

EMPLOYMENT MANUAL



TOWN OF REDINGTON BEACH

EMPLOYMENT MANUAL

Version	Date	Author	Change Description
1 st	7/1/08	Janina Patrus	Adoption R 2008-20 Manual
2 nd	10/20/09	Janina Patrus	Adoption, R2009-18 Chapter 6 Sec. 6.7
3 rd	10/05/10	Janina Patrus	Adoption R2010-17 Chapter 6, Sec 6.2
4 th	9/6/11	Janina Patrus	Adoption, R2011-14 Chapter 6, Sec 6.2
5 th	3/6/12	Janina Patrus	Adoption R2012-02, Chapter 8, Sec 8.4
6 th	11/13/12	Janina Patrus	Adoption R2012-16, Chapter 6, Sec 6.10
7 th	2/17/15	Missy Clarke	Adoption R2015-04, Chapter 3, 4, 5, 6, 7, 8, 9

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

Note: The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between the Town of Redington Beach and any of its employees.

The Town of Redington Beach, at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice.

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

TABLE OF CONTENTS

1. INTRODUCTION

- 1.1 Welcome
- 1.2 History
- 1.3 Changes in Policy

2. EMPLOYEE DEFINITION AND STATUS

- 2.1 Employment Classification
- 2.2 Probationary Period for New Employees

3. EMPLOYMENT POLICIES

- 3.1 Equal Employment Opportunity
- 3.2 Affirmative Action/Diversity
- 3.3 Americans with Disabilities Act
- 3.4 Immigration Law Compliance
- 3.5 Employee Background Check
- 3.6 Criminal Records
- 3.7 Personnel Records and Administration
- 3.8 Change of Personal Data
- 3.9 Safety
- 3.10 Employee Requiring Medical Attention
- 3.11 Weather-related and Emergency-related Closings

4. STANDARDS OF CONDUCT

- 4.1 General Guidelines
- 4.2 Attendance and Punctuality
- 4.3 Work Schedule
- 4.4 Absence and Lateness
- 4.5 Meal and Break Periods
- 4.6 Harassment Policy
- 4.7 Sexual Harassment Policy
- 4.8 Violence in the Workplace
- 4.9 Ethical Standards
- 4.10 Dress Code
- 4.11 Use of Equipment
- 4.12 Use of Computer, Phone, and Mail
- 4.13 Use of Internet
- 4.14 Use of Computer Software
- 4.15 Smoking Policy

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

- 4.16 Alcohol and Substance Abuse
- 4.17 Solicitations and Distributions
- 4.18 Complaint Procedure
- 4.19 Corrective Procedure
- 4.20 Crisis Suspension
- 4.21 Employment Termination/Resignation
- 4.22 Exit Interview
- 4.23 Return of Company Property

5. COMPENSATION POLICIES

- 5.1 Base Compensation
- 5.2 Timekeeping Procedures
- 5.3 Overtime Pay
- 5.4 Compensations
- 5.5 Payroll and Paydays
- 5.6 Performance Evaluations and Salary Administration
- 5.7 Reporting Periods for Performance Evaluations
- 5.8 Types of Performance Reports
- 5.9 Special Performance Reports

6. GROUP HEALTH AND RELATED BENEFITS

- 6.1 Benefit Summaries and Eligibility
- 6.2 Health Insurance
- 6.3 Dental Insurance
- 6.4 Vision Care Insurance
- 6.5 Life Insurance
- 6.6 COBRA Notification
- 6.7 Worker's Compensation
- 6.8 Unemployment Compensation
- 6.9 Social Security
- 6.10 Retirement Plans and Stock Options
- 6.11 Educational Assistance and Professional Development

7. TIME OFF BENEFITS

- 7.1 Holiday Policy
- 7.2 Vacation Time
- 7.3 Sick Leave
- 7.4 Bereavement Leave
- 7.5 Jury Duty

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

- 7.6 Military Reserves or National Guard Leaves of Absence
- 7.7 Family/Medical Leaves of Absence
- 7.8 Personal Leaves of Absence

8. EXPENSES

- 8.1 Introduction
- 8.2 Company Supplies, Other Expenditures
- 8.3 Expense Reimbursement
- 8.4 Credit Card Usage

9. EMPLOYEE COMMUNICATIONS

- 9.1 Suggestions
- 9.2 Closing Statement

10. ACKNOWLEDGMENT

11. APPENDICES

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

1. INTRODUCTION

This document has been developed in order to familiarize employees with the Town of Redington Beach and provide information about working conditions, key policies, procedures, and benefits affecting employment at the Town of Redington Beach.

1.1 Welcome

Welcome to the Town of Redington Beach. We are happy to have you as a new member of our family.

The mission of the Town of Redington Beach is promoting the health, happiness, safety, and welfare of the Town residents.

1.2 History

Redington Beach is a unique residential community nestled along the Barrier Islands in Pinellas County, Florida. Established in 1944, the Town of Redington Beach has approximately 830 households with a total population of about 1500 people.

1.3 Changes in Policy

This manual supersedes all previous employee manuals, codes and memoranda.

While every effort is made to keep the contents of this document current, the Town of Redington Beach reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

2. EMPLOYEE DEFINITION AND STATUS

Employees of the Town of Redington Beach are classified as either "salaried" or "Hourly". This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week.

In addition to the above overtime classifications, every employee is assigned an employment status classification:

- (1) Regular full-time position which requires a work schedule of forty (40) hours or more per week; as such they are entitled to receive benefits as described herein.
- (2) Part-time position which normally requires a work schedule of less than forty (40) hours per week, this employee classification does not receive benefits.
- (3) Probationary is a newly hired employee performing assigned duties for an assessment period lasting six (6) months. Successful completion of the probationary period will be documented by an evaluation at the end of the probationary period.

3. EMPLOYMENT POLICIES

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

3.1 Equal Employment Opportunity

The Town of Redington Beach is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

3.2 Affirmative Action/Diversity

The Town of Redington Beach is committed to affirmative actions that will build on the strengths of our current workforce and continually enhance the diversity of our organization.

3.3 Americans with Disabilities Act

It is the policy of the Town of Redington Beach to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Redington Beach will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

3.4 Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Verification Form.

3.5 Employee Background Check

Prior to making an offer of employment, the Town of Redington Beach may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and credit check.

3.6 Criminal Records

When appropriate, a criminal record check is performed to protect Redington Beaches interests.

The first day an employee reports to work is his or her official anniversary date.

3.7 Personnel Records and Administration

The task of handling personnel records and related administration functions at the Town of Redington Beach has been assigned to the Town Clerk. Personnel files will be kept confidential by the Town Clerk, at all times and subject to the appropriate exemptions provided by Florida public records law:

- Personnel performance reviews
- Letters of Commendation
- Enrollment for medical and life insurance plans

All medical records, if any will be kept in a separate confidential file under the supervision of the Town Clerk. All personnel records are subject to appropriate Sunshine Law and public records restrictions.

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

3.8 Change of Personal Data

Any change in an employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the town clerk.

3.9 Safety

The safety and health of employees is a priority. Redington Beach makes every effort to comply with all federal and state workplace safety requirements.

Each employee is expected to obey the safety rules and exercise caution and common sense in all work activities.

3.10 Employee Requiring Medical Attention

Employees should report all work related injuries and accidents immediately to their Town Clerk and/or Mayor (within 24 hours) and then follow these steps.

1. If an emergency, call 911.
2. The appropriate employee will fill out the accident or incident report.

3.11 Weather-related and Emergency Related Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt Town operations. In such instances, Mayor and the Emergency Management Coordinator will decide on the closure and they will provide the official notification to the employees.

4. STANDARDS OF CONDUCT

4.1 General Guidelines

The purpose of this section is to describe a general code of conduct for all employees of the Town of Redington Beach. All employees are urged to become familiar with the rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the town's business.

4.2 Attendance and Punctuality

The Town of Redington Beach expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their project by the end of assigned work hours.

4.3 Work Schedule

Unless otherwise specified, regular full-time employees are expected to work a standard workweek of 40 hours. The Town of Redington Beach offices will be open for business from 8:00 a.m. to 4:00 p.m., Monday through Friday, except for official holidays.

4.4 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. The Town of Redington Beach is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

4.5 Meal and Break Periods

Employees are allowed a half hour lunch break generally between the hours of 11:00 a.m. and 2:00 p.m.

4.6 Harassment Policy

The Town of Redington Beach does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to words, signs, offensive jokes, cartoons, pictures, posters, email jokes, or statements, pranks, intimidation, physical assaults or contact, or violence.

4.7 Sexual Harassment Policy

The Town of Redington Beach does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and presents an individual from effectively performing the duties of their position.

4.8 Violence in the Workplace

The Town of Redington Beach has adopted a policy prohibiting workplace violence. Consistent with this policy, acts, or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the Town of Redington Beach or which occur on Redington Beach property or resident property, will not be tolerated.

4.9 Ethical Standards

The Town of Redington Beach insists on the highest ethical standards in conducting its business. When faced with ethical issues, employees are expected to make the right professional decision consistent with the Town's principles and standards.

4.10 Dress Code

Employees of the Town of Redington Beach are expected to present a clean and professional appearance while conducting business, in or outside the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects reputation or image is not acceptable.

4.11 Use of Town Equipment & Town Vehicles

The use of Town owned equipment and vehicles for personal business is strictly prohibited. Vehicles will be used for official business only and must be operated within the limits of the law. Operators will be held responsible for fines and for damages resulting from their own negligence.

4.12 Use of Computer, Phone, and Mail

The Town of Redington Beach property, including computers, phones, electronic mail, and voice mail, should be used only for conducting Town business. All information and messages stored in these systems will be treated no differently from other business related information and messages are subject to Florida Statute 286 Sunshine Law.

4.13 Use of Internet

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

Employees are responsible for using the internet in a manner that is ethical and lawful. Use of the internet must solely be for business purposes and must not interfere with employee productivity.

4.14 Use of Computer Software

The Town of Redington Beach does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U. S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106).

4.15 Smoking Policy

Smoking may take place only in designated smoking areas.

4.16 Alcohol and Substance Abuse

The Town of Redington Beach believes in the safety and health of its employees and the public. It is the policy of the Town of Redington Beach that the workplace be free of illicit drugs and alcoholic beverage, and free of their use. The Town will establish and maintain a Drug Free Workplace Policy pursuant to the Drug Free Workplace Program requirements under Florida Statutes (FS) 440.102 and Florida Administrative Code Rules 38F-9.

4.17 Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-town literature in work areas at any time during working time. Examples of impermissible forms of solicitation include:

1. The collection of money, goods, or gifts for political groups.
2. The sale of goods, services, or subscriptions outside the scope of official town business.
3. The solicitation of memberships, fees, or dues.

4.18 Complaint Procedure

Employees who have a job related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, the Town of Redington Beach encourages employees to contact their appropriate department commissioner, town clerk, and/or the mayor.

4.19 Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Oral Reminder, (b) Written Warning, (c) Decision-Making Paid Leave/Counseling Session, and (d) Termination.

4.20 Suspension

At the Town's discretion, an employee who commits any serious violation of the Town of Redington Beach policies at minimum will be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

4.21 Employment Termination/Resignation

At the Town's discretion after the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of Town practices, rules, or standards of conduct, following a Decision Making Leave, employment with Redington Beach will be terminated.

In a voluntary separation situation, Redington Beach management would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about the Town.

4.22 Exit Interview

In a voluntary separation situation, Redington Beach management would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about the Town.

4.23 Return of Company Property

Any Town property issued to employees, such as computer equipment, keys, ID badges, and/or code books must be returned to the Town Clerk at the time of termination. Employees will be financially responsible for any lost or damaged items.

5. COMPENSATION POLICIES

5.1 Base Compensation

It is the Town's desire to pay all employee's wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual performance, and in compliance with all applicable laws.

5.2 Timekeeping Procedures

By law, the Town of Redington Beach is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate time sheet for each week. Timesheets must be completed in accordance with the Town's time reporting guidelines and approved by the Town Clerk.

5.3 Overtime Pay

Overtime compensation is paid to hourly employees in accordance with federal and state wage and hour restrictions. All overtime work performed must receive the town clerk's prior authorization before payment will be made.

All full time employees shall be entitled to receive overtime pay for work hours in excess of 40 hours per week.

Sick leave, jury duty, bereavement leave and leave of absence without pay will not be considered as time worked for calculation of overtime. Paid annual (vacation) leave and holiday will be considered as time worked for calculation of overtime.

5.4 Compensation

The Town does not allow the use of compensatory time as a means for employees to receive time off. Salaried employees shall receive time off at the rate of one

and one half hours for each hour worked in excess of 40 hours per week in lieu of overtime pay.

Employees are encouraged to use compensatory time. Employees with the approval of the Town Commission will be paid for any unused compensatory time at year's end.

Compensatory time may be taken separately or in conjunction with vacation leave and/or sick leave with the approval of the Town Clerk, as long as the absences do not interfere with the operation of the Town.

Unused compensatory time may be paid out at the time of termination.

5.5 Payroll and Paydays

Regular full time salary employees (hourly and salaried) are paid bi-weekly. Should a pay day fall on an official holiday, pay checks will be issued on the last working day before the holiday. The Town of Redington Beach payroll cycle begins on Thursday.

5.6 Performance Evaluations and Salary Administration

The Town of Redington Beach wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, Redington Beach has an annual review process for providing formal performance feedback. Feedback includes a performance evaluation. Depending on the employee anniversary date, the performance review is held annually after an employee has completed one full year of service. The annual performance evaluations are to be completed in June to facilitate the salary adjustments to be effective October 1st.

Salary/wage reviews typically occur in conjunction with budget preparation. The calculation and implementation of changes in base salary/wage depend on Town budget figures and personnel evaluations. Salary adjustments will commence October 1st, the start of the Town fiscal year.

5.7 Reporting Periods for Performance Evaluations

The evaluation of each employee will be completed as follows:

1. The Mayor will prepare an evaluation on the Town Clerk
2. The Town Clerk will prepare an evaluation on the deputy clerk and the public works employees

The Commissioners shall read, review, and initial all evaluations.

5.8 Types of Performance Reports

New employees are on probation for the first six (6) months. Performance reports will be prepared by the Town Clerk indicating the performance and progress in their job and will be completed as follows;

- (a) At the end of the third month (90 days).
- (b) At the end of the six month (180 days).

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

Each probationary report will be signed by the employee indicating that he/she has seen the report, not that he/she agrees or disagrees with its contents.

5.9 Special Performance Reports

1. Any employee who received an unsatisfactory annual performance report will have a special performance report completed on him/her at the end of 30 days after the date of the unsatisfactory report.
2. At any time when an employee's performance has changed significantly from that of the previous reporting period, the commission may require a special performance report.

6. GROUP HEALTH AND RELATED BENEFITS

6.1 Benefits Summaries and Eligibility

The Town of Redington Beach sponsors a comprehensive benefits program for eligible employees, and each benefit plan has specific eligibility conditions. The benefits are summarized in separate booklets called "summary plan descriptions," which are provided to all eligible employees.

All full time employees will enjoy all of the benefits described in this policy and the individual plan summaries as soon as they meet all of the eligibility requirements for each particular benefit.

6.2 Health and Life Insurance

The Town of Redington Beach may pay 100% of premium cost for individual coverage of each full time employee for group life and medical insurance including dental and vision insurance.

The additional cost of family coverage shall be borne by the employee, and shall be deducted from the employees pay on a bi-weekly basis.

6.3 Dental Insurance

The Town of Redington Beach will make every effort to find a comprehensive dental plan that will meet the needs of their employees. A detailed explanation of benefits and how to use the insurance is available in the dental summary plan booklet provide by the insurance company.

6.4 Vision Care Insurance

The Town of Redington Beach vision plan may cover employees' standard eye examinations, lenses, frames, or contacts. Certain limitations apply, and not all optical centers accept the current plan. A more detailed explanation of the plan and locations of optical centers that accept the Redington Beach plan are available in the summary plan booklet provided by the insurance company.

6.5 Life Insurance

Group Life Insurance covers all eligible employees. This insurance is payable in the event of the employee's death, in accordance with the policy, while the employee is insured. The summary plan booklet provided by the insurance company includes details on employee life insurance.

6.6 COBRA Notification

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Redington Beach or loss of eligibility to remain covered under Redington Beach's group health insurance program, employees and their eligible dependents may have the right to continued coverage under Redington Beach's group health insurance program for a limited period of time at their own expense.

6.7 Worker's Compensation

All employees are entitled to Worker's Compensation benefits paid by Redington Beach. This coverage is automatic and immediate and protects employees from work related injury or illness.

For the purpose of calculating an employee's average weekly wage and subsequent compensation rate for workers' compensation benefits, the Town of Redington Beach's contribution to the employee's retirement plan shall be considered as part of the employee's benefits for said calculation. (R2009-18 10/20/09)

6.8 Unemployment Compensation

Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for unemployment compensation upon termination of employment with Redington Beach. The Division of Unemployment Insurance of each State's Department of Labor determines eligibility for Unemployment Compensation.

6.9 Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As an employer, the Town of Redington Beach is required to deduct this amount from each paycheck an employee receives. In addition, the Town of Redington Beach matches employee contribution dollar for dollar, thereby paying one half of the cost of employee Social Security benefits.

6.10 Retirement Plans

The Town of Redington Beach supports employee retirement preparation and investment.

In the case of all full time employees (see 2.1) and a satisfactory six-month evaluation, employees will be eligible for enrollment. Town contracted contribution is 10% of the employee's annual salary into the plan. Vestment period is 100% after five years of full time employment

The town may change carriers or alter coverage at any time.

If an employee is off work due to a work-related injury and receives workers' compensation indemnity benefits, said employee shall not be eligible to receive the town contracted contribution to the employee's annual salary for the period of time the employee received the indemnity benefits (R2009-18. 10/2/09)

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

Permanent full time employees may also elect to enroll in an IRC s 457 (b) Deferred Compensation Plan offered through the Florida Municipal Pension Trust Fund subject to the plan documents. Because it is a deferred compensation plan, the town does not match employee contributions to such a plan in any amount or percentage (R2012-16 11/13/12)

6.11 Education Assistance and Professional Development

A specific schedule of basic training and orientation may be necessary for job and employment classifications. The Town of Redington Beach encourages all employees to take advantage of continuing education and further job specific training for certification. The Town will reimburse for related training upon proof of certification of successful completion.

All courses must be approved by the Town Clerk and/or the commission prior to registration. The town reimburses the employee for mileage, meals, and lodging if applicable. Any exception must be approved by the commission.

7. TIME OFF BENEFITS

7.1 Holiday Policy

All Town of Redington Beach employees of regular status are eligible for holiday pay. Holiday pay will be based on the employment status of the employee, i.e. full-time employees will be credited with 8 hours of holiday pay and part-time employees will be credited with 4 hours of holiday pay, per holiday. The Town recognizes the following holidays as paid holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- A floating day

When a holiday observed by the Town of Redington Beach falls on Sunday, such holiday shall be observed on Monday after the holiday.

When a holiday observed by the Town of Redington Beach falls on a Saturday, such holiday shall be observed on Friday before the holiday.

An employee who is required to work on an official holiday shall receive compensation one and a half times their normal pay rate, either in the form of money or time-off.

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

To be eligible for holiday pay, an employee must meet the following requirements.

1. Be a permanent employee of the Town of Redington Beach
2. Must have worked on a scheduled day prior to the holiday. However, if the absence one the day before or after the holiday was due to the reasons listed below, the employee would receive holiday pay
 - a. The day of absence is during the employee's annual vacation leave period.
 - b. The employee is absent because of sickness or accident and brings in a doctor's statement indicating medical attention has been received.
 - c. The employee is absent due to death of a member of the immediate family. (Parents, siblings, children, grandparents, and/or in-laws.)
 - d. An employee who reports in on a scheduled work date prior to the holiday would be considered to have worked that day, even though he/she is unable, due to emergency or illness, to complete the normal eight-hour work day. The same will apply to the first scheduled work day after the holiday.

7.2 Vacation Time

All full-time employees of the Town shall be entitled to a vacation consisting of ten (10) working days per year. Employees eligible for ten (10) days' vacation may take ten successive days upon approval of the town clerk and the mayor.

A new employee shall complete six (6) full months of service to be eligible for this benefit. If an employee is discharged or laid off prior to completing her/his indoctrination period, he/she shall be entitled to one day of vacation for each full month of completed service. An employee who resigns prior to completing the indoctrination period shall not be entitled to any of the benefits described in this section. Vacation years start with the first day of employment.

All full time permanent employees of the Town, having occupied such position for a period of twelve (12) consecutive calendar months shall be allowed vacation leave with pay as follows:

1-5 years of service will receive 80 hours (2 weeks)

6-10 years of service will receive 120 hours (3 weeks)

11 + years of service will receive 160 hours (4 weeks)

No annual leave shall be carried over from one year to the next. When a regularly scheduled holiday occurs during the period of an employee's leave, an additional day of vacation shall be granted.

Employees shall not be credited with leave earnings for any month in which they are not in pay status for one-half or more of the work days of the month, i.e. employee on approved leave without pay.

Procedure:

1. An employee who is eligible for vacation may take it at any time agreeable to the employee and town clerk.

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

2. Vacation pay is distributed on the Wednesday preceding the employee's approved annual leave period.
3. Supervisor shall respond to employee's request for annual leave as soon as possible.
4. In the event of a town emergency, the Board of Commissioners reserve the right to cancel all employee vacations.

7.3 Sick Leave

All full time employees shall be entitled to paid sick leave time at the rate of 3.33 hours per month, equal to 5 days per year. Sick leave days start with the first day of employment. Employees who are on leave without pay shall not earn sick leave days. Part time employees shall not accrue any sick leave days.

Unused sick leave days may be accrued to a maximum of 90 days. Employees may accrue sick leave days and carry them over from one year to the next until the maximum amount is obtained. The Board of Commissioners may approve accrued sick leave in excess of 90 days.

1. Sick leave may be paid when an employee is unable to work due to personal illness or injury or when the employee's presence may endanger the health of fellow workers.
2. Sick leave may be taken for medical, optical, and dental appointments.
3. Sick leave will be charge in units of whole hours.
4. A practitioner's note is required to verify an illness that exceeds three (3) consecutive working days.

In order to be eligible for sick leave with pay, an employee must:

- a. Phone town hall within 30 minutes of scheduled starting time, on the day of absence, with the reason for the absence. An employee who fails to notify the town hall, shall not be paid for the day (s) take prior to notification.
- b. Submit a statement from the attending practitioner as to the nature and duration of the illness, if requested.
- c. Employees on paid sick leave, during a holiday, shall receive regular holiday pay and the employee's sick leave account shall not be charged.

7.4 Bereavement Leave

Generally, a full-time employee shall be entitled to Bereavement Leave upon the death of an immediate family member. In the case of death in an employee's immediate family, up the three (3) days leave, with pay may be authorized by the department head and/or Board of Commissioners.

7.5 Jury Duty

The Town of Redington Beach is committed to supporting the communities in which Redington Beach operates, including supporting Town employees in fulfilling their responsibilities to serve as jurors, whenever it is possible. All

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

permanent employees of the Town of Redington Beach selected for jury duty shall be entitled to civil leave with pay for a period of absence required. Such leave shall not be charged to annual or sick leave earnings.

Eligibility commences on the first day of active employment. If an employee is called for jury duty and serves as a juror on a regular working day or days, he/she will receive pay for the time lost (up to eight hours per day) from work by reason of such service. Net pay shall equal regular pay, after any adjustment for juror payment received, plus mileage received.

Official Court Attendance

All permanent employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the Town of Redington Beach, shall be entitled to leave with pay for such period with written approval by the Mayor. Any fees paid for such service may be retained by the employee.

Private Litigation

Absence of an employee to appear in private litigation in which he/she is a principal party shall be charged to annual leave or to leave without pay.

Procedure

When called for jury duty, the employee must show the summons to the Town Clerk, prior to the date of service so that authorization and plans for absence can be made. Failure to advise the Town Clerk in advance may result in forfeiture of pay.

When excluded from jury duty for any day, the employee will be expected to return to work for that day. If released from jury duty before the regular scheduled lunch period, an employee is required to return to work.

Upon return to work (after having been released by the court) the employee must submit to the Town Clerk, a statement from the clerk of the court indicating the dates and amount paid for serving as a juror.

The Town Clerk will use the statement in order that the payroll may be modified to pay the employee for jury duty.

7.6 Military Reserves or National Guard Leaves of Absence

Employees who serve in the U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws.

7.7 Family/Medical Leaves of Absence

Occasionally, for medical, personal, or other reasons, employees may need to be temporarily released from the duties of their job with Redington Beach. It is the

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

policy of Redington Beach to allow its employees to apply for and be considered for certain specific leaves of absence. All requests for leaves of absence should be submitted in writing to the Town Clerk, Mayor and Board of Commissioners.

Eligible employees have the right under FMLA (Family and Medical Leave Act) to take unpaid leave for a period of up to 12 work weeks in any twelve-month period for the following reasons:

1. The birth of a child
2. The placement of a child for adoption or foster care.
3. Care of a family member, (child, spouse, or parent) with a serious health condition
4. Serious health condition, which renders the employee unable to do his/her job.

Serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves either inpatient care in a hospital, hospice or residential medical care facility; or pregnancy or continuing treatment supervision by a health care provider.

The Leave Year: The leave year is determined by calculating a 12-month period measured forward from the date an employee's first FMLA begins. An employee taking FMLA leave must first use any vacation or paid absence days as part of the leave.

Application for Leave: An employee who request FMLA must complete an application for Family and Medical Leave Form. If an employee is requesting medical leave, his or her health care provided must complete the certification form prior to beginning leave.

Returning to work after Medical Leave: If an employee takes FMLA due to a serious medical condition, he/she must be certified to be able to return to work by a physician.

Pay increases and further accumulation of benefits will be deferred during periods of unpaid FMLA.

Employees on FMLA are required to report on their status and intent to return to work by telephone to the town clerk bi-weekly.

7.8 Personal Leave of Absence

In special circumstances, the Town of Redington Beach may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. Leave without pay for up to ten (10) days may be approved. A personal leaves of absence must be requested in writing and are subject to the discretion of the town clerk and Board of Commissioners.

8. EXPENSES

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

8.1 Introduction

The following is a comprehensive guide to the Town of Redington Beach expense policy and procedures for the reporting and reimbursement of expenses. The Town Clerk who approves expense reports should be familiar with this policy, authorizing an expense report indicates to the Town of Redington Beach that the expenses reported are legitimate, reasonable and comply with this policy.

8.2 Company Supplies, other Expenditures

Only authorized persons may purchase supplies in the name of the Town of Redington Beach. No employee whose regular duties do not include purchasing may incur any expense on behalf of the Town of Redington Beach, without a properly approved purchase order.

8.3 Travel Expense Reimbursement

Under ordinary circumstances, it is the policy of the Town of Redington Beach to reimburse travel expenses on the basis of actual expenses involved. The Town Clerk may approve travel and per diem expenses for the purpose of an employee's attending official functions providing that:

Lodging: Town shall reimburse on the basis of actual cost, not exceeding the applicable lowest available single-room rate at the time of registration and only for the actual scheduled time of the convention/conference/seminar, etc.

Meal Allowances (including tax and gratuities): Town shall reimburse on the basis of actual costs per elected official or employee with the maximum not to exceed:

	Without Receipt	With Receipt
Breakfast	\$10.00	\$15.00
Lunch	\$12.00	\$20.00
Dinner	\$18.00	\$45.00

Town shall not reimburse the individual for liquor or entertainment. However, business meetings which incur meal expenditures for individuals other than Redington Beach elected officials or employees shall be reimbursed for actual cost as delineated above. Explanation of reason for meeting and individuals attending shall be denoted on the travel reimbursement form.

No individual shall be reimbursed for any meal or lodging which is included in the registration fee paid by the Town.

Non-reimbursable Expenses, to include, but not limited to:

Athletic activities:

Books and Magazines

Laundry and dry cleaning

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

Liquor or entertainment costs

Movies (in room)

Penalty fee charges to the Town (except with justifiable explanation)

Room service (unless included under the guidelines for meal allowances)

Social outings (tours and excursions)

Use of spa facilities or services

Registration: The Town shall pay registration fee for attendance at convention/conference/seminar, etc. for the attending official.

Reimbursable Expenses:

The travel reimbursement form shall be signed by the Town Clerk and/or Mayor and submitted to the town clerk within thirty (30) days following the date of return, and if all expenditures comply with the travel policy, the appropriate reimbursement shall be made. If any variations from the adopted policy are found, the request for reimbursement must be submitted to the Board of Commissioners for final approval.

Telephone: Expenses incurred in the performance of official duties are reimbursable.

Travel by common carrier, reimbursement shall be actual cost (coach rate if by airplane, except when not possible due to urgency).

Use of a personal vehicle, reimbursement shall be in accordance with the current mileage reimbursement allowed by the IRS to cover expenses incident to the use of the individual's automobile in connection with official town business.

Tolls (with receipt) shall be reimbursed.

Parking fees (with receipt) shall be reimbursed at actual cost.

Taxicabs and airport limos shall be reimbursed at actual cost with gratuity not to exceed 15% when no other suitable public transportation facilities are available.

8.4 Credit Card Usage

The Town Credit card is issued under VISA or MasterCard logo's. Individual employee or board members may charge \$250.00 for authorized expenses as described in Chapter 8. Expenses of \$250.00 to \$500.00 will required the signed approval of two board members. Expenses in excess of \$500.00 will required the approval of board majority. There will be no monetary reimbursement to the employee or board member if the credit card is used as payment.

9. EMPLOYEE COMMUNICATIONS

9.1 Suggestions

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

EMPLOYMENT MANUAL

The Town of Redington Beach encourages all employees to bring forward their suggestions and good ideas about making Redington Beach a better place to work and enhancing service to Redington Beach residents. Any employee who sees an opportunity for improvement is encouraged to talk it over with the town clerk or the commissioner who is liaison for the department. The town clerk can help bring ideas to the attention of the Board of Commissioners, who will be responsible for possibly implementing them. All suggestions are valued.

9.2 Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Redington Beach.

10. PUBLIC EMPLOYEES OATH

I, _____, a citizen of the State of Florida and of the United States of America, and being employed by or an official of the Town of Redington Beach and recipient of public funds as such employee or official, do hereby solemnly swear or affirm that I will support the Constitution of the United States and the State of Florida.

- (1) Said oath shall be filed with the records of the governing official or employing governmental agency prior to the approval of any official or employing governmental agency prior to the approval of any voucher for payment of salary, expenses, or other compensation

Florida Statutes 876.05

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Town of Redington Beach Employment Policies and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding the Town of Redington Beach company policies, I should direct them to the Town Clerk or the Mayor.

I know that Town policies and other related documents do not form a contract of employment and are not a guarantee by Redington Beach of the conditions and benefits that are described within them. Nevertheless, the provisions of such town policies that are incorporated into the acknowledgement, and I agree that I shall abide by its provisions.

I am also aware that Redington Beach, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

I have received a copy of the employee handbook for the Town of Redington Beach.

Signature

Date

Effective 7/1/2008 Version 5: The Town of Redington Beach at its option may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.