

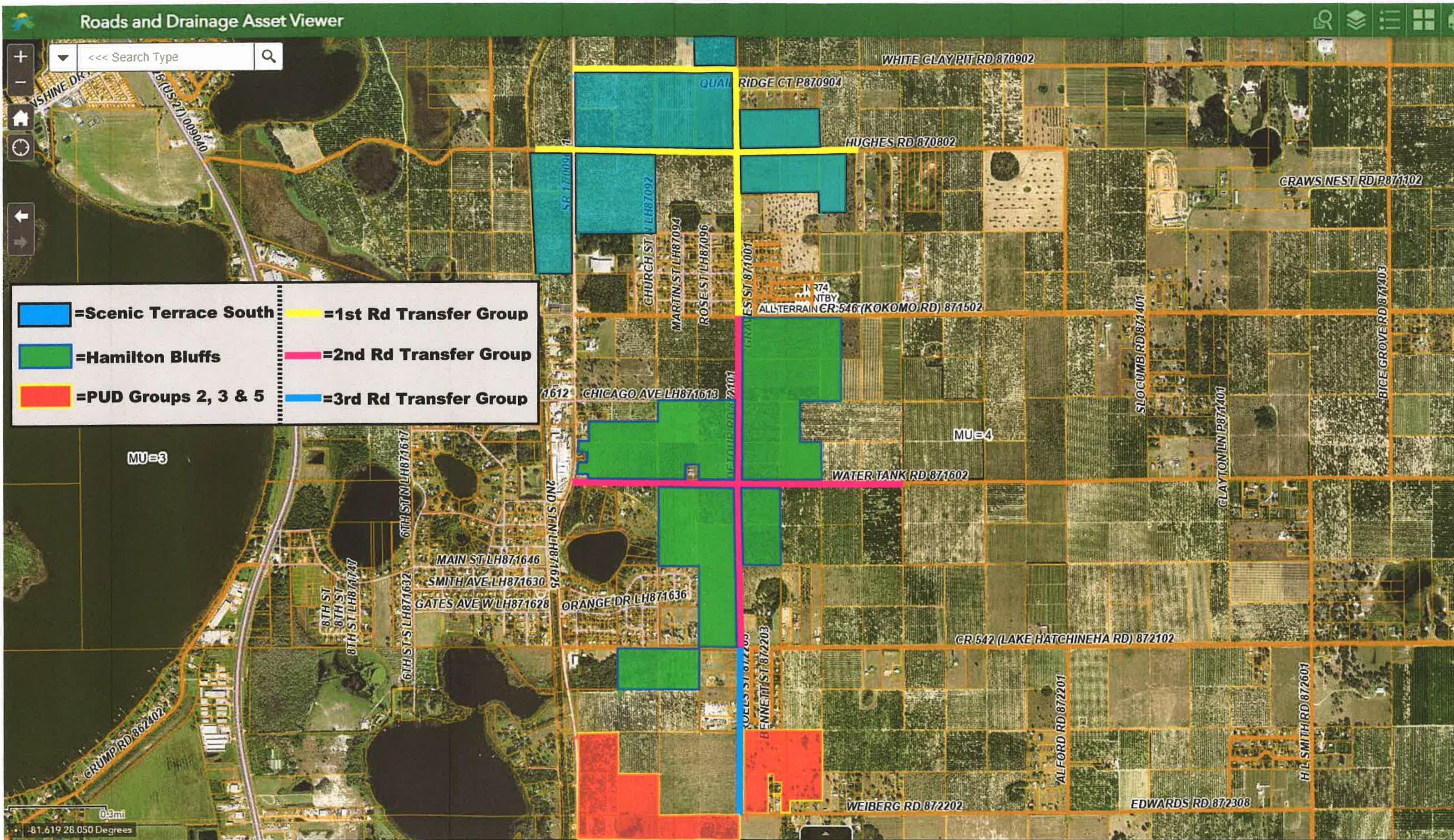


**TOWN OF LAKE HAMILTON
TOWN COUNCIL
WORKSHOP MEETING AGENDA
Tuesday, June 21, 2022
5:00 P.M.**

The Town Council of the Town of Lake Hamilton will hold a Workshop Meeting on Tuesday, June 21, 2022, at 5:00 PM at the Town Hall, 100 Smith Ave, Lake Hamilton, FL 33851.

- 1. CALL TO ORDER BY THE MAYOR**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL OF COUNCIL MEMBERS BY THE CLERK**
- 5. WORKSHOP ITEMS TO BE DISCUSSED BY THE COUNCIL**
 - a. Discuss county road transfers due to development-*pages 1*
 - b. Draft budget items- *pages 2*
 - i. June 1st Estimate – Discussion on proposed Mileage rate- *pages 3*
 - ii. Proposed updated personnel policy - Proposed employee incentives- *pages 4-56*
 - iii. Discuss personnel - Compensation/COLA/merit increase- *no pages*
- 6. CLOSE WORKSHOP**

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND F. S. 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THESE PROCEEDINGS PLEASE CONTACT TOWN CLERK, BRITTNEY SANDOVALSOTO, TOWN HALL, LAKE HAMILTON, FL AT 863-439-1910 WITHIN TWO (2) WORKING DAYS OF YOUR RECEIPT OF THIS NOTIFICATION. IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, AFFECTED PERSONS MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE WHICH THE APPEALS IS TO BE BASED. (F.S. 286.26.105)





Memorandum

To: Town Council

From: Town Administrator Sara Irvine

Date: June 17, 2022

Subject: 2022-2023 Budget items

June 1st Estimate: I have attached the PA estimate for tax year 2022. I did some preliminary millage rate calculations to show the amount of Ad Valorem taxes that would be received. As in the past, I would propose that the council provide a consensus to set the proposed millage rate at 9.000 for the TRIM notices. Staff will work with the current millage rate of 8.4276 to present a draft budget.

Employee Handbook update: Some updates have budget implications. I have been working with the department heads to develop an updated personal policy. This policy was developed through a portal which the town's insurance provides. It has been reviewed by their legal team. Each department will be able to develop department specific policies to compliment the new town employee handbook. The policy highlights include:

Updated required notices

Updated longevity – request to be paid out annually rather than bi-weekly

Updated vacation and sick time. Added Juneteenth holiday.

Bereavement extended to more family members.

New employee incentives: Tuition/student loan reimbursement; Childcare assistance; These will have budget implications.

Not in the policy but will be allowed by Department's, authorize vacation accrual based on new employee former job accrual at time of departure. I.E. Employee is leaving a job with a vacation accrual rate of 4 weeks, therefore, will be at that rate when hired by town.



Marsha M. Faux, CFA, ASA
Polk County Property Appraiser
June 1st Estimate of Taxable Value

Form JUNE1_LTR
 R. 4/2019
 ADA Compliant

Tax Year: **2022**

Taxing Authority: **TOWN OF LAKE HAMILTON**

Pursuant to Florida Statutes 200.065(8), the Property Appraiser shall provide estimates of the current year Taxable Value to Taxing Authorities by June 1st.

1. Taxable Value of Real Estate Property for Operating Purposes:	106,583,756
2. Taxable Value of Personal Property for Operating Purposes:	8,165,439
3. Taxable Value of Centrally Assessed Property for Operating Purposes:	0
4. Gross Taxable Value for Operating Purposes (1)+(2)+(3)=	114,749,195
5. Net New Taxable Value	4,660,283

TRIM Notices will be mailed Wednesday, 08/17/2022

Tentative and Final Hearing Dates for Polk County School Board (PCSB) and Board of County Commissioners (BoCC) are listed below.

These hearing dates cannot be used by any other taxing authority for public hearings per s. 200.065(2)(e)2, F.S.

Tentative Hearing Dates

PCSB - Tuesday, July 26, 2022

BOCC - Monday, September 12, 2022

Final Hearing Dates

PCSB - Tuesday, September 6, 2022

BOCC - Monday, September 19, 2022

$$\begin{array}{rcl}
 114,749,195 & \times & 8.4276 = 967,060 \quad 918,707 \\
 & \times & 8.0000 \quad 917,993 \quad 872,093 \\
 & \times & 7.5000 \quad 860,618 \quad 817,588 \\
 \text{Roll Back} & \times & 7.1000 = 814,719
 \end{array}$$

95%

$$\text{rate} \times \text{gross taxable} / 1,000$$

Print Date: 05/26/2022 8:31:50PM

DB: r_prod/t_prod

DR489 Date: 5/26/2022 8:21:33PM

Budgeted 2021-2022 779,625

When printing, it is usually best to disable the output of header/footers in your print dialog. You may also need to adjust print margins. To print, click [here](#).

Town of Lake Hamilton



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Section: Introduction
Welcome

We believe that you are an integral part of our team and you will work with us to make our team successful. This handbook describes many of our policies and outlines the programs and benefits available to eligible employees. The handbook will answer the many questions you may have about your employment at Town of Lake Hamilton. Please read and become familiar with the handbook as soon as possible. If you have questions regarding the handbook, please let me know. We hope and believe that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Sincerely,

Town Administrator

Introductory Statement

This handbook has been prepared to provide our employees with a general understanding of our personnel policies, work rules and benefits. Each town department will have department policies and procedures which supplement this town Handbook. All employees are responsible for adhering to all Town and Department policies and procedures. If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

Section: Employment Policies & Procedures Employment At Will

This handbook is not a contract of employment. Any individual may voluntarily leave the employment of the Town of Lake Hamilton upon proper notice or may be terminated at any time and for any reason as long as it is not violation of federal, state or local law. The handbook is an overview of our policies and benefits. Its content is subject to change at any time at the discretion of Town Council.

Immigration Control and Enforcement Policy

It is our policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security (DHS). We will hire only American citizens and aliens who are authorized to work in the United States.

The law requires us to do five things:

1. All new employees must complete Section 1 of the I-9 form within three business days of hire.
2. Check documents establishing employees' identity and eligibility to work.
3. The person examining the documents must complete Section 2 of the I-9 Form and the Certification Section.
4. The person takes the information from your Form I-9 and enters it into E-Verify. E-Verify compares your Form I-9 information against records available to DHS and provides the employer with a case result within 3 to 5 seconds.
5. Retain the form for at least three years. (If the individual employs the person for more than three years, we must retain the form until one year after the person leaves our employment.)
6. Present the form for inspection to the Department of Homeland Security or Department of Labor officer upon request. (At least three days advance notice will be given.)

If an employee is hired for less than three days, Form I-9 still must be completed before the end of the employee's first working day. The I-9 Form contains instructions for completion. The employee assigned to this task must follow those instructions completely. I-9 Forms are to be kept separate from all other personnel records.

E-Verify

E-Verify is to be used only after an offer of employment has been made and we utilize the E-Verify System to ensure that every employee in the workforce is authorized to work in the United States. We are committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States in accordance with the Immigration Reform and Control Act of 1986. We do not illegally discriminate because of a person's citizenship or national origin.

Every new employee is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility. We follow the requirements of the Federal and State regulations and laws and utilize E-Verify to provide further eligibility verification of employment. If E-Verify does not confirm eligibility, the employee will be notified as required by law.

If an employee leaves our organization and is rehired, they must complete another Form I-9 if their previous I-9 is more than three years old; if the original I-9 is not accurate; or if we no longer have the original I-9. If you have questions or want information on the immigration laws, contact the Town Administrator. Retaliation of any form is against the law and if you ask questions or want to complain about the immigration law compliance policy, you will not be punished in any way.

Specific to employees in Florida

As of May 27, 2011 all state agencies, contractors and subcontractors are required to register and participate in E-Verify. Private employers are encouraged to use E-Verify. Contractor and subcontractor requirements apply to any person who has contracts "for the provision of goods and services to the state in excess of nominal value".

Equal Employment Opportunity

We adhere to all federal, state and local laws regarding equal employment opportunity. We provide equal opportunities for all employees and applicants for employment without regard to sex, age, race, religion, national origin, citizenship status, physical or mental disability, or any service, past, present, or future, in the uniformed services of the United States.

It is the responsibility of everyone in management to ensure that equal consideration be

given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, recalls, and terminations.

ADA Policy (Americans With Disabilities Act)

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

We make all types of leaves of absence available to all employees on an equal basis. We are committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. We follow all state or local laws that gives more protection to a person with a disability than the ADA gives.

We are committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Anti-Harassment - Long Version

Town of Lake Hamilton provides equal employment opportunity to all employees and applicants. This means that all employment decisions, including hiring, placement, discipline, promotion, leave of absence, job assignment, compensation, transfer, layoff, recall, and termination and access to benefits and training, are made without regard to race, color, creed, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability, or any other characteristic protected by federal, state, and/or local law.

Equal employment opportunity also encompasses Town of Lake Hamilton's commitment to maintaining a work environment that is free of unlawful discrimination and harassment. In furtherance of this commitment, employees are not to display or electronically send pictures, cartoons, posters, e-mail, or jokes that may reasonably be deemed offensive because of race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability or any other characteristic protected by federal, state, and/or local law. Similarly, employees are not to make comments, jokes, epithets, pranks, innuendos, gestures, touching, nor to engage in any other form of conduct, that may reasonably be deemed offensive because of race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran,

national origin, age, handicap, disability or any other characteristic protected by federal, state, and/or local law.

Sexual harassment is a form of unlawful harassment that is based on an individual's sex or is of a sexual nature. It includes, but is not limited to, the types of prohibited harassment identified above, as well as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct. Such conduct constitutes sexual harassment when any of the following occur or are present: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submitting to or rejection of such conduct is used as the basis for employment decisions; and/or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment. All unlawful harassment, including sexual harassment, is strictly prohibited.

The prohibitions above include discrimination and harassment in any workplace context, including conferences, meetings, social events, and work-related activities and trips. These prohibitions include unlawful harassment and discrimination from or towards managers, co-workers and other employees as well as non-employees with whom Town of Lake Hamilton has a business or professional relationship, including but not limited to vendors, visitors, customers, clients, etc..

If you believe that you have been subjected to or witnessed offensive, hostile or any other conduct in violation of this policy, or if you believe that you have been subjected to unlawful discrimination in the terms or conditions of your employment, you must immediately report the matter as follows:

Reporting Complaints of discrimination or harassment

Town of Lake Hamilton encourages and expects every employee to report incidents of discrimination or harassment, whether they are directly involved or are merely a witness. If any employee believes that he or she is being discriminated against or harassed or has been subjected to discrimination or harassment by a coworker, supervisor, manager or other individual at the workplace, or believes that his or her employment is being or has been adversely affected by such conduct, or believes that he or she has witnessed such conduct, the employee should report the concerns (orally or in writing) IMMEDIATELY to his or her supervisor, manager, next level manager, another manager, or the Human Resources department.

Once the matter has been reported, a prompt investigation will be conducted and, to the extent that it does not compromise the integrity of the investigation, confidentiality will be maintained concerning the allegations. Should the investigation establish that an individual has engaged in conduct prohibited under this Policy, disciplinary action warranted by the results of the investigation will be taken against the offending employee(s). To be clear, any employee found to be engaging in conduct prohibited under this Policy will be subject to discipline.

Employees who fail to cooperate with an investigation, or who knowingly provide false information in connection with a complaint or an investigation, will be subject to discipline as well.

Prohibition Against Retaliation

Town of Lake Hamilton prohibits and will not tolerate any form of retaliation against an employee who has filed a complaint in good faith or an employee who, in good faith, has cooperated or participated in an investigation of a complaint. If you have filed a complaint, or have participated in an investigation, and believe that you are being or have been retaliated against, you **MUST** immediately report this matter to one of the persons mentioned above in the sub-section titled "Reporting Complaints of Discrimination or Harassment."

If you believe that you have been subjected to discrimination because of your race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability, or any other characteristic protected by federal, state and/or local law, or if you believe that you have been retaliated against for complaining about discrimination or participating in an investigation, it is your responsibility as an employee to utilize the complaint procedure established in this Policy for the purposes of preventing and correcting this unacceptable workplace behavior.

Right To Work Policy

The "Right to Work" means that an employee cannot be compelled to join or pay the equivalent of dues to a union, nor can the employee be fired if he or she joins the union. In other words, the employee has the right to work, regardless of whether he or she is a member or financial contributor to such a union. We believe that the work conditions, wages, and benefits we offer to all employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We fully demonstrate our commitment to employees by responding effectively to employee concerns. You are protected by the state's Right to Work law and cannot be required to join or pay dues or fees to a union. There are a few exceptions to the rule that individuals who work in Right to Work states cannot be required to pay to join or pay dues or fees to a union.

Specific to employees in Florida

You are protected by the state's Right to Work law and cannot be required to join or pay dues or fees to a union. There are a few exceptions to the rule that individuals who work

in Right to Work states cannot be required to pay to join or pay dues or fees to a union. Employees of airlines and railroads, and employees working on property subject to exclusive federal jurisdiction, cannot be required to join a union, but may be required to pay union fees.

Employment Applications

We rely on the accuracy of the information you put on your employment application. We expect that you and your references will give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person has already been hired, it could result in termination of employment.

Background Checks

To ensure that individuals who join Town of Lake Hamilton meet our standard qualifications and have a strong potential to be productive and successful, it is our policy to check the employment references of all applicants.

In addition to checking references of applicants, the town may conduct a comprehensive review of a job applicant's background which may include credit reports, residences, employment history, education, character references, driving records. The town may also require a drug test and physical.

Medical Examinations

We may require that some employees have a medical examination, which may include a drug screen. The exam is to determine if you are able to perform your job duties. If a medical examination is required, we will choose the health care professional and pay for the examination and any job offer would be contingent upon successful completion of the medical exam.

Please note that all medical information is kept separate from your other personnel information to protect your privacy. Only authorized personnel who have a legitimate business need to know may review the medical information.

Employee Categories

It is important that you understand the definitions of the employment categories at Town of Lake Hamilton and know your classification. Your employment category helps determine your employment status and your eligibility for benefits. If you have questions or are not sure what your employment classification is, talk to your Supervisor/Manager.

These employment categories do not guarantee employment for any specific period. You became an employee voluntarily and your employment is at will. "At will" means

that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that we may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws.

Your EXEMPT or NONEXEMPT classification may be changed only with written notification by Town of Lake Hamilton management. In addition to being a Nonexempt or Exempt employee, you may also belong to one of the following employment categories: You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work a full-time schedule.

REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule. In most cases, regular full-time employees are eligible for all benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a PART-TIME employee if you are not in a temporary or introductory status AND you are regularly scheduled to work less than 30 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for other benefit programs unless legally mandated or designated by town council policy.

Introductory Period

The first 60 days of employment are considered to be the introductory period. During this time you will be evaluated by your supervisor on your job performance, personal traits and general fitness for the job.

Employees in their introductory period are not eligible for company benefits, with the exception of paid holidays, vacation and sick time accrual. After completing the introductory period, your continued employment will be determined by your job performance and adherence to our policies and code of conduct.

Job Descriptions

We strive to have accurate job descriptions for all jobs. A job description includes the following sections:

- Job information;
- Job summary (gives a general overview of the job's purpose);
- Essential duties and responsibilities;
- Supervisory responsibilities;
- Qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required);
- Physical demands; and
- Work environment

We use job descriptions to identify the basic requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Department Head will prepare a job description when a new job is created. We review existing job descriptions and update them when a performance evaluation is done or when a job changes. Your job description does not cover every task or duty that you might be assigned. You will be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact your immediate supervisor.

Performance Appraisal Program

Our policy is to review each employee's performance on an on-going basis to ensure that you are performing your job to the best of your abilities as well to suggest areas for improvement and development. The initial performance review is conducted during the employee's first thirty (30) days; another review will be completed prior to the completion of the Introductory period, which is 60 days. Thereafter, performance reviews are conducted on an annual basis during the employee's hire anniversary month.

Each town department will have their own evaluation form drafted to be suitable to the duties of the position which is being evaluated. Your review will be based on such factors as quality and quantity of work, knowledge of your job, initiative, attendance, personal conduct record and your attitude toward your job and the other employees. The review presents an opportunity to discuss your performance as well as to determine the areas for improvement or development. In the event you are promoted or transferred to another position, you will receive a performance review after 6 months.

The goal of the performance appraisal program is to permit supervisory personnel to evaluate the performance of employees in the accomplishment of their assigned duties and responsibilities. The evaluation of the performance of employees is to determine how and to what extent employee performance relates to position requirements. This system is intended to serve three main purposes:

1. The first is to insure that each employee is fully aware of performance standards, which apply to this job. The performance evaluation system contains criteria on which performance is evaluated. Each of these criteria is used to measure how employees performed their assigned duties and responsibilities as explained in the position specifications.
2. The second purpose served by the system is to assist supervisory personnel not only in completing performance ratings, but also in discussing these ratings with the employees. This system is designed to more clearly identify the elements of satisfactory performance and the reasons for a given rating. There are four levels of performance that can be used to describe an employee's performance in each category. These 4 performance levels are:

(1) Unsatisfactory, (2) Below Expectations, (3) Meets Expectations, (4) Exceeds Expectations,

3. The third purpose of this system is to assist the supervisor in identifying development needs of subordinate personnel. This guide encourages a detailed review of actual performance deficiencies and weaknesses as they are identified in the performance evaluation. When reviewing the employee's performance evaluation with the employee, these deficiencies can be discussed in detail and specific development programs can be provided to assist the employee in improving his/her total performance. The system requires the supervisor to discuss each employee's development and growth potential, completed goals and objectives and set future goals and objectives.

Use of Employee Evaluations

Once an employee performance form is completed, it is made a permanent part of the employee's personnel file. The information collected can assist management in identifying deficiencies, outstanding performances, or areas where actions are necessary to better develop the employee. Each supervisor sets goals and objectives for each employee to complete during the upcoming year. This enables both the supervisor and employee to know exactly what is expected. When used properly, the performance evaluation can be advantageous to management and can improve services.

The employee performance evaluation is designed to encourage improvement and development of employees within the organization. A common understanding that employees and supervisors are all working together for a common purpose can bring about a more efficient working organization. Further, effective periodic ratings tend to

improve supervisory practices by bringing supervisors and employees into closer contact and producing mutual understanding. A formal review of an employees' performance is done annually on their employment date.

1. Formal evaluations of employee work behavior helps the employer and employee build on the strengths of the employee and identify those areas the employee needs improvement to be more effective and efficient in his/her job.
2. Performance evaluations enable the creation of reasonable performance standards so that both supervisor and employee are aware of work that is considered "acceptable performance." Because of the active involvement of both the supervisor and the employee in performance evaluations, an important channel of two-way communication is opened. Communication can result in increased cooperation and understanding between supervisors and employees, which in turn can enhance work performance and work environment thus providing better customer service to our community and each other.

Used properly, the Performance Evaluation will:

- **Inform** - It allows the supervisor and employee to communicate openly about performance. This should happen throughout the year and not only at this time. Issues discussed now should not be unexpected to the employee. It also provides supervisors the opportunity to hear employees' views of the work situation.
- **Set Goals** - The supervisor and employee mutually establish goals for progress. Goals should be realistic, measurable, and obtainable within one year.
- **Develop** - The supervisor and employee identify actions that can be taken to enhance development and performance of the employee.
- **Evaluate** - The supervisor and employee evaluate results based on previously established goals and performance standards, which provides a basis and documentation for promotions, transfers, demotions, terminations and, **where applicable may provide for salary adjustments.**

The quality of an employee's past performance will be considered in personnel decisions. Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response, which will be attached to the performance review.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing. An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Training and Development

Our policy is to ensure that employees are knowledgeable about their job and its requirements. Management should ensure that training is available to all employees periodically in various fashions, such as on-the-job training, a library of videocassettes, training meetings, external seminars and/or workshops as well as personal consultation. Supervisors should also check the online webcasts that are available for a variety of skills training.

Supervisors will determine what training employees are required to have and what training courses they should attend. If an employee has identified some training available to him/her job, the employee should contact his/her supervisor to discuss the feasibility of company participation in the expense of the training.

Supervisors should document any special training an employee receives and should ensure that this documentation is placed in the employee's personnel file. Normally, training occurs on the job and we absorb all expenses associated with the training. If an hourly employee is required to attend a training session, the employee will be compensated for the time involved in the training.

Supervisors are authorized to send employees to special training programs if the cost is within the budget. The budget should include reimbursable meals and mileage. Otherwise, the supervisor must receive authorization from the town council to incur the cost of employee training.

Per Diem: If training or meetings are outside of the office environment and/or outside of normal business hours, per diem is authorized. Meals shall be based on current year federalpay.org state specific rates. Hotel lodging shall be paid for with a town credit card. A town vehicle should be used to travel to and from training and meetings. If a town vehicle is not available, mileage shall be reimbursed at current IRS mileage rate. If an employee wishes to have family members accompany them on travel, the town administrator can authorize such travel in a town vehicle. If the employee wishes to take their own vehicle to accommodate family travel, mileage may be reduced to actual fuel cost.

A Per Diem Authorization form should be submitted to the finance department at least two weeks prior to the training event to ensure timely issuance of the stipend.

Promotion Policy

We promote from within whenever qualified personnel are available within the organization. Jobs may be posted on website. The posting will contain the required qualifications and experience as well as instructions on how to apply. Employees who meet the job criteria are encouraged to apply or may refer external candidates who are qualified. We reserve the right to advertise outside Town of Lake Hamilton to ensure the most qualified person is selected for the position.

Resignations

Employees who choose to leave our employment are asked to give at least a ten (10) working day notice. Employees who do not give an appropriate notice may not be eligible for rehire. Any money due to the town will be taken out of the final paycheck.

All terminating employees should be given an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation. The interview will also cover what compensation the employee has coming and when termination of benefits will occur. Employees will turn in all property assigned to them at the time of exit interview or termination.

Terminations

Discharge may become necessary due to the employee's lack of ability or failure to fulfill the requirements of the job. Discharges are always unpleasant and costly, and the decision to discharge is not made lightly. Advance notice may or may not be given depending on the circumstances surrounding the termination.

Lay-Offs

A layoff is the temporary or permanent discontinuance of employment for any period of time when no work is available. If it is possible to determine the approximate time and conditions under which the employee will return to work, he/she will be so advised.

Each job will be evaluated along with the employee's record. Qualifications, past performance and length of service will be controlling factors.

Temporary Telecommuting Policy

If there is a stated emergency, Town of Lake Hamilton may require certain employees to work remotely. These employees will be advised of such requirements by their department manager. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT department will review these equipment needs with employees and will provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee or department manager can initiate a temporary telecommuting agreement during emergency circumstances. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

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

Town of Lake Hamilton will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and the Company may require employees to return to regular, in-office work at any time.

Hiring of Relatives

The employment of relatives is permitted with the following restrictions:

1. The relatives may not work in the same department
2. A relative is not permitted to supervise another relative
3. Confidential positions, such as human resources, payroll or administrative assistants are not open to relatives of any employee.

Relative is defined as: Spouse, Sibling, Parent, Child(ren), Step-Child(ren), Grandparent, Grandchild(ren), Uncle, Aunt, Nephew and/or Niece, In-Laws

Re-Employment Policy

Employees who left our employment in good standing will be considered for open positions along with other applicants. Employees who left without giving proper notice or who were discharged for cause will not be eligible for re-hire.

Open Door (Constructive Discharge)

Constructive discharge is against the law and all employees are encouraged to communicate with the organization whenever they believe working conditions are intolerable and may cause them to resign. If an employee wants to preserve the right to bring a claim against the Town of Lake Hamilton alleging the working conditions are forcing the employee to resign, a notice in writing must be made.

Employees must wait for 10 days after providing the written notice before they may resign to preserve the right to bring a constructive discharge claim against the Town of

Lake Hamilton. Depending upon the circumstances, an employee may be entitled to a paid or unpaid leave of absence while waiting for the employer to respond to the employee's written communication about the alleged working conditions.

Section: Hours of Work and Pay Compensation

The Town of Lake Hamilton has a Position and Classification Pay Plan. This plan is reviewed each year during the budget process. This plan includes the salary range for each available position classification with the town.

The Town of Lake Hamilton seeks to attract the best qualified individuals by offering competitive wages and salaries. In accordance with department specific policies and budget parameters, the town also provides compensation for the following:

Overtime - all non-exempt, non-police employees are eligible for overtime after having worked over 40 hours in one scheduled work week. Police officers working a rotating shift are eligible for overtime pay after having worked over 86 hours in one pay period. Overtime pay shall be compensated at a rate of pay equal to time and one-half hours at the employees regular hourly rate.

Compensatory (Comp) time in lieu of overtime pay - is department specific but cannot be required, however accrued comp time cannot exceed 40 hours.

Call Back Pay - Employees working in the Police or Public Works department, or any non-exempt Emergency Operations Center employees are eligible for call back pay of 2 hours at their overtime rate and any work over two hours will be paid at actual hours worked. See department specific rules for incidents which call back pay may be paid.

Standby Pay - Where an employee is required to be available to report to work during off-duty hours, they shall be entitled to a standby payment in accordance with department specific policies and adopted budget parameters.

Shift Differential - Non-exempt employees scheduled to work between the hours of 6:00pm and 6:00am will receive an additional \$1.00/hour in addition to their regular rate of pay.

Other - Town departments have incentive pay opportunities such as qualifying education courses, certifications, and cross training.

Longevity Pay - To recognize and reward employee's length of service with the town, annual longevity pay is authorized as follows:

Years of Service	Annual Longevity Compensation
5 but less than 8 years	\$364.00
8 but less than 10 years	\$468.00
10 but less than 15 years	\$572.00
15 or more years	\$676.00

Longevity pay will be paid annually with the first pay period in October and payroll taxes will be taken out. It will be prorated as needed to accommodate hire date anniversary.

Exempt Employee Leave Policy

Exempt employees are those that are not eligible for overtime. Exempt employees are required to work normal hours of business and attend evening meetings when required. Exempt employees are required to use paid leave when they will be away from the office for four (4) hours or more in any workday. Occasional absences of less than four (4) hours a day do not require use of paid time off, as it is presumed that the staff member regularly puts in work hours beyond the normal business hours.

Exempt employees are required to note their hours worked on their bi-weekly timesheet. If it is found that there is excessive time away from work, which is not justified, the situation will be handled as a performance issue.

Direct Deposit

We encourage direct deposit of your paycheck to your bank account(s). You can choose to have your check deposited in more than one account. For example, you may elect to have some money put into checking as well as a savings account.

Please submit a signed authorization form with the bank's routing number to the finance department to initiate direct deposit.

Remember to notify payroll before you change the financial institutions where your checks are being sent. It takes a week or two to retrieve a check that has been sent via electronic mail!

Florida employers may not require the use of direct deposit.

Garnishment

A court-ordered legal claim against the wages of an employee by a creditor for non-payment of a debt and served by the constituted legal authority is called a garnishment, and it must be recognized and executed by the organization. When a garnishment is received, we will advise the employee that a garnishment has been served. The employee will be counseled to seek assistance in working out his/her financial problems.

Hours of Work

We maintain work hours for our employees in accordance with federal and state regulations, department needs, and the maintenance of an efficient and effective schedule of work. The Fair Labor Standards Act requires employers to maintain an accurate record of hours worked and to pay one and one-half times the regular hourly rate of pay to every non-exempt employee who works overtime. Overtime for non police officers, will be defined as all hours worked over forty in a workweek. The Fair Labor Standards Act permits exemption of certain professional, administrative, and executive positions, as defined in the statutes, from compliance with the act.

The official workweek for non-police officer employees is Monday through Friday. The regular business day is from 8:00 to 5:00*. Timesheets are the official way to record your work time. Your department head will provide you with the required form. Your department head will turn your timesheet into the finance department for processing.

Falsifying a timesheet is grounds for dismissal.

Training Time--- Any meetings, lectures, and training programs, as well as travel to, that an employee is required to attend will be considered compensable time.

Lunch break --- Employees will be required to take a minimum 30 minute lunch break. Bona fide meal periods (typically 30 minutes or more) generally need not be compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating.

Rest Break - We provide an official rest break of no more than 15 minutes duration twice a day. Employees are requested to remain on the work premises during the break periods.

The Police Chief or designee shall maintain adequate scheduling of police officers as required for the public safety of the Town of Lake Hamilton 24 hours, 7 days a week.

*Department heads are authorized to approve flexible or telecommute schedules to fit department needs.

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require us to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal

period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

This information also helps us comply with the laws that require accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time non-exempt staff spend performing assigned duties.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record. You are also responsible for signing your time records to certify their accuracy. Your immediate Supervisor will then review and initial the time records before submitting for payroll processing. In addition, if corrections or revisions are made to the time record, the finance department will verify changes with the department supervisor.

Pay Days

All regular town employees are paid bi-weekly on Thursday. If a holiday falls on a regular scheduled payday, payday will be on Wednesday.

Employees are encouraged to sign up for direct deposit.

In order for the finance department to properly and timely enter the payroll data, all department time sheets are due to the finance department by 9:00 AM on the Monday of the pay day week.

Overtime

Our policy is that work shall be completed, whenever possible, with one shift only. When overtime work must be scheduled, equal opportunity for participation will be given among the employees who are capable of performing the work to be done.

DEFINITION OF TERMS:

1. Casual Overtime:

Means overtime of an irregular nature, not expected to continue for more than a day or so. An example of casual overtime is overtime authorized to meet an emergency or unexpected absenteeism. Casual overtime includes daily or weekend work provided the above conditions are met.

2. Regularly Scheduled Overtime:

Means overtime that occurs at regular intervals and that is usually accurately predicted for any given period of time. For instance, if because of production need a department head announces to his/her department that a certain number of people would be required to work ten hours overtime each week for the next six weeks, this would be classed as regularly scheduled overtime.

Employees assigned overtime work must be judged by the company as capable of performing the work to be done. Opportunity for casual overtime on a particular job will normally be given to the employee who has been working on that job during the regular shift. Opportunity for Saturday overtime of a casual nature will normally be given to the employee who does this work during the regular week.

There will be no partiality shown to any employee in the distribution of overtime.

As a condition of employment, an employee is expected to work overtime and on any shift when assigned by their immediate supervisor. In the event an employee has a justifiable excuse and is unable to work overtime, they should notify the immediate supervisor so that an alternate may be selected.

All supervisor requests for overtime must be approved by Town Administrator. Overtime will be paid to hourly and salaried (nonexempt) payroll employees for those hours worked over and above forty hours in a workweek at the rate of 1-1/2 times regular base rate.

MISCELLANEOUS:

No employees will be asked or required to take time off from his/her regular work schedule due to his/her having worked overtime.

Any hourly or salaried (nonexempt) employee found on the premises at other than normal work hours without an approved overtime authorization request will be asked to clock out but will, of course, be paid for the full time worked.

Any unauthorized overtime may result in disciplinary action, as judged by the employee's immediate supervisor. It is the employee's responsibility to notify their supervisor for the need to stay over due to a Town emergency. This is to prevent abuse of the overtime system.

Deductions

We are required by law to deduct Federal and State Withholding Tax (where applicable) from your paycheck. The amount of tax is determined by your earnings and the number of dependents you claim. Employees should submit a W4 form to the finance department. At year end you will receive a W-2 form showing your total earnings and the amount of taxes withheld. Deductions for Social Security at the rate established by law are deducted from your paycheck. We match your contributions to the Social

Security tax. Other deductions may include premiums for insurance, retirement or health savings plan, garnishments, etc. If an employee believes that there has been an error in pay, he/she should contact the Finance department or Town Administrator.

Final Paycheck

We follow the state regulations regarding deadlines for employees to receive their final paycheck. In certain circumstances, the town may withhold some money from the final paycheck.

Section: Mandatory Employee Benefits Family Medical Leave Act (FMLA)

The Town is considered a covered employer by the federal Family and Medical Leave Act (the "FMLA") as it applies to all public agencies. However, to be eligible for FMLA leave, an employee must work for a covered employer and, among other criteria, work at a location where at least 50 employees are employed at the location or within 75 miles of the location. Given the employee eligibility requirements, even though the town is a covered employer, the town does not employ at least 50 employees, therefore, employees do not have the potential to qualify for FMLA if employed with the town.

Contact your department head to determine if there is a department specific unpaid leave of absence policy or a telecommute policy.

Military Leave

Town of Lake Hamilton will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your Department Head advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again. If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in

accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact your Department Head for more information.

Military Caregiver Leave

The Military Caregiver Leave permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12 month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list.

Caregiver may be a spouse, son, daughter, parent or next of kin of the covered servicemember.

Employee Notice

Employees must provide 30 days advance notice of the need to take Military Caregiver Leave. If leave is foreseeable but 30 days' notice is not possible, the employee must provide notice as soon as possible - generally, either the same or next business day. The employee must provide notice of the need for foreseeable due to a qualifying exigency as soon as feasible.

Certification

Spouses employed by the same employer are limited to a combined total of 26 workweeks in a single 12-month period if the leave is to care for a covered servicemember with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations.

Benefit Continuation - COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to ensure that employees and their dependents can continue their health insurance once they are no longer eligible under our health plan.

There are strict rules about when you are eligible for COBRA benefits. COBRA allows an eligible employee and/or dependents to choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stop being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at our group rates plus an administration fee. When you are eligible for our health insurance plan, you will receive a written notice describing your COBRA rights. This notice contains important information about your rights and what to do if you need COBRA so it is important that you read it carefully and maintain it with your insurance documents.

If you have any questions regarding COBRA, please contact your Town Administrator.

Specific to employees in Florida

The Florida Health Insurance Coverage Continuation Act requires companies with 2 - 19 employees, 18 months continuation coverage. It is the responsibility of the employee to request the extension of coverage within 30 days of termination.

Workers' Compensation Benefits

Employees are provided Workers' Compensation coverage from the day they begin work. Town of Lake Hamilton pays the entire cost of this coverage. Employees are covered by Workers' Compensation if they are incapacitated by injury or illness arising out of their employment. Employees will not be eligible for regular compensation or vacation or holiday pay in addition to any Workers' Compensation received.

Employees must report all accidents to their supervisor immediately, regardless of how minor. If a work-related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made out the same day by the employee's supervisor or the injury causes the person to be away from work beyond three days, it must be reported to the Town's Workers Compensation Insurance Company. The employee's supervisor is responsible for submitting the first report of injury to the insurance company and a copy to must be forwarded to the risk management department or Town Administrator.

Pregnancy Leave

If a pregnant employee is temporarily unable to perform her job because of pregnancy she will be treated the same as any other temporarily disabled employee.

Pregnant employees are permitted to work as long as they are able to perform their jobs. If an employee has been absent from work as a result of a pregnancy-related condition and recovers, she will be able to return to work.

We will hold the position open for a pregnancy-related absence the same length of time jobs are held open for employees on sick or disability leave.

Voting

Town of Lake Hamilton encourages you to fulfill your civic responsibilities by voting in elections. Generally, the polls are open for several hours in the morning and evening and we expect that you will be able to vote either before or after work hours. If that is not the case, please let your supervisor know when you will be absent.

Specific to employees in Florida

Employers are not required to pay an employee for time off to vote.

Jury Duty

Town of Lake Hamilton encourages you to fulfill your civic responsibilities by serving jury duty when required. If you receive a jury duty summons, show it to your immediate supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work.

The Town of Lake Hamilton will pay your regular rate of pay for your time served at/on jury duty.

Specific to employees in Florida

Employees may not be discharged or be threatened with discharge because they serve on a jury.

Social Security

The payment of Social Security and Medicare Benefits is made by you and Town of Lake Hamilton. We match your contribution to Social Security and Medicare and thereby pay one-half of the cost of your Retirement and Medicare Benefits under the Social Security Act. Commonly known as Federal Insurance Contributions Act (FICA taxes) currently deducted from all wages of each paycheck is 6.2% for social security retirement and 1.45% for Medicare benefits.

Social Security provides a variety of benefits, including retirement income, death benefits, disability benefits and monthly income for certain dependent survivors of covered employees. For additional information regarding Social Security eligibility and benefits, go to www.socialsecurity.gov.

Unemployment Insurance (UI)

This insurance provides a weekly income for those who may be laid off or who may have lost their job through no fault of their own. The amount of this income varies with

the individual and state in which he/she resides because it is based on average earnings. Eligibility requirements and the amount of benefits that you may receive are specified by state law.

Section: Optional Employee Benefits Employee Retirement Plan

The Town participates in an employee retirement plan. The employee is required to contribute in order for the town to make any contribution to the employee's account. For information on the plan and eligibility requirements, employees should meet with their department head or the Town Administrator.

Tuition Reimbursement

For employee's whose annual evaluation meets expectations of the required job and following employee's 2-year anniversary, a reimbursement benefit may be provided. Scheduling and enrollment must not interfere with the employee's ability to perform essential job functions or to work their regular scheduled hours. For budgeting purposes, employee's supervisor must submit to the Town Administrator a request for admission into the program prior to the fiscal year the tuition will be reimbursed. Voluntary resignation of employment within 2-years of receiving this benefit will require repayment of this benefit back to the employer.

Tuition Reimbursement will be limited to degree seeking courses at a "regionally accredited" university or institute which are compatible with Town of Lake Hamilton job descriptions.

- Tuition Reimbursement will be limited to the actual costs incurred by the Employee with the benefit being reduced by any grants, subsidies, scholarships, or prepaid benefits the Employee has received (e.g. A course that costs \$1,000 including tuition and books for which the Employee receives \$600 from any combination of grant, scholarship, or prepaid benefit would be eligible to receive up to \$400 from this program, up to the maximum benefit amount as determined by the program application).
- Employees eligible to participate in this program include: Regular Full Time & Regular Part Time Employees. A regular part time employee will be eligible to receive half (50%) of the benefit amount of the regular full time employee.
- A passing grade of "C" or better is required to qualify for reimbursement. The amount of funding available to the program will be limited by the budgeted amount within the "Training" department line item in the Town's Budget in a given fiscal year.
- The amount of funding available to any employee during the fiscal year shall not exceed \$2,500 and will be reported as taxable income to the Employee with federal withholding and FICA applied in the same manner as other wages.

Repayment of student loans for Employees provided that:

- The Employee has an Associate, Bachelor, or Master degree from a “regionally accredited” or “nationally accredited” university or institute (an equivalent number of credit hours shall not qualify).
- Such degree is compatible with Town of Lake Hamilton job descriptions.
- The loans are active federal student loans in the Employee’s name.
- The Employee includes documentation showing the loan amount and proof that the amount received was applied to the loan as a single payment equal to the same (separate from regular payments).
- The amount received in any given year shall not exceed \$2,500 per employee and will be reported as taxable income to the Employee with federal withholding and FICA applied in the same manner as other wages.
- All other provisions of the Tuition Reimbursement Program apply unless otherwise specifically provided for under this section.

Commercial Driver’s License (CDL) Assistance Program

- CDL Assistance will be limited to positions within the Town that will benefit from having a Commercial Driver’s License, as determined by the employees supervisor
- CDL Assistance may cover the full cost of an employee receiving their Commercial Driver’s License including but not limited to training, preparation, and test costs.
- The amount of funding available to the program will be limited by the budgeted amount within the “Training” department line item in the Town's Budget in a given fiscal year.
- Employees that leave employment with the town anytime within a one year of receiving the CDL Assistance must repay the full amount to the town.

Contact the Town Administrator for more specific information.

Vacation Policy

Paid vacation is one of the ways Town of Lake Hamilton recognizes length of service and to show our appreciation by providing time off with pay.

ELIGIBILITY: Employees in the following employment classifications are eligible for vacation: Full Time

Regular, full-time employees are eligible for annual paid vacation accrued bi-weekly based on the following years of service requirement:

Less than one year of service: 80 hours (cannot use any accrued time until after 60 day probation period)

One to three years of service: 120 hours

Four to seven years of service: 160 hours

Eight + years of service: 200 hours

- Employees can accumulate up to 320 hours a fiscal year. Any balance over 320 hours at the beginning of the fiscal year (October 1st) will be converted to sick leave.
- Employees separating the town are paid out at 100% for up to 320 hours of annual leave.
- Each supervisor will maintain a vacation schedule for their department and a record of the vacation time taken by each employee.
- Any vacation request for over two weeks in a row must be approved by the Town Administrator.
- An approved time off form shall be included with all timesheets and time off indicated clearly on the timesheet.

Specific to employees in Florida

There is no state specific regulation on termination or "use it or lose it" policies.

Sick Leave

Town of Lake Hamilton provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury. Employees in the following employment classifications are eligible for sick leave: Full Time, Exempt, Non-Exempt

If you are eligible, you will accrue sick leave benefits at the rate of 2 hours per bi-weekly paycheck. Employees having a sick leave balance of 60 or more hours may request payment for up to 24 hours of available sick leave per year.

The town does allow transfer of sick leave to other employees if the employee transferring will have at least 60 hours of available sick leave after the transfer.

Employees voluntarily separating their employment in good standing with the town will be paid out 25% of the total accrued leave at no more than 480 hours. Sick leave is not meant to be a retirement benefit.

For accounting purposes, employees may not take less than one (1) hour of sick leave. You may use sick leave benefits for the health and wellness of the employees and

family members. Sick leave may not be used if an injury was sustained while engaged in secondary employment.

If you cannot report to work because of an illness or injury, you, or someone on your behalf, must notify your supervisor before the scheduled start of your workday and receive a response back. Notification can include phone, text or email, but must be acknowledged by your supervisor. If you do not receive an acknowledgement, contact the town hall to report your absence. Your supervisor must also be contacted on each additional day of absence. Before you can return to work after a sick leave absence of 3 calendar days or more, you must give us a doctor's statement that indicates you were not able to work and that you may safely return to work.

If you are on sick leave for an extended absence in excess of 80 hours you also must apply for any other available compensation and benefits, such as short term disability or workers' compensation. Your sick leave benefits will be used to supplement any payments that you are eligible for from state disability insurance, workers' compensation, or Town of Lake Hamilton provided disability insurance programs. The combination of these disability payments and your sick leave may not be more than your normal weekly pay.

Specific to employees in Florida

There is no state specific regulation on termination or "use it or lose it" policies.

Sick Leave Donation

Sick Leave Donation allows a qualified employee to voluntarily donate sick leave to another qualified employee who is unable to work because of extended serious illness or injury. The procedure to initiate this process involves sharing the donating employee's intentions with their supervisor.

The donating employee must retain at least 60 hours of sick leave on their record.

Specific to employees in Florida

There is no state specific requirement.

Holidays

The organization provides the following holidays to all eligible employees: Full Time

The organization observes the following holidays:

New Year's Day
Martin Luther King
President's Day

Good Friday (early release)
 Memorial Day
 Juneteenth
 Independence Day
 Labor Day
 Thanksgiving Day
 Day After Thanksgiving
 Veteran's Day
 Day Before Christmas
 Christmas Day

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the preceding Friday will be observed. In the case of Christmas Eve and Christmas Day, it shall be the Town Administrator who determines the exact days which will be paid as the holiday.

Nonexempt employees scheduled to work on a designated holiday will be paid for the holiday in addition to their regular hourly rate for hours worked. Exempt employees will be allowed a different day off with pay.

For an employee to receive payment for a holiday, they must have worked the last regularly scheduled workday before and the first regularly scheduled workday after the holiday or be on approved vacation or sick leave. If an employee did not comply with such requirement, a doctor note must be submitted on their return to work.

Employees may request vacation or sick time to coincide with the holidays, as long it is approved by their department head and does not disrupt department or town services. No one employee shall continually have their vacation coincide with the same holiday if another employee request that time off.

Bereavement

In the event of the death of an employee's: Parent(s), Siblings, Spouse, Domestic Partner, Children(s), Grandchildren, Grandparents, Guardians

The above list includes step and in-laws. Any relative living in the employee's household.

Significant Other/Long term relationship not defined as Domestic Partner.

Paid time off will be given up to a maximum of 3 consecutive workdays. To be used within five calendar days of the time of illness leading to death, the death or funeral.

If more than 3 days are needed, the employee is permitted to take paid time off or leave without pay, with the approval of your immediate supervisor. Employee's supervisor may authorize less time off for bereavement of close relationships/friends.

Witness Duty

If you receive a subpoena to testify in court, Town of Lake Hamilton will give you time off to be a witness. If you are summoned to be a witness for the Town of Lake Hamilton or if we ask you to testify, we will give you time off with pay.

If you have to go to court to be a witness for someone other than Town of Lake Hamilton, we will give you a maximum of 8 hours time off with pay at your base rate. You may also use any available paid leave benefits you have, such as vacation, to be paid for any unpaid time off you have to take.

If you need time off to be a witness, show the subpoena to your immediate supervisor as soon as you receive it. We expect you to report for work whenever you are not needed in court.

Employee Assistance Program (EAP)

Town of Lake Hamilton's EAP is designed to provide confidential assistance to employees who are having personal problems by providing professional consultation, assessment, and referral. The EAP is available to employees and their families at no charge and can assist with most personal problems affecting the quality of life at home and on the job. The EAP is not an in house program but is available through the town's life insurance plan. See your annual benefit guide for more information.

Life Insurance

Town of Lake Hamilton offers a basic life insurance plan for eligible employees. The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.

Employees in the following employment classifications are eligible to enroll in the life insurance plan: Full Time

The eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between Town of Lake Hamilton and its insurance carrier.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Town Administrator for more information.

Short Term Disability

Town of Lake Hamilton has a short-term disability (STD) benefits program for eligible employees. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness.

Employees in the following employment classifications are eligible for the STD plan:
Full Time

Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between Town of Lake Hamilton and its insurance carrier. If the disability comes from being pregnant or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

If the disability is covered by workers' compensation, it is not covered by the STD plan. There are more details in the STD Summary Plan Description including how much can be paid and when, the limits, the restrictions, and what is not covered. If you have questions about STD benefits, contact your immediate supervisor for more information.

Long Term Disability

Town of Lake Hamilton provides long-term disability (LTD) benefits to eligible employees who have an illness or injury that result in a long-term absence. Our LTD plan is designed to ensure a continuing income in the event an eligible employee becomes disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan: Full Time

Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between Town of Lake Hamilton and its insurance carrier. If you are eligible, you may begin LTD coverage after you have completed calendar days of service.

The LTD benefits will be offset by any amounts you receive under Social Security or workers' compensation for the same time period. You will find details about the LTD benefits plan including benefit amounts, limitations, and restrictions in the Summary Plan Description. And if you have questions, the Town Administrator can provide more information.

Child Care Benefits

We are pleased to provide a child care assistance program to help parents who work at Town of Lake Hamilton. Employees in the following employment classifications are eligible for the child care assistance programs, depending on the terms and conditions of each program: Full Time

The following are short descriptions of the child care assistance programs we may have available. For more information about the child care assistance programs, contact your Town Administrator.

FLEXTIME SCHEDULING: Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate child care responsibilities.

SUBSIDIZED CHILD CARE: Following satisfaction of the probationary period, the town will reimburse full-time employees up to \$100/month in daycare expenses. Daycare services must be for the employee's legally defined dependent(s) under 5-years of age. Proof of incurred expenses will be required for reimbursement. Separation of employment within 2-years of receiving benefit will require reimbursement of this benefit to the employer.

Domestic Partner Policy

Town of Lake Hamilton seeks to promote acceptance of diversity in all its dimensions, including sexual orientation. In light of this goal, the benefits provided to domestic partners are the same benefits as provided to spouses of legally married employees.

Town of Lake Hamilton will expand its eligibility for participation in medical benefit coverage (medical, prescription drug, dental and vision coverage) to include individuals who have an established relationship with a Town of Lake Hamilton employee and who meet the organization's definition of Domestic Partners.

Eligibility:

An employee is one who is regularly scheduled to work a minimum of 1,000 hours per year, who is enrolled in the benefit plan(s) and who meets all of the established eligibility criteria as defined in this policy, as follows:

1. The individuals are at least 18 years of age.
2. The individuals are not married to anyone else and do not have any other domestic partners.
3. The individuals have resided in the same household on a continual basis for the preceding 12 months and must continue to do so throughout the period of coverage.
4. The individuals have shared financial responsibilities.

5. The individuals are not related by blood.

An employee who makes false or misleading statements about satisfying the eligibility and/or enrollment criteria or who fails to properly notify Town of Lake Hamilton of a change in status may be subject to disciplinary action including loss of related benefits and said employee will be responsible for reimbursement to the organization for any costs incurred by Town of Lake Hamilton.

Definition of Domestic Partner:

Under the definition in Section 152 of the Internal Revenue Code, your Domestic Partner is your "dependent" if all three of the following tests are met:

- You provide over one-half of the support of your Domestic Partner for the year. In calculating support you must compare the amounts you contribute to your Domestic Partner with the amounts your Domestic Partner receives from ALL other sources including earnings, interest and so forth.
- Your Domestic Partner is a member of your household for the year, and
- Your home is the principal place of residence of your Domestic Partner for the year.

Enrollment Procedures for Domestic Partner:

In order for individuals who meet the requirements of a Domestic Partnership to participate in any of the company medical benefit plans (medical & prescription drug, dental and vision), Town of Lake Hamilton employee must be eligible to participate in the benefit plan(s), must be enrolled in the benefit plan(s) and must complete a "Declaration of Domestic Partnership Form".

The employee must submit, along with the Declaration of Domestic Partnership Form, at least three of the following documents:

- Joint ownership of real property
- Joint ownership of significant assets
- Joint lease
- Joint loan
- Joint credit card
- Designation of one of the individuals as primary beneficiary in the other's will
- Designation of one of the individuals as attorney in a Durable Power of Attorney document for the other person
- Designation of one of the individuals as health care surrogate for the other person
- Designation of one of the individuals as primary beneficiary in the other person's life insurance policy
- Designation of one of the individuals as primary beneficiary in the other person's retirement contract

Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses. Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.

Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses and their enrolled dependents receive for group continuation health coverage through COBRA and/or individual conversion.

An employee may terminate a domestic partnership by notifying Human Resources in writing of the termination of the domestic partnership within thirty days of its termination. (The same guideline exists for married couples that divorce.) The employee must then wait six months from the date of the notice before registering another domestic partnership, except in either of the following cases:

- The employee is registering the same domestic partnership within thirty days notification of the termination of that domestic partnership, or
- The employee's former domestic partnership was dissolved through the death of the employee's domestic partner.

The tax consequences of a domestic partnership are the responsibility of the employee, not the organization. Under the Internal Revenue Code, an employee is not taxed on the value of benefits provided by an employer to an employee's spouse or dependent. However, the IRS has ruled that a domestic partner does not qualify as a spouse.

The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code. We will treat the value of the benefits provided to the employee's domestic partner and the domestic partner's eligible children, if any) as part of the employee's income and will withhold the taxes on the value of those benefits from employee's paychecks. If the employee's domestic partner qualifies as a dependent under Section 125 of the Internal Revenue Code, the employee may file the proper documentation with the IRS and seek a refund for taxes withheld.

Some courts have recognized non-marriage relationships as the equivalent of marriage for the purpose of establishing and dividing community property. A declaration of common welfare, such as the registration of a domestic partnership, may therefore have legal implications. Questions regarding this policy should be directed to the Town Administrator.

Section: Employee Conduct/ Responsibilities Drug Free Workplace

Town of Lake Hamilton is committed to being a drug-free and safe workplace. Our employees must be physically and mentally fit to perform their duties in a safe and efficient manner. Therefore, no employee shall work or report to work while under the

influence of alcohol, illegal drugs, or any substance that would affect his/her ability to perform the job in a safe and efficient manner.

No employee shall consume, display, or have in his/her possession, including the workplace or in organization vehicles, alcoholic beverages or illegal drugs at any time during the workday, including during lunch, breaks, and on-call hours. To do so could jeopardize the safety of other employees, organization equipment, and the organization's relations with the public, and is a prime cause for disciplinary action, up to and including discharge. The exception to this rule is when Management at organization functions or other business activities, authorizes consumption of alcoholic beverages.

When employees are required to take any kind of prescription or nonprescription medication that may potentially affect their job performance, they are required to report this to their immediate supervisor, who will determine if it is necessary to temporarily place them on another assignment or take other appropriate action. To protect the best interests of employees and the public, the organization will take whatever measures are necessary to determine if alcohol or illegal drugs are located on or are being used on organization property. Measures that may be used will include but not be limited to searches of people and of personal property located on organization premises, which may be conducted by law enforcement authorities or by management, as well as drug and /or alcohol tests to be conducted when there is reasonable suspicion of substance abuse.

When urinalysis and/or blood tests are requested or necessary, samples will be taken under the supervision of an appropriate health-care professional. The above-mentioned searches and drug tests will not be conducted if an individual refuses to submit; however, refusal to submit will result in immediate removal from service and may result in termination.

Employees experiencing problems with alcohol or other drugs are urged to voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action. If you have questions regarding this policy or issues related to drug or alcohol use at work, you can raise your concerns with your immediate supervisor or the Town Administrator without fear of reprisal.

Under the Drug Free Workplace Act, if you perform work for a government contract or grant, you must notify Town of Lake Hamilton if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five days of the conviction.

Safety

Our organization will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of organization rules and regulations will result in disciplinary action. The organization believes that the safety of employees and physical property can best be ensured by a meaningful program.

Employee---Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations and/or suggestions regarding unsafe conditions to their immediate supervisor so that they may be corrected.

Supervisors---Supervisors are responsible for the working conditions within their department. A supervisor should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline employees who habitually create or indulge in unsafe practices, assess new or changed situations for inherent dangers, and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to continue.

Reporting a Workplace Injury

Town of Lake Hamilton pays 100% of the premium on insurance provided by our Workers' Compensation under the WC Act. This law was designed to provide you with benefits for any injury which you receive arising out of your employment with the organization.

Under the provisions of the law, if you are injured while at work for the organization, this injury must be reported immediately to your supervisor, no matter how slight it might seem. Failure to do so could result in your claim for Workers' Compensation benefits to be denied by the insurer.

For further information, contact your supervisor.

Attendance/Punctuality Policy

We expect Town of Lake Hamilton employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your immediate supervisor as soon as possible and receive a response back. Notification can include phone, text or email, but must be acknowledged by your supervisor. If you do not receive an acknowledgement, contact the town hall to report your absence.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

Standard of Conduct

The purpose of this policy is to outline what Town of Lake Hamilton expects from its employees in terms of appropriate behavior. Each town department will have a specific code of conduct, general orders, policies and procedures (work rules). Employees who violate the Standard of Conduct and department work rules are subject to disciplinary

action, up to and including termination.

Infractions of the following are deemed to be unacceptable and may result in termination upon the first offense.

Unacceptable Violations

1. Failure to follow a reasonable and safe order or instruction from a supervisor (Insubordination).
2. Theft of organization property or personal property of another employee.
3. Falsification of any timesheet/timecard.
4. Falsification of an application or organization record.
5. Sleeping while on duty, unless on authorized break.
6. Unauthorized disclosure of confidential information.
7. Serious violation of harassment policy.
8. Fighting, threatening, or attempting bodily injury to another person while on duty or on town property or in town uniform or vehicle.
9. Deliberately damaging organization property, property belonging to a co-worker or to a vendor.
10. Failure to wear safety equipment where required.
11. Unauthorized use of organization time, materials, tools, etc. for personal gain.
12. Violation of safety rules which could result in serious injury to self or others.
13. Reporting to work under the influence of illegal drugs and/or alcohol.
14. Testing positive for drugs on a organization-administered drug test.
15. Refusal to cooperate with the investigation of a work-related matter.
16. Indecent or immoral behavior while on duty or on town property or in town uniform or vehicle.
17. Inability to perform the essential function of the position even with reasonable accommodation.
18. An arrest which leads to employee missing work or which action can be deemed detrimental to the interests of the town.
19. Conviction of a felony.

The following violations do not generally poise a major threat to the operation of the business or to the safety and well-being of the individual, other employees, the town and the general public. However, employees are subject to disciplinary action, up to and including termination, depending on the severity and number of occurrences.

1. Contributing to unsanitary conditions
2. Leave work area without permission
3. Failure to provide an acceptable quality of work
4. Repeated tardiness or absence; failure to report to work without satisfactory reason
5. Smoking in restricted areas

6. Off duty misconduct that adversely affects the employee's job performance, or fellow employee's performance, or could be detrimental to the reputation of the town or it's workforce.
7. Improper operation of any vehicle on town property.
8. Engaging in excessive personal activities unrelated to Town employment during working hours.

The above lists are not all-inclusive and the town reserves the right to take corrective action for any behavior it deems inappropriate for the efficient operation of the business.

Progressive Discipline

We believe it is important that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Progressive discipline means that we will normally take these steps in the following order:

1. The first offense may call for a verbal warning;
2. The next offense may be followed by a written warning;
3. Another offense may lead to a suspension; and,
4. Repeated offenses may lead to termination of employment.

If more than 3 months have passed since the last disciplinary action, the process will normally start over. In very serious situations, certain offenses may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

You should also look at the Standard of Conduct and Work Rules policy in this handbook. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Town of Lake Hamilton.

Complaint Policy

Your complaints and problems are of concern to the Town of Lake Hamilton. It is our policy to give full consideration to any issues that may affect your job performance. The

only way we can help you answer your questions or solve your problems is for you to tell us about them.

1. If you have a problem or misunderstanding, the first step is to talk to your immediate supervisor within five working days of its occurrence. Your supervisor will give you an opportunity to discuss the matter fully and should give you an answer within three working days following the discussion. The majority of problems can be resolved in this manner. If the problem or complaint is with your immediate supervisor, go to Step 2.
2. In the event the problem or misunderstanding cannot be settled between you and your supervisor, you should describe your problem in writing and submit it to your department head within three working days. Your department head will meet with you within three working days and give you a written answer within three working days following the meeting.
3. If the department manager has not answered your complaint your satisfaction, you will have five additional days to request an appointment with the Town Administrator who will discuss the problem and respond within five days of the interview. The decision of the Town Administrator in a problem situation will be final and binding.

There will be no discrimination or retaliation against anyone presenting a complaint or discussing a problem with supervisors or anyone in management.

Smoking

Town of Lake Hamilton is a smoke-free workplace in order to maintain the highest possible safety conditions and because we are concerned about our employees' health. Town vehicles are considered a workplace. Smoking is not allowed while driving, sitting in or operating a town owned vehicle or equipment.

We also encourage smokers to quit smoking. Any questions regarding our Non-Smoking policy, please contact your current health provider.

Conflict of Interest

Town of Lake Hamilton has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of Town of Lake Hamilton to follow the following guidelines about conflicts of interest. If you have questions about what constitutes conflict of interest, contact the Town Administrator.

When conducting business with another organization, you must work within the guidelines set up and controlled by the management team of Town of Lake Hamilton. Business dealings with other organizations or companies should not result in unusual gains for any party. "Unusual gains" is defined as bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls that will benefit either party or an employee at the other organization or company.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of Town of Lake Hamilton that might result in a personal gain for you or for one of your relatives.

We do not automatically assume that there is a conflict of interest if you have a relationship with another organization. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell management of the organization as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which Town of Lake Hamilton does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration because of a transaction or business dealing involving Town of Lake Hamilton.

Computer Policy, Including Internet Usage and Email
Revised: 04/05/2022 | Effective: 05/26/2020

Internet access is provided to individuals based upon business needs to benefit the organization through connection to worldwide information resources. Employees have a responsibility to maintain and enhance Town of Lake Hamilton's public image while accessing the Internet by following these guidelines:

- Employees using Internet access via our hardware and software are representing the organization. As such, their conduct should be ethical and lawful at all times. Channels may be accessed for official organizational business to gain technical or analytical information and to establish business contacts.
- Internet access should not be used for personal gain or advancement of personal views, for solicitation of non-company business, or result in the disruption of our organizational network operation or interfere with personal productivity at work.
- Employees are responsible for the content of all text, audio, or images they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages on the Internet should be identified with the employee's name. Employees may not obscure the origin of messages and the information published should not violate or infringe upon the rights of others. Abusive, profane or offensive language transmitted through the system is strictly prohibited.
- Employees may not download software without the express acknowledgement and support of their supervisor to ensure that proper licenses are obtained and viruses are not transmitted.
- Employees may not send or upload any copyrighted materials, trade secrets, proprietary information, or similar materials to third parties. Employees may not violate the copyright laws in regard to receipt/download of materials available on

the Internet by copying and disseminating information, except for purposes falling under the category of "fair use".

- All messages created, sent, or retrieved over the Internet are the property of Town of Lake Hamilton and should be considered public information. We reserve the right to access and monitor all messages and files on the computer system or cell phones at any time. All communications can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver.
- Harassment of any kind is strictly prohibited. Messages with derogatory or inflammatory remarks regarding race, religion, national origin, sexual orientation, or other protected attributes may not be transmitted.

Violations of the Internet Code of Conduct may result in disciplinary action up to and including termination and illegal activities may result in prosecution by legal authorities.

Personnel Records and Access

The Town of Lake Hamilton maintains a general personnel file for each employee. Much of the information kept in the personnel file is open to public inspection. Any exempt data will be redacted.

The general file contains the hiring documents: resume, cover letter, application form, emergency contact information, salary history, copies of the performance evaluations, disciplinary action forms, training records, etc.

In addition to the general personnel file, the organization maintains a separate file for:

1. Form I-9, Employment Eligibility Verification.
2. W4 form.
3. Open enrollment forms and documents.
4. All medical information is kept in a separate file and its availability is strictly limited to personnel on a need-to-know basis.

An employee's personal and/or exempt information is guarded and disclosure to any unauthorized person will result in disciplinary action, up to and including discharge. Employees are reminded to notify Town Administrator in the event of a change of address, phone number, and emergency notification information so that your record may be kept current.

Specific to employees in Florida

Public employees may have access and copies of their personnel files.

Violence in the Workplace

Town of Lake Hamilton will not tolerate workplace violence. Any employee who commits an act of violence at work against a person or property will face disciplinary action up to

and including discharge. If circumstances warrant, the matter will be referred to legal authorities for prosecution. Workplace violence is violence against employees and is committed by persons who either have an employment-related connection with the organization or are outsiders, and involves:

1. Physical acts against persons or employer property
2. Verbal threats or vicious statements that are meant to harm or cause a hostile environment
3. Written threats, vicious cartoons or notes, and other written material that is meant to threaten or create a hostile environment
4. Visual acts that is threatening or intended to convey injury or hostility.

All employees are expected to report any act of violence. Employees should bring their concern directly to the attention of their immediate supervisor. All such reports shall be fully investigated. Any employee who takes any adverse action against a person who reports any act of violence or a suspicion of violence shall be subject to immediate discipline, up to and including discharge.

Social Networking Policy

Town of Lake Hamilton recognizes that social media is an integral part of doing business today. The proper role of social networking is to convey information about the organization, its products and services, search for possible new markets and discuss organization activities and events.

Only persons authorized to do so may prepare or modify content for the organization's official website(s) and/or blogs. You are expected to comply with the following guidelines:

1. Employees must identify themselves by name and their position in the organization.
2. Written approval to publish copyrighted information must be obtained in advance. If you are using information provided by another person, be certain you have permission to use it and acknowledge the author's contribution.
3. Maintain the highest level of professionalism. Be respectful to all, the organization, your co-workers, customers and competitors. Remember you represent the organization and will be held responsible for your posts.
4. Do not disclose any confidential information about the organization and/or its customers.
5. Check your facts before you publish. Honesty is imperative as information can be verified quickly on the Internet. False statements will damage both the organization's and your credibility.
6. Promptly correct your mistakes to avoid misunderstanding and irritation.

Information published on the Internet becomes part of a permanent record. Exercise good judgment and common sense. If in doubt, don't post until you clear it through the

appropriate channels.

All social networking activities must be in compliance with the organization's policy on electronic communication.

Personal Blogs/Social Networking

- Employees are not allowed to use organization-owned equipment, including computers, organization licensed software or other electronic equipment or facilities on organization time to conduct personal blogging or social network activities.
- Employees may not use the organization logo or trademark on their personal blogs or networks.
- Employees may not post photographs of other employees, customers, or vendors on personal posts without prior permission.
- Employees are not to link from a personal blog or social network to the organization's internal or external websites, unless required in order to manage the town's social media.
- Bloggers are responsible for their commentary on blogs and social networks. Bloggers can be held personally liable for commenting that is slanderous, obscene, defamatory or libelous by any offended party.
- Social networking and blogging must be done on the employee's equipment during breaks or lunch.

If you have any questions regarding the proper use of social networking/blogging, please contact your Department Head.

Mobile Device Policy

We provide mobile devices to some employees for business use. Employees with mobile devices are allowed to use them for short personal calls within reasonable limits.

While driving, attention to the road and safety should always take precedence over conducting business over the phone. Therefore, while actively driving a town owned vehicle or equipment, employees may not:

- Use a hand-held cell phone or any other mobile electronic device.
- Access the internet, read or respond to emails or text messages.
- Wear headphone type devices.

Employees are expected to abide by all state and local laws related to mobile device use.

Return of Property

Town of Lake Hamilton may loan you equipment, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return any property given to you promptly upon request. If your employment at Town of Lake Hamilton is terminated, you must return all organization property immediately.

Your department supervisor will issue and keep a list of the equipment.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

Outside Employment

The organization understands that there may be instances where it is necessary for an employee to have a part-time job in addition to their regular full time position.

Employees should understand that other employment must not interfere with their current position. Please advise your supervisor if it becomes necessary for you to take a part-time job. We strongly discourage the taking of another full time position. This generally results in a fatigued employee who cannot do either job properly.

Performance issues will be addressed if it becomes apparent that the other employment is interfering with your current position. Employees are not allowed to accept positions with any organization that may represent a conflict of interest.

Personal Relationships at Work

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For purposes of this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

An employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person.

Town of Lake Hamilton also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating

relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If two employees become relatives or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, Town Administrator will decide which one will be transferred or, if necessary, terminated from employment.

Job Abandonment

Town of Lake Hamilton expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor in accordance with the sick leave policy. Employees who fail to report to work for two consecutive business days without notifying the company of the absence will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to contact the company for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf.

If the employee or a representative is unable to contact the Company due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the company within two days), the employee or his or her representative must contact the company as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

It is suggested that employee's of the town keep some identification with them that would inform emergency personal or others that they are employed with the Town of Lake Hamilton. This not only helps the town know about any emergencies, it allows the town to offer support and assistance to the employee and their family.

Section: Miscellaneous Ethics Policy

Town of Lake Hamilton conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. We are committed to conducting its business with integrity underlying all relationships, including those with customers, suppliers and communities, and among employees. The highest standards of ethical business conduct are required of our employees in performance of their responsibilities.

Employees will not engage in conduct or activity that may raise questions as to the organization's honesty, impartiality or reputation or otherwise cause embarrassment to

the organization. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

- Using your position for private gain.
- Taking a fee, gift or other valuable thing in the course of work or in connection with work, when the item(s) can reasonably be assumed to be offered with the intent or expectation of receiving a favor or better treatment than accorded others.
- Giving preferential treatment to any person or entity.
- Adversely affecting the confidence of the public in the integrity of the organization.

GIFT ACCEPTANCE PROHIBITIONS

Individuals, including council and board members, required to file disclosure Form 1 or Form 6 are prohibited from directly or indirectly accepting a gift worth more than \$100 from a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor. However, a gift may be accepted by a person on behalf of a governmental entity or charitable organization, provided the gift is promptly transferred to the intended entity or organization.

GIFTS OVER \$25 AND NOT EXCEEDING \$100

Persons required to file financial disclosure Form 1 or Form 6, including candidates for office, may accept a gift valued at more than \$25 but not exceeding \$100 from a lobbyist, the firm, partner, employer or principal of a lobbyist, or a political committee or vendor. However, any of these persons or entities who gives a gift valued at over \$25 but not exceeding \$100 to a covered reporting individual must report the gift on Commission on Ethics Form 30 by the last day of the calendar quarter for gifts given in the preceding quarter. Additionally, the donor must notify the recipient at the time a reportable gift is made that the gift will be disclosed as required above.

Every employee has the responsibility to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this policy. Town of Lake Hamilton will maintain a program to communicate to employees its commitment to integrity and uncompromising values. The program will inform employees of policies and procedures regarding ethical business conduct and assist them in resolving questions and in reporting suspected violations. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.

Town Administrator or Town Clerk is responsible for providing policy guidance and issuing procedures to assist employees in complying with Town of Lake Hamilton expectations of ethical business conduct and uncompromising values. This policy constitutes the standards of ethical business conduct required of all employees.

OVERVIEW OF LAWS RELATING TO "THINGS OF VALUE," GIFTS, AND EXPENDITURES (Sections 112.313(2) and (4), 112.3148, 112.31485, and 112.3215, Florida Statutes)

HIPAA

Town of Lake Hamilton is not covered by the requirements of the Health Insurance Portability and Accountability Act (HIPAA). However, since we do have health care plan(s) which are subject to HIPAA regulations, we have determined that we will follow the HIPAA privacy and security provisions which apply to Protected Health Information (PHI) maintained by the organization.

Protected Health Information (PHI) PHI is individually identifiable health information including demographic data that relates to:

- the individual's past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual.

Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

All employees who have access to PHI will receive the appropriate training relating to the HIPAA regulations. Any breach of privacy or confidentiality will be subject to disciplinary action.

The Town Administrator is designated as the HIPAA Compliance Officer (HCO). Any questions or concerns regarding the HIPAA regulations should be referred to the HCO.

All records governed by the HIPAA policy will be maintained for a period of six years unless a state law requires a longer period of retention. After the required retention period, the records will be destroyed according to the organization's record destruction policy.

Bloodborne Pathogens Policy

In the event an injury results in the release of blood or other bodily fluids which would contain pathogens, i.e., HIV or HBV (hepatitis), immediately take steps to ensure the injured party is given first aid according to our safety policy.

Spilled fluids are not to be cleaned up without the proper protective equipment and materials. The spilled bodily fluids must be cleaned up according to the following procedure:

1. Notify the appropriate supervisor as to the identity of the person(s) doing the cleaning and the circumstances surrounding the injury.
2. Put on protective gloves.
3. Spread absorbent material on the spilled fluids. Place contaminated material in a leak-proof plastic bag.
4. Sanitize the area with the solution provided in our Emergency First Responder kit.
5. Follow up with cleaning the affected area with hot, soapy water.
6. Remove your gloves and place in the bag with the contaminated material.
7. Discard the bag in the trash containment area.
8. Wash your hands thoroughly in hot, soapy water.

After the cleanup is completed and checked by the supervisor, the supervisor should complete an accident report according to our safety policy.

Section: Additional Policies

Grievance Procedures - Discrimination

Discrimination Grievances

Any applicant or employee of the Town of Lake Hamilton or the applicants and employees of its contractors, who believes she or he has been subjected to discrimination on account of race, color, familial status, national origin, sex, age, religion, disability, or military or veteran's status, may file a grievance under this procedure. It is against the law for the Town of Lake Hamilton to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

1. Grievances must first be submitted to the Supervisor or Town Administrator within 15 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
2. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
3. The Administrator, or a person selected by the Administrator, shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Supervisor will open and maintain a record of the Town relating to the grievance.
4. The Supervisor will issue a written decision on the grievance no later than 20 days after its filing.
5. The person filing the grievance may appeal the decision of the Supervisor in writing to the Town Administrator, within 15 days of receiving the Supervisor's decision, who shall deliver the file of the grievance to the Town Administrator.

6. The Town Administrator shall review the file and the decision of the Supervisor and interview all interested persons who have submitted evidence on the grievance. The Town Administrator shall issue a written decision in response to the appeal no later than 30 days after its filing.
7. The Town Administrator may interview all interested persons who have submitted evidence on the grievance and shall issue a written final decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination with the U. S. Department of Housing and Urban Development or the Equal Employment Opportunity Commission.

The Town of Lake Hamilton will make appropriate arrangements to ensure that disabled persons are provided other accommodations if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Town Clerk will be responsible for such arrangements.

The Hatch Act

The Hatch Act is the 1939 law that regulates the political activities of federal employees and some state and local government workers. The legislation originally prohibited nearly all partisan activity by federal employees, banning them from endorsing candidates, distributing campaign literature, organizing political activities and holding posts in partisan organizations.

Today, most career federal employees can run for nonpartisan offices, make financial contributions to political organizations, get involved in political groups, and campaign for candidates by making speeches, distributing literature and signing nominating positions. The remaining restrictions on federal employees' activities are tailored more narrowly to their jobs: they still are banned from using their authority to exert influence over an election; encouraging or discouraging political activity by anyone with business before their agency; doing political work while on duty, in uniform, in the office or in a government vehicle; running for partisan office; and wearing political buttons while on duty.

Political appointees operate under the same rules with some exceptions. They are allowed to engage in political activity while on duty, in government buildings, wearing official uniforms or insignias, or using government vehicles, provided their actions don't amount to coercive use of the office to which they have been appointed. They cannot pay for political activities with taxpayer dollars, however.

Members of the Senior Executive Service and officials in certain sensitive positions at agencies such as the CIA, Merit Systems Protection Board, Federal Election Commission and Office of Special Counsel are held to a higher standard than their colleagues. They can vote for whomever they choose, participate in nonpartisan voter registration drives, join political organizations, express political opinions and campaign for or against ballot questions, but they cannot participate in partisan elections by making campaign speeches, circulating nominating positions, or running for office themselves. They also cannot hold office in political organizations.

Why Should I Care?

The mandatory penalties for career employees caught violating the Hatch Act start with a 30 day suspension without pay and can result in termination. If an action is close to the line but not an actual violation, OSC, which enforces the law, can write an employee a warning letter. But if an employee clearly violates the rules, there is no option for a cease-and-desist order and OSC brings the case before an administrative law judge appointed by the Merit Systems Protection Board. Employees can appeal the administrative law judge's decision to the full MSPB. It takes a unanimous vote by the board, however, to reverse decisions to fire an employee and reduce the penalty to a suspension.

The penalties for political appointees are less clear because OSC refers cases to the president, who can decide whether to pursue disciplinary action.

Nonetheless, government employees at all levels should familiarize themselves with the law.

Sunshine Law / Public Records Exemption

The U.S. Freedom of Information Act (FOIA) is a law ensuring public access to U.S. government records. FOIA carries a presumption of disclosure; the burden is on the government - not the public - to substantiate why information may not be released. Upon written request, agencies of the United States government are required to disclose those records, unless they can be lawfully withheld from disclosure under one of nine specific exemptions in the FOIA. This right of access is ultimately enforceable in federal court.

Specific to employees in Florida

The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida and defines the extent to which public meetings are open to the public and the inspection and copying of public records. The declared legal intention of the Florida Sunshine Law states "It is the policy of this state that all state, county, and municipal records shall be open for personal inspection by any person."

What records are covered?

Records are defined in the law as "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form or 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."

Exemptions

- Federal records that the federal government has designated as non-public, but which were provided by the federal government to a state agency, are not public.
- Personal e-mails sent from or received by city employees using government computer may fall outside the definition of a public record.
- Some rulings that have determined that drafts are not public. Other rulings that have determined that drafts and working papers are public.

What agencies are covered?

The Florida Constitution says in Article I that the legislative, executive, and judicial branches all fall within the scope of "the right to inspect or copy any public record made or received in connection with the official business of any public officer, or employee of the state, or persons acting on their behalf." However, there are exceptions.

- Materials gathered by the Parole and Probation Commission in the course of an investigation regarding an application for clemency as directed by the Governor under the power of the Rules of Executive Clemency may not fall under the Florida sunshine law, according to a 1986 opinion of the state's attorney general.
- By statute, the legislature has exempted some executive orders and reports having to do with state attorneys.
- The state legislature has given itself some exemptions. These include exempting the journal of the executive session of the Senate from disclosure except upon order of the Senate itself or a court of competent jurisdiction, and forbidding legislative employees from revealing the contents of requests for services made by state legislators.
- Grand Jury documents are confidential.
- Courts can seal court records and when they do, they do so with reference to a set of protocols and doctrines developed in the court system, not laid out in the sunshine law. This is the case because there is a doctrine of separation of powers in the state under which it is the state's Supreme Court that has the power to adopt rules for practice and procedure in the judicial system.

Privatized Governmental Agencies

Florida has adopted a loose test to determine if a private entity is considered a public body. The court established the following criteria to consider in determining if a private entity should be considered a public body because they were acting "on behalf of" the public agency.

1. The amount of public funding
2. Whether or not the funds are mixed with city funds
3. If the activities occur on public property
4. If the service constitutes a key aspect of the decision making processes of the body
5. If the service provided is a function of the body
6. Public control of the company
7. If the corporation was created by the agency
8. If the public agency has an invested financial interest in the corporation
9. Who is benefiting from the corporation

These criteria are meant to act as guidelines and are not definitive in any way.

Section: Municipalities Criminal Convictions

As part of the Town of Lake Hamilton's effort to maintain a safe work environment, all employees are required to disclose any felony or misdemeanor conviction or plea of *nolo contendere* (no contest) to the supervisor of the department in which they work within five working days of the date of conviction or a plea of *nolo contendere*. Failure to comply with this requirement will constitute grounds for disciplinary action.

Driver's License

Many positions require the possession of a valid Florida License. The primary reason for this is that you may be required to operate Town of Lake Hamilton vehicles as part of your job. It is your responsibility to keep your license current. If your license is revoked or suspended for any reason, you must notify your supervisor immediately. You cannot operate any vehicle without a valid license which is properly endorsed for that equipment.

Use of Organization Vehicles

Town of Lake Hamilton maintains a fleet of vehicles for official use only; they should never be used for personal errands or transportation. If you misuse Town of Lake Hamilton vehicles, you will be subject to disciplinary action. If you need to use a Town of Lake Hamilton vehicle for your job, your supervisor will show you how to go about checking one out, where to get it serviced, what to do and who to notify if you have an accident or mechanical problems.

Use of Personal Vehicles

Employees may be required, at the discretion of Town of Lake Hamilton, to use their personal vehicles on Town of Lake Hamilton business. If you are required to use your vehicle on Town of Lake Hamilton business, you will be reimbursed. If the use of a personal vehicle is required as a condition of employment, that will be noted in the specification for that job class. If it is a requirement only for certain positions in a class, potential employees will be advised of that requirement prior to appointment, transfer or assignment, as appropriate.

Personal Mail

Employees should not use Town of Lake Hamilton addresses for receipt of personal mail. Receipt of personal mail at Town of Lake Hamilton work locations not only create a cost to Town of Lake Hamilton for processing it but the mail becomes subject to the Sunshine Law and could be treated as a public document.

Supplies, Tools, and Equipment

Purchasing Policy: Town of Lake Hamilton has established an official procurement policy that must be followed without exception. No employee shall make purchases for Town of Lake Hamilton, or use Town of Lake Hamilton's name to make purchases, unless so authorized by the Department Head and in adherence to the procedures set forth in the procurement policy.

Supplies: All Town of Lake Hamilton owned supplies must be used efficiently and not wasted. An employee may not use any Town of Lake Hamilton supplies, such as postage, paper, or office supplies for personal use.

Office Tools and Equipment: An employee must coordinate the repair or replace any tool or piece of equipment lost or damaged by the employee as a result of negligence or intentional misuse.

Mechanical Tools and Equipment: An employee may not use Town of Lake Hamilton garage, tools or equipment to work on vehicles or trailers not owned by Town of Lake Hamilton.

Fuel: An employee may not use gasoline, fuel oil, or motor oil from Town of Lake Hamilton's fuel tanks or garage for personal use or for any vehicle not owned by Town of Lake Hamilton.

Identification Badges

All personnel, including voluntary and temporary personnel, are issued identification badges when they are processed for hire. Employees are expected to have their employment identification in their possession during working hours. Employees are to

return identification badges to their department when leaving Town of Lake Hamilton employment. The Police Department issues identification badges.

Section: Acknowledgement
Acknowledgement of Receipt of Handbook

This handbook has been prepared to provide you with a general understanding of our personnel policies, work rules and benefits. You will be provided with department specific rules, regulations, policies and procedures, which compliment this document. All employees are responsible for becoming familiar with all rules, regulations, policies and procedures.

If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time.

When changes are necessary, we will provide you with amended pages for your handbook.

I acknowledge receipt of the Town of Lake Hamilton handbook:

Employee Name (Please Print) _____

Employee Signature _____

Date _____

You can electronically sign this acknowledgement submitting the form below:

Employee Name: Date: