City’s interest and their own.
 - 2. If employees begin a dating relationship or become immediate relatives (as defined by this policy) while employed at the City, both employees are required to notify Human Resources. If one of the employees is in a supervisory role and may oversee the work of their immediate relation, one of them must transfer to another position.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.9: Employment of Immediate Relatives

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3. It is the responsibility of every employee to identify to Human Resources any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of the employee.

4. Supervisors or Human Resources may reasonably inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy.

The City reserves the right to exercise appropriate managerial judgment and apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. Further, the City reserves the right to take such actions as may be necessary to achieve the intent of this policy. As such, the City reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.

Effective Date: August 24, 2009

Last Revised: June 8, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.10: Employment of Minors

Page: 1 of 1

- A. SUBJECT. Minors working for the City.
- B. PURPOSE. To establish procedure for employment of persons under the age of 18.
- C. POLICY. The policy of the City is to comply with all requirements of the law in the employment of minors.
- D. PROCEDURE.
 - 1. The City, through the Human Resources Office, shall secure from the State any necessary permit to employ persons under the age of 18.
 - 2. Whenever a minor is employed as a regular or temporary employee, the Human Resources Office is responsible to:
 - a. Complete the parental authorization form and obtain necessary signatures (parent, guardian and school).
 - b. Obtain and photocopy the minor's proof of age document.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 4.11: Minors Community Service Hours

Page: 1 of 1

- A. SUBJECT. Minors donating time to the City as public service hours.
- B. PURPOSE. To provide guidelines for community service programs within the City.
- C. POLICY. Community service volunteer hours are an opportunity to allow the City additional workforce resources and to allow the City's minor citizens the opportunity to learn about local government and fulfill the requirement of scholarship programs or penalties.
- D. PROCEDURE.
 - 1. The City Manager may approve any program within the City to allow minors to donate community service hours to the City.
 - 2. Individuals may make application to perform community service hours whether for scholarship programs or court requirement through the Human Resources Office. Applications for minors must be signed by the parent or legal guardian in the presence of a witness.
 - 3. The Human Resources Office shall survey from time to time the different departments to determine the need for community service hour workers.
 - 4. The applicant's background shall be checked and the applications approved by the Chief of Police and returned to the Human Resources Office.
 - 5. The applicant shall be contacted by the Human Resources Office to schedule work time or to notify the applicant that work has been denied.
 - 6. The Department Head shall be responsible for maintaining hours of service and shall provide documentation of hours to the worker and to the Human Resources Office for file.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

CHAPTER V

CLASSIFICATION PLAN

<u>Policy Number</u>	<u>Policy Title</u>	<u>Effective Date</u>	<u>Last Revised</u>
Policy 5.1	Classification Plan	8/24/09	7/14/14
Policy 5.2	Compensation Plan	8/24/09	8/24/15
Policy 5.3	Stipends	4/1/2019	4/1/2019

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Inventory of employee positions.
- B. PURPOSE. The classification plan provides a complete inventory of all positions in the city service as well as accurate descriptions for each class of employment. The plan standardizes titles, each of which is indicative of a range of duties and responsibilities and has the same meaning throughout the classified service.
- C. POLICY. The policy of the City is to clarify the duties and responsibilities of the City employee through use of a classification plan. The classification plan consists of:
1. A grouping into classes of positions which are or approximately equal difficulty and responsibility, which require the same general qualifications and which can be equitably compensated for within the same pay range under similar working conditions.
 2. A class title, descriptive of the work of the class, which shall identify each class.
 3. The classification plan may be coordinated with or overlay the compensation plan.
- D. PROCEDURE.
1. Class Title – Class title shall be used in all official city records. No person shall be appointed to, or employed in a position in the classified service under a title not included in the classification plan.
 2. Uses of the Classification Plan
 - a. In determining lines of promotion and in developing an employee training program.
 - b. In determining salaries which are the commission's goal of pay for various types of work.
 - c. In preparing announcements for examination.
 - d. As a guide in preparing examinations which will measure the qualifications needed to perform the work of the class.
 - e. In determining personal service budget items.
 - f. In providing uniform job terminology which is understandable by City officials, employees, and general public.

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HUMAN RESOURCES POLICIES AND PROCEDURES

3. Maintenance of the Classification Plan – The City Manager is charged with the responsibility for the proper and continuous maintenance of the classification plan so that it will reflect on a current basis the duties being performed by each employee in the city service. The administration staff shall recommend to the City Manager any necessary amendments to the plan in the form of new classes and the abolishment of classes no longer required in the plan. Re-allocations of positions within the approved classification plan shall be made as follows:
 - a. The City Manager shall make or cause to have made a study of each new position as it is created, and on the basis of the study, place the position into the appropriate class within the classification plan.
 - b. Changes in the duties and responsibilities of a position involving either the addition of new assignments or the taking away or modifying or existing assignments shall be reported to the City Manager by department heads. If these are determined to be permanent or more than minor changes which justify the re-allocation to a different classification, the City Manager shall place such position in its appropriate class.
 - c. The City Manager shall periodically cause to have reviewed the classification of positions, and upon the basis of investigation make appropriate changes in the allocations to the classification plan.
 - d. An employee affected by the allocation or re-allocation of a position in the classification plan shall be afforded a reasonable opportunity to be heard by the City Manager after filing a written request. The City Manager, after hearing the facts of the case, shall render his decision and such decision will be reported to the employee and to the department head in writing.
4. The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and the requirements of the job change.
5. The City Manager has the discretion to approve placement of an employee in a temporary position as a department head if a department head is absent for a period of four weeks or longer and the department head's absence requires that employee to assume supervisory or other responsibilities that are those of the absent department head. The City Manager may designate such employee as an acting department head as follows:

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 5.1: Classification Plan

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- a. In the City Manager's sole discretion the employee may receive a stipend of up to 10% of his or her pay grade for the period of the department head's absence.
- b. The funds to allow such payment must be available in the budget.
- c. The City Manager makes a determination that it is appropriate to temporarily fill the department head's position.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Creation of a compensation plan.
- B. PURPOSE. To provide a plan for compensation of City employees.
- C. POLICY. To promote uniform application of compensation so jobs within the classification plan and compensation are administered in a uniform manner. The Compensation Plan shall include:
1. A basic table of pay rates.
 2. The schedule of salary grades for each title in the classification plan consisting of minimum and maximum rates of pay and intermediate steps. Each employee shall be paid at one of the rates set forth in the pay plan for the class of position in which he/she is employed.
 3. The compensation plan may be coordinated with or overlap the classification plan.
 4. The compensation plan includes levels of compensation that the City would like to offer employees and plans to offer if funds are available but all raises and salaries are subject to budget consideration. If the Commission determines there are insufficient funds to stay within the plan, it may change the salary grades.
- D. PROCEDURE.
1. Development and Maintenance of Salary Grades - Salary grades shall be linked directly to the position classification plan and shall be determined with due regard to the following considerations:
 - a. Grades of pay for other classes.
 - b. Relative difficulty and responsibility of positions in the class.
 - c. Availability of employees in particular occupational categories.
 - d. Cost of living factors; the financial policies of the City, other economic conditions; and budgetary constraints.

The minimum and maximum of each salary grade shall be those rates in the basic salary schedule which most nearly reflect these conditions and factors.

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2. Salary Grades – Salary grades are intended to furnish administrative flexibility in recognizing individual differences between positions, in providing the employees with incentive in rewarding employees for meritorious service and longevity, and in meeting emergency conditions requiring pay adjustments. Prior to the preparation of each annual budget, and at other times as may be necessary, the City Manager shall make cause to have made such comparative studies as he deems to be necessary relative to the factors affecting the level of salary ranges.

3. Salary Increases Based Upon Merit – Except for cost of living increases which may be considered by the Commission on an annual basis, salary increases within appropriate pay grades shall be on the merit and fitness of the employee. A department head may recommend salary increases of more than one step and more frequently than once in a twelve-month period by preparing a special personnel evaluation specifying the employee's exceptional performance. Salary increases or decreases resulting from the overall adjustment of salary grade shall not prevent increases within a grade in accordance with this section. Any salary increases must be within the budget for the year for the department in which the increase occurs.

4. Entrance at the Minimum
 - a. Normally the minimum rate of pay for the class will be paid to a qualified person on his original appointment to a position. However, the department head may submit, in writing, to the City Manager a statement of unusual circumstances that may exist which warrant employment at a higher rate in the pay grade.

 - b. A trainee may be hired below the minimum rate of pay for the class. An employee designated as a trainee will be so identified by the placement of a parenthetical immediately preceding his/her class, e.g., (T) Secretary II.

Upon satisfactory completion of probationary period, the pay grade of a trainee may be adjusted to the minimum rate of pay for the class upon the recommendation of the department head.

5. Pay Rates in Transfer, Promotion, or Demotion
 - a. If the employee is promoted to a class with a higher pay grade, he/she should be placed in that step of the new pay grade which provides for at least an equivalent dollar amount to what the employee was making at the lower classification plus an increase of up to one step in the pay grade for the new class.

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 5.2: Compensation Plan

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- b. If any employee is transferred to a class of work in the same pay grade or less, the employee should receive no salary increase at the time of the change.
 - c. If the employee is demoted into a class of a lower pay grade, he/she should be placed into an appropriate step within the new pay grade as determined by the department head concerned.
6. Pay for Part-Time Work – Whenever an employee works for a period less than the regular established number of hours per day, days per week, or weeks per month, the amount paid shall be proportionate to the time actually employed for the class. This provision does not apply to executive or administrative employees.
7. Hourly Rate – The City Manager may determine what hourly rates of pay are to be used for certain individual positions within classes that are normally paid on a salary basis, when conditions of employment, in his opinion, warrant such action. The position description does not constitute an employment contract between the City and the employee and is subject to change as the needs of the City and the requirements of the job changes.
8. Cost of Living Increases – Cost of living increases may be considered by the Commission on an annual basis based upon increases in the cost of living if the Commission determines the City is financially able to make such a salary increase. A cost of living increase shall be applied across the board to all salary grades in the same percentage. Probationary employees may be eligible for the Cost of Living Increase when given.

Effective Date: August 24, 2009

Last Revised: August 13, 2018

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 5.3: Stipends

Page: 1 of 1

- A. SUBJECT. Creation of a stipend pay plan
- B. PURPOSE. To provide a process for awarding stipend pay for additional responsibilities.
- C. POLICY. To promote uniform application of awarding stipend pay.
- D. PROCEDURE.
 - 1. The Department Head identifies a need within the department for an employee to perform an assignment that requires responsibility above and beyond their current position or temporarily assume additional responsibilities above and beyond their current position. This may occur in one of the following scenarios:
 - a. To cover the responsibilities of an existing employee who is out on leave or has been temporarily reassigned;
 - b. A special project or assignment within the department that requires unique skills and training;
 - c. Temporary assignment within the department to a special task force or ad hoc committee requiring significant time commitment;
 - d. To train or coordinate training of others within the department.
 - 2. Salary – At the recommendation of the Department Head and approval by the City Manager and Human Resources, the employee will be awarded an increase while the employee performs the additional responsibilities above and beyond their current position. Once the employee is no longer responsible for performing these responsibilities the stipend will be removed.
 - 3. Probationary Evaluation Period – The employee will be evaluated by the supervisor on the additional responsibilities quarterly. If the employee is unsuccessful in achieving the goals of the temporary assignment, the responsibilities will be removed and the stipend ended.
 - 4. Cost of Living Increases – Any cost of living increases which occur during the temporary assignment will be based on base wages without the stipend amount.

Effective Date: April 1, 2019

Last Revised: April 1, 2019

CITY OF WILDWOOD
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CHAPTER VI

COMPENSATION FOR EMPLOYEES

Policy Number	Policy Title	Effective Date	Last Revised
Policy 6.1	Types of Employment and Eligibility for Benefits	8/24/09	7/14/14
Policy 6.2	Hours of Work	8/24/09	6/8/20
Policy 6.3	Work Periods	8/24/09	8/24/09
Policy 6.4	Employee Travel and Other Official Expenditures Compensation Plan	8/24/09	4/1/17
Policy 6.5	Overtime/Flex Time	8/24/09	6/8/20
Policy 6.6	Holiday Pay	3/8/10	12/11/17
Policy 6.7	Time Sheets/Preparation of Payroll	8/24/09	7/14/14
Policy 6.8	Payroll Deductions	8/24/09	8/24/09
Policy 6.9	Pay Periods	8/24/09	6/13/11
Policy 6.10	Garnishment	8/24/09	6/13/11
Policy 6.11	Social Security	8/24/09	8/24/09
Policy 6.12	Retirement System	8/24/09	6/13/11
Policy 6.13	Unemployment Compensation	8/24/09	8/24/09
Policy 6.14	Worker's Compensation	8/24/09	6/22/20
Policy 6.15	Group Insurance	8/24/09	7/14/14
Policy 6.16	Continuation of Benefits – Retiree and COBRA Insurance	8/24/09	1/24/20
Policy 6.17	Emergency Response	11/13/17	11/13/17
Policy 6.18	On-Call and Call-In Pay	8/13/18	8/13/18

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Types of employment and employee eligibility for benefits.
- B. PURPOSE. To establish guidelines and definitions for types of employment and for entitlement to benefits.
- C. POLICY. To promote uniform application of eligibility for benefits for City employees.
- D. PROCEDURE.
 - 1. The types of City employment are:
 - a. Probationary Employee – An employee on a trial status during the initial period of employment. All newly hired City employees are on a probationary status. Probationary periods may be extended at the City Manager’s discretion if the employee has not fully demonstrated an ability to perform the job. A probationary employee may also be transferred or terminated at the discretion of the City Manager.
 - b. Regular Full-Time Employee – An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule which will total no less than 2,080 hours per year.
 - c. Regular Part-Time Employee – An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule of 20 hours or more, but less than 40 hours, per week.
 - d. Temporary Full-Time Employee – An employee whose work assignment is limited in duration to 90 days or less, and works a shift schedule which on an annual basis would total no less than 2,080 hours.
 - e. Temporary Part-Time Employee – An employee whose work assignment is limited in duration to 90 days or less, and works a shift schedule which on an annual basis would total less than 1,040 hours.
 - f. Reserve Officer – An employee who is not entitled to benefits who may work for the police department on a part time basis if called to do so and who is required to volunteer at least sixteen (16) hours per month to remain on the City’s Reserve Officer roster
 - 2. Employee compensation shall be stated in terms of hourly wage or biweekly salary.

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3. Entitlement to employee benefits shall be as follows:
 - a. Employees classified as regular full-time employees shall receive all employee benefits provided by the City subject to any limitations provided for in these policies such as limits on vacation for a new employee during the first six months.
 - b. Regular part-time employees shall be entitled to pro rata vacation and sick leave benefits. If the employee's regular schedule falls on a scheduled holiday, the regular part time employee shall be entitled to pro rata holiday benefits.
 - c. Temporary employees do not receive vacation, holiday, or sick leave benefits.
 - d. Employees are entitled to compensation and to payment of overtime as required by the Fair Labor Standards Act and as outlined in these policies.
 - e. All employees except temporary and reserve officers become members of the State Retirement System upon employment. Entitlement to benefits occurs as provided for under State law.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Hours of Work.
- B. PURPOSE. To establish a policy setting uniform hours of work for employees.
- C. POLICY. To establish a uniform policy regarding work hours for employees. The standardization of working hours is necessary to provide:
1. Continuity in access by and service to the citizenry and other stakeholders.
 2. Facilitation of teamwork.
 3. Facilitation of supervisory assistance.
- D. PROCEDURE.
1. The normal working hours for employees are eight (8) hours, from 8:00 a.m. to 5:00 p.m. but may vary by departmental and stakeholder needs. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule.
 2. Each employee is entitled to a one (1) hour unpaid lunch period. Employees are expected to be at their work location and ready to begin work at the conclusion of their lunch period. The lunch period will be scheduled to allow for continuous staffing of all departments with at least one (1) person.
 3. Employees shall receive a rest period of not more than twenty (20) minutes, on the City's time, for each four (4) hour work period. Rest periods shall be scheduled as near as possible to the midpoint of each four (4) hour work period. No employee shall be required to work more than three consecutive (3) hours without a rest period.
 4. Occasions may arise when the service to stakeholders can be improved through the adjustment of an employee's work hours. The Department Head shall obtain approval of the City Manager for the adjustment in work hours.
 5. Individual requests for adjustment of working hours for personal reasons may be granted by the City Manager.
 6. Lateness is defined as arriving at work fifteen (15) minutes or more after the start of your shift.
 7. Advance notice of anticipated lateness will be deemed excused if supervisor is notified at least forty-eight (48) hours prior to the start of a shift; notice of unavoidable tardiness is expected as soon as known and will be deemed unexcused if the supervisor is contacted after the start of the employee's shift. The time missed for an

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HUMAN RESOURCES POLICIES AND PROCEDURES

- unexcused lateness will not be paid. Excused lateness time must be made up during the work period in which it occurs.
8. Notice of anticipated full shift absence to the employee's immediate supervisor is expected at least 30 minutes prior to start of shift when possible but no later than start of shift. Failure to do so will be construed as an unexcused absence and the day missed will not be paid. No employee shall absent themselves from their work location without first notifying their immediate supervisor.
 9. Failure to notify the employee's immediate supervisor of a full shift absence will be considered a "no call no show" and the employee will receive a verbal warning. Failure to notify a supervisor for two consecutive days will be considered a voluntary resignation.
 10. Notification by another employee, friend, or relative is not considered proper notification except in an emergency situation where the employee is physically unable to make the notification.
 11. Daily attendance records will be maintained by each department, including date and time absent and reason for absence. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of probationary periods, and continued employment with the City. Frequent tardiness or other attendance irregularities shall be cause for disciplinary action.
 12. Hours for part-time and certain employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate Department Head, with concurrence of the City Manager.

Effective Date: August 24, 2009

Last Revised: June 8, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.3: Work Periods

Page: 1 of 1

- A. SUBJECT. Work periods.
- B. PURPOSE. To establish a policy setting uniform work periods for employees.
- C. POLICY. To establish work periods for purposes of the Federal Fair Labor Standards Act (FLSA).
- D. PROCEDURE.
 - 1. The work period for any commissioned police officers shall be twenty-eight (28) days. This work period starts at 6:00 a.m. and ends 28 days later at 5:59 a.m.
 - 2. The work period for all other City employees shall be a seven (7) day period beginning on Monday at 12:01 a.m. and continuing to Sunday at 12:00 a.m. (midnight).
 - 3. The above referenced work periods may be changed to accommodate special work schedules.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Employee Travel and Other Official Expenditures
Policy 6.4: Compensation Plan **Page:** 1 of 3

- A. SUBJECT. Creation of a plan for employees who incur expenditures for travel and other official expenditures.
- B. PURPOSE. To provide for reimbursement to employees for official expenditures.
- C. POLICY. To promote uniform application of compensation for reimbursement to employees who incur official expenditures.
- D. PROCEDURE.
 - 1. The rates of pay do not include allowances for official authorized travel or other expenditures incurred in the conduct of City business, or allowances made to an employee for the official use of his automobile. An employee will be reimbursed for such expenses as established by City policy.
 - 2. When possible, all travel arrangements shall be planned in advance. Hotel accommodations, tuition, or registration fees shall be pre-arranged and paid by a City credit card upon Department Head approval.
 - a. Travel Reimbursement Form – A Travel Reimbursement Form is to be turned in at the end of any city sponsored or related travel. This form will indicate the hotel costs, the meal costs, the mileage, and the tolls (if any). A map showing the distance from 100 N Main Street, Wildwood to the travel location should be attached. A copy of the event program should be attached. All receipts for meals, tolls, hotel costs, etc. should be attached to the form. Department Head should sign the form indicating all receipts, etc. have been attached. The City Manager then will also sign the form.
 - b. Hotel
 - i. Accommodations at the standard block room rates for single or double occupancy at the hotel hosting the specific event or a hotel equivalent to, if accommodations are not available.
 - ii. Tax exempt certificate should be provided to the Hotel upon check-in or before if allowed.
 - iii. A City credit card must be used in order to receive tax exemption. Be sure to utilize a City credit card.

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.4: Employee Travel and Other Official Expenditures
Compensation Plan **Page:** 2 of 3

c. Meals

- i. Meals, not included in the event, will be reimbursed to the employee upon return and submission of receipts with the travel reimbursement form.
- ii. No meals that are included with the event will be reimbursed.
- iii. Meal allowances are as follows:
 - A) Breakfast: (Allowed when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.) \$6.00 plus no more than 15% tip.
 - B) Lunch: (Allowed when travel begins before 11:00 a.m. and extends beyond 2:00 p.m.) \$11.00 plus no more than 15% tip.
 - C) Dinner: (Allowed when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.) \$19.00 plus no more than 15% tip.
 - D) NO ALCHOLIC BEVERAGES are to be submitted for reimbursement. The employee is solely responsible for any alcoholic beverages they purchase.
- iv. Per Diem amount of \$36.00 (plus nor more than 15% tip) may be requested in advance. City Manager must approve. Receipts must be provided on the travel reimbursement form indicating the meal costs. If meals are less than the per diem amount, funds should be submitted with the reimbursement form. Any per diem amount not accounted for by receipt, will be included as income to the employee.
- v. Depending on the location of the conference/event, meal allowances may be increased. City Manager approval in advance of the event is required.
- vi. Tips, if paid, are to be no more than 15%.

d. Mileage

- i. When available, a city vehicle should be taken for out of town travel. No mileage will be reimbursed if a city vehicle is taken.

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.4: Employee Travel and Other Official Expenditures
Compensation Plan **Page:** 3 of 3

- ii. Mileage, at the current Internal Revenue Service mileage reimbursement rate, will be paid from Wildwood City Hall when a personal vehicle is used for travel.
 - iii. The City will not assume any responsibility for any damages to an employee's vehicle while being used for company business.
 - iv. Mileage to and from the event should be listed on the travel reimbursement form.
 - e. Tolls
 - i. If a city vehicle is used, a City paid transponder should be used to pay any and all tolls on City related travel.
 - ii. If a personal vehicle is used, the employee will be responsible for paying for tolls and acquiring receipts for those tolls.
 - iii. Tolls paid should be listed on the travel reimbursement form. Receipts must be attached to the travel reimbursement form.
 - f. Travel with only mileage costs
 - i. Mileage log – A Mileage Log Form is to be used and submitted when mileage is the only expenditure associated with the travel. As with the travel reimbursement form, a map showing the distance from 100 N Main Street, Wildwood to the travel location should be attached, if possible. When the mileage log is used for personal vehicle use during regular work hours, a map is not needed.
3. All travel related forms and receipts should be turned in to Finance as soon as possible after travel is completed.

Effective Date: August 24, 2009

Last Revised: April 1, 2017

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Overtime/Flex Time.
- B. PURPOSE. To establish a policy for overtime pay for employees.
- C. POLICY. The policy of the City is to provide overtime pay for employees in compliance with federal law.
- D. PROCEDURE.
 - 1. Overtime
 - a. As a general rule, the requirement of frequent and considerable overtime services in a department shall be considered evidence of under staffing or improper organization and may be subject to investigation by the City Manager.
 - b. Necessary overtime work required by emergency may be authorized by department heads with approval of the City Manager.
 - i. Hourly employees shall be compensated for overtime at the rate of time and one half for all overtime worked in excess of 40 hours per week as authorized by the department heads.
 - ii. Commissioned law enforcement officers who work shifts shall be compensated at a rate of time and one half for overtime in excess of 84 hours per 2-week period as authorized by the Police Chief.
 - iii. Exempt personnel are not entitled to overtime pay.
 - c. If an employee has used holiday time, workers compensation leave, sick leave time or vacation time during a pay period, said time shall not be considered as time worked for purposes of calculating overtime pay for that pay period.
 - d. City observed holidays (except for the Personal Holiday) are not considered to be time worked for the calculation of overtime pay. Any hours worked above and beyond normal scheduled hours during a pay period in which a holiday is observed will only be paid as overtime if no flex time, vacation, sick leave or floating holiday is used during an employee's 40 hour week or an officer's 84 hour pay period.
 - e. If a full time employee is required to remain on the job on a particular day within the work week for more than the number of hours performed on a regular work day, that employee shall be entitled to take time off as flex time within the same work week as authorized by the Department Head.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.5: Overtime/Flex Time

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- f. Exempt employees may be designated as “on-call” and may be eligible for on-call payment for that week in extraordinary circumstances e.g., staffing shortages. Employees in exempt positions shall not be eligible for overtime pay.
 - g. The calculation of overtime pay will be strictly based on regular hours worked per job-defined work week, and will exclude all hours paid as any type of “premium pay.” Premium pay is defined as any pay greater than base rate and may include Call-in Pay, Holiday Premium Pay, or Emergency Pay. The overtime rate is built into the Premium Pay rates.
 - h. Meal breaks when the employee is relieved of duties during that time, whether paid or unpaid, will not be considered in the calculation of overtime.
 - i. Call in hours will not be used in the calculation of overtime.
 - j. If an employee is required to be on-call during a City holiday and is called into work, the employee shall receive Holiday Premium Pay for those hours. Those hours at Premium Pay will be considered all or part of the employee’s normal Holiday paid time.
2. Flex Time
- a. Employees must use Flex Time, earned during any 40-hr work week or 84-hr pay period, prior to using vacation or sick leave.

Effective Date: August 24, 2009

Last Revised: December 14, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Holiday Pay.
- B. PURPOSE. To establish a policy for paid holidays for employees.
- C. POLICY. The policy of the City is to provide paid holidays for employees.
- D. PROCEDURE.
 - 1. Eligible employees will receive holiday pay provided they work their scheduled day before and work their scheduled day after the Holiday unless on pre-approved vacation or sick leave. Should the employee call in sick on one or the other of these two days because of illness, they shall be required to provide a notice from their physician to receive holiday pay.
 - 2. Employees on approved vacation or excused sick leave when a holiday occurs shall not be charged vacation or sick leave for the holiday.
 - 3. Alternate work week employees and 84 hour Police Department employees will NOT be charged for approved vacation or excused sick leave during a week with a Holiday, when the use of that time puts them above the total number of normal work hours during a pay period.
 - 4. Eligible employees will NOT receive holiday pay if:
 - a. The employee is on layoff status; the employee is a temporary or seasonal employee; or the employee is on leave of absence without pay, excluding FMLA, when the holiday occurs.
 - b. The employee is requested to work during the holiday and refuses.
 - 5. Employees who work a traditional schedule and who are regularly scheduled to work on a day that is observed by the City as a holiday are entitled to time off without loss of pay for that day.
 - a. Full time employees who are eligible to have the holiday off will receive pay for the number of hours they are normally scheduled. For half-day holidays, the employee will receive one half of normal workday hours.
 - b. Part time employees who are eligible to have the holiday off will receive pay for the number of holiday hours proportionate to their normal work schedule.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.6: Holiday Pay

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6. Employees who work a non-traditional schedule where shifts must be covered seven days per week, and their shift begins on the holiday observed shall be compensated as follows:
 - a. Full Time Employees, who through normal scheduling are required to work on a holiday, will receive pay two and a half times (Holiday Premium Pay – HP) their normal regular rate of pay for the number of hours worked on the holiday.
 - b. Employees who work part time and who through normal scheduling are required to work on a holiday will receive pay two and a half times (Holiday Premium Pay – HP) their normal regular rate of pay for the number of hours worked on the holiday.
 - c. Employees, who through normal scheduling have the observed holiday as one of their scheduled days off, shall receive Holiday Pay equal to the regular number of hours worked in a normal work day.

Effective Date: March 8, 2010

Last Revised: December 11, 2017

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Time Sheets/Preparation of Payroll.
- B. PURPOSE. To establish guidelines for preparation of employee time cards and City payrolls.
- C. POLICY. Uniform guidelines for preparation of employee time cards and City payrolls will assure compliance with all federal and state laws related to compensation.
- D. PROCEDURE.
 - 1. Employees are responsible for keeping their time and turning it in to the Department Head or designee. Each Department's timesheet must be signed by the employee prior to being turned into the Department Head or designee. This signature will acknowledge and affirm the following: "By signing, the employee agrees they have reviewed the hours marked and agree the hours shown are a true and accurate account of their time."
 - 2. Employee's time on the timecard will be transferred by the Department Head or designee to the timesheet that is turned in to the Finance Department and shall include: employee name; employee number; department; pay period; hours to be compensated broken down on a daily basis into hours worked; holiday time, sick leave, compensatory time, vacation, leave without pay, etc.; and signed by the Department Head and/or designee. Original employee timecards should be kept in the Department.
 - 3. The time sheets shall be submitted to the Finance Department for processing no later than 10:00 a.m. on the first workday following the last day of a pay period. Any changes in salary shall be provided to the Finance Department on a form approved by the City Manager.
 - 4. Pay, per Resolution 888 adopted by the City on August 9, 2004, mandates direct deposit into an Institution chosen by the employee. Should an unforeseen circumstance arise within payroll where pay would not be direct deposited, checks would be issued. An employee's paystub/check may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee.
 - 5. Payroll records shall be maintained by the City for the time required by public records laws. Requests for corrections to the previous time sheet due to inadvertent oversights shall be submitted on the approved correction form to the Finance Department with the current period's time sheet.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.7: Time Sheets/Preparations of Payroll

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6. Falsification of time on departmental designated forms and/or time sheets for payroll purposes is reason for disciplinary action up to and including termination.
7. Employees should direct inquiries concerning payroll matters to the Finance Department.
8. Advance pay may be approved at the City Manager's discretion in the event of an employee emergency. Advance pay and repayment shall follow the guidelines of the Advance Pay Request form.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.8: Payroll Deductions

Page: 1 of 1

- A. SUBJECT. Payroll Deductions.
- B. PURPOSE. To define required and voluntary payroll deductions for City employees.
- C. POLICY. A uniform policy for payroll deductions for City employees will assure all required deductions are made.
- D. PROCEDURE.
 - 1. The following deductions are required by law from each employee paycheck:
 - a. Federal Income Tax withholding.
 - b. Social Security.
 - c. Deductions authorized by law, such as garnishments and child support.
 - 2. The following deductions may be authorized by the employee:
 - a. Supplemental insurance.
 - b. Prepaid legal.
 - c. Such others as are approved by the City and employee.
 - 3. With each paycheck/stub, the City employee receives a statement of deductions and earnings which itemizes the various deductions made, as well as appropriate cumulative totals. A record of sick leave and vacation time will also appear on the paycheck stub following successful completion of related probationary periods.
 - 4. It is the employee's responsibility to maintain current payroll deduction information with the Finance Department. Any changes for payroll deductions must be provided to the Finance Department 10 working days prior to pay date.
 - 5. Employees wishing to add or change their payroll deductions should contact the Finance Department. All changes must be provided to the Finance Department at least 10 working days before the change is to occur.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.9: Pay Periods

Page: 1 of 1

- A. SUBJECT. Pay Periods.
- B. PURPOSE. To define a uniform pay period for City employees.
- C. POLICY. A uniform pay period schedule for City employees will assure compliance with federal and state compensation laws.
- D. PROCEDURE.
 - 1. City employees are paid bi-weekly. There are 26 pay periods in the year.
 - 2. If a payday falls on any holiday, the day of pay shall be the last working day preceding the normal payday.
 - 3. Wages and salaries are calculated on an hourly basis.
 - 4. Paystubs will be available in the Finance Department on the Friday following the close of the pay period. Each paystub includes a statement of earnings, deductions, vacation, sick leave balances, and compensatory time balances for the period covered by the payment.

Effective Date: August 24, 2009

Last Revised: June 13, 2011

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.10: Garnishment and/or Child Support

Page: 1 of 1

- A. SUBJECT. Garnishment and/or Child Support.
- B. PURPOSE. To define a procedure for handling garnishment and/or child support of an employee's wages.
- C. POLICY. A uniform policy for handling garnishment and/or child support of a City employee's wages will assure that such orders are properly followed and that the rights of the employee are also served.
- D. DEFINITION. A legal stoppage of a specified sum from wages to satisfy a creditor.
- E. PROCEDURE.
 - 1. Any notice of garnishment will be received and properly processed within the Finance department.
 - 2. The employee will be notified, in writing, that the garnishment and/or child support order has been received and will be processed on the next pay period.
 - 3. The Finance Department will make the necessary deductions from the employee's wages and a check for the amount will be written and forwarded to the Creditor as directed.

Effective Date: August 24, 2009

Last Revised: June 13, 2011

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.11: Social Security

Page: 1 of 1

- A. SUBJECT. Social Security.
- B. PURPOSE. To define participation by City employees in the Social Security System.
- C. POLICY. All employees are automatically included as participants in the Social Security System (FICA) which provides workers with the following benefits: retirement insurance, survivor's insurance, disability insurance, Medicare for the disabled and the aged, Black Lung benefits, and supplemental security income. These benefits are in addition to Public Employees' Retirement System benefits for which the employee may be eligible to receive.
- D. PROCEDURE.
 - 1. Financing of the program is accomplished by employee payroll deduction contributions and through a match paid by the City.
 - 2. The exact percentage to be contributed is determined by the Social Security Administration.
 - 3. Employee contributions stop each year once they have paid the required percentage as designated by the federal government.
 - 4. The salary limit and percentage are subject to change at the beginning of each year according to federal guidelines.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.12: Retirement System

Page: 1 of 1

- A. SUBJECT. Retirement System.
- B. PURPOSE. To outline procedures for the administration and eligibility of the Retirement System.
- C. POLICY. All City employees participate under the State Retirement System.
- D. PROCEDURE.
 - 1. All employees with certain exceptions as noted in Section 6.1 are required to participate in the State Retirement System.
 - 2. The Retirement System provides for retirement benefits and disability protection when a member meets the plan requirements.
 - 3. Employees who plan to retire from the system are encouraged to contact the Retirement System at least 90 days in advance of the anticipated retirement date to secure estimate of benefits information and to finalize the retirement date. This action should also be coordinated with Human Resources.

Effective Date: August 24, 2009

Last Revised: June 13, 2011

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.13: Unemployment Compensation

Page: 1 of 1

- A. SUBJECT. Unemployment Compensation.
- B. PURPOSE. To establish a policy regarding the administration of unemployment compensation.
- C. POLICY. The City is a covered employer under the Unemployment Compensation law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment not caused by misconduct. The program is financed completely by the City.
- D. PROCEDURE.
 - 1. An employee who quits his/her job voluntarily without good cause probably will have difficulty collecting unemployment compensation. To be eligible for unemployment compensation, an employee who voluntarily quits must have left employment for a “good cause” reason must be unemployed, physically able to work, available for work, and actively seeking work. “Good Cause” reasons or reasons establishing eligibility for unemployment compensation are available from the State Employment Security Office.
 - 2. The City may contest the claim of an employee who voluntarily resigns without “good cause”, who resigns for other reasons considered disqualifying according to the law or whose employment is terminated for misconduct as defined by Section 443.036, Florida Statutes, connected with his or her work.
 - 3. An individual who applies for Unemployment Compensation Benefits completes a form titled “Notice to Last Employer” on which are stated reasons for leaving the job. The form is submitted by the State Employment Security Offices to the Finance Department and is forwarded to Human Resources immediately upon receipt of same so that the City may contest the claim, take part in the interview process, or acknowledge the claim as valid.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Worker's Compensation.
- B. PURPOSE. To establish guidelines for reporting work-related injuries and/or disabilities consistent with the Florida Workers Compensation Law, and compensation for such injuries and/or disabilities.
- C. POLICY. All employees are covered by State Worker's Compensation, a program of insurance to protect workers, their families and dependents from loss due to an accident or illness caused on the job.
- D. PROCEDURE.
 - 1. Employee's Responsibilities:
 - i. The employee must report all job-related injuries to the supervisor immediately. Failure to do so may result in loss of worker's compensation coverage.
 - ii. If possible, complete an Accident Report within 24 hours of the injury.
 - iii. Provide all medical documentation received for their Workers Compensation treatment to Human Resources.
 - iv. Notify their supervisor in advance of follow-up appointments and make every effort to schedule them around their current shift.
 - 2. Supervisor's Responsibilities:
 - i. The supervisor will complete the Accident Report (if employee is injured) and complete the Supervisor's section, as well as any other required forms.
 - ii. Notify Human Resources.
 - iii. Provide transportation to a treatment or drug testing facility to ensure the proper protocols for drug testing are followed.
 - iv. In cases of severe injury or extreme emergencies, ensure the injured employee is taken to the nearest hospital or emergency room. An injured employee who requires medical care that is not considered an emergency should be taken to an approved facility.
 - 3. Human Resources responsibilities:
 - i. Complete the First Report of Injury and file with the insurance carrier;

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HUMAN RESOURCES POLICIES AND PROCEDURES

- ii. Authorize treatment of injuries and drug testing.
4. Compensation: The program provides for payment of medical bills, physical and vocational rehabilitation, and financial compensation while the worker is disabled—either temporarily or permanently—and is unable to work. It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc., and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal.
- a. Hours lost due to the injury or occupational illness should be reported on the employee timesheet as "wc" and such hours will not be charged against the employee's accrued sick leave, vacation leave, or other compensated leave time available but will be paid for the first seven (7) days. On the eighth (8) day following the injury, members will be compensated as follows:
 - i. 2/3 of regular wages will be paid by the workers compensation insurance carrier.
 - ii. The member may utilize accumulated leave to supplement the remaining 1/3 of regular pay.
 - iii. All City benefits will remain in place and active during the length of the workers compensation leave. The employee will continue to accrue sick and vacation time.
 - iv. Once the eligibility for payment under Worker's Compensation has been approved by the insurance company, the employee should endorse his/her benefit check to reimburse the City for wages paid during the employee's initial absence prior to approval. At the same time, any leave used for the injury or illness will be reinstated to the employee's record by the City.
 - b. No employee shall receive sick leave or use vacation time as a result of a job injury, illness or disease incurred while employed by another employer.
5. Workers Compensation hours are not considered work hours and therefore not used in the calculation of overtime.
6. Employees out on workers compensation leave cannot be placed in an on-call rotation until they have received a full and complete release from their provider.
7. The City will make every effort to arrange for temporary light-duty work should the employee be released from their workers compensation provider with restrictions. If the

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.14: Worker's Compensation

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employee refuses the light duty work assignment, their workers compensation indemnity benefits will cease, however their workers compensation medical benefits will continue.

8. If the workers compensation insurance carrier denies the employee's claim, all time paid by the City will be deducted from accrued sick and vacation time.

Effective Date: August 24, 2009

Last Revised: June 22, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.15: Group Insurance

Page: 1 of 1

- A. SUBJECT. Group Insurance.
- B. PURPOSE. To establish procedures for providing group insurance to employees.
- C. POLICY. The policy of the City of Wildwood is that a comprehensive group insurance plan will be provided for all regular full-time employees as long as the City budget allows such coverage.
- D. PROCEDURE.
 - 1. The City provides a comprehensive group insurance plan for all regular full-time employees which includes provisions for hospitalization, medical, dental, vision and prescription services, and life insurance. The City may make available at the employee's election and expense a dependent's plan at cost to all full-time, regular employees of the City. When approved by the City Commission, the City may contribute some portion or all of the cost of the dependent's coverage. Detailed provisions shall be obtained from the Human Resources Coordinator.
 - 2. The City Commission may change the insurance provided to employees at any time based upon budgetary concerns.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.16: Continuation of Benefits – Retiree and COBRA
Insurance

Page: 1 of 1

- A. SUBJECT. Continuance of coverage for retirees and those terminating employment. (COBRA).
- B. PURPOSE. To comply with the requirements of the Federal Comprehensive Budget Reconciliation Act (COBRA) in regards to the continuance of insurance coverage and to comply with FRS requirements to offer insurance for retiring employees.
- C. POLICY. Extended coverage and conversion privileges of the City’s medical, dental and vision insurance plans are provided in accordance with COBRA rules and regulations law. Additionally, employees retiring from employment with the City may elect to continue medical, dental and vision insurance. Contact Human Resources for additional information.

Effective Date: August 24, 2009

Last Revised: January 23, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.17: Emergency Response Pay

Page: 1 of 1

- A. SUBJECT. Emergency Response Pay.
- B. PURPOSE. To establish a policy for regular and overtime pay for employees during emergency.
- C. POLICY. The policy of the City is to provide regular and overtime pay for those employees deemed to be essential during an emergency.
- D. PROCEDURE.
 - 1. Regular full or part-time employees, who are deemed non-essential and not required to work during an emergency when normal government services are suspended, will receive their normal pay for the emergency day.
 - 2. Essential and non-essential employees who are out on authorized leave or who are normally scheduled off on the day of the emergency will not receive pay for the emergency day.
 - 3. During the pre-event and post-event activation for a state of local emergency (i.e. State of Emergency is declared at the County and State level), an employee required to work the activation will be paid one and one half (1 ½) times their regular rate of pay (emergency response pay) for the time worked during the emergency above their normal scheduled workday.
 - 4. In the event of a state of local emergency, both exempt and non-exempt regular full or part-time employees, who are deemed essential for the emergency and are required to work during a declared emergency, will be paid for their normal work hours plus one and one half (1 ½) times their regular rate of pay for the time worked during the emergency. Hours worked in addition to the employee's normal work schedule will be subject to overtime rules as stated in Policy 6.5 Overtime.
 - 5. During a non-state of local emergency event (State of Emergency is NOT declared at the County level), exempt employees will not receive additional compensation.

Effective Date: November 13, 2017

Last Revised: November 13, 2017

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.18: On-Call and Call-In Pay

Page: 1 of 2

- A. SUBJECT. On-Call and Call-In Pay.
- B. PURPOSE. To establish guidelines and definitions for types of pay for exempt and non-exempt employees during special situations.
- C. POLICY. To promote uniform application and payment of wages during special situations.
- D. PROCEDURE.

Employees may receive “On-Call” pay under the following guidelines:

1. Every employee in a position which provides “unscheduled” service on a recurring basis may be required to be designated as “On-Call” during times other than normal working hours.
 - a. An “On-Call” employee shall be required to respond to a call-out within 20 minutes.
 - b. A non-exempt “On-Call” employee shall be so designated for a minimum of one week and shall be compensated at the rate determined by the City Manager.
 - c. If a non-exempt “On-Call” employee is called out, the employee shall record the hours worked but will receive a minimum of two (2) hours regular call-out pay. Multiple call-outs that run together within the same 2-hour time period shall be deemed the same call out.
 - d. Actual hours worked by an employee while “On-Call” are subject to the provisions of overtime per Policy 6.5.
 - e. If a non-exempt “On-Call” employee is called out on a City-observed Holiday, the employee shall receive a minimum of two (2) hours Holiday Premium pay.
 - f. While “On-Call,” the employee shall be in possession of a City-issued cell phone. Employee will be required to have the phone at all times and will be responsible for responding in a timely manner. (20 minutes)
 - g. For the purpose of providing efficient service and response time to our customers, Employee will be required to take home a designated City vehicle. The “On-Call” employee shall be allowed to drive the City vehicle. Personal use of the city vehicle may only occur if pre-approved by the Department Head. As a reminder, non-City employees are not permitted to ride in City-owned vehicles.

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.18: On-Call and Call-In Pay

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- h. Employees on approved vacation leave, sick leave, or approved for Family and Medical Leave cannot be on-call. If an employee is scheduled to be “on-call” and has been pre-approved for vacation time, the employee must find a substitute to cover those vacation days. If the employee is out on approved FMLA or calls in sick, it will be the responsibility of the employee’s supervisor to re-assign the call-in coverage to another employee.
- 2. Disciplinary Action
 - a. Every employee in the “On Call” status shall comply with this policy and procedure.
 - b. Disciplinary actions against an employee may occur when he/she violates any portion of this policy.
 - c. Disciplinary actions shall be determined as to the severity as outlined in the City Personnel Manual 9.4 Certain Causes for Demotion, Suspension, or Dismissal. This means that the City will take appropriate action based on the seriousness of the situation and the circumstances.

Employees may receive “Call-In” pay under the following guidelines:

- 1. Non-exempt employees who are off duty and are not “On-Call” status who are called back to work beyond the normal work day, must record all actual hours worked, but will receive a minimum of two (2) hours of “Call-In” pay at the time and one half rate of the employee’s regular rate of pay for all hours worked in a “Call-In” status or subject to the provisions of overtime per Policy 6.5.

Effective Date: August 13, 2018

Last Revised: May 11, 2020

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HUMAN RESOURCES POLICIES AND PROCEDURES

CHAPTER VII

LEAVE

<u>Policy Number</u>	<u>Policy Title</u>	<u>Effective Date</u>	<u>Last Revised</u>
Policy 7.1	Holiday Leave	3/8/10	12/11/17
Policy 7.2	Vacation Leave	8/24/09	7/14/14
Policy 7.3	Paid Sick Leave	8/24/09	11/11/19
Policy 7.4	Military Leave	8/24/09	7/14/14
Policy 7.5	Time Off to Vote	8/24/09	8/24/09
Policy 7.6	Jury/Court Leave	8/24/09	7/14/14
Policy 7.7	Bereavement Leave	3/23/15	3/23/15
Policy 7.8	Family and Medical Leave	8/24/09	11/11/19

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Employee Holiday Leave.
- B. PURPOSE. To establish holiday leave procedures.
- C. POLICY. The policy of the City is to provide holiday leave to City employees for certain official holidays.
 - 1. This policy shall apply to all full-time regular employees and part-time regular employees.
- D. PROCEDURE.
 - 1. Holidays
 - a. The following shall be observed by the City as official holidays:

New Year's Day	Martin Luther King Jr Day	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Friday after Thanksgiving	½ Day Christmas Eve	Christmas Day
Floating Day	½ Day New Year's Eve	
 - b. Holiday pay shall be as provided for in Policy 6.6.
 - c. When a holiday falls on Saturday, the Friday immediately preceding shall be observed as the holiday. When the holiday falls on Sunday, the Monday immediately following shall be observed as the holiday.
 - d. Sub Section c. shall not apply to the police department employees who work 24/7 shifts. For those employees the holiday shall be observed upon the day the holiday falls.
 - e. Alternate work week employees (other than Police Department 84 hour employees) are expected to take an additional day off when a Holiday falls on their regular day off unless an additional shift is preapproved by the Department Head.
 - f. Each Department Head shall endeavor to ensure that work on holidays is shared by all employees who qualify for the type of work.
 - g. Each Department Head shall endeavor to ensure that no employee is will work the same holiday in consecutive years, or will work two consecutive holidays unless the holidays are on two consecutive days (i.e. Thanksgiving and Friday).

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 7.1: Holiday Leave

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An employee may work consecutive holidays at their request with the approval of the Department Head.

- h. An employee may select one day as their Floating Day within the 26 pay periods of each fiscal year. Unless there is a personal emergency, Floating Day requests must be presented to the immediate supervisor or Department Head in writing or on department forms at least two (2) weeks in advance.
- i. When the number of requests would impair department operations, the following criteria shall be followed:
 - i. The earliest request will have first priority.
 - ii. In the event several requests are submitted on the same day, requests shall be granted based on employment seniority.
 - iii. Final authority for approving or disapproving holiday requests shall rest with the Department Head based on department operational necessity.
 - iv. Any approval or disapproval shall be communicated in writing to the employee involved as soon as possible.
 - v. Unused Floating Days may be combined with vacation or other leaves.
 - vi. Unused Floating Days will not be paid out to an employee upon termination.
- 2. The City will make reasonable accommodations for an employee's religious holiday requests unless it will result in undue hardship to the Department. To permit the department to operate in an efficient manner, such a request must be submitted at least two (2) weeks in advance.

Employees may use their Floating Day, vacation leave, or if approved, leave without pay for religious holidays.

Any approval or disapproval for an employee's religious holiday request shall be communicated in writing to the employee involved as soon as possible.

Effective Date: March 8, 2010

Last Revised: December 11, 2017

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Employee Vacation Leave.
- B. PURPOSE. To establish a procedure to provide time for vacation leave for employees.
- C. POLICY. The policy of the City is to provide vacation leave to City employees. This promotes a healthy and rested employee work force.
- D. PROCEDURE.
 - 1. Accrual rate – Regular, full-time City employees shall accrue vacation credits for each full bi-weekly pay period of employment on the following basis:
 - a. 80 hours per year or 3.077 hours per pay period, for the first twelve months of employment.
 - b. 96 hours per year or 3.69 hours per pay period, from the beginning of the second year through the end of the fifth year of employment.
 - c. 120 hours per year or 4.615 hours per pay period, from the beginning of the sixth year to the end of the tenth year of employment.
 - d. 160 hours per year or 6.154 hours per pay period, from the beginning of the eleventh year through the end of the twentieth year of employment.
 - e. 200 hours per year or 7.69 hours per pay period, from the beginning of the twenty-first year and onward through the end of employment with the City.
 - 2. An employee hired during the first week of the bi-weekly pay period shall accrue vacation leave from the first day of that pay period. An employee hired during the second week of the bi-weekly pay period shall accrue vacation from the first day of the next pay period following.
 - 3. Vacation leave shall be expended in increments of not less than one (1) hour.
 - 4. Vacations shall be scheduled at such times as the Department Head finds most suitable after considering the wishes of the employee and the requirements of the department. All requests for vacation must be approved by the Department Head prior to the commencement of the requested vacation. Unless there is a personal emergency, vacation requests must be presented to the Department Head by the employee at least two (2) weeks in advance of the requested vacation.
 - 5. If an employee transfers from one department within the City to another, the vacation leave credits shall also be transferred.

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6. The established period of determining vacation credit will be from the employee's date of hire. Vacation credit earned by an employee cannot be transferred to another employee.
7. Temporary employees shall not earn vacation nor be entitled to vacation upon separation.
8. Vacation leave will not accrue while an employee is on leave of absence without pay.
9. Paid holidays occurring during vacation are not charged as vacation time unless their regular schedule is more than 8 hours per pay and they choose to utilize vacation to complete their full shift.
10. Use of Vacation Leave
 - a. Vacation leave credits shall accrue, but ordinarily may not be used during the first six months of employment unless specifically approved by the City Manager. Should, due to an emergency during the first six months of employment, vacation time be required before it is accrued, an employee may request an advance of up to 5 days. Advanced vacation time will be deducted from the employee's accrual as soon as the time is accrued. Should an employee leave or be terminated prior to repayment of advanced vacation time, it will be charged to the employee.
 - b. Vacation leave shall be requested in advance to the employee's Department Head who shall have the right to determine if the work schedule permits the absence of the employee during the requested period.
 - c. Upon reasonable notice to the employee, a Department Head may require an employee to use vacation leave. The City reserves the right to rearrange vacation schedules, to require employee to take vacations at certain times, as circumstances may prescribe. Further, the City Commission may alter its vacation policy at any time.
 - d. Vacation leave may be used in conjunction with the sick leave upon request of the employee and when the employee's sick leave credits have been exhausted.
11. Payment of Vacation Leave Credits
 - a. An employee shall be paid for accrued vacation leave credits only upon termination after completing the probationary period and giving a two-week notice unless otherwise agreed upon by the City Manager.

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- b. An employee who is dismissed for cause shall not be entitled to payment of accrued vacation leave credits.

- 12. Vacation leave may not be accumulated and must be taken during the twelve months following the month of accrual. If vacation leave is not taken during the twelve months following the month of accrual, and the maximum allowed for the accrual rate is reached, the employee shall not accrue any further vacation leave until the employee utilizes a part of the accrued time. (Example: Vacation leave earned in March must be used by the following March. This is a rolling 12-month time frame for vacation leave.) The employee will not be able to recapture the time not accrued due to being at maximum. If an employee uses a part of the accrued time total, accrual shall begin again. The employee shall never accrue more than the maximum allowed for the accrual class they are in.

- 13. Regular, Part-time employees shall accrue prorated vacation hours based on the number of hours worked.

- 14. A Department Head and next ranking employee cannot take vacations at the same time.

- 15. No more than three (3) Department Heads shall take vacations at the same time.

- 16. An employee is responsible for keeping track of the accrual of vacation leave and using vacation in a manner which will allow the employee to use his or her vacation time.

Effective Date: March 8, 2010

Last Revised: December 11, 2017

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Employee Sick Leave.
- B. PURPOSE. To establish a uniform basis for accrual and use of sick leave.
- C. POLICY. The policy of the City is to provide paid sick leave to City employees.
- D. PROCEDURE.
 - 1. Sick Leave
 - a. All regular full-time City employees shall accrue 3.69 sick leave hours per pay period.
 - b. Use of Sick Leave
 - i. Accrued sick leave is intended to be used for personal illness or injury, for the employee or of the employee's immediate family as defined under FMLA, which includes spouse, child, and parent.
 - ii. Accrued sick leave is also intended to be used for personal or employee's immediate family member's visits to the doctor's office when such visits cannot be arranged outside of working hours.
 - iii. In unusual circumstances the City Manager may authorize the advancement of sick leave credits to an employee who has exhausted all sick and vacation leave credits. Such advancement not to exceed five working days. An extension beyond that time may be authorized only with the approval of the City Commission.
 - c. Accumulation of Sick Leave Credits – Sick leave credits for the probationary period shall accrue, but ordinarily, no such leave may be taken during the first six months of employment except under circumstances as may be authorized by the City Manager. An employee may accrue up to a maximum of 480 hours of sick leave credits which may be converted to compensation in the manner prescribed in these rules and may accumulate additional hours which may be used if the employee experiences a catastrophic illness.
 - d. Payment of Sick Leave – There shall be no cash payment for earned, but unused, sick leave credits, except where the employee leaves in good standing from the city employment with ten or more years of service and is paid for unused sick leave at the regular hourly rate. The maximum number of hours that may be converted to compensation in this manner as earned but unused sick leave is 480 hours.

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- e. Abuse of Sick Leave - Sick leave is a privilege extended to employees as opposed to an expected benefit provided by the City. In order to preclude sick leave abuse, any employee who takes more than 48 hours of sick leave (excluding physician/medical appointments or verified time in a physician's or medical facility's care), or leave without pay during the previous 12-month period, (said time taken in four or more increments during this period) shall not be paid for the first day off in the succeeding 12-month period, without a physician's statement and/or special approval from his department head.
- f. Verification of Illness - For sick leave of more than one day in duration, a certificate of a physician may be required. A supervisor may, with the City Manager's approval, cause such investigation as deemed necessary. An employee will be required to notify his immediate supervisor no later than 30 minutes before his or her shift is to begin the first day of sick leave. Unless the employee is confined to a hospital or suffering from an illness that would prevent him/her from doing so, the employee must give notice each day thereafter at least 30 minutes before his or her shift is to begin. Failure to comply may result in the absence being charged as leave without pay. Additionally, sick leave taken immediately before or after a holiday may require a certificate from a physician.
- g. Extended Illness - In cases of extended illness where the employee cannot reasonably be expected to return to work, based on the opinion of the attending physician, and also at the expiration of all sick and vacation time to the credit of the employee, the City Manager may authorize advance sick leave, not to exceed a six working day period. No further advance of sick leave may be made without the approval of City Commission. Sick leave so advanced shall be entered on the employee's leave record and sick leave earned after return to work shall be credited to the advance leave until accrued leave credits equal the amount of sick leave which has been advanced. In the event of termination of services prior to the earning of sufficient leave credits to cover that time advanced, deductions shall be made from the final pay due the employee in the amount of unearned advanced leave.
- h. Donation of Sick Leave to Fellow Employees - Any employee may donate accumulated hours of sick leave credits to a fellow employee when such employee is experiencing long term illness and has used all of his/her own sick leave credits and vacation leave credits. Any person who does not have a credit of at least 240 hours of sick leave may not donate.

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Policy 7.3: Paid Sick Leave

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Effective Date: August 24, 2009

Last Revised: November 11, 2019

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Employee Military Leave
- B. PURPOSE. To establish a procedure to be followed when an employee is a member of the armed forces reserve and is called to active military duty and/or training.
- C. POLICY. The policy of the City is to provide military leave to City employees in compliance with state and federal law.
- D. PROCEDURE.
 - 1. Military Leave
 - a. Military leave shall be granted in a manner that fully complies with the requirements of Chapter 115, Florida Statutes and Title 38, United States Code, Chapter 43.
 - b. An employee member of military reserve components who is called to active duty for training shall be entitled to a leave of absence without loss of pay, vacation time or time provided the leave of absence does not exceed 17 days in any one annual period.
 - c. An employee member of the Florida National Guard or reserve component of the Armed Forces of the United States who is ordered into active duty shall be entitled to a leave of absence from his/her respective duty without loss of time or efficiency rating on all days which he/she is engaged in active duty and the first 30 days of such leave of absence shall be without loss of pay. An employee within this category is not entitled to receive compensation from the City for the time missed from his/her job as a result of any voluntary military service.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 7.5: Time Off to Vote

Page: 1 of 1

- A. SUBJECT. Employee Time Off for Voting
- B. PURPOSE. To provide for procedures to allow employees to have an opportunity to vote.
- C. POLICY. Employees are encouraged to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, employees will grant up to one hour of unpaid time off to vote.
- D. PROCEDURE.
 - 1. Employees should request time off to vote from their supervisor at least two working days prior to the Election Day.
 - 2. Advance notice may be required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 7.6: Jury/Court Leave

Page: 1 of 1

- A. SUBJECT. Employee Time Off for Jury Duty/Court Purposes.
- B. PURPOSE. To establish a policy for jury leave for City employees.
- C. POLICY. The policy of the City is to provide a policy for City employees for jury duty/court purposes.
- D. PROCEDURE.
 - 1. Any regular full-time or part-time employee who is required to serve on a jury, or as a result of official City of Wildwood duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received for such service. A probationary employee called will have his/her probationary period extended to by the same amount of time as required for serving on jury duty. An employee who receives notice of jury duty or witness service must notify his/her supervisor immediately in order that arrangements may be made to cover the position. The City reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.
 - 2. The employee is responsible to turn over jury or witness fees to the Finance Department, excluding mileage fees.
 - 3. Time away will not affect vacation or sick leave accruals.
 - 4. Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work unless that time is accrued vacation leave. Court payments for travel expenses are to be retained by the employee.
 - 5. The employee may keep any court payment for services performed on the days of his/her regularly scheduled weekend or performed while on vacation leave.
 - 6. Employees are to return to work after jury duty although no more than the regularly scheduled number of hours for both jury duty and work shall be required. If excused as a juror on any given day, the employee is expected to contact his/her supervisor and to report to work as instructed.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Employee Bereavement Leave.
- B. PURPOSE. To establish a uniform basis for bereavement leave for employees based on in- state and out-of-state travel.
- C. POLICY. The policy of the City is to provide for the use of accrued sick leave by City employees who must miss time from their regular work schedule due to the loss of an employee's immediate family as defined by the FMLA or the employee's brother, sister, parents, grandparents, parent-in-law, daughter-in-law, son-in-law, and grandchild. This time shall be limited to three (3) days if the funeral is within the State of Florida, and five (5) days if it is outside of the State of Florida unless otherwise approved by the City Manager. Proper documentation of relationship is needed.
- D. PROCEDURE.
 - 1. Upon notice of the death of an immediate family member as defined by FMLA or the employee's brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, and grandchild, the employee is to notify their immediate supervisor of the need for bereavement leave.
 - 2. The supervisor is to notify Human Resources of this loss for documentation in the employee's file.
 - 3. The employee shall be granted the appropriate time off from work. Three (3) days if within the State of Florida and five (5) days if outside the State of Florida.
 - 4. Employee's time sheet will indicate "k" for any hours to be considered bereavement. This time will be paid if the employee has accrued sick leave to be used. If no accrued sick leave is available, other paid time (i.e. vacation, personal) may be substituted upon approval by the department head.
 - 5. Upon return to work, the employee must provide proper documentation of the relationship with the deceased person.

Effective Date: March 23, 2015

Last Revised: March 23, 2015

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- E. SUBJECT. Family and Medical Leave (FMLA).
- F. PURPOSE. To establish a uniform basis for administering leaving under the Family and Medical Leave Act.
- G. POLICY. The policy of the City is support the employee who requests leave under the federal Family and Medical Leave Act statutes.
- H. PROCEDURE.
 - 1. Leave under the Family Medical Leave Act (FMLA)
 - a. Covered family and medical reasons. An eligible employee shall be entitled to 12 weeks of unpaid leave during a 12-month period for one or more of the following reasons:
 - i. The placement and care of a child with employee for adoption or foster care;
 - ii. The birth and care of a newborn child of the employee;
 - iii. To care for an immediate family member (spouse, child or parent) with a serious health condition;
 - iv. To take medical leave when the employee is unable to work because of their own serious health condition. A serious health condition is defined as an illness, injury, impairment, or condition of a serious long term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at the hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider. For assistance during a qualified exigency when an immediate family member (spouse, child or parent) is a covered military member on covered active duty or call to covered active duty status; OR
 - v. To care for a covered military member of immediate relation (spouse, child, parent, or next of kin) with a serious injury or illness.
 - b. A twelve-month period is defined as any rolling twelve-month period measured backwards from the date that leave is used. The leave is unpaid unless the employee elects to use accrued paid leave (vacation or sick).

For example, if an employee used four weeks beginning June 1, 2020, four weeks beginning September 1, 2020, and four weeks beginning December

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

1, 2020, the employee would not be entitled to any additional leave until June 1, 2021. However, beginning on June 1, 2021, the employee would again be eligible to take FMLA leave, recouping the right to take the leave in the same manner and amounts in which it was used in the previous year. Thus, the employee would recoup (and be entitled to use) one additional day of FMLA leave each day for four weeks, commencing June 1, 2021. The employee would also begin to recoup additional days beginning on September 1, 2021, and additional days beginning on December 1, 2021. Additionally, in the example above, if the employee needs six weeks of leave for a serious health condition commencing June 1, 2021, only the first four weeks of the leave would be FMLA protected.

- c. An eligible employee may be entitled to twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).
- d. An eligible employee may take leave if a serious health condition makes the employee unable to perform the functions of his/her position. Employees with questions about whether specific illnesses are covered under this policy or under the City's sick leave policy are encouraged to meet with a representative from the Human Resources Office.
- e. Employee Eligibility. An employee shall be entitled to family leave when he/she meets the following criteria:
 - i. The employee has worked for at least 12 months for the City. The twelve months need not have been consecutive, (Where the twelve months has not been consecutive, time worked for the City over 7 years prior to the request will not be considered as time worked for the City in consideration of FML.) The City considers 52 weeks to be equal to twelve months).
 - ii. The employee has to have worked for the City for at least 1250 hours over the 12 months before the leave would begin. The 12 months do not need to be consecutive. Unpaid leaves are not included when calculating whether 1250 hours have been worked.
 - iii. When both spouses are employed by the City, they are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- f. Maintenance of Benefits.
 - i. An employee shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work at the City. To maintain uninterrupted coverage, the employee will have to continue to pay their share of insurance premium payments. This payment shall be made either in person or by mail to the Finance Department by the 1st day of each month. If the employee's payment is more than 30 days overdue then the coverage will be dropped by the City. It is the employee's responsibility to assure that the payments are received by the Finance Department.
 - ii. If employee informs the City that he/she does not intend to return to work at the end of the leave period the City's obligation to provide health benefits ends. If employee chooses not to return to work for reasons other than a continued serious health condition, the City will require the employee to reimburse the City the amount the City contributed towards the employee's health insurance during the leave period.
 - iii. Other benefits such as the accrual of seniority will not continue during leave. However, the use of family or medical leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.
- g. Job Restoration
 - i. An employee who utilizes family or medical leave under this policy will be restored the same job or a job with equivalent status, pay, and benefits.
 - ii. The City may choose to exempt certain highly compensated, "key" employees from this job restoration requirement and not return them to the same or similar position at the completion of FMLA leave. Employees who may be exempted will be informed of this status when they request leave. If the City deems it necessary to deny job restoration for a key employee on FMLA leave, the City will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

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- h. Use of Paid and Unpaid Leave
 - i. If an employee uses leave because of his/her own serious medical condition, the serious health condition of an immediate family member, or the birth of a child, the employee will first use all paid sick or vacation leave, and then will be eligible for unpaid leave.
 - ii. An employee using leave for the adoption or foster care of a child will use all paid vacation first, and then will be eligible for unpaid leave for the remainder of the 12 weeks.
- i. Intermittent Leave and Reduced Work Schedules
 - i. In certain cases, intermittent use of the twelve weeks of family or medical leave or a part of a reduced work week may be allowed. Employees wishing to use leave intermittently or to utilize a reduced work week for birth or adoption purposes will need to discuss and gain approval for such use from the employee's department head and the Human Resources Office.
 - ii. Employees may also use family or medical leave intermittently or as part of a reduced work week whenever it is medically necessary. If the need to use leave is foreseeable and based on preplanned and prescheduled medical treatment, then the employee is responsible to schedule the treatment in a manner that does not unduly disrupt the City's operations. This provision is subject to the approval of the health care provider.
 - iii. In some cases, the City may temporarily transfer an employee using intermittent or reduced work week to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced schedule.
- j. Procedure for Requesting Leave
 - i. All employees requesting extended leave under this policy must complete the Family/Medical leave form available from the Human Resources Office. Anytime an employee utilizes paid sick leave it shall be deemed a request for leave under the FMLA also and will run concurrently with sick leave.
 - ii. When an employee plans to take leave under this policy, the employee must give the City 30-day notice. If it is not possible to give 30-day

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notice, the employee must give as much notice as is possible. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the City's operations.

- iii. While on leave, employees are requested to report periodically to the City regarding the status of the medical condition, and their intent to return to work.

- k. Procedure for Notice and Certification of Serious Health Condition
 - i. On occasion, the City may require the employee to provide notice of the need to utilize leave (where it is possible to know beforehand) and/or may require the employee to provide certification of an employee's or immediate family member's serious health condition by a qualified healthcare provider. The employee should try to respond to such a request within 15 calendar days of the request, or provide a reasonable explanation for the delay.

 - ii. Qualified health care providers include: doctors of medicine or osteopathy, podiatrists, dentist, clinical psychologists, optometrists, and chiropractors, nurse practitioners and nurse-midwives authorized to practice under State law and performing within the scope of their practice under state law; and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

 - iii. When seeking certification of a serious medical condition, an employee should ensure that the certification contains the following:
 - A) Date when the condition began; expected duration; diagnoses; and a brief statement of treatment.

 - B) If employee is seeking medical leave for his/her own medical condition, certification should also include a statement that the employee is unable to perform the essential functions of the employee's position.

 - C) For a seriously ill family member, the certification should include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

 - D) If taking intermittent leave or working a reduced schedule, certification should include dates and duration of treatment and a

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Policy 7.8: Family and Medical Leave

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statement of medical necessity for taking intermittent leave or working a reduced schedule.

- iv. If deemed necessary, the City may ask for a second opinion. The City will pay for the employee to get a certification from a second doctor, which the City will select. If there is a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. The City and the employee will jointly select the third doctor, and the City will pay for the opinion. The third opinion will be considered final.

Effective Date: August 24, 2009

Last Revised: March 9, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

CHAPTER VIII

OTHER PERSONNEL RELATED SUBJECTS

Policy Number	Policy Title	Effective Date	Last Revised
Policy 8.1	Employee Training	8/24/09	11/12/18
Policy 8.2	Performance Management	8/24/09	6/8/20
Policy 8.3	Physical Examinations	8/24/09	7/14/14
Policy 8.4	Outside Employment	8/24/09	7/14/14
Policy 8.5	Political Activity	8/24/09	7/14/14
Policy 8.6	Solicitations by Employee or Labor Organizations	8/24/09	7/14/14
Policy 8.7	Solicitation from Sales Representatives	8/24/09	7/14/14
Policy 8.8	Department Rules	8/24/09	7/14/14
Policy 8.9	Use of City Telephone Systems	8/24/09	7/14/14
Policy 8.10	Use of Cell Pones	8/24/09	8/24/09
Policy 8.11	Use of Electronic Mail (E-Mail)	8/24/09	8/24/09
Policy 8.12	Use of City Mail System	8/24/09	8/24/09
Policy 8.13	Professional Appearance	8/24/09	7/13/20
Policy 8.14	Use of City-Owned Motor Vehicles	8/24/09	8/24/09
Policy 8.15	Violence in the Workplace	8/24/09	8/24/09
Policy 8.16	Visitors/Pets in the Workplace	8/24/09	8/24/09
Policy 8.17	Respectful Workplace and Harassment Awareness	8/24/09	1/13/20
Policy 8.18	Smoking Policy for City Employees within City-Owned Facilities	8/24/09	7/14/14
Policy 8.19	Contributions and Honorariums	8/24/09	7/14/14

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HUMAN RESOURCES POLICIES AND PROCEDURES

CHAPTER VIII

OTHER PERSONNEL RELATED SUBJECTS

<u>Policy Number</u>	<u>Policy Title</u>	<u>Effective Date</u>	<u>Last Revised</u>
Policy 8.20	Employee Ethics	8/24/09	7/14/14
Policy 8.21	Recycling	8/24/09	8/24/09
Policy 8.22	Grievance Procedure	8/24/09	6/22/20
Policy 8.23	Public Records Request	10/3/14	10/3/14
Policy 8.24	Social Media – Professional Use	11/11/19	11/11/19
Policy 8.25	Arrest or Conviction of a City Employee	2/10/20	2/10/20
Policy 8.26	Infectious and Communicable Disease Control	3/23/20	3/23/20
Policy 8.27	Employee Purchase of Surplus Electronic Equipment	5/11/20	5/11/20
Policy 8.28	Lactation Facilities	6/8/20	6/8/20

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Training.
- B. PURPOSE. To establish procedures for employee training.
- C. POLICY. The City's policy is to provide continuing education of its employees. The City supports attendance at educational meetings by employees; technical education which increases the value of the employee by allowing the employee to obtain certifications of licenses which also benefit the City; and furthering an employee's college education in areas that will benefit the City.
- D. PROCEDURE.
 - 1. Employee Training I – Association Meetings; Continuing Education Seminars and Education for Non-Mandated Certificates and/or Licenses or Employee Requested Training.
 - a. The City of Wildwood encourages its employees to attend their respective Association Meetings and Continuing Education (seminars) or any courses necessary to maintain non-mandated certifications for the employee's job or to update employee on new State and Federal regulations and guidelines.
 - b. The City shall reimburse employees one hundred (100%) percent of reasonable expenses incurred attending educational seminars, training sessions or courses if:
 - i. The course is one necessary for continuing education for maintenance of an existing non-mandated certificate or non-mandated license needed to fulfill their job description or that enhances their ability to perform their job for the City; or that is necessary for the employee to receive updated State and Federal regulations to efficiently do their job whether request is made by the City or the employee to attend.
 - c. The following apply to employee attendance at Employee Training I events:
 - i. Eligibility – Employees of the City of Wildwood having a minimum six (6) months employment immediately preceding the Association Meeting, Continuing Education Seminar or class.
 - ii. Benefits – Employees who are approved will be entitled to reimbursement including, transportation, accommodations, and meals as set forth in these rules. Policy 6.4 of this Rules and Regulations Handbook.

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HUMAN RESOURCES POLICIES AND PROCEDURES

- iii. Request Procedure – The Association, Seminar or class information shall be submitted to the City Manager at least four (4) weeks prior to the deadline for application. The cost of registration will be paid directly by the City if the request is approved. The City Manager will approve or disapprove the registration form that has been submitted by the respective department head.
 - iv. Reimbursement – Itemized expenses shall be submitted as soon as possible after seminar/training session, for reimbursement from the Finance department during the next Accounts Payable process. All requests for reimbursement must be placed on a travel reimbursement form and signed by the Department Head. See Policy 6.4 for requirements.
2. Employee Training II Technical licenses and certificates (State or federally mandated). (Does not apply to Law Enforcement).
- a. Policy – The policy of the City of Wildwood is to improve service to the public by encouraging employees to attend classes or approved correspondence courses, leading to a Certificate or License that will benefit the City of Wildwood.
 - b. The following apply to employee attendance at Employee Training II events:
 - i. Eligibility – Full time, regular status employees of the City of Wildwood having a minimum of one year full time employment immediately preceding the start of classes necessary for a certificate or license are eligible to apply. An eligible certificate or license is any State or federally mandated certificate or license that, in the judgment City Manager, is directly related to the employee’s current or related higher position and meets the program’s stated objectives. Location of school is not important as long as it does not interfere with the employee’s work schedule.
 - ii. Employees must have attained a Satisfactory or above rating in the two evaluations preceding the term that payment/reimbursement is requested for.
 - iii. Employee must have had no disciplinary problems/actions during the 12-month period preceding the course or test term payment/reimbursement is requested for.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- iv. The City shall reimburse employees one hundred (100%) percent of reasonable expenses incurred attending courses and testing if:
 - A) The course and testing is required to obtain, maintain or upgrade license required for the execution of their job duties and if it is State or federally mandated and required by the City.
 - B) Sufficient funds must be available in the Budget.
- v. Benefits
 - A) Employees whose applications are approved will be entitled to pre-payment for registration and books (applicable to the course leading to a certificate or license).
 - B) Employees who are approved will be entitled to reimbursement including, transportation, accommodations, and meals as set forth in these rules.
 - C) Employees whose classes are during the employee's regular work hours and approved by the Department Head and City Manager to attend, the attendance hours shall be compensated as time worked.
 - D) Reimbursement – Itemized expenses shall be submitted as soon as possible after classes, seminar/training session, for reimbursement from the Finance department during the next Accounts Payable process. All requests for reimbursement must be placed on a travel reimbursement form and signed by the Department Head. See Policy 6.4 for requirements.
- c. An employee who seeks a certificate or license and fails to pass the certificate or license test two times, will not be reimbursed for additional courses or tests for further certificate or license until the employee demonstrates a change in circumstances that support continuing attempts to obtain a certificate or license and personally pays for additional tests.
- d. If an employee fails to obtain a required certificate/license within a time frame set for the specific course and test, he or she may be demoted, transferred or terminated.

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- e. If an employee obtains the required certificate/license promoting him or her to the next higher certificate/license classification, the employee may be entitled to a 5% increase in pay. (Exception: Police Officers shall receive incentive pay according to Florida State Statute 943.22).
3. Training III College degrees
- a. Policy – The policy of the City of Wildwood is to improve service to the public by encouraging employees to attend classes or approved correspondence courses, leading to a college degree (AA, AS, BA,BS, or higher) that will benefit the City of Wildwood.
 - b. The following apply to employee attendance at Employee Training III events:
 - i. Eligibility – Full time, regular status employees of the City of Wildwood having a minimum of one year full time employment immediately preceding the start of classes necessary for a college degree are eligible to apply. An eligible college degree any college degree that, in the judgment of the City Manager, is directly related to the employee’s current or related higher position and meets the program’s stated objectives. Location of school is not important as long as it does not interfere with the employee’s work schedule.
 - ii. Employees must have attained a Satisfactory or above rating in the two evaluations preceding the term that payment/reimbursement is requested for.
 - iii. Employee must have had no disciplinary problems/actions during the 12- month period preceding the term payment/reimbursement is requested for.
 - iv. Sufficient funds must be available in the Budget. The City Manager and department head shall determine and approve the number of Credit Hours per term.
 - c. Benefits - Employees whose applications are approved will be entitled to pre-payment for tuition and books (applicable to the course leading to a college degree) according to the following specifics:

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

The City shall reimburse the employee up to \$5,000 per degree program as specified below:

For Years of Service	0-1	1-2	2-3	3-4	4 or more
The City Shall Pay	0%	50%	60%	70%	80%

of total invoice for each term's tuition and books toward an AA, AS, BA, BS, or higher degree up to a maximum of \$5,000 per degree.

- d. Schooling for the college degree shall be on the employee's own time and is not compensable as time worked. No travel shall be reimbursed and the employee must provide his or her own transportation. City vehicles shall not be used.
- e. The City Commission has complete discretion to determine if an employee may receive reimbursement.
- f. Grade Attainment – To be able to receive a payment in the amount specified, the applicant must successfully complete an approved course with a minimum grade of C for undergraduate (AA, AS, BA, BS, etc.) work. Where neither a letter grade nor satisfactory are used, grade of Pass must be achieved. In the event that the expected prescribed grade is not achieved, the course taken immediately following will not be eligible for reimbursement. The employee must take the same or a like course, at their own expense and achieve the grade required before being able to submit for payment of the next course. In the event that the employee drops or withdraws from a course during a term, repayment for said course must be made to the City before further application/reimbursement is approved, but not later than 90 days after drop or withdraw.
- g. Application Procedure – The application along with a listing of program course requirements must be submitted to your department head who will enter their recommendation and then forward to Administration. Applications must be received in Administration four (4) weeks prior to the registration of the first term of the degree program. Courses for credit hours not required for the degree program will not be paid or reimbursed.

Applications for tuition reimbursement shall be available in Human Resources and shall be made through the Department Head.

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Applications will be screened by the department head and City Manager. Applications for College education must be approved by the City Commission. Applicants will be notified by their respective department head of the decision within three (3) weeks from date of application.

Checks will be made directly to the school, when possible, and applicants must be accepted for enrollment by an accredited education institution. No late registration fees or lab fees will be reimbursed. Course work is to be taken outside working hours.

Copies of the official nature of grades must be submitted to Administration within one (1) week of receipt by the employee and prior to the request for payment/reimbursement for the upcoming term or course.

4. The following apply to Training I, Training II, and Training III:
 - a. In no way shall this policy be construed to limit the right of any employee to attend any type of educational course during hours when the employee is not working for the City of Wildwood when the employee is not seeking tuition reimbursement.
 - b. Payback Policy – An employee who leaves at their own discretion, shall repay the City for the past 36 months of payments made on their behalf by the City toward any classes, training, continuing education seminar, certificate or license programs, and any college degree program. This payback policy shall be null and void for an employee who is terminated or an employee who cannot continue classes and/or employment due to verified medical reasons. The employee shall sign a contract that provides for repayment if he or she leaves under these circumstances.

Effective Date: August 24, 2009

Last Revised: November 12, 2018

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Performance Management.
- B. PURPOSE. To establish procedures and processes for employee performance management including evaluations, continuous feedback, and peer feedback.
- C. POLICY. The policy of the City of Wildwood is to provide performance goals and objectives and to establish criteria for measuring employee development through a continuous performance management process.
- D. PROCEDURE.
 - 1. Performance Evaluation
 - a. The intention of the City is to promote continuous performance improvement. The City also recognizes there is a need for both supervisor and employee to discuss expectations and set performance goals, as well as, to measure employee's achievements of these goals. This performance management and continuous feedback process will also provide objective data upon which to base merit pay increases. In order to achieve these goals, the City will implement the following:
 - i. Give each employee a written evaluation of performance at least four (4) weeks prior to the end of his/her probationary period. For non-sworn employees, the probationary period is 6 months; for sworn officers, probationary evaluations will be conducted at the end of one (1) year. Based on the recommendation of the supervisor, the Probationary Period may be extended. If the Probationary Period is extended, then it shall continue until such probation has been lifted or employment is terminated.
 - ii. Give each non-probationary employee a written evaluation of performance once per year within four (4) weeks of the anniversary date of their current position.
 - iii. A written evaluation of performance may be given more frequently at the discretion of the Department Head or City Manager.
 - iv. The employee may be requested to provide monthly feedback to their supervisor regarding the status of their performance goals, along with work product samples. Feedback to peers is also highly encouraged.

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Policy 8.2: Performance Management

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- b. Each employee will be evaluated on the core values of the City, and the tasks defined by their job description.
- c. The failure to perform an evaluation shall in no way affect the City's ability to discipline or terminate an employee.
- d. A performance evaluation cannot be grieved or disputed.

Effective Date: August 24, 2009

Last Revised: June 8, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.3: Physical Examinations

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- A. SUBJECT. Physical Examinations.
- B. PURPOSE. To establish procedures for employee physical examinations.
- C. POLICY. The policy of the City of Wildwood is that after an offer of employment has been made, but before any employee begins work, he/she will be required to undergo a physical examination.
- D. PROCEDURE.
 - 1. Before an employee begins work for the City, he/she will be required to undergo a physical examination.
 - 2. The City has the option to withdraw its offer of employment if the results indicate the person may not be suited for the position offered.
 - 3. Any candidate refusing to submit to a physical examination will no longer be considered for the position.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.4: Outside Employment

Page: 1 of 1

- A. SUBJECT. Outside Employment.
- B. PURPOSE. To establish procedures to allow employees to have outside employment.
- C. POLICY. The policy of the City of Wildwood is that all terms and conditions of outside employment of regular full-time City employees shall be reported to the City Manager.
- D. PROCEDURE.
 - 1. All terms and conditions of outside employment of regular full-time city employees shall be reported to the City Manager.
 - 2. Such outside employment shall in no way conflict with or be detrimental to the employee's city work.
 - 3. If the department head or City Manager determines that a conflict exists, the employee concerned shall be first requested to voluntarily resolve the conflict to the satisfaction of the City within seven (7) calendar days. If the conflict is not resolved within that time, the employee shall be subject to discipline.
 - 4. Reports of any outside employment shall be made in writing by each employee. Full details such as hours, terms and conditions of employment shall be provided in the report.
 - 5. It must be understood that some outside employment may be considered as a conflict of interest under State law. Any possible conflicts must be reported to the Clerk of the Circuit Court. It is the policy of the City to assist any employee who must file a disclosure form.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.5: Political Activity

Page: 1 of 1

- A. SUBJECT. Political Activity.
- B. PURPOSE. To establish procedures for employees to engage in political activity in a manner that does not interfere with the employee's work.
- C. POLICY. The policy of the City of Wildwood is that all employees should have the opportunity to register to participate in political activity but no employee should be solicited while on the job.
- D. PROCEDURE.
 - 1. All employees are encouraged to register to vote and exercise this privilege at each opportunity afforded.
 - 2. No employee shall be required to make a contribution of any kind to any political party or any candidate for public office.
 - 3. The solicitation during working time of any assessment, subscription or contribution in any manner for any political party or political purpose is prohibited.
 - 4. Employees may take part in political campaigns, but must comply with the requirements of Section 104.31, Florida Statutes.
 - 5. Employees may not use their official position or authority to interfere with an election or nomination or coerce or influence another person's vote.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.6: Solicitations by Employee or Labor Organizations

Page: 1 of 1

- A. SUBJECT. Solicitations.
- B. PURPOSE. To establish procedures for prohibition of solicitation of employees or labor organizations during working hours.
- C. POLICY. The policy of the City of Wildwood is that employees are prohibited from soliciting employees during working hours.
- D. PROCEDURE.
 - 1. Consistent with the terms of Section 447.509, Florida Statutes, employees are prohibited from soliciting employees during working hours on behalf of any employee or labor organization.
 - 2. Employees shall not distribute literature during work hours in areas where actual work of City employees is performed.
 - 3. This does not prohibit an employee from distribution of literature to an employee on the employee's lunch hour or break in an area where work is not performed.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.7: Solicitations from Sales Representatives

Page: 1 of 1

- A. SUBJECT. Solicitations by Marketers or Sales Representatives.
- B. PURPOSE. To establish a uniform policy for handling solicitations by sales representatives or agents in order to alleviate disruption of City employees during normal working hours.
- C. POLICY. The policy of the City is that peddling or soliciting for sale or donation of any kind on City premises during normal working hours is not allowed except for public purposes and as permitted by the City Manager.
- D. PROCEDURE.
 - 1. With the exception of other City-approved activities, peddling or soliciting for sale or donation of any kind on City premises during normal working hours is not allowed. Exceptions may be granted by the City Manager
 - 2. Working hours include the working time of both the employee doing the soliciting or distributing, and the employee to whom such activity is directed.
 - 3. Employees are free to discuss these matters before or after normal working hours, and during lunch or rest periods in non-work areas.
 - 4. Solicitations for sales of goods that are intended to be purchased by the City will be handled independently by each Department.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.8: Department Rules

Page: 1 of 1

- A. SUBJECT. Department Rules.
- B. PURPOSE. To establish procedures for Department Heads to frame and promulgate rules in addition to the personnel rules to be followed in the individual Department. There are many types of employment areas within the City that have differing needs and require different rules. Department Heads need flexibility to establish rules within their own departments.
- C. POLICY. The policy of the City of Wildwood is that Department Heads are authorized to frame and promulgate rules additional to these personnel rules.
- D. PROCEDURE.
 - 1. Department heads are authorized to frame and promulgate rules additional and supplemental to these rules, provided they are not in conflict with these rules.
 - 2. All such rules shall be subject to approval, amendment, and/or revocation by the City Manager and the City Attorney.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.9: Use of City Telephone Systems

Page: 1 of 1

- A. SUBJECT. Use of City Telephone Systems.
- B. PURPOSE. To provide for control of incoming and outgoing telephone calls by employees.
- C. POLICY. The policy of the City is that all City phones, including FAX machines, are to be used for municipal business, and may be used for local personal business on a very limited basis only.
- D. PROCEDURE.
 - 1. Municipal Business Calls. To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.
 - 2. Personal Calls. Telephone calls received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work.
 - 3. When a personal toll call must be placed, the call is to be billed to the employee's home number or collect. Any personal call must be placed by the employee only during the employee's break times. Any personal phone call made by an employee on a city telephone must be a local call unless it is related to a medical emergency.
 - 4. It is the employee's responsibility to ensure that no cost to the city results from personal telephone or FAX calls.
 - 5. Violation of this policy will minimally result in cost reimbursement to the city/town/county and may subject the employee to disciplinary action.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.10: Use of Cell Phones

Page: 1 of 1

- A. SUBJECT. Use of Cell Phones.
- B. PURPOSE. To provide for control of incoming and outgoing personal cell phone calls, text and data by employees.
- C. POLICY. City cell phones should be used for municipal business.
- D. PROCEDURE.
 - 1. Personal Cell Phones
 - a. Unless there is an emergency, employees may use a personal cell phone to place personal calls only during an employee's break times.
 - b. Personal cell phones should be placed on vibrate during work hours.
 - 2. City Cell Phones
 - a. No City owned cell phone which is issued to an employee may be used for personal matters.
 - 3. No employee shall use any cell phone for calls or text messages or any other purpose while driving a city vehicle.
 - 4. The downloading of any application on a city owned cell phone is prohibited unless approved by the IT Director.
 - 5. It shall be a violation of this Policy for any employee to delete, destroy, or otherwise dispose of any information, text message, picture, video, or any other piece of data from a city owned cell phone. The IT Director shall have the sole discretion to determine the proper and appropriate disposal of information and data stored on a city owned phone.
 - 6. Violation
 - a. Violation of this policy will minimally result in cost reimbursement to the city/town/county and may subject the employee to disciplinary action.

Effective Date: August 24, 2009

Last Revised: July 9, 2019

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Use of Electronic Mail (E-Mail).
- B. PURPOSE. To establish a policy that requires use of electronic communications equipment in a manner that will increase employee productivity; speed communication; establish standards and guidelines for the use of electronic mail in the workplace; prohibit inappropriate use; and confirm the protection of email as a public record.
- C. POLICY. Electronic mail (e-mail) is to be used only for official business purposes. All email used for official business purposes must be maintained as a public record. Personal messages should not be conveyed via e-mail. Persons desiring to send e-mail messages to other persons shall convey them on their own time by personal, not city, methods and systems. No solicitations should be conducted through e-mail.
- D. PROCEDURE.
1. Business Use
 - a. The City's electronic equipment and information systems are intended for professional business use in performing the duties of an employee's job.
 - b. Each department within the City will have a computer which may be accessed for employees to use. If the use of the computer is abused or if there is a violation of the policy regarding content of emails or internet use, the computer shall be disconnected from the internet.
 - c. Use of e-mail on City computers is limited as follows:
 - i. E-mail is not a privileged communication, nor subject to privacy. The City may monitor an employee's e-mail messages as deemed appropriate to assure that e-mail communications relate to official business, and that the speech contained therein is appropriate.
 - ii. E-mail shall not be used to harass, torment or disparage another party. Offensive and harassing communications are unacceptable and prohibited.
 - iii. Questions regarding use of e-mail systems should be directed to the employee's immediate supervisor or to the Human Resources Office.
 - d. All acquisitions of information systems components will be coordinated through the City Manager or his or her designee. This includes demonstration hardware and software used for evaluation purposes as well as products acquired for ongoing use.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- e. All employees are responsible to care for the personal computer system components that they are assigned or using. Employees are responsible for promptly reporting any equipment, software and data damage and/or destruction of which they become aware.
 - f. The City computer system is designed to work in a network environment. Installation of unauthorized software can result in damaging the integrity of the system. Employees are responsible for obtaining the approval of their supervisor and the Information Services Division before downloading or installing software on any City- owned computer.
 - g. Employees are individually and directly responsible for checking files for viruses using the latest version of the recommended virus-checking program. Downloading or uploading files is restricted to City business.
 - h. Employees are prohibited from using “loopholes” or knowledge of a special password to damage computer systems, obtain extra resources, or to gain access to systems for which proper authorization has not been given. Employees are responsible for keeping their password confidential and not sharing it with other users.
 - i. Use of aliases while using the internet or internal e-mail is prohibited. Anonymous messages and anonymous newsgroup postings are prohibited.
 - j. Unlicensed or copied software is prohibited on any City computer. No supervisor or department director may authorize the use of unlicensed or copied software on any City computer.
2. Limited Personal Use
- a. Limited personal use may be permitted, with prior approval, according to the following guiding principles:
 - i. It is incidental, occasional, and of short duration.
 - ii. It is done on the employee’s personal time. Personal time means off-duty, on an unpaid lunch break, or for 24-hour shift personnel, while on standby.
 - iii. It does not interfere with any employee’s job activities. This includes activities which might pose a conflict of interest or appearance of fairness problem with individual’s employment with the City.

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HUMAN RESOURCES POLICIES AND PROCEDURES

- iv. It does not result in incremental expense to the City. Examples of “incremental expense” include, but are not limited to:
 - A) If the City is paying for an hourly “dial-up” connection to the internet and an employee’s personal use incurred additional charges.
 - B) Long distance telephone, cellular phone or fax charges.
- v. The employee has his/her supervisor’s prior approval for said personal use, which approval shall only be given when consistent with the requirements of this policy.
- vi. It does not solicit for or promote commercial ventures, religious or political causes, outside organizations or other non-job related solicitations.
- vii. It does not violate the other “prohibited uses” or other specific limitations outlined in this policy.
- viii. An employee may open their personal email account during their break or lunch time, from a city computer. If an employee uses a city computer for personal use, there shall be no derogatory, pornographic, or racially or culturally inappropriate language of any kind contained in any such use of the city computer.

3. Prohibited Uses

- a. The creation, transmission, downloading or storage of any document, data or message which reasonably can be construed as relating to or promoting the following are prohibited:
 - i. Discrimination or harassment on the basis of age, race, color, gender, creed, marital status, national origin, disability, or sexual orientation.
 - ii. An expression regarding personal, political, or religious beliefs.
 - iii. An expression of rumors or gossip about any individual or group of individuals.
 - iv. Any business or non-profit organization as defined by the IRS other than employees representing the City’s labor unions when conducting union business related to the City.

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.11: Use of Electronic Mail (E-Mail)

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- v. Any language and subject matter that is objectionable, offensive, obscene, threatening or otherwise inappropriate as described in the City's Sexual Harassment Policy 8.3.
 - vi. Any communication to solicit for or promote commercial ventures, religious or political causes, outside organizations or other non-job related solicitations.
 - vii. Any information that violates copyright laws.
 - viii. Copying any City-licensed computer software for personal use is prohibited.
 - ix. On-duty use of games, except during off-duty or lunch periods, and standby periods for 24-hour shift personnel.
4. VIOLATION. Employees who violate this policy may be subject to the full range of disciplinary action.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.12: Use of City Mail System

Page: 1 of 1

- A. SUBJECT. Use of City Mail System.
- B. PURPOSE. To provide for control of incoming and outgoing personal mail.
- C. POLICY. The use of city paid postage for personal correspondence shall not be permitted.
- D. PROCEDURE.
 - 1. No employee may use city paid postage for personal correspondence.
 - 2. An employee may purchase stamps or postage by paying the Finance Department for cost thereof.
 - 3. Violation of this policy will minimally result in cost reimbursement to the city/town/county and may subject the employee to disciplinary action.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Professional Appearance.
- B. PURPOSE. To establish general guidelines related the dress code for City employees.
- C. POLICY. While it is the intent of the City that all employees dress for their own comfort during work hours, the image that our employees present to the City is of vital importance for maintaining the professional image of the City. The professional appearance of employees is a critical element of the City's commitment to its citizens as it demonstrates respect to others. Judgement, safety and good taste are the guidelines for determining appropriate professional business casual dress attire.
- D. PROCEDURE.
1. **Employees not wearing uniforms:** If an employee of the City is not required to wear a uniform, the following shall apply:
 - a. Sheer clothing (showing undergarments), clothing with offensive wording, torn or overly tight clothing, sweatpants or shorts, are inappropriate for work and will not be allowed.
 - b. No jeans shall be allowed if the employee works in an office only, except on Fridays or alternative work days. Jeans are allowed if the employee does not work in an office.
 2. **Employees wearing uniforms:** If an employee of the City is required to wear a uniform, it must be worn it at all times while on duty. The uniform shirt must be tucked in at all times. The uniform should always appear neat and clean.
 3. All employees shall dress in a clean and neat fashion that reflects well on the City.
 4. Any hats worn while working shall be worn with the bill forward and shall not include derogatory or vulgar language or depictions.
 5. Visible tattoos are allowed however any tattoo, scarification or brand considered offensive or explicit, regardless of its location, must be covered at all times.
 6. City of Wildwood ID badges indicating the employee's name and department must be worn at all times unless doing so would constitute a safety hazard.
 7. The employee's supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the City.
 8. If the employee continues to dress inappropriately, further disciplinary action may result.

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.13: Professional Appearance

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Effective Date: August 24, 2009

Last Revised: July 13, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.14: Use of City-Owned Motor Vehicles

Page: 1 of 2

- A. SUBJECT. Use of City-Owned Motor Vehicles.
- B. PURPOSE. To establish guidelines for the use of City-owned motor vehicles.
- C. POLICY. City vehicles should be used in a manner that is safe and promotes the most efficient use of City property.
- D. PROCEDURE.
 - 1. City owned motor vehicles shall be used for official City business only.
 - 2. City vehicles shall not be taken home overnight except as follows:
 - a. Employees may take a City owned vehicle home for one night when attendance to an out-of-city meeting takes place late at night after normal working hours or early in the morning prior to normal working hours if approved by the employee's department head.
 - b. Those employees designated by the Department Head to be "on 24-hour call" for department/division emergencies may take home a City vehicle if approved by the department head.
 - c. Employees may take a City vehicle home for more than one night when specifically authorized in writing by the City Manager.
 - d. Department heads may take home a City vehicle at night.
 - 3. City vehicles must be available for City business at all times.
 - 4. City vehicles may be used for travel to lunch:
 - a. When an employee is on City business.
 - b. When an employee is in town in a City vehicle in a location where driving to obtain his/her personal car would result in an extra and unnecessary expenditure of fuel.
 - 5. Transporting family members in City vehicles shall be allowed only when the family member is accompanying a City employee to a business meeting or official function.
 - 6. City vehicles shall be legally and appropriately operated and/or parked at all times. Seat belts will be used by the driver and all passengers at all times when the vehicle is in motion. It shall be the driver's responsibility to ensure use of seat belts by all passengers.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.14: Use of City-Owned Motor Vehicles

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7. Any traffic or parking related violation issued to the driver of the vehicle will be the responsibility of the driver not the City.
8. City owned vehicles may be used only when the driver has a proper driver's license issued by the State of Florida.
9. Any employee who has use of a City vehicle has an obligation to report to the City Manager in writing that he or she has received any traffic ticket or been charged with any vehicular time.
10. All use of City vehicles is subject to the requirements of the City's smoking policy.
11. Any employee violating these policies shall be subject to disciplinary action.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.15: Violence in the Workplace

Page: 1 of 2

- A. SUBJECT. Violence in the Workplace.
- B. PURPOSE. To provide management and employees with guidance should they encounter a situation they believe may result in violence, and to provide information and training to management and employees to minimize risk of injury or harm resulting from violence in the workplace environment.
- C. POLICY. The City will not tolerate any acts of violence to persons or property. All acts of violence are treated seriously. Each act of violence will be dealt with promptly and appropriately utilizing administrative, managerial, legal and disciplinary actions to minimize risk to employees, customers and property.
- D. PROCEDURE.
 - 1. “Workplace Violence” means any verbal or physical action that is communicated or perceived as a threat, harassment, abuse, intimidation or personal contact, that produces fear, causes bodily harm or damage to property. Workplace violence may involve family, friends, strangers, co-workers or customers.
 - 2. The City recognizes that most serious incidents of workplace violence represent a personal crisis that the individual is unable or unwilling to solve alone. Intervention at an early stage provides the individual with the necessary assistance to resolve these issues, prevent escalation, and allow continued productive employment.
 - 3. Employees and supervisors have access to confidential and discretionary professional assistance through the Employee Assistance Program. The program provides advise, assessments, and case review to help management develop intervention strategies and make decisions that will prevent violent incidents from occurring. The program can refer to outside professional agencies which can provide evaluations, diagnoses, and treatment plans.
 - 4. Awareness training programs have been developed to recognize threats and to assess the early warning signs of potentially violent situations. Training is available to all employees and management. The employee training program includes classroom workshops covering such topics as awareness, reporting procedures, emergency preparedness, personal safety and conflict resolution. The management training program includes subjects covered in the employee training session, together with additional information on legal issues, reporting channels, investigation techniques documentation requirements and physical security improvements.

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.15: Violence in the Workplace

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5. All employees are responsible for refraining from participating in violent actions and reporting threatening or dangerous situations to management occurring within the workplace or those that affect their work requirements.
6. Management is responsible for responding to potential or violent situations, depending on the seriousness and nature of the incident. They will conduct interviews and investigations, prepare documentation, and notify appropriate assistance agencies.
7. Departments are responsible for developing crisis procedures, establishing response teams, and creating simple action plans to follow in the event of a violent action occurring in the workplace.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.16: Visitors/Pets in the Workplace

Page: 1 of 1

- A. SUBJECT. Visitors/Pets in the Workplace.
- B. PURPOSE. To establish policies and procedures regarding visitors to City offices and work sites.
- C. POLICY. To provide for the safety and security of both visitors and employees and the facilities at the City, only authorized visitors are permitted inside the workplace. Restricting unauthorized visitors assists the City to maintain safety standards, protects against theft, assures security of equipment, helps secure confidential information, preserves employee welfare, and avoids potential disruptions and intrusions.
- D. PROCEDURE.
 - 1. All visitors should enter City premises at the main lobby of each respective facility. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.
 - 2. If an unauthorized individual is observed on City premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the lobby.
 - 3. No animals other than certified animals necessary to accommodate a handicap shall be allowed anywhere in City Hall.
 - 4. No animals other than certified animals necessary to accommodate a handicap and animals trained to perform tasks for a public purpose (such as police trained dogs) shall be present in other City buildings.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Policy Concerning Respectful Workplace and Harassment Awareness.
- B. PURPOSE. To establish a policy to ensure a respectful and professional workplace and prohibiting all forms of harassment. To define procedure for reporting harassment. To establish guidelines for administration of discipline.
- C. POLICY. The City is committed to providing a respectful workplace for employees and citizens. Respect is fundamental to working in an effective, efficient and innovative manner. Disrespectful or unprofessional communications and behavior can disrupt the workplace. The City will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the City will seek to prevent, correct and discipline behavior that violates this policy. Unprofessional conduct is defined as:
1. Unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, pesters, annoys, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment, or interferes with or adversely affects a person's work performance is prohibited. It does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance, provided they are conducted in a respectful and professional manner. It also does not include disagreements, misunderstandings, miscommunication or conflict situations where the behavior of all parties remains professional and respectful
 2. Verbal harassment prohibited under this policy includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender identity, disability or appearance. Nonverbal harassment includes distribution, display or discussion of any written or graphic material that denigrates or shows hostility to any one, regardless of subject.
 3. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical advances of a sexual nature. Additionally, sexual harassment may occur in situations where employment decisions such as hiring, firing, or promotions are contingent upon the employee providing sexual favors. It is City policy to fully support enforcement of State and Federal anti-discrimination laws which provide that sexual harassment is prohibited where (1) Submission to such conduct is made either explicitly or implicitly a term of condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of interfering with an individual's work performance or creating an

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HUMAN RESOURCES POLICIES AND PROCEDURES

intimidating, hostile, or offensive working environment. It is the right of all employees to seek, at any time, redress by the State Human Rights Commission, the Equal Employment Opportunity Commission, or through a court of law; however, employees are encouraged to exhaust the City's Administrative remedies before consulting outside agencies.

D. Procedures

1. In General

- i. As with all allegations of misconduct, informal resolution and formal investigatory processes related to this policy will be conducted in a timely, fair, and objective manner. Individuals are encouraged to informally resolve concerns whenever possible.
- ii. In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that harassment is not appropriate and will not be tolerated and report such conduct to the Human Resources Director.
- iii. An employee subjected to any form of harassment should report such activity to his/her non-involved supervisor, department head, Human Resources Director, or directly to the City Manager. The employee may either seek to resolve the matter through informal resolution or through a formal complaint.

2. Informal Resolution

- i. If possible, the employee or third party who feels a violation has occurred should have a conversation with the other individual(s) involved.
- ii. Employees and third parties are encouraged to speak with their supervisor or Human Resources Director for assistance or guidance on how to resolve the situation.
- iii. If a direct approach is not possible or does not resolve the concern, employees and third parties are encouraged to meet with their supervisor or manager to discuss next steps.
- iv. If the concern is about the supervisor or manager, parties are encouraged to contact the Human Resources Director to determine options for resolution.

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- v. Nothing under this subsection D.2. shall be construed as requiring any employee or third party to engage in informal resolution before initiating the Formal Complaint Procedure set forth in subsection D.3. below.
 - vi. Informal resolution shall not be used in cases of alleged sexual harassment.
3. Formal Complaint Procedure.
- i. The complaint must contain details of the situation and the identity of the person or persons against whom the complaint is being made, and must include as much details as possible. See attached “City of Wildwood Complaint Form”.
 - ii. A supervisor is required to report harassment cases to his/her Department Head, who, in turn, is required to report the matter to the Human Resources Director. Such reports to superiors and to the Human Resources Director are to be made regardless of how knowledge of the case was acquired.
 - iii. Once the complaint is received regardless of source, the Human Resources Director will acknowledge the complaint and set out a tentative time frame for investigation based on the nature and scope of the allegations.
 - iv. The Human Resources Director shall investigate and submit to the City Manager a report setting forth the facts of the case and a recommendation for action. The City Manager will make the decision on appropriate disciplinary action up to and including termination.
 - v. The results of the investigation and the nature of the disciplinary action will be communicated by the Human Resources Director to both the complainant and the offender as well as the affected Department Head. Either party may appeal the decision through the normal grievance procedure if it is felt the findings were incorrect or the disciplinary action inappropriate. The complaint, investigation report and subsequent disciplinary action, if any, are not exempt from public record request disclosure.

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Policy 8.17: Respectful Workplace and Harassment Awareness

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- E. Retaliation is prohibited against any employee or third party who:
1. Initiates a complaint;
 2. Reports an incident that may violate this policy;
 3. Participates in an investigation related to a complaint; or
 4. Is associated or perceived to be associated with a person who initiates a complaint or participates in the investigation of a complaint under this policy.

Effective Date: August 24, 2009

Last Revised: January 13, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.18: Smoking Policy for City Employees within City-Owned Facilities

Page: 1 of 2

- A. SUBJECT. Smoking and Smokeless Tobacco Use Policy for City Employees within City-owned Facilities.
- B. PURPOSE. To respond to:
1. The increasing evidence that tobacco smoke creates a danger to the health of persons who are present in a smoke-filled environment while on duty. Every attempt will be made to obtain to the greatest extent possible, freedom for the nonsmoker from the harmful effects of smoking materials, while preserving a reasonable degree of freedom for those who choose to smoke.
 2. The potential damaging impact of smokeless tobacco use on employees and city property.
- C. POLICY. The policy of the City is to allow smoking only in areas where other employees and the public will not be negatively affected, and that have been designated as smoking areas. Further, the policy of the City is to allow use of smokeless tobacco products only in those areas designated as smoking areas.
- D. PROCEDURE.
1. "Smoke" or "smoking" as used in this policy shall mean and include the smoking or carrying of any kind of lighted pipe, cigar, or cigarette.
 2. Smoking and use of smokeless tobacco products is prohibited in all City buildings.
 3. Vehicles: No smoking or use of smokeless tobacco products shall be allowed in City vehicles or in City equipment.
 4. Areas shall be designated by each department where smoking and use of smokeless tobacco products may occur outside of city buildings. These areas shall be marked with signage indicating "Designated Smoking Area".
 5. Areas designated for smoking and use of smokeless tobacco products may change from time to time to meet the needs of the City and desires of its employees and the public. In the event there is a conflict about the establishment of a Designated Smoking Area, the right of the nonsmokers to breathe clean air free from harmful smoke shall supersede the right to smoke.

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.18: Smoking Policy for City Employees within City-Owned Facilities **Page:** 2 of 2

6. Ashtrays will be made available in the designated smoking areas and are to remain in the designated areas at all times. Any use of smokeless tobacco requires that the user of the container must be removed from the area each time the user leaves and disposed of immediately or cleaned immediately and maintained by the user in a secure place outside of the public eye. Ashtrays located outside of the doors to a building are placed there to accommodate the needs of members of the public prior to entry into the building.
7. Smoke and smokeless tobacco use breaks are to be confined to the affected employee's lunch period or rest break.
8. The effectiveness of this policy shall depend largely on the understanding and willingness of all employees to abide by its provisions and to request others to do so. Smokers must consider the health concerns and comforts of their nonsmoking co-workers and nonsmokers must consider the freedom of choice of the smoker. It shall be the responsibility of each employee to abide by the rules and regulations contained in this policy, and it shall be the responsibility of the affected Department Head to see the policy is applied in an equitable manner and adhered to by all employees.
9. Complaints of violation of the policy should be directed to the Department Head responsible for the particular work area or facility involved in the complaint. The Department Head shall be responsible for notifying the violator of the pertinent portions of this policy. Failure to comply with the policy after proper notification shall initiate the City's progressive discipline procedures.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.19: Contributions and Honorariums

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- A. SUBJECT. Contributions and Honorariums.
- B. PURPOSE. To establish a policy and procedure for reporting contributions and honorariums.
- C. POLICY. The policy of the City is that speeches and presentations which are related to City services delivered by City employees to community and professional organizations are made without charge.
- D. PROCEDURE.
 - 1. Speeches and presentations which are related to City services delivered by City employees to community and professional organizations are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the City, not to the individual employee.
 - 2. An honorarium or contribution for a speech or other presentation made by a City employee to a group outside the City, either during working time or for which the City provided travel expenses, will also be made to the City.
 - 3. Such contributions and honorariums shall be turned over to the Finance Department for disposition.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Employee Ethics.
- B. PURPOSE. The purpose of this policy is to establish guidelines for ethical standards of conduct which shall govern City employees in the performance of City business and the duties of their respective jobs. This policy is intended to provide positive direction to City employees in order to prevent potential conflicts of interest.
- This policy is not all-encompassing in its definition of conflict of interest. The “prudent man” theory can and will be applied: action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to inquiry.
- C. POLICY. The policy of the City is no City employee shall engage in any act which is in conflict, or creates an appearance of fairness or conflict with the performance of official duties. An employee shall be deemed to have a conflict if the employee:
1. Has any financial interest in any sale to the City of any goods or services when such financial interest was received with prior knowledge that the City intended to purchase the property, goods or services.
 2. Solicits, accepts, or seeks a gift, gratuity, or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the City.
- D. PROCEDURE.
1. Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the City, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the employee’s ability to influence, directly or indirectly, and any matter before the City.
 2. The employee will be guided in interpretation of this section by the distinction between a gift, gratuity, and favor, given or received, which has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies include: a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; a sample or promotional gift of nominal value (\$25 or less).
 3. Participates in his/her capacity as a City employee in the issuing of a purchase order or contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the City.

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HUMAN RESOURCES POLICIES AND PROCEDURES

4. Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the appearance of the above.
5. An employee should not make a unilateral decision, if there is any doubt about his/her private employment. The City Manager's office should be consulted.
6. Except for courtesies as provided in item "b" above, no employee shall, directly or indirectly, give or receive, or agree to receive any compensation, gift, reward, commission, or gratuity from any source except the City for any matter directly connected with or related to his official services as such employee with this City.
7. Discloses or uses without authorization confidential information concerning property or affairs of the City to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the City.
8. Have a financial interest or personal interest in any legislation coming before the City Commission and participates in discussion with or gives an official opinion to the City Commission unless the employee discloses on the record of the Commission the nature and extent of such interest.
9. Use of public property. No employee of the City shall request, use, or permit the use of City-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such City property is to be restricted to such services as are available to the City generally and for the conduct of official City business.
10. Authorized personal uses include taking an assigned City vehicle to lunch on workdays as needed, use of a City copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the City Manager on a case-by-case basis.
11. Political activities:
 - a. No City employee may use City time or property in any manner to promote any political issue or candidate, or to solicit funds for any political purpose or to influence the outcome of any election.

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- b. No City employee shall be eligible for appointment or election to any public office when the holding of such office would be incompatible or would substantially interfere with the discharge of official duties.
- 12. Discipline. Any employee who is found to be in violation of this policy may be subject to disciplinary action up to and including termination from employment. Depending upon the seriousness of the action, other appropriate civil or criminal sanctions may also be pursued.
- 13. Definitions.
 - a. Interest. Interest is in any direct or indirect monetary or material benefit accruing to a City employee as a result of a contract or transaction which is or may be the subject of an official act or action by or with the City (except for such transactions which would confer similar benefits to all other persons and/or property similarly situated). Interest includes: (1) interests in an employee's family, (2) any business entity in which stock or legal beneficial ownership is in excess of one percent (1%) of the total stock, or legal ownership is controlled or owned directly or indirectly by the employee, (3) interest in any business entity in which the City employee is an officer, director, or employee, (4) interest in any person or business entity with whom a contractual relationship exists with the employee; provided that a contractual obligation of less than \$500 or a commercially reasonable loan or purchase made in the course of ordinary business shall not be deemed to create a conflict of interest.
 - b. Immediate Family. Family includes spouse, child, parent, parent-in-law, brother, sister, grandparent, son-in-law, daughter-in-law, and grandchildren. Family also includes other persons residing in the employee's residence or that are financially dependent upon the employee.
 - c. Contract. Contract shall include any contract or agreement, sale, lease, purchase, or purchase order.
- 14. Interpretation. Interpretations of this policy shall be referred to the City Manager.
- 15. Investigation. The City Manager shall investigate, or cause to be investigated, all suspicions, allegations, and written complaints of unethical conduct.
- 16. Complaints which are considered by the City Manager to be serious may be referred to an Ethics Panel, composed of City employees appointed by the City Manager.

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Policy 8.20: Employee Ethics

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17. An ethics panel, when constituted, shall investigate and hear the complaint, and recommend to the City Manager any action deemed appropriate.
18. Complaints or allegations which may be criminal in nature may be referred to an appropriate outside agency for investigation.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Recycling.
- B. PURPOSE. To encourage waste reduction and the conservation of scarce resources by establishing an in-house recycling program for City employees.
- C. POLICY. The City supports conservation of scarce resources by encouraging recycling and waste reduction in its business practices and operating procedures. This commitment and support includes the purchase, use, and disposal of products and materials in a manner that will appropriately utilize natural resources and minimize any adverse impact on the natural environment.
- D. PROCEDURE.
 - 1. Recycling containers have been set up to promote the disposal, source separation and collection of the following recyclable materials:
 - a. Computer paper
 - b. White high grade or bond paper
 - c. Ledger paper
 - d. Mixed or colored paper
 - e. Newspaper
 - f. Corrugated cardboard
 - g. Brown paper bags
 - h. Aluminum
 - i. Glass
 - j. Plastic
 - 2. Employees are authorized and directed to discontinue the use of unnecessary products and materials which are harmful to the environment, and to reduce the use of disposable products such as paper and tape. Conservation can be promoted through the use of:
 - a. Communication through computers
 - b. Electronic file cabinets
 - c. Two-sided photocopying
 - d. Routing slips for reports
 - e. Minimum packaging
 - f. Eliminating fax cover sheets
 - g. Reusing paper clips, folders, and binders
 - h. Reusing packaging material

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.21: Recycling

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- i. Reusing pallets
 - j. Turning off lights when not in use
 - k. Use of recycling bins for disposable products
3. Whenever cost-effective, employees of the City are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Questions or suggestions regarding recycling should be directed to your supervisor or the Human Resources Coordinator.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Grievance Procedure.
- B. PURPOSE. To establish a policy and procedure to provide all employees with the means by which to express concerns affecting their employment.
- C. POLICY. The City of Wildwood recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. The following procedures will ensure that employees receive a fair and unbiased review of these concerns. The policy set forth in this subsection applies to the application of the conditions of employment previously set out, except as provided herein, and specifically does not apply to disciplinary matters.
- D. PROCEDURE.
1. Grievance Procedure
 - a. Definitions of Grievance – A grievance is defined as the dissatisfaction that occurs when an employee thinks or feels that a working condition or job-related issue covered by policies and procedures is or was unjust, inequitable, and a hindrance to effective operation of the City and its services. An employee may not grieve their performance evaluation so long as that evaluation is at least satisfactory. Employees are highly encouraged to discuss concerns informally with their Supervisor before undertaking the grievance process.
 - b. Personnel actions involving disciplinary matters may not be grieved.
 - c. Procedures in Filing a Grievance:
 - Step 1. Except as provided in the policy related to harassment, any employee who has a grievance shall file it in writing, using the City's Grievance Form, with his/her immediate supervisor within 14 (fourteen) calendar days from the time the grievance occurred. The Grievance Form can be found on the City website or in the HR Office. The supervisor shall suggest a remedy or adjustment in the "Comment or Recommendation" section of the Grievance Form. If the employee is not satisfied with the decision, he/she may continue to appeal to the next level, as set forth in Step 2.
 - Step 2. If the employee is dissatisfied with the response, the employee may submit the grievance, in writing, to the Department Head and HR within 7 (seven) business days following the receipt of the supervisor's written response. If the employee does not submit the grievance to the Department Head and HR within 7 (seven)

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business days following the receipt of the supervisor's written response, the grievance shall be considered settled on the basis of the supervisor's response. Where the employee submits the grievance in writing to the Department Head and HR, the Department Head and HR shall meet with the employee within 7 (seven) business days of receipt. The Department Head shall render a decision in writing to the employee within 5 (five) business days after meeting with the employee.

- Step 3. If the employee believes the remedy or adjustment recommended by Department Head is not acceptable, the employee has 5 (five) business days to request, in writing, that the Department Head present the matter to the City Manager for his review. If the employee does not request the Department Head present the matter to the City Manager within 5 (five) business days, the grievance shall be considered settled on the basis of the Department Head's response. Upon receipt of a written request to present the matter to the City Manager, the Department Head shall provide the City Manager with all previous reports, findings, and decisions with respect to the grievance. The City Manager shall have 10 (ten) business days to review relevant documents, consult with any parties involved (if deemed necessary at the City Manager's sole discretion), and render a decision in writing. The City Manager's decision shall be final and binding without further appeal.
- Step 4. For the Police Department only: The Department Head will present the grievance to the Police Chief for review. The Police Chief's decision shall be final and cannot be appealed to the City Manager.

Effective Date: August 24, 2009

Last Revised: June 22, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Procedure for Accepting and Fulfilling Public Records Requests.
- B. PURPOSE. The purpose of this Public Records Request Policy is to provide guidance to City of Wildwood Departments on how to coordinate a public records request from any entity making that request and ensure all requests comply with Florida Statute Chapter 119, also known as the “Public Records Act.”
- C. POLICY.
1. This policy is to provide guidelines and overall general procedures Citywide. Directors will inform all affected employees within their work areas of this policy and its requirements. This policy **DOES NOT include Law Enforcement** records other than employee records.
 2. It is the policy of the City of Wildwood that all municipal records, with the exception of exempted records shall be open for personal inspection by any person.
 3. For the purpose of this policy, “reasonable” time to provide access to public records is during normal working hours – Monday – Friday, 8:00 a.m. – 5:00 p.m., excluding holidays or other times of closure. The City will within a reasonable time period make every effort to respond fully to all public records requests. At all times records will be inspected, reviewed and copied under supervision by the custodian of the public records requested, or the custodian’s designee, pursuant to F.S. 119.07(4)(d).
 4. The City Manager shall designate the City Clerk to act as the City’s centralized public records contact person for tracking public records requests submitted to all City departments. In the absence of any specific designation, the City Clerk shall be the default centralized public records contact person.
 5. The Department Heads shall act as Record Management Liaison Officers of their respective departments and will assist the City Clerk where necessary. Department Heads should know and train their employees on what public records are available in their departments and what sensitive information those records may contain.
 6. The City Clerk will receive public records training and shall be responsible for arranging training and compliance of the Public Records Act in accordance with Florida Statute Chapter 119.

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D. DEFINITION.

1. What is a Public Record?
 - a. Section 119.011(11). F.S., defines “public records” to include:
 - i. All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.
 - b. The Florida Supreme Court has interpreted a true determining factor for a public record as those records that “perpetuate, communicate, or formalize knowledge.” *Rogers v. Hood*, 906, So. 2d, 420 (Fla. 1979).

E. PROCEDURE.

1. When a City employee receives a public records request, the following procedures will apply:
 - a. Requests for Readily Available Documents
 - i. “Readily available documents” are those that are easily retrievable, regularly disseminated to the public, and do not require additional review in order to determine whether they contain exempt information, such as meeting minutes, program information sheets, engineering maps, and personnel files (which have already had exempt information redacted.) Any City employee who receives a request for this type of information should comply as soon as practicable by either referring it to a department supervisor or providing review and/or a copy of the information requested, as appropriate. After assisting the requestor, staff should transmit information regarding any unusual requests to the City Clerk’s office, with a copy to the City Attorney, to inform them about what was requested and provided. Since the documents are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requestor should be charged as outlined under Section 6. FEES below.

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b. Requests for Other Documents

- i. Although it cannot be required of them, all requestors should be encouraged to put their public records requests in writing. This will assist staff in clarifying the exact scope of the request. Caution should be taken so as not to appear to be requiring the request in writing.
- ii. An attempt should be made to determine exactly what the person is requesting. Requestors should specify whether they wish to simply inspect records or obtain copies.
- iii. Notify the City Clerk of the public records request and provide a copy of any written request and completed Public Records Request Form (Exhibit A).
- iv. Notification to the City Clerk should be done as soon as possible but no later than 2 days from receipt.
- v. If the request is verbal, write down as much information as possible regarding the request on the Public Records Request Form i.e., person making the request including contact information, what documents are being requested and any specific information such as dollar amount threshold, delivery expectations, time expectations, etc.

NOTE: A public records request does not have to be in writing as a prerequisite for completing a public records request. Also a requestor does not need to provide a name nor do they need to provide a reason for the request.

- vi. Upon receipt of a public records request, whether written or verbal, the City staff person receiving the public records request must complete the City of Wildwood Public Records Request Form (Exhibit A) to the extent possible based on information known or offered by the requestor. Forward the completed City of Wildwood Public Records Request Form along with any written or documented request to the City Clerk for data input.
- vii. The Public Records Act does not require agencies to change formats of an existing public record to comply with a public records request. Public Records will be provided in the format of an existing record and will not be altered by scanning and downloading to provide electronically or downloading to a computer disk or thumb drive.

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- viii. The Public Records Act does not require the City to produce an employee to answer questions regarding the records produced.
- ix. Once the City Clerk has received your information a tracking number will be assigned, detailed data regarding the public records request will be input into a data base tracking program. You will be requested to coordinate with the City Clerk the coordination and compilation of the requested records to completion.
- x. The City Clerk will document and maintain communication with the City department possessing the public records through to completion and will document and notify the department when all aspects of the public records request have been satisfied.
- xi. Department Heads receiving an e-mailed Public Records request from the City Clerk's office will respond as soon as possible as to whether they have any responsive documents and what the estimated amount of retrieval time will be. If any of the responsive documents are stored off-site, the department will promptly notify the City Clerk's office as to the estimated time for retrieval.
- xii. If Departments that have responsive records in their possession indicate that the retrieval of the records will take more than 15 minutes, the City Clerk's office will contact the requestor with an estimated special service charge for the retrieval. Departments should provide the City Clerk's office with the name and hourly pay rate, including benefits, of the employee who will be doing the retrieval. They should select the lowest paid employee capable of efficiently retrieving the records. A special service charge is in addition to the actual cost of copying.
- xiii. The City Clerk will direct and provide all correspondence to the requestor of the records unless arrangements are made between the City Clerk and the department possessing the public records.
- xiv. The City Clerk's office shall notify the requestor of the estimate and confirm whether the requestor is willing to pay the special service charge and copying charges, if any. The City Clerk's office will confirm with the requestor that the City must be paid in advance of the requestor's receipt of the records. For large requests, (those requiring more than \$100 in labor charges or more than \$100 in copy charges), the City shall require an advance deposit of 100% of the estimated sums prior to beginning retrieval.

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- xv. The City shall make every effort to respond fully to all Public Records Act requests as quickly as possible and the City Clerk's office shall be responsible for monitoring timely performance.
- xvi. For those public records requests that become and/or are made on behalf of litigation, backups must be made to comply with requirements of law.
- xvii. If litigation is pending or reasonably anticipated, records relating to that litigation should not be disposed of in any manner and the City Manager and City Attorney should be provided notice. The City Manager and/or City Attorney will provide notice when it is permissible to dispose of records relating to litigation.
- xviii. E-mail which is a public record but contains exempt information should be produced but the exempt information must first be redacted. If in doubt as to whether an e-mail message is a public record or contains exempt information, the Department Head should contact the City Clerk, who will consult with the City Attorney as necessary.
- xix. Broad or general requests. Agencies cannot deny a public records request based on the fact that the request is too broad or that it does not specifically identify the records requested. Therefore, in the absence of statutory exemption, an agency must produce the records requested regardless of the number of documents involved.
- xx. "Standing" or "continuing" public records requests. The City cannot honor public records requests that demand future copying or production (i.e., "please forward all future meeting minutes..."). The Public Records Act requires production of present documents that are available and does not contain provisions to require a custodian to foresee the future as future documents may or may not be generated.
- xxi. Requests for information v. requests for records. The City is required to provide access to public records; it is not required to provide information from the records. Example: A reporter wants to know how many employees earn over \$50,000 a year. The City has a file of annual salaries. The requestor should request to inspect the payroll file as the City is not required to give out *information* from that record.

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xxii. The record series entitled “Transitory Messages,” found in the Florida Department of State General Schedule for Local Governments GS1-L, is designed to cover certain Email communications, as well as other information with short-term administrative value. The transitory message series is defined as follows:

A) Transitory messages consist of those records that are created primarily for the informal communication of information, as opposed to communications designed for the perpetuation or formalization of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. The informal nature of transitory messages might be compared to the communication that might take place during a telephone conversation or verbal communications in an office hallway. Transitory messages would include, but would not be limited to: E-mail messages with short-lived or no administrative value, voice mail, self-sticking notes, and telephone messages. Retention is defined as retaining until obsolete, superseded, or administrative value is lost.

c. Media Requests

i. Requests from the media for Public Records shall be handled consistently with the procedures outlined above. All staff members receiving a request directly from the media shall immediately inform the City Clerk’s office and the City Manager’s office of the request.

2. Exceptions to the Public Records Information – Although documents that perpetuate, communicate, or formalize knowledge are public records, not all information found in that public record is necessarily subject to dissemination or release. For example, employee personnel files are public records. However, information such as social security numbers is protected and is not to be released.

The following public documents/instruments are examples of sensitive material that is either exempt from the Public Records Act or some other statutory exemption:

- a. Employee records (Florida retirement records, drug screens, medical records)
- b. Attorney client communications/bills
- c. Settlement documents

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- d. Medical records unless requested by legal representative or court order
- e. Home address, phone numbers, social security numbers, and photographs of current or former Human Resources directors and any information regarding their spouse or children
- f. Home addresses, telephone numbers, social security numbers, and photographs of active or former law enforcement, fire, and code enforcement personnel and places of employment of the spouses and children
- g. Bank account numbers and debit, charge, and credit card numbers held by an agency
- h. Any information that would identify or help locate a child who participates in government- sponsored recreation programs or camps or the parents or guardians of such child, including, but not limited to, the name, home address, telephone number, an social security numbers of such child
- i. A public record that was prepared by an agency attorney (including an attorney employed or retained by the agency) or prepared at the attorney's express direction, that reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or agency, and that was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings, or that was prepared in anticipation of imminent civil or criminal litigation or imminent adversarial administrative proceedings
- j. Information or plans that can jeopardize the security of public buildings including construction plans, floor plans, and types of security systems (Example: Water Treatment Plant blueprints)

This list is not all encompassing. City departments should seek guidance from the City Clerk or the City Attorney if they are unsure of what constitutes sensitive information prior to release of the public record(s). In other words, if in doubt, check with the City Clerk's office or the City Attorney.

All public records requests involving personnel files will be directed to Human Resources with notice to the City Clerk. The City Clerk will work with HR to ensure compliance.

Documents that contain protected sensitive material will be redacted and the document will then be released to satisfy the public records request.

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Requests for documents which may contain information which is exempt from disclosure under Florida law may be delayed until the records can be reviewed and redacted as necessary.

Personal computers, smartphones, personal email accounts, and the like, should **not** be used for City business as those records are considered public records and must be retained and accessible in accordance with state law. Any emails in connection with city business received in a personal email account **shall** be promptly forwarded to your city email account.

3. Fees

- a. All fees imposed for duplication of public records will comply with the Public Records Act, Chapter 119, F.S. Fees may only be imposed for duplication of public records. Unless specifically stated otherwise through state statute, the following statutory fees will apply to copying of public records:

Paper size 8 ½” x 11” or 8 ½” x 14”

Single sided page	\$.15 per page
Double sided page	\$.20 per page

Paper size 11” x 17”

Single and double sided page	\$.20 per page
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All Other Copies

Actual cost of duplication

Certified Copy

1+ pages	\$1.00 per page
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Audio Tape and CD Fees*

Audio Tapes	Actual cost to City
Data CD	Actual cost to City
Audio CD	Actual cost to City

* Audio Tapes and/or CDs (if applicable) will take several days to reproduce.

- b. Exception – City maps, aerial photographs, and large format photos may be reproduced and charged a fee to cover the materials used for those duplications. Also, departments may include a reasonable labor and overhead charge associated with the duplication. No sales tax shall be charged.

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- c. Extensive Information Technology/Clerical or Supervisory Assistance
 - i. Where the nature or volume of a request requires extensive use of information technology resources or extensive clerical or supervisory assistance, the City may charge a special reasonable service charge based on the cost actually incurred for the extensive use of information technology resources or the labor cost of the personnel that is actually incurred for the clerical or supervisory assistance required.
 - ii. Florida Courts have stated that “extensive” means taking more than 15 minutes to locate, research, review, redact, copy or remain present while the requestor copies, and/or answers questions and re-files the material.
 - iii. To assess the fee for employee hours spent in excess of 15 minutes, City departments will ascertain the hourly rate paid to the City position(s) compiling and providing the duplication.
 - iv. Occasionally, requestor may need to review records directly. The City shall permit records to be inspected, copied and photographed, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records. Because of exemptions to Chapter 119 of the Florida Statutes, there may be sensitive information the public is not authorized to see. These reviews need to be scheduled after consultation with the City Manager and/or City Attorney.

- d. Deposits
 - i. If a request requiring extensive resources by nature, City Departments may require a “deposit” before starting the reproduction. The member conducting the request should review the materials needed, develop an estimate for the cost for reproduction, and notify the requesting person or entity of the amount to reproduce the records and the need for a deposit. Any requestor having an account delinquent more than thirty (30) days will be required to pay in advance the estimated cost for providing the public records documents requested.
 - ii. Cost overages will be billed the balance; extra monies will be refunded.
 - iii. Once the City has received the fees associated with reproduction, the City must provide the copied information.

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- iv. Cash, personal check on a local bank, money order, or certified check shall be paid prior to the delivery of the materials. Any check, money order, or certified check shall be made payable to "City of Wildwood".
- 4. Coordination with City Attorney's Office
 - a. Routine public records requests do not require clearance or advice from the City Attorney's office. All public records requests pertaining to any matter for which litigation is pending must be referred to the City Attorney's office. Administrators and department heads must determine whether the agency involved is in litigation before releasing records.
 - b. City staff should also contact the City Attorney's office if they cannot determine if a record is exempt from disclosure. The City Attorney's office may be consulted prior to a final denial of a request if it meets the requirements of exempt records. Denial must be made in writing with the statutory exemption cited.
- 5. Records Retention
 - a. Public records must be kept/destroyed in accordance with retention schedules set forth by the Division of Library and Information Services (division) of the Department of State of Florida.
 - b. <http://dlis.dos.state.fl.us/recordsmgmt/publications.cfm>
 - c. Florida law provides a schedule for the length of retention of various types of public records. Staff shall contact the office of the City Clerk for assistance in determining the correct retention schedules and to arrange for destruction in accordance with the state mandated procedures. In no event shall staff proceed with destruction of records that are the subject of a current Public Records Act request or records that are currently at issue in pending litigation.
- 6. Methods for Requesting Public Records
 - a. E-mail – Requests may be made via an e-mail message. E-mail requests should be as detailed and specific as possible.
 - b. Mail – To request public records by mail, a request may be sent to: City Clerk, 100 N. Main Street, Wildwood, FL 34785.

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Policy 8.23: Public Records Request

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- c. In Person – The City Clerk’s office is located at 100 N. Main Street, Wildwood, FL 34785. Calling ahead will make visits more efficient. Requestors will be asked to fill out a form.
- 7. Revocation – This policy supersedes and revokes all other prior Public Records Request Policies adopted by the City.

Effective Date: October 3, 2014

Last Revised: October 3, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Professional Use of Social Media.
- B. PURPOSE. This policy establishes the City's position on the utility and management of social media and provides guidance on its management, administration, and oversight to ensure proper use of the City of Wildwood's social media sites and technologies.
- C. POLICY. This policy provides rules and guidelines regarding the professional use of social media by employees. Information publicly posted on behalf of the City will be at all times professional and reflect positively on the City of Wildwood, its employees, volunteers, programs, policies, and services.
- D. SCOPE. The City of Wildwood's social media accounts shall strive to achieve certain key goals consistent with the mission of the City of Wildwood. These include but are not limited to:
- I. Increasing public awareness of the City's programs, policies and services;
 - II. Promoting the value and importance of the City's programs, policies, and services among government officials, civic leaders, and the general public.
 - III. Maintaining open, professional, and responsive communications with members of the public and the news media.
- E. DEFINITIONS

Authorized User – An employee who has been authorized by City Manager to set up, use, or maintain a social media account(s) on behalf of the City of Wildwood for the express purpose of communicating the City's broad interests or specific programmatic or policy interests. The IT Department shall be made account administrator and be provided account and page access/credentials for all social media sites used by the City. The City Manager reserves the right to suspend or terminate City social media accounts at any time and for any reason.

Official Use – Official agency use of social media for the express purpose of communicating the City of Wildwood's broad interests or specific programmatic and policy interests. Use in this category is speaking on behalf of the City of Wildwood as an Authorized User approved by the City Manager or designee.

Ownership – All social media communication messages, composed, sent or received for official City business, or representing the City of Wildwood, are the property of the City of Wildwood and subject to public record laws.

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HUMAN RESOURCES POLICIES AND PROCEDURES

Personal Use – Personal use that is focused on the employee’s interests or opinions and does not involve the employee’s job duties for the City of Wildwood and is not posted or linked to a City of Wildwood social media site.

Professional Use – Professional use for the purpose of furthering the employee’s specific job responsibilities or professional duties through an externally focused site. An example would be a member of the finance department who is a member of a professional organization such as the Government Finance Officers Association engaging with other members via social media. Such postings involve the work the employee does, or subjects associated with the City of Wildwood, and shall carry the following disclaimer: “The postings on this site are my own and do not necessarily represent the opinions or positions of the City of Wildwood.”

Terms of Use – All City of Wildwood social media sites shall contain the following disclaimer, or a link to the disclaimer when space is limited: *City social media sites are not actively monitored at all times. Do not use social media if you need to report an emergency situation or a time-sensitive issue. All emergencies should be reported by dialing 9-1-1. All content posted on a City social media site is subject to Florida’s Public Records Law (Section 119.07, F.S.). All public records requests shall be made by contacting the appropriate Records Custodian for the City of Wildwood.*

F. EMPLOYEE CONDUCT

Employee conduct while using social media in any context shall be in conformance with Employee Handbook Policy **9.1 Personal Conduct Expectation of City Employees**.

G. EMPLOYEE ACCESS IN THE WORKPLACE

I. PERSONAL USE OF SOCIAL MEDIA

Personal use of Social Media in the workplace is prohibited, except as defined in Policy **8.11 Use of Electronic Mail, subsection D 2**. Personal use should be primarily conducted during non-working hours.

II. PROFESSIONAL USE OF SOCIAL MEDIA

Professional or Official Use of Social Media in the workplace is approved, subject to the Acceptable Use Policy.

III. OFFICIAL USE OF SOCIAL MEDIA

All City of Wildwood social media sites and pages for Official Use shall be approved by the City Manager or the IT Director as his designee.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

H. ACCOUNT MANAGEMENT OF THE CITY’S OFFICIAL SOCIAL MEDIA APPLICATIONS

The City of Wildwood’s IT Department is responsible for overall social media site administration, including, but not limited to video sharing, business pages, and social networking sites for the entire City of Wildwood.

I. **GENERAL GUIDELINES FOR ALL SOCIAL MEDIA**

- A. Employees should be mindful of Policy **9.1 Personal Conduct Expectations of City Employees** at all times when engaging on social media, whether in an official, professional, or personal.
- B. Employee’s personal social media sites should remain personal in nature and should not be used for work-related purposes. Employees should not use their City email account or password in conjunction with a personal Social Media account
- C. Ethical obligations must be followed at all times, even when employees engage in Social Media use in their personal capacities. For example, employees should not disclose confidential information acquired by reason of the employee’s official position.
- D. Reports of an employee engaging in (or giving the appearance of engaging in) illegal or other activity while using social media that is a violation of this policy (or any other policy of the Employee Handbook) will be investigated by the IT Department and Human Resources.

Employees found in violation of this section may be subject to disciplinary action, up to and including termination of employment.

J. ACCEPTABLE USE POLICY - OFFICIAL USE OF SOCIAL MEDIA Only

The City’s intent is to maintain social media content that is limited to topics and information related to the official business of the City of Wildwood. Additionally, Authorized Users should ensure that social media content is appropriate and professional, with language suitable for the general public, including minors, to read. It is prohibited for employees to post content, articles, or links which are inappropriate. Inappropriate content includes:

- I. Comments not topically related to the particular article being commented on;
- II. Content that promotes, fosters, or perpetuates discrimination or harassment on the basis of race, creed, color, age, religion, gender, marital status, veteran status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation (actual or perceived);
- III. Solicitations of commerce, advertising, or exchanging any goods or services;
- IV. Sexual or obscene content or links to sexual content;

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.24: Social Media – Professional Use

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- V. Comments to support or oppose political campaigns or ballot measures;
- VI. Conduct or encouragement of unethical or illegal activity;
- VII. Information that may tend to compromise the safety or security of the public or public systems;
- VIII. Content posted in violation of copyright, trademark, patent or any other legal ownership interest of any other party;
- IX. Allegations that a particular individual is guilty of any criminal conduct or immoral activity;
- X. Libelous, defamatory, false or misleading material;
- XI. Harassing and threatening comments; or
- XII. Formal complaints against the City and its employees, officials, and contractors.

Employees specifically should follow the procedures outlined elsewhere in this handbook under Policy 8.20 **Employee Ethics**, **9.1 Personal Conduct Expectations of City Employees**, and **10.1 Whistleblower Policy**.

Posts and content will be rejected or removed (if possible) when the content is deemed inappropriate under this section.

Where possible, social media sites should link back to the official City of Wildwood site for forms, documents and other information.

Authorized Users shall:

- Identify themselves by name and as an employee of the City of Wildwood when communicating;
- Use appropriate language and refrain from ethnic slurs, personal insults, obscenity, or engage in any conduct and refrain from ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the City's workplace.
- Check facts, cite sources, present balanced views acknowledge and correct errors and check spelling grammar before publishing any posts.
- Make aware all employees, officials, and public of the City of Wildwood's social media that all content added to any City of Wildwood social media site is subject to Florida's public records, open meetings laws and discovery in legal cases.
- Not post photos or personal information regarding employees

Authorized Users may only publish external links to other social media sites or websites if they meet the City's established external links policy. The City will provide links for:

Governmental and educational institutions; Non-profit organizations with some relationship to the City (including but not limited to: organizations contracting with the City, organizations sponsoring City activities or programs, and organizations participating in City activities or programs); Generally recognized community

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HUMAN RESOURCES POLICIES AND PROCEDURES

organizations; Non-profit organizations providing information about art, cultural, and sporting activities in the City's area; Non-profit organizations providing information about employment opportunities in the City's area; Non-profit organizations providing information about tourist attractions in the City's area

The City will not provide links to sites for:

Candidates for local, state or federal offices; Political organizations or other organizations advocating a position on a local, state or federal issue; Corporate or other for-profit organizations unless they fit any of the criteria stated above; Individuals or personal home pages.

Authorized Users should take appropriate steps to ensure that the provision of direct links is not construed as an endorsement or sponsorship of external sites, their content or their hosts. Where possible, Authorized Users should provide the following disclaimer when providing direct links to external sites: *"The City does not endorse any content, viewpoint, products or services linked from its social media sites and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. The views and opinions of the authors of documents published on or linked to the City's social media sites does not necessarily state or reflect the opinion, policy or position of the City."*

J. SECURITY AND PRIVACY

Employees may not use City equipment or devices for Personal Use of social media. The City has the right to monitor employee's social media use on City equipment and will exercise its right as necessary, particularly when necessary to secure the City's networks from intrusion. Employees should have no expectation of privacy when using any City of Wildwood technology, and are on notice of their lack of privacy through this policy.

Employees should also be aware that any communication that they have utilizing City of Wildwood equipment (tablets, cell phones, etc.) may be subject to disclosure pursuant to public record laws. Social media is not a secure means of communication.

L. PUBLIC RECORDS AND ARCHIVING

The City of Wildwood adheres to State of Florida Public Records Laws. Any use of social media by the City and its Authorized Users must comply with all state and federal laws, including, but not limited to, the Florida state Sunshine Laws. All things posted on City social media sites are considered public record. This content is to be properly archived and provided when a request is made using the proper procedure. Archiving is necessary to maintain records of removed content, edited content and direct messages. In no event shall any employee remove, edit, delete, or otherwise change content without ensuring that such content has been properly archived under relevant public records law.

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Policy 8.24: Social Media – Professional Use

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Effective Date: November 11, 2019

Last Revised: November 11, 2019

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.25: Arrest or Conviction of a City Employee

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- A. SUBJECT. Arrest or Conviction of City Employee.
- B. PURPOSE. To establish a policy for the reporting of an employee's arrest or conviction of a crime.
- C. POLICY. It is the City's policy that any staff member who is arrested for or charged with a misdemeanor or felony must notify his/her supervisor of such arrest or charge no later than seven (7) calendar days after the arrest or charge. If a staff member is convicted of a misdemeanor or felony while employed at the City of Wildwood, he/she must inform HR of such conviction no later than seven (7) calendar days after the conviction.
- D. PROCEDURE.
1. "Arrest" as used in this policy means detention by a law enforcement official, regardless of jurisdiction.
 2. "Charged" as used in this policy means a formal accusation made by a governmental authority asserting that a crime (misdemeanor or felony) has been committed. Generally, a charge is brought by a charging document such as a complaint, information, or indictment.
 3. "Convicted" as used in this policy means any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilt or Nolo Contendere for any criminal offense other than a minor traffic violation. The term includes registration as a sex offender with any governmental authority, and conviction or pleas from a military court.
 4. "Nolo Contendere" or "No contest" means there is no admission of guilt or innocence.
 5. If the employee has been arrested or charged they must notify their supervisor within seven (7) days
 - a. If an employee is unable to do so personally, an immediate family member must contact HR.
 - b. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory.
 6. With respect to a conviction, the employee must provide to HR written documentation (for example a court record, order or judgment of the conviction or plea) that describes the criminal conviction in question.

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Policy 8.25: Arrest or Conviction of a City Employee

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7. Failure to notify the employee's supervisor or HR of the arrest, charge or conviction under this policy may subject the employee to disciplinary action up to and including termination. Provision of false or misleading information as to the nature of the crime for which an employee has been convicted may subject the employee to disciplinary action up to and including termination.

8. The City reserves the right to review the criminal conviction in question to determine if the matter would pose an unacceptable safety risk to City employees and the residents. Determination of which crimes will affect continued employment will be evaluated and considered on an individual, case-by-case basis, with attention being given to the nature and seriousness of the crime, the circumstances, job position, job requirements, and job location.

Effective Date: February 10, 2020

Last Revised: February 10, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.26: Infectious and Communicable Disease Control
Policy

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- A. SUBJECT. Infectious and Communicable Disease Control Policy.
- B. PURPOSE. To establish a policy for protecting the workplace in the event of an infectious or communicable disease outbreak
- C. POLICY. It is the policy of the City to take whatever proactive steps are deemed necessary to protect the workplace in the event of an infectious or communicable disease outbreak. The City Manager has broad discretion to implement reasonable measures and proactive steps deemed necessary to implement this policy. It is the goal of the City during such time to strive to operate effectively and ensure that all important and essential services are continuously provided to the public and that employees are safe within the workplace.
- D. PROCEDURE.
1. "Infectious Disease" or "Communicable Disease" as used in this policy are defined as illnesses that are highly contagious including but are not limited to Hep A, Hep B, SARS, TB, pneumonia, or pandemic flu. The City may choose to broaden this definition in accordance with information received through the Centers for Disease Control and Prevention. (CDC).
 2. At all times, the City Manager will have broad discretion to implement reasonable measures and take proactive steps to prevent or reduce the transmission of infectious diseases in support of this policy.
 3. The City will implement reasonable measures to prevent the spread of disease through cleaning activities by custodial staff, including the regular cleaning of objects and areas that are frequently used including bathrooms and other areas open to the public. The City will seek, to the best of its ability, to implement relevant guidelines and advice provided by health officials and agencies in its cleaning and disinfecting activities.
 4. Employees will be asked to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. This includes not reporting to work while ill or experiencing symptoms. The City reserves the right to require documentation that the employee is no longer infectious and may return to work. Medical information obtained through this process will remain confidential.

Additionally, Employees will be encouraged to educate themselves regarding precautions to be taken in limiting the transmission of the disease and to cooperate by practicing proper hygiene and universal precautions, including, but not limited to, regular washing of hands, covering of coughs and sneezes, and other practices

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Policy 8.26: Infectious and Communicable Disease Control
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advocated by health officials and agencies such as the CDC. Furthermore, Employees are asked to assist in keeping their individual work areas clean.

5. In extreme circumstances, the City Manager may require work from home or other alternative work arrangements to ensure City services remain operational.
6. The City will not discriminate against any job applicant or employee based on the individual having a communicable or infectious disease. The City reserves the right to exclude a person with a communicable or infectious disease from workplace facilities, programs and functions if the City finds that, based on medical determination and CDC guidelines, such restriction is necessary for the welfare of the person who has the communicable or infectious disease and/or the welfare of others within the workplace.

Effective Date: March 23, 2020

Last Revised: March 23, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.27: Employee Purchase of Surplus Electronic Equipment

Page: 1 of 2

- A. SUBJECT. Employee Purchase of Surplus Electronic Equipment.
- B. PURPOSE. To establish procedures for employees to purchase surplus electronic equipment.
- C. POLICY. The policy of the City is to give employees the opportunity to purchase surplus computers, smartphones, and other low-value electronic equipment without the additional costs of going through a public auction site.
- D. PROCEDURE – Employee purchase of surplus electronics
 - 1. The IT Department will determine what equipment is to be declared surplus and prepare a resolution for approval of the City Manager and City Commission.
 - 2. No surplus equipment will be sold without an approved resolution of the City Commission.
 - 3. All devices will be wiped of City and end-user information
 - i. End-user profiles will be erased
 - ii. Devices will be removed from the City domain
 - iii. Software where licenses can be recovered for reuse will be removed
 - iv. Devices will be wiped
 - 1. PCs and laptops will have all white-space overwritten with the Cipher command
 - 2. Smartphones and cell phones will be reset to factory settings
 - 4. Employees whose equipment is being replaced shall have right of first refusal to purchase the equipment being replaced. Employees may purchase up to six (6) items total per fiscal year, including their own equipment.
 - 5. Equipment to be declared surplus that is not requested by the previous user will be listed in a Roster of Surplus Equipment that will be circulated to all employees via email.
 - 6. Requests will be taken on a first-come, first-serve basis in the following manner:

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- i. An opening and closing date for requests will be established in order to establish the total number of employees requesting a total number of items on a "Request List."

Policy 8.27: Employee Purchase of Surplus Electronic Equipment

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- ii. Employees may request multiple items, but their requests will be honored in order for one item at a time from the Request List.
 - iii. After each employee on the Request List is allocated one piece of equipment, a new round will start again until all requests are filled or there is no additional equipment.
 - iv. The IT Department will be responsible for matching the Roster of Surplus Equipment against the Request List to fulfill as many requests as possible.
 - v. Employees may purchase equipment by category at prices set by the City Commission by separate resolution.
7. Conflict Resolution – Any conflicts arising from this procedure will be arbitrated by the IT Director, whose decision may be appealed to the City Manager. The City Manager's decision will be final and binding in the matter.

Effective Date: May 11, 2020

Last Revised: May 11, 2020

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HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 8.28: Lactation Facilities

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- A. SUBJECT. Lactation Facilities for City Employees.
- B. PURPOSE. To provide supportive environment for lactating employees during work hours.
- C. POLICY. As part of our family-friendly policies, the City of Wildwood will support a breastfeeding mother by accommodating the mother when separated from her newborn child. The Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010 (collectively referred to as the PPAC) was enacted on March 30, 2010. It requires employers to provide designated areas for lactation purposes.
- D. PROCEDURE.
1. Private lactation facilities (not a restroom or closet) are available for employees' use. Additional rules for the use of the lactation facilities, if any, will be posted in the room. If employee prefers, she may use a private office as long as it provides privacy and the ability to lock any access doors from the inside. Employees who work offsite should work with Human Resources to find appropriate accommodations.
 2. Employees may use one of the provided lactation facilities during their normal breaks and meal times. Employees should use personal leave or may make up the time as negotiated with their supervisors for any time needed beyond their normal breaks and meal times.
 3. The City will provide a refrigerator for the storage of breast milk. Any breast milk stored in a city provided refrigerator must be labeled with the name of the employee. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.
 4. This policy is applicable to an employee for up to one year after the birth of a child.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Effective Date: June 8, 2020

Last Revised: June 8, 2020

Policy 8.29: Uniforms and Equipment

Page: 1 of 1

- A. SUBJECT. Uniforms and Equipment
- B. PURPOSE. To establish guidelines for City-issued uniforms and City-owned equipment.
- C. POLICY. Employees may be provided uniforms or issued equipment, which are provided at taxpayer expense. This policy outlines the responsibility of the employee to return said items or reimburse the City for replacement cost.
- D. PROCEDURE.
1. An employee may be provided with uniforms and accessories, as well as other equipment such as cell phones and computers that are deemed necessary to perform his/her duties. These items are the property of the City of Wildwood or the Wildwood Police Department.
 2. If an employee resigns, is suspended, is terminated, or transfers to another position within the City that does not require the issued uniform or equipment, the employee agrees to return all City-issued uniforms and City-owned equipment within seven (7) days from the date of resignation, suspension, termination or transfer.
 3. If an issued item is not or cannot be returned, or is returned in an unreasonably damaged condition, the employee agrees to reimburse the City the amount necessary to replace the item as new.
 4. The employee agrees to allow the entire reimbursement amount to be deducted from his/her paycheck. The employee further acknowledges that any outstanding reimbursement amounts may be collected by any and all lawful means, with the employee assuming responsibility for all costs associated with any collection or legal action taken.

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Effective Date: October 26, 2020

Last Revised: October 26, 2020

CHAPTER IX

CONDUCT, SEPARATIONS, AND DISCIPLINARY ACTIONS

Policy Number	Policy Title	Effective Date	Last Revised
Policy 9.1	Personal Conduct Expectation of City Employees	8/24/09	8/24/09
Policy 9.2	Voluntary Termination	8/24/09	7/14/14
Policy 9.3	Layoffs	8/24/09	7/14/14
Policy 9.4	Corrective Actions and Constructive Feedback	3/11/2019	3/11/2019
Policy 9.5	Drug Free Workplace	8/24/09	7/14/14
Policy 9.6	Safety in the Workplace	5/12/14	6/9/14

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Personal Conduct Expectation of City Employees.
- B. PURPOSE. To establish expected standards of conduct and outline disciplinary action which may be taken for certain types of offenses.
- C. POLICY. The City is involved in providing the public a number of highly responsible services in which many individuals and businesses rely on the quality and reliability of our programs and services. Thus, all employees are expected to provide excellent and reliable service to the public. Any failure to meet this high standard is cause for concern, discipline, or possible discharge.
- D. PROCEDURE.
 - 1. All persons employed by the City must remain constantly aware of their responsibilities to the public and of the fact that they are representatives of the City. It is expected that their conduct and appearance shall be commensurate with the positions which they hold.
 - 2. City employees are frequently called upon to express opinions and to provide information concerning the City government, its operations and its policies. Expressions of opinions should be carefully weighed in the light of their probable effect and should be based upon facts within the knowledge of the employee. A City employee is not deprived of the rights of citizenship which affords him the right of free speech. He/she should be keenly aware of their responsibilities as they are of his/her privileges, and understand that his/her opinions will often be taken by listeners as representing the official opinion of the City.
 - 3. Employees shall be well posted concerning the policies and operations of city government. Such responsibilities increase with the importance of the position held. Admitting lack of knowledge concerning a question asked is far superior to an incorrect answer, but if the situation requires it, the employee, under such circumstances should refer the questioner to the proper source of information, or obtain the actual facts and inform the person making the inquiry.
 - 4. Employees are expected to refrain from repeating false rumors which would tend to create dissension within the organization.
 - 5. Employees shall visit departments other than those in which employed only on official business. Reasonable breaks in routine work may be taken as long as the privilege is not abused, but loitering is expressly forbidden. Any employee who has completed his/her assigned tasks, or the work for which he/she is responsible, shall report to their supervisor for assignment of other duties.

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Policy 9.1: Personal Conduct Expectation of City Employees

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6. The use of alcoholic beverages or any form of intoxicants or narcotics, except such drugs as are being used under prescription of a physician, is expressly forbidden during working hours as well as the use of such intoxicants or narcotics during other than working hours to the extent that the performance of the employee is thereby impaired.

Effective Date: August 24, 2009

Last Revised: August 24, 2009

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. SUBJECT. Termination of Employment, Final Pay and Benefits.
- B. PURPOSE. To establish procedures for voluntary and involuntary termination of employment with the City, which includes resignation and retirement.
- C. POLICY. The policy of the City is that employees follow certain procedures when their employment with the City ends.
- D. PROCEDURE – Voluntary Termination or Retirement.
 - 1. A regular employee who desires to voluntarily terminate or retire from employment with the city must do so by giving written notice to their direct supervisor and/or HR. A notice of resignation or retirement shall become part of the employee's personnel file.
 - 2. In order to resign or retire from employment with the City in good standing, the written notice shall be give a minimum of fourteen (14) days in advance of the last day of work (notification period). Failure to comply with this provision will result in the employee being ineligible for rehire. The notification period may be reduced or waived upon recommendation of HR and approval of the City Manager if extraordinary circumstances exist.
 - 3. Vacation or administrative time shall not be considered to be a part of the notification period and will be denied if requested.
 - 4. Sick time cannot be used during the notification period. If the employee calls in sick during such time, the employee will be required to produce a doctor's note or will not be paid.
 - 5. Sick leave cannot be used to extend the notification period. If such happens, the termination date will be the last date worked and benefits will be paid accordingly.
 - 6. A regular employee who voluntarily resigns or retires from the City service shall be entitled to compensation for vacation leave accrued in accordance with the provisions of these policies and procedures.
 - 7. A regular employee who voluntary resigns or retires with at least 10 years of service at the City will be compensated for any unused sick time up to four hundred and eighty (480) hours.

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 9.2: Termination of Employment, Final Pay and Benefits

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8. A regular employee who voluntarily resigns or retires with less than 10 years of service will not be paid out unused sick time but may donate it to any employee who is out on Family and Medical Leave at the time the employee resigns.
9. Benefits will terminate the end of the month in which the employee terminates. The employee will receive notification of COBRA or retiree benefits within fourteen (14) days after their last day worked. I
10. Employees will be requested to complete an Exit Questionnaire and meet with HR prior to their last day worked.
11. At the time of resignation, employees should arrange with their supervisor to turn in any City property including keys and identification cards. Employees are required to surrender all City issued equipment, uniforms, manuals or any other items as requested prior to the last day worked. If items are not returned, the City may collect the actual replacement cost from the employee's final pay check.

E. Procedure – Involuntary termination

1. An employee who is involuntarily terminated from employment with the City of Wildwood will be paid for unused vacation time, but will not be paid for unused sick or administrative time.
2. An employee who is involuntarily terminated may be given up to two (2) weeks of pay in lieu of continued employment, unless extenuating circumstances up to and including gross misconduct exist.
3. Benefits for an employee who is involuntarily terminated will end the last day of the month in which the termination took place.
4. An employee who is involuntary terminated will not be eligible for rehire with the City for a period of one (1) year.
5. An employee who is involuntarily terminated is required to work with the City to turn in any City property including keys, identification cards, city issued equipment, uniforms, manuals or any other items as requested. If items are not returned, the City may collect the actual replacement cost from the employee's final paycheck.

Effective Date: August 24, 2009

Last Revised: February 24, 2020

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 9.3: Layoffs

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- A. SUBJECT. Layoffs.
- B. PURPOSE. To establish procedures for layoff of employees.
- C. POLICY. The policy of the City is that uniform procedures be followed when there is a layoff from employment with the City to assure fair treatment of employees.
- D. PROCEDURE.
 - 1. The City Manager may lay off any employee in the city service whenever such action becomes necessary by reason of a shortage of work or funds, the abolition of a position or because of change in organization.
 - 2. No regular employee shall be laid-off while there are temporary, part-time, or probationary employees serving in the same classification or position for which the employee is eligible.
 - 3. An employee to be laid off will be given two weeks advance notice in writing by his/her department head after approval by the City Manager.

Effective Date: August 24, 2009

Last Revised: July 14, 2014

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

- A. **SUBJECT.** Corrective Action, the Constructive Feedback Process and Forms Associated with the both.
- B. **PURPOSE.** To outline the process of using objective and appropriate corrective action to improve employee attendance, conduct and performance.
- C. **POLICY.** The City subscribes to the concept of constructive feedback and corrective actions. Corrective actions may entail verbal, written and final warnings, suspensions and termination. Not all of these actions may be followed in all instances. Employees who do not satisfy the applicable attendance, conduct and performance expectations are subject to appropriate corrective action. The purpose of such corrective action is to identify and correct the issue, prevent recurrence, and improve the employee's job-related performance and workplace conduct. The City of Wildwood reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. The evaluation of the seriousness of the offense will be made solely by management. The City of Wildwood is an at-will employer and reserves the right to take any disciplinary action it considers appropriate, including termination, at any time.
- D. **TYPES OF CORRECTIVE ACTIONS.**
1. Verbal Reprimand/Record of Conversation – This involves a discussion between the direct supervisor and the employee regarding violation of attendance, conduct and/or performance standards with an emphasis on correcting the employee's behavior. Documentation of a verbal reprimand (i.e., record of conversation) may be via email or memo and given to the Department Head who will forward to Human Resources.
 2. Written Reprimand – For more serious or repeated cases of attendance, conduct, and/or performance standard violations, the supervisor (with approval from the Department Head and Human Resources) will counsel the employee in memo form. It will contain the following elements: 1) a description of the behavior or incident that facilitated the need for the reprimand; 2) expectation by the supervisor of the correct behavior; 3) when the supervisor expects to see improvement in the behavior; and 4) consequences if there is no improvement in the given time frame up to and including termination.
 3. Final Written Reprimand/Unpaid Suspension – For attendance, conduct and/or performance standard violations that repeat, or for incidents that are egregious, the supervisor may recommend a final written warning or a suspension. Both of these forms of corrective action require documentation by the supervisor, and the approval of the Department Head and Human Resources. Any department head may suspend a regular employee without pay for disciplinary reasons not to exceed three (3) days. All suspensions in excess of three (3) days must be give prior approval by the City

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Manager and Human Resources. Upon returning from an unpaid suspension or at the time of the final written warning, the employee will automatically be placed on a six-month probation.

4. Termination

- a. Immediate termination may occur when the employee has engaged in conduct which violates the City Charter, City ordinances, or the personnel rules. In addition, the following situations could result in immediate termination at the discretion of the City Manager and Human Resources. This list is illustrative in nature and not intended to be exhaustive:
 - i. Failure or refusal to carry out job assignments and management requests when such failure endangers the public or other employees.
 - ii. Solicitation or taking for personal use a fee, a gift, or other valuable thing in the course of work, or in connection with it, when such fee, gift or other valuable thing, solicited or given to him/her might be construed to be a means of receiving a favor or obtaining better treatment than that accorded other persons either on a present or future basis.
 - iii. Removal of City property from City premises without permission.
 - iv. Participation in a business directly competing with the City which financially harms the City.
 - v. Conviction of a felony or other serious crime.
 - vi. Unauthorized use of a city credit (purchasing) card or fleet card.
 - vii. Willful violation of any safety rule or practice.
 - viii. The employee has been intoxicated on duty, used alcoholic beverages or any form of intoxicants or narcotics, except such drugs as are being used upon the advice and prescription of a physician.
 - ix. Accidents, resulting in personal injury or injury to others.
 - x. Violation of department rules.
- b. For attendance, conduct and/or performance standard violations that repeat after final written reprimand/unpaid suspension, or for incidents that are serious or egregious, the supervisor may recommend termination.

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This sequence for the corrective action process is not mandatory. The City reserves the right to skip or repeat steps in the corrective action process based on the facts and circumstances of the individual situation. For certain offenses, a written warning, final warning or termination from employment may be the first corrective action step taken by the City.

The City of Wildwood recognizes that personal issues can sometimes affect employee performance and therefore offers a no cost Employee Assistance Program. Use of these services does not excuse the employee from complying with company policies and procedures, or from achieving job requirements or expectations, nor does it prevent the City from taking disciplinary action.

Effective Date: March 2019

Last Revised: March 11, 2019

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- A. SUBJECT. Drug-Free Workplace, Drug and Alcohol Use, Reasonable Suspicion.
- B. PURPOSE. In compliance with the Drug Free Workplace Act of 1988, the City of Wildwood, Florida, has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug use or abuse threatens the health and safety of all city employees and the community. Additionally, the security of the city's facilities, equipment and interests are at risk. For these reasons, the City of Wildwood is committed to the elimination of drug and alcohol use and abuse in the workplace.
- C. POLICY. It will be the policy of the City of Wildwood, Florida, that no employee or applicant is permitted the use of activities related to alcohol, any controlled substance, medications, whether over the counter or prescribed or illegally obtained that effects the safe and productive operation of the city. This policy is set up to the Workers Compensation Law, Chapter 440, Florida Statutes, and the Federal Drug-Free Workplace Act.
- D. SCOPE. This policy applies to employees, whether part- or full-time, as well as applicants for employment with the City of Wildwood, with the Human Resources Department (HR) responsible for policy administration.
- E. DEFINITIONS
- a. "City" means the City of Wildwood.
 - b. "City of Wildwood Properties and Interests" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, rented, leased or managed by the City of Wildwood or any site on which the city is conducting business, work, assignments or activities.
 - c. "Illegal drug" means a substance whose use or possession is controlled by federal law or State Statute, but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)
 - d. "Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

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- e. “Under the influence, impairment or intoxication of alcohol” means an alcohol concentration equal to or greater than .02 the employee holds a Commercial Driver’s License for the purpose of employment and .04 if the employee does not, or an employee’s actions, appearance, speech or bodily odors that would reasonably cause a supervisor to conclude that an employee is impaired, influenced or intoxicated by the use of alcohol.
- f. “Under the influence, impairment or intoxication of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken and the period of authorization).

F. EMPLOYEE ASSISTANCE.

The City of Wildwood will assist and support employees who voluntarily seek help for drug or alcohol abuse before becoming subject to discipline or termination under this or other policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests, especially if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. An employee who fails to voluntarily seek assistance before a drug test has been initiated under this policy will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including termination, no matter the position held, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors and pharmacists about the prescribed medications’ effect on their fitness for duty and ability to work safely. Employees must promptly disclose and work restrictions related to their prescribed medications to the Human Resources Department.

G. WORK RULES.

- a. Whenever employees are working, are operating any vehicle or equipment, are present on City of Wildwood property or are conducting city business,

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assignments, work or activities outside jurisdictional boundaries, they are prohibited from:

- i. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- ii. Being under the influence, impairment or intoxication of alcohol or an illegal drug as defined in this policy, state statute and/or federal law [21 U.S.C. §§ 812(b)(1)] and [21 U.S.C. §§ 841 (a)(1), 844(a)].
- iii. Possessing or consuming alcohol
- iv. If employed as a police officer:

Firearms prohibition – Federal law does not recognize legislation of any state as it regards medical marijuana and precludes marijuana users from possessing firearms of ammunition. This prohibition and all applicable sections of the U.S.C., as it pertains to controlled substances, will be in force with the City of Wildwood for all employed as a police officer.

- b. The presence of any detectable amount of an illegal drug, illegal controlled substance or alcohol in an employee's body, while performing city business, assignment, work or activities, or while in or operating a company vehicle or machinery, or on City property, is prohibited.
- c. City employees are not allowed to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job function or duties. Employees taking a prescribed medication must carry in the original container or a container labeled by a licensed physician, pharmacist, clinic or hospital and be prepared to produce the container upon request.
- d. Any illegal drugs or drug paraphernalia belonging to, or found in the possession of an employee, will be turned over to appropriate law enforcement agency and may result in arrest, conviction and confinement depending upon the law enforcement agency's determination.

H. REQUIRED TESTING.

Reasonable Suspicion

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Employees are subject to testing based on, but not limited to, observations by at least two members of management or apparent workplace use, possession, influence, impairment or intoxication. The Human Resources Director/designee and/or the City Manager/designee should be consulted before requiring an employee be tested.

Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence, impairment or intoxication of illegal drugs or alcohol. Examples include, but are not limited to:

- i. Odors (smell of alcohol, body odor or urine)
- ii. Movements (unsteady, fidgety, dizzy)
- iii. Eyes (dilated, constricted or watery eyes, or involuntary eye movements)
- iv. Face (flushed, sweating, confused or blank look)
- v. Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts)
- vi. Emotions (argumentative, agitated, irritable, drowsy)
- vii. Actions (yawning, twitching)
- viii. Inactions (sleeping, unconscious, no reaction to questions)

When reasonable suspicion testing is warranted, Human Resources Director/designee and/or the City Manager/designee and at least one impartial witness will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive test and will be considered a refusal to cooperate and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management/designee must transport the employee to the testing facility and arrange for transportation home if necessary.

Post-Accident

Employees may be subject to testing when they cause or contribute to accidents that seriously damage a city vehicle, machinery, equipment or property or that result in an

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injury to themselves or another individual requiring medical attention. A circumstance that constitutes probable belief or reasonable suspicion of influence, impairment or intoxication will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating motorized vehicles or equipment is found to be responsible for causing or contributing to the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner, unless directed otherwise by law enforcement who may be independently investigating the incident. Refusal by an employee to submit to testing will be treated as a failure to cooperate and shall be deemed as a positive test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management/designee must transport the employee to the testing facility and arrange for transportation home if necessary.

Procedure for Random Drug Testing (CDL license holders only).

- i. The City Commission shall choose one or more testing companies (“outside provider”) to be used for City drug and/or alcohol testing. The City shall choose a properly accredited outside provider to provide random testing of City employees.
- ii. The minimum number of employees required by the outside provider’s guidelines to trigger placement of a testing unit at a City designated testing location for random testing shall be drawn on a quarterly basis the first year of testing. Additionally, the City Commission may determine after the first year of testing that it will randomly test less than four times per year. The number of random tests to occur may vary from year to year.
- iii. The City will provide the outside provider with all City employee names. As employees are hired, fired or leave City employment, the City shall provide this information to the outside provider, which will maintain a list of current City employees.
- iv. The names of employees who will be tested randomly drawn by the outside provider, which will notify the Human Resources Director/designee of the names drawn ONLY upon arrival at the City Hall. If the name of the Human Resources Director/designee is on the list of names drawn, then the provider will notify the City Manager/designee, of, if necessary, the Finance Director upon arrival.

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- v. The outside provider will bring a testing unit to a City designated testing location.
 - vi. The City will designate two persons from each department to act as escorts who will be responsible for escorting employees who were randomly drawn to the testing location sign-in room. The designated escort for each department shall be selected by human resources on the day testing occurs. Human resources will notify the escorts of the employees that they are to bring to the testing location.
 - vii. All employees drawn to be tested will immediately, upon contact by the escort, accompany the designated escort to the testing location. The escort will turn the employees over to the member of human resources monitoring the test with the testing agency and inform human resources of those listed employees not available that day along with the reason they were not available.
 - viii. No employee shall leave the sign-in room until called by the provider technician, nor leave the test area until testing is complete and they have been officially dismissed by the provider technician.
 - ix. An employee who does not immediately comply or refuses to accompany the escort or otherwise breaks the chain of control shall be determined to have refused to cooperate and shall be subject to discipline up to and including termination. If the employee continues to be employed, they shall be tested at the discretion of the City Manager up to 12 times during the three (3) month period immediately following the incident.
 - x. Employees drawn who are not working their City job during the testing time frame shall be tested in the outside provider's office upon return within three months of the original test date as a makeup test. The employee will receive notification from the Human Resources Director/designee or City Manager of said makeup through a designed escort. Upon contact by the escort the employees shall immediately accompany the escort to the testing facility. Subsection ix applies to this subsection in the event the employee delays or refuses to accompany the escort.
- I. COLLECTION AND TESTING PROCEDURES.

Employees

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Employees subject to alcohol testing will be transported to a designated facility and directed to provide breath, saliva or urine specimens. Breath, blood, saliva or urine specimens will be tested by trained technicians using equipment and methods which are approved and meet industry standards for the specimen collected. The results of the test will be determinative of impairment, influence or intoxication. For purposes of this policy, test results generated by law enforcement or medical providers as a result of their involvement in an investigation may be considered by the city as work-rule violations.

Employees subject to drug testing will be transported to a designated testing facility and directed to provide blood, saliva or urine specimens. Employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP benzodiazepines, methadone, methaqualone and propoxyphane or their precursors. Where indicated, specimens may be tested for other illegal drugs. The laboratory will screen all specimens and confirm all positive screens. The testing facility must follow industry standard protocols sufficient to establish a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO), who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their spit specimen sent to another laboratory to be tested at the employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test. In no event should the positive test result be communicated to the city until such time that the MRO has confirmed the test to be positive.

Applicants

Applicants subject to drug testing will be referred to a designated testing facility and directed to provide blood, saliva or urine specimens. Applicants may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphane or their precursors. Where indicated, specimens may be tested for other illegal drugs. The laboratory will screen all specimens and confirm all positive screens. The testing facility must follow industry standard protocols sufficient to establish a chain of custody from the time specimens are collected through testing and storage.

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The laboratory will transmit all positive drug test results to a medical review officer (MRO), who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their spit specimen sent to another laboratory to be tested at the applicant's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the spit specimen, the employee will be treated as passing the test. In no event should a positive test result be communicated to the city until such time that the MRO has confirmed the test to be positive.

J. CONSEQUENCES.

An employee, who refuses to cooperate in required tests or who uses, buys, sells, possesses, manufactures or dispenses an illegal drug in violation of this policy will be terminated. Under no circumstances will the employee be allowed to drive himself or herself home, if the employee refuses to be tested, yet management believe he or she is impaired.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, the city may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the city for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Employees will be paid for time spent for alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include the employee, the employee's department head and/or immediate supervisor/designee, Human Resource Director/designee and/or the City Manager/designee. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension and his/her file will be relieved of any suspected behavior or policy violation as related only to the incident addressed.

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

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K. CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed to Humans Resources Director/designee and/or the City Manager/designee on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

L. INSPECTIONS.

The City of Wildwood reserves the right to inspect all portions of its properties and interests for drugs, alcohol or other contraband. There is no expectation of privacy to employees while conducting city business, work, assignments or activities. Employees may be asked to cooperate in inspections of their persons, work areas and/or property that might conceal a drug, alcohol or other contraband. Employees who possess such drug, alcohol or contraband or refuse to cooperate in such inspections may be subject to appropriate discipline, up to and including termination.

M. EMPLOYEES OF THE POLICE DEPARTMENT.

Employees of the Wildwood Police Department will be addressed the same as all city employees as it pertains to the use, possession, influence, impairment, intoxication and reasonable suspicion or buying, selling, manufacturing or dispensing an illegal drug, including drug paraphernalia. However, and whereas the responsibility and risk associated with police work is greater, those employed as police officers shall be held to a higher standard at which reasonable suspicion must be immediately addressed. Therefore, intervention and reporting may be undertaken by the Chief of Police, a supervisor or any employee of the police department. As with all employees, drug and alcohol testing is required. The transportation of a police officer will be conducted so as not to imply custody, unless criminal charges are pending as a result of the behavior. If criminal charges are at stake the Chief of Police/designee, the Human Resources Director/designee or the City Manager/designee may require the Sumter County Sheriff's Office, Florida Highway Patrol or Florida Department of Law Enforcement conduct or lead any investigation.

Effective Date: August 24, 2009

Last Revised: June 1, 2019

Approved by Commission: July 22, 2019

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- A. SUBJECT. Safety in the Workplace.
- B. PURPOSE. To ensure a safe place for City employees to work.
- C. POLICY. As a part of its commitment to provide a safe place for its employees to work and to provide a safe environment for its citizens, the City of Wildwood, Florida has established this policy to create a Safety Committee dedicated to establishing procedures for safety of the City's employees in the workplace and a safe environment for its citizens and providing for the distribution of an Employee Health and Safety Program Handbook to be distributed to all City employees.
- D. SAFETY COMMITTEE.
 - 1. The Safety Committee is composed of representatives from every department within the City. The members are selected by the Department Head and can be changed from time to time. Alternate members should also be selected, whenever possible.

A chairman and secretary will be determined by the committee. The Human Resource Coordinator is a constant member of the committee.
 - 2. Responsibilities of the Safety Committee
 - a. Meetings will be held at least once each quarter.
 - b. Attendance is considered mandatory in the absence of a compelling reason to contrary. Alternate members are required to attend if the regular member is unable to do so.
 - c. Members of the Safety Committee will rotate, if possible, with 2 new members being selected and rotated every year. This is done to provide all employees the chance to be involved.
 - d. Committee is responsible for:
 - i. Creating and recommending policies and procedures affecting the development and administration of an aggressive accident prevention program for all City employees.
 - ii. Reviewing accidents reports, etc., to determine the effectiveness of over-all accident prevention efforts.
 - iii. Establishing basic safety programs to be followed by all City employees.

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- iv. Reviewing reports on the safeness of all City buildings and recommending any changes needed to the City Manager.
 - v. Providing feedback to their respective departments on the outcome of the Safety Meetings.
 - e. A Safety Coordinator will be selected from the Safety Committee Members. The Safety Coordinator will be responsible for the inspection of buildings on a yearly basis.
 - f. Once a year, the City Manager and the Human Resource Coordinator will visit each department to review the importance of Safety in the Workplace.
3. Department Head Responsibilities
- a. Each Department Head is responsible for setting individual department Safety Rules and Procedures for their department. These rules and procedures should expand upon the policies as set by the Safety Committee.
 - b. Submit required accident and injury reports using the standard reporting method in a timely fashion to Human Resources.
 - c. Follow the safety program as determined by the Safety Committee and provide adequate job training and continued safety instruction for all employees.
 - d. Take disciplinary action against employees when justified for neglect of safe working procedures and violation of safety rules.
4. Employee Responsibilities
- a. Employees are responsible to adhere to all safety rules, procedures, and practices and use personal protective equipment and devices provided as a condition of employment.
 - b. Employees are to insure their actions don't endanger their fellow employees or the general public.
 - c. Employees are to leave their work area in an orderly and safe condition.
 - d. Employees are to report or correct unsafe and/or unhealthy conditions at once.

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E. EMPLOYEE HEALTH AND SAFETY PROGRAM HANDBOOK

1. Upon hire, the Human Resource Coordinator/Risk Manager will provide each employee with a copy of the City of Wildwood Employee Health and Safety Program Handbook.
2. Each new employee will be required to sign an acknowledgement stating the Employee Health and Safety Program Handbook has been received and it is the employee's responsibility to become familiar with and abide by these instructions.

The safety of its employees, property, and its citizens is a priority for the City of Wildwood. Safety violations will not be tolerated and departments are encouraged to apply this policy as a useful resource to facilitate safer working conditions.

Effective Date: May 12, 2014

Last Revised: June 9, 2014

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HUMAN RESOURCES POLICIES AND PROCEDURES

CHAPTER X

WHISTLEBLOWER POLICY

Policy Number	Policy Title	Effective Date	Last Revised
Policy 10.1	Whistleblower Policy	8/24/09	7/14/14

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- A. SUBJECT. Procedure for Whistleblowers.
- B. PURPOSE. The intent of the City Commission of the City of Wildwood to prevent any retaliatory action against any employee who reports to the City Manager a violation of law on the part of the City or an independent contractor working for the City that creates a substantial and specific danger to the public's health, safety, or welfare. The further intent of the City Commission of the City of Wildwood to prevent any retaliatory action against any person who discloses information to the City Manager of the City of Wildwood alleging improper use of the governmental office, gross waste of funds, or other abuse or gross neglect of duty on the part of any employee or officer of the City of Wildwood.
- C. POLICY. The policy of the City is to assume that its departments follow the law and to protect any employee who reports to his supervisor actions that are in violation of the law.
- D. PROCEDURE.
 - 1. Definitions: As used in this regulation, unless otherwise specified, the following words or terms shall have the meanings indicated.
 - a. "Employee" means a person who performs services for, and under the control and direction of, or contract with, the City or an independent contractor working for the City for wages or other enumeration.
 - b. "Adverse personnel action" means the discharge, suspension, transfer, or demotion of any employee or the withholding of bonuses, the reduction in salary or benefits, or any other adverse action taken against an employee within the terms and conditions of employment by the City or an independent contractor working for the City.
 - c. "Independent Contractor" means a person engaged in any business who enters into a contract with the City.
 - d. "Gross mismanagement" means a continuous pattern of managerial abuses, wrongful or arbitrary and capricious actions, or fraudulent or criminal conduct which may have a substantial adverse economic impact.
 - 2. Actions Prohibited
 - a. The City or an independent contractor shall not dismiss, discipline, or take any other adverse personnel action against an employee for disclosing information pursuant to the provisions of this regulation.

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- b. The City or an independent contractor shall not take any adverse action that affects the rights or interests of a person in retaliation for the person's disclosure of information under this regulation.
 - c. The provisions of this regulation shall not be applicable when an employee or person discloses information known by the employee or person to be false.
- 3. Nature of Information Disclosed

The information disclosed under this includes:

 - a. Any violation or suspected violation of any federal, state, or local law, rule or regulation committed by an employee or agent of the City or independent contractor which creates and presents a substantial and specific danger to the public's health, safety, or welfare.
 - b. Any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty committed by an employee or agent of the City or independent contractor.
- 4. To Whom Information Disclosed

The information disclosed under this regulation must be disclosed to:

 - a. The employee's immediate supervisor unless the grievance or matter involved a suspension, demotion or discharge.
 - b. The department head if the matter is not resolved by the immediate supervisor or it involves a suspension, demotion or discharge.
 - c. The City Manager if the matter is not resolved by the department head.
 - d. If a grievance involving the type of information applicable under this regulation is not resolved by the City Manager, the employee may require review by a grievance resolution board.
- 5. Grievance Procedure for Whistleblower Policy
 - a. There is hereby authorized and empowered, for each properly grievable occurrence, a grievance resolution board, which shall be composed of a chairman and two other members. The first member shall be selected at random from the list of peer group representatives applicable to the employee grievant. If such person declines or is unavailable, another peer group representative shall be selected at random. The second member shall be

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selected by the employee grievant at his or her discretion from the list of employer representatives provided by the City. The City's appointed Special Master shall serve as a third representative and as chairman.

- b. The grievance resolution board shall hear evidence from the employee and make findings and a recommendation to the City Manager.
6. Grievance Appeal for Whistleblower Policy

Employees may appeal decisions of the grievance resolution board to the City Commission.

Effective Date: August 24, 2009

Last Revised: July 14, 2014