

**CITY OF WEST PALM BEACH EMPLOYEE HANDBOOK
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WELCOME

Welcome to the City of West Palm Beach! You have a challenging and rewarding future ahead of you as part of our team dedicated to meeting the needs of our citizens. The demand for our services continues to grow. To meet this demand and provide maximum service at minimal cost to the taxpayer, teamwork is required. You are now part of the team. As such, you and your job are important. The work assigned to each employee is essential to the overall success of our City government. So remember, your job is important - it deserves your best.

A. THE ORGANIZATION OF YOUR CITY GOVERNMENT

The City of West Palm Beach is a Strong Mayor - Commission form of government:

Mayor and City Commission: The Mayor is the chief executive officer and administrative head of the City, elected at-large on a non-partisan basis for a four-year term. The Mayor serves as a member of and the Chair of the City Commission and votes only for the purpose of breaking a tie vote. The City Commission is the legislative body of City government and consists of the Mayor and the five City Commissioners elected at-large on a non-partisan basis for overlapping two-year terms.

City Administrator: The City Administrator coordinates all activities of City departments, divisions and agencies; serves as liaison between the Mayor, the City Commissioners and City departments, divisions and agencies; and performs such administrative and executive duties as assigned by the Mayor.

City Commission Meetings: Commission meetings are held biweekly, in City Hall Commission Chambers, 200 2nd Street, West Palm Beach, on Mondays beginning at 5:01 p.m. All meetings of the City Commission are open to the public.

CODE OF ETHICS

All City officers and employees are bound by Chapter 112 (Part III) of the Florida Statutes, the "Code of Ethics for Public Officers and Employees." Foremost among the goals of Chapter 112 is to promote the public interest and maintain the respect of the people for their government. This means that employees conduct themselves independently and impartially, not using their offices for private gain, and to avoid the creation of unnecessary barriers to public service.

STATEMENT OF PURPOSE

This informational Handbook is designed to help City employees understand policies and procedures related to employment and benefit programs. This Handbook does not constitute a contract for employment with the City, either expressed or implied, and the City of West Palm Beach reserves the right at any time to change, delete or add to any of the provisions at its sole discretion. The information contained in this Handbook applies to all City employees. Employees are also subject to individual departmental rules and regulations. City policies and this Handbook are available on Lotus Notes. Copies are also available in your department.

The City has five collective bargaining units - PMSA, SEIU, IAFF, and two units with the Police Benevolent Association. Employees covered by a collective bargaining agreement should be familiar with their respective agreements. Where a provision of this Handbook may conflict with a current collective

bargaining agreement, the collective bargaining agreement will prevail.

MISSION, VISION AND PRIORITIES

Working with the community, City leadership has formulated a strategic plan to guide our efforts. Our mission, vision and priorities include:

Mission: To protect and enhance the quality of life by providing efficient and effective customer-focused services.

Vision: West Palm Beach will be a vibrant, attractive and safe City recognized as a model community, committed to the following values:

Integrity: Demonstrating the highest moral and ethical conduct with a sense of fairness.

Respect: Treating every individual with dignity.

Leadership: Individuals setting and promoting standards of excellence.

Cooperation: Working together for the benefit of the whole regardless of differences.

Collaboration: Developing mutually productive relationships where there are opportunities.

Customer Service: Developing an organizational culture that provides a quality employee experience that translates into quality customer service.

Strategic Priorities:

- Promote a safe and secure community.
- Engage citizens through the provision of exceptional customer service and systems focused on increasing positive citizen, neighborhood and government interaction.
- Promote opportunities for youth, family and community.
- Enhance fiscal stability without sacrificing quality of services.
- Develop an economic development plan to encourage and attract commercial and residential investment.

Customer Service

City departments, divisions, work units, fellow employees, citizens, visitors, vendors and other agencies are our customers. It is the responsibility of all City employees to:

- Treat all customers with courtesy, dignity and respect.
- Provide timely, efficient and effective services.

- Provide timely and clear information.
- Continuously work to improve customer service.
- Establish partnerships with our customers, vendors and other agencies to improve services.

EQUAL EMPLOYMENT OPPORTUNITY

(Effective May 7, 2007; Handbook revised April 1, 2008)

The City of West Palm Beach is committed to providing equal employment opportunity for all applicants and employees regardless of race, color, religion, sex, gender identity or expression, national origin, age, disability, familial status, marital status or sexual orientation. In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities.

The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship on the City. The Human Resources Director will determine whether a requested accommodation is reasonable or whether it imposes an undue hardship. Such determination is required before the requested accommodation is granted.

Individuals may request a religious accommodation to enable them to exercise their religious practices.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor, the

Human Resources Director, or the City's Equal Employment Opportunity Officer. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

DRUG FREE WORKPLACE

It is the policy of the City of West Palm Beach to provide a drug free workplace. Further, as a condition of employment, employees must abide by the following terms:

- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Any employee who violates this prohibition will be subject to discipline, up to and including termination of employment.
- An employee must notify his or her department head in writing of any criminal drug statute conviction no later than five days after such conviction.

All employees are subject to drug and alcohol testing before beginning employment, after an accident, and upon reasonable suspicion. A reasonable suspicion referral for testing is based on two trained supervisors' clearly explained observations of an employee's appearance, behavior, speech or body odors. Certain employees are also subject to random testing. The submission to such testing is a condition of employment

with the City and disciplinary action up to and including termination of employment may result if the employee:

- refuses to consent to such testing.
- refuses to execute all forms of consent and release of liability as are usually and reasonably attendant to such examinations.
- refuses to authorize release of the test results to the City.
- tests positive in violation of the City's Drug Free Workplace Policy.
- violates the City's Drug Free Workplace Policy.

The Employee Assistance Program (EAP) provides assessment for employees with substance abuse problems and referral for treatment/rehabilitation at an employee's request and in accordance with the Drug-Free Workplace Act.

CODE OF CONDUCT

It shall be the duty and responsibility of City employees to maintain a high standard of cooperation, efficiency and integrity in his/her conduct and work performance.

The City requires that employees be familiar with all rules and regulations in carrying out their assigned duties. The City's right to discipline or terminate employment may be specific to these or to any other violation that constitutes unsatisfactory work performance, misconduct, adverse impact for the City, or any other just cause. Code of Conduct violations include but are not limited to:

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General

- Any violation of the Alcohol and Substance Abuse Policy.
- Any violation of the provisions of the City Charter, these rules or any other published City or departmental rule or regulation.
- Any violation of the provisions in Article V of the City Charter relating to political activity.

Performance

- Insubordination by the refusal to comply with any lawful and reasonable regulation, direction, or order given by a supervisor.
- Refusal to perform assigned duties and responsibilities.
- Inability to perform the essential functions of the job with or without reasonable accommodation.
- Incompetence, negligence or inefficiency to such an extent that performance review ratings fall below minimum standard.
- Malingering, carelessness or negligence with property of the City, or loss of equipment, materials property or any other thing of value belonging to the City.
- Failure to comply with all safety regulations and procedures or failure to observe security procedures.

- Making derogatory or false accusations so as to discredit other employees or supervisors.
- Loss of licenses, certifications or other credentials required for employment.
- Unauthorized release or misuse of any privileged or confidential information or release of work products without the express approval of the supervisor.
- Inappropriate conduct or language including the use of profanity or abusive language toward the public, a supervisor or a co-worker.
- The use of violence or the threat of violence against any employee or member of the general public.
- Refusal to respond to any lawful inquiry by the City or its representatives or to furnish lawfully requested statement concerning property holdings, financial affairs, income or expenditures, or refusal of any lawful request to waive immunity from prosecution before any grand jury, or any other body, official or officials having the rights and possessing the powers of a grand jury.
- Antagonism toward supervisors or fellow employees, criticizing orders, rules or policies adopted by the City, or conduct, which interferes with the proper coordination of the employees of the City or efficient delivery of public service.

- Failure to comply with any residential and/or emergency response requirements.

Attendance and Punctuality

- Being absent from work without approved leave or failure to report to work after approved leave has expired, or within a reasonable time after such leave of absence shall have been revoked or canceled.
- Absence without approved leave in excess of three (3) workdays shall constitute abandonment of employment and will result in immediate termination.
- Being habitually absent or tardy for any reason.
- Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses.

Integrity and Honesty

- Unauthorized use or possession of firearms or other weapons while on duty or in uniform.
- Domestic violence, criminal misconduct, conviction of a felony or theft of City property.
- Off-the-job conduct, which would have a negative impact on the employee's work performance or the City.
- Conduct not becoming of a City employee, if such conduct renders the employee incapable of

effective performance of his/her duties and responsibilities.

- Removal of City money, merchandise, or property, including property in custody of the City without permission.
- Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment.
- Falsification of any documentation or records in connection with work-related issues or investigations.
- Falsification of any documents prepared to secure employment or during the course of employment with the City.
- Taking of any fee, gift or other valuable thing in the course of City employment in connection therewith, including soliciting, use of client or business contacts or attempt to obtain preferential treatment for personal gain.
- Solicitation by an employee during his/her work time or during another employee's work time, exclusive of breaks, in working areas, without the approval of the Human Resources Director.
- Use or the threat to use, or attempt to use political influence in securing promotion, leave of absence, transfer or change of classification, pay or character of work.

- Gambling during duty hours or on City property.

ELECTRONIC COMMUNICATIONS, COMPUTER/INTERNET USE AND TELEPHONES

Many City policies apply to the use of the computers, the electronic mail system, and telephone usage including cellular phones. Violation of these policies will subject an employee to disciplinary action up to and including termination of employment. Highlights of these policies include:

- The City furnishes computers and software solely for use in City business activities. Limited personal use of e-mail and Internet access is permitted providing that this use occurs within an employee's personal time (breaks, before or after work) and in accordance with departmental rules.
- Only City-authorized software and equipment is permitted and must be installed and used in accordance with its copyright, license agreements and/or other contracts.
- The City reserves the right to access, read, use and disclose employee communication and files as it considers appropriate. No employee should have any expectation of privacy as to his or her electronic communication usage.
- It is prohibited to access internet sites containing inappropriate, offensive or sexually explicit material. If inadvertently connected to such a

site, you are to immediately disconnect and notify the Support Services Department.

- Illegal use, misuse or inappropriate use of City computers, telecommunications or electronic equipment are grounds for immediate dismissal.
- All electronic and telephonic communication systems (including e-mail, voice mail, etc.) and all communication and information transmitted by, received from, or stored in City systems are the property of the City and may be monitored by authorized management employees.
- User IDs and passwords help maintain individual accountability for computer usage and must be kept confidential. Sharing user IDs or passwords is prohibited.
- Sensitive information is not to be sent via electronic mail, such as disciplinary or health information.

Profanity and inappropriate or offensive messages such as racial, sexual, or religious slurs are prohibited in all forms of electronic communication. Defamatory remarks about citizens, customers, vendors or employees are also prohibited.

B. EMPLOYMENT

Employment Status

An employee is a person who works for the City on a wage or salary basis. An employee's salary, eligibility for benefits, and other terms and conditions of employment are determined by the category of employment, as defined in the Hiring Policy.

Employees are categorized as exempt, non-exempt, regular full-time, regular part-time, temporary persons, and others who are subject to the control and direction of the City in the performance of their duties.

Classified and Unclassified Positions

All positions are designated as classified or unclassified as identified in the Job Classification and Pay Plan. Classified positions are covered by the Civil Service Rules and Regulations.

Unclassified positions are not covered by the Civil Service Rules and Regulations. They include appointed positions which fall under the jurisdiction of the Mayor, department directors and attorneys. Temporary employees, persons employed by contract and those positions excluded by a collective bargaining agreement are also unclassified.

Classification and Compensation

Job titles, salary ranges and policies related to classification and compensation are maintained by the Human Resources Department and are updated in the Classification and Pay Plan. All positions in the City have an assigned job classification (title) and a designated

pay grade. Pay grade assignments are based on several factors including job responsibility, complexity, education and experience requirements, and market value of similar jobs in other organizations. The City Commission approves all job classifications and pay grades.

New Hire (initial) Probationary Period

All persons hired are placed on initial probation, which may be extended by the department director up to six additional months if so warranted. Employees who successfully complete their new hire probationary period are granted regular status.

Probation is normally six (6) months. There are positions that require a longer probation. Examples include: Fire Fighters, Police Officers, Emergency Communications Operators, Building Inspectors, and Plans Examiners. The length of probation is stated in the employment offer letter.

Promotional Probationary Period

Promotional probationary periods are usually six months, but can be twelve months for certain positions. Promotional probations do not affect earned regular status rights acquired in another position.

A promotional probationary employee who does not successfully complete probation can be demoted to their former position unless otherwise provided in an applicable collective bargaining agreement or Civil Service Rules.

Lateral Transfer Probationary Period

A lateral transfer occurs when an employee is moved to a classification in the same pay grade. Employees can only have a lateral transfer to positions for which the employee is qualified. An employee who transfers laterally may be required to serve a six (6) month probation in the new position. The Human Resources Director determines whether or not a probationary period will be required for lateral transfers.

Work Schedule

The regular work schedule consists of five work days with eight hours of work time and one hour of unpaid lunch time in a forty-hour work week. The department director establishes work schedules to meet the needs of customers. Most employees who work in an office setting are expected to report by 8:00 a.m. and to remain at work until 5:00 p.m. Employees may request to work a voluntary alternative work schedule which requires prior approval of the department director. This approval may be rescinded at any time. Some departments such as Fire and Police maintain different schedules so that 24-hour service will be available to all citizens. Certain jobs require employees to work regular hours or work weeks that are different than the normal City business hours. Your hours and workweek are established by your department director and may be changed to meet the needs of the City.

Assignment, Demotion, Promotion, Transfer

Job vacancies are updated every Friday and are posted in every department throughout the City and in Human Resources. Jobs are also listed on the City's web site (www.wpb.org), the City's electronic bulletin board, and

the job hot line (561-494-1001). Employment opportunities may be open to anyone, restricted to City employees, or restricted to City employees with regular status.

Assignment occurs when an employee works out of classification for the following reasons:

- Employee is assigned to a budgeted vacancy pending the completion of a recruitment or promotional process, to fill in during a temporary absence, to complete a special project, or to provide individual developmental opportunities.
- Employee is assigned to a higher classification for cross-training purposes.

Demotion occurs when an employee is placed in a position with a lower pay grade. Demotions may be voluntary or the result of disciplinary action, layoff or restructuring.

Promotion occurs when an employee accepts a different position with a higher pay grade.

Transfer occurs when an employee is moved from one classification to another classification with the same pay grade. Employees must be qualified to perform the duties of the new classification. In certain circumstances employees may be transferred to a position with a lower pay grade.

Employment Outside the City

Sometimes employees may obtain part-time employment outside of the City to supplement their income. If you are thinking about taking a part-time job, notify your supervisor of your intentions prior to committing yourself to outside employment. If the part-time work does not interfere with your City job, and does not constitute a conflict of interest, approval will normally be granted by your department director. The Outside Employment form must be completed and forwarded to Human Resources.

Employees may not accept any outside employment except upon written authorization by the appropriate department head and Human Resources Director. In no event shall any such outside or non-city employment interfere with or be in conflict with the proper performance of the employee's duty to the City. Poor performance, absenteeism, lateness, or refusal to work overtime associated with outside employment will result in a withdrawal of the approval, and may result in disciplinary action up to and including termination of employment.

An outside position may not conflict with the function, performance, work hours or obligations (such as emergency response requirements) of City employment nor prevent the employee from coming to their City job fully fit to safely and competently perform their duties.

Personnel Records

The official work record of every City employee is maintained in the Human Resources Department. Employees have a right to review their files in Human

Resources and any personnel files maintained in their department or division. In accordance with the Florida Public Records law, personnel files are open to public inspection and copying.

It is an important responsibility of the employee to keep information in his or her file up-to-date. Notify Human Resources immediately of any change in:

- Name (requires a social security card with the correct name)
- Address
- Phone number
- Beneficiary designation changes
- Number of income tax exemptions

Employment of Relatives

Employment of relatives with the City shall be in accordance with state law and is subject to the approval of the Human Resources Director. In no circumstances shall one employee be supervised by a member of his or her immediate family.

Immediate family (Effective January 1, 2007; Handbook revised February 8, 2007) shall mean spouse, registered domestic partner, natural, adopted, foster or step-child, domestic partner's child, parent, step-parent, parent-in-law, domestic partner's parent, brother, sister, step-brother or step-sister, grandparent, grandchild, daughter-in-law, son-in-law, any person for whom the employee is a legal guardian, or a sole dependent residing in the same household.

WORK WITH YOUR SUPERVISOR

The City takes pride in the working relationships that exist among its employees, supervisors and administration. You are encouraged to discuss with your supervisor any question that is encountered on the job, or to go to your supervisor with helpful suggestions. Supervisors are also encouraged to make themselves available to their employees for these consultations. Open communication helps promote better working conditions. Join with us in keeping the lines of communication open.

C. COMPENSATION

Employees are paid in accordance with the Equal Pay Act, Fair Labor Standards Act, the City's Compensation Administration Policy and the provisions of the collective bargaining agreements.

Pay Period

The City has a bi-weekly payroll cycle with twenty-six pay periods in the year. Each pay period begins at 12:01 am Sunday and ends 12:00 midnight the following Saturday. Employees are paid on the next Friday after the end of the pay period.

Pay Plan

The Classification and Pay Plan lists all the job titles with corresponding pay grades and salary ranges. The Plan also contains the annual Salary Resolution approved by the City Commission that lists special pay allowances for which employees may be eligible. Copies are available in each department and on Lotus Notes.

Overtime Compensation

Overtime is paid to non-exempt employees in accordance with federal and state wage and hour law requirements. Overtime is based on a 40-hour work week for most non-public safety positions and calculated at a rate of one and one-half times (1½) the non-exempt employee's hourly rate of pay. Overtime is not calculated on a daily basis if the employee works more than 8 hours a day. For computing overtime, holidays, previously scheduled vacation leave, compensatory time, jury duty, military leave, and bereavement leave are

considered as time worked. However, sick leave is not counted as time worked.

Overtime worked without prior authorization from your supervisor may result in disciplinary action. A supervisor may direct you to work over forty (40) hours when necessary to meet emergency deadlines or operating needs. You are obligated to comply.

Overtime/Compensatory Time

If a non-exempt employee is required to work overtime, every effort will be made by the supervisor to give reasonable notice. Employees may elect to receive compensatory time in lieu of cash payment. Compensatory time is earned at the rate of one and one half (1 ½) hour of compensatory time for each hour of overtime worked.

Performance Reviews

The City has a formal employee performance review process. Performance is reviewed periodically based on job-related standards. The process requires that supervisors explain the review process completely with the employee.

Probationary performance reviews are completed at the end of the initial probationary period. Annual reviews are completed for all employees on their review date. These reviews summarize an employee's day-to-day performance for the entire rating period.

Interim reviews may be done any time an employee's work falls below minimally acceptable standards. The employee will be placed on a Performance Improvement

Plan for a period of thirty to ninety days. During this time the immediate supervisor works closely with the employee on defined performance goals. If work performance does not demonstrate immediate and consistent improvement, the supervisor may recommend demotion or termination of employment.

The department director may extend a Performance Improvement Plan if the employee's performance has improved, but is still not acceptable. All extensions of a Performance Improvement Plan must be approved by the Employee Relations Manager or Human Resources Director prior to granting extension.

Salary Increases

Each year during the budget process, the City Commission determines the types and amounts of salary increases for non-bargaining unit employees. These may include an across-the-board increase and/or a merit increase based on annual performance reviews. Bargaining unit employees should refer to their respective collective bargaining agreement to determine how salary increases, if any, are awarded.

Certifications and Stipends

A stipend may be awarded to eligible non-represented employees for attaining a qualifying professional designation or certification that benefits the City, in keeping with the guidelines established by the Human Resources Department and published in the Salary Resolution. Employees must register their intent to pursue certification or licensure requirements during the budget planning process for the intended year of training.

Guidelines for the payment of stipends to represented employees and a listing of approved designations and stipend percentages allowed for each are established in the respective collective bargaining agreement.

D. LEAVE

Annual Leave

Annual leave may be used for vacations, personal business, personal religious holidays other than specified City holidays, and for attending funerals not covered by bereavement leave. Full-time employees accrue annual leave according to the City Code or respective collective bargaining agreement.

Employees in regular budgeted positions consistently working at least 20 hours per week are eligible to receive annual leave benefits based on the number of hours worked. Those who work fewer than twenty (20) hours a week do not earn annual leave.

Employees are not entitled to use annual leave until completion of six (6) months of employment. All annual leave is subject to prior approval by the department director.

For non-bargaining unit employees, the maximum yearly carry over for annual leave is two times the current annual accrual. Bargaining unit employees should refer to their collective bargaining agreements for provisions on maximum carry over.

Upon separation from employment, a regular status employee will be paid for all earned and unused annual leave in his or her final paycheck.

Bereavement Leave

Bereavement leave is a paid leave of absence taken at the time of the death of an immediate family member so

that the employee may attend to family business, attend the funeral, or care for the emotional needs of self or family. The City Code provides for three (3) consecutive days and respective collective bargaining agreements may differ.

Earned Personal Leave

An employee who utilizes less than twenty-four (24) hours (3 working days) of sick leave per payroll calendar year and also has a minimum sick leave balance in excess of 192 hours at year end, may convert the excess over 192 hours up to twenty-four (24) hours to earned personal leave or receive cash payment.

An employee who utilizes zero hours of sick leave in the payroll calendar year and also has a sick leave balance in excess of 192 hours, in addition to the conversion privilege explained above, shall be allowed to convert an additional eight (8) hours of the excess to personal leave only.

Earned personal leave may be utilized in the same manner as annual leave or may be accumulated and paid at the employee's base hourly rate of pay at the time of separation from employment.

Family and Medical Leave

The Family and Medical Leave Act (FMLA) is a federal law giving eligible employees the right to take unpaid leave, or applicable paid leave if it has been accrued, for a maximum period of twelve (12) work weeks in a calendar year for specific medical and family reasons: birth of a child, placement of a child with an employee for adoption or foster care, or a serious health condition

of the employee, spouse, child or parent of the employee. Employees are required to have worked for the City for a total of twelve (12) months and at least 1,250 hours during the preceding twelve (12) month period. The City has a right to thirty (30) days advance notice from the employee where practicable. The City's Family and Medical Leave Policy was established to comply with the FMLA.

Holidays

The City currently observes the following holidays:

New Year's Day	January First
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July Fourth
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November Eleventh
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Holiday	Friday Following Thanksgiving
Christmas Day	December Twenty-fifth

Employees must be in a paid status the entire day before and after a holiday to receive pay for the holiday.

Incentive Sick Days

Members of PMSA and exempt non-represented employees who do not receive management benefits receive up to a maximum of 24 hours paid incentive sick leave per payroll calendar year. This time is deducted from the sick leave balance, but is not counted as sick

leave for purposes of conversion privileges or disciplinary action.

Jury Duty/Court Subpoenas

Leave with pay is granted to an employee to respond to a summons to serve on a jury. The supervisor should be notified as soon as possible after receiving notice of jury duty.

The employee must provide documentation showing they performed the duty to receive Jury Duty Leave. If employees are excused from jury duty early or are not required to be present in court, they are expected to be on the job.

Employees who are subpoenaed for court cases not related to their City duties are not eligible for leave with pay.

Leave of Absence Without Pay

Leave of Absence Without Pay is an unpaid approved absence from the work place for the purpose of training, education, to enter the Armed Services of the United States, recovery from a temporary physical disability, or other special reason sufficient to constitute good reason for giving such leave. Employees may be granted Leave without Pay by the City Administrator upon recommendation of the department director.

If an employee is absent due to an illness, leave without pay shall not be granted until all sick leave and all other forms of leave have been exhausted. If an employee is absent for a reason other than illness, approved leave without pay shall not be granted until all Annual Leave,

Earned Personal Leave, Compensatory Time, Management Incentive Leave, Holiday Saved, Incentive Sick Leave and Discretionary Day have been exhausted.

Management Leave

Management Leave is provided to specific management employees as authorized by the annual Salary Resolution. Management Leave is pro-rated for newly hired or promoted eligible employees based on hire date and must be used by the end of the payroll calendar year. Management Leave is credited the first pay period beginning in January, does not accrue or carry over from one year to the next, and is not paid out at separation.

Medical Leave of Absence

A leave of absence may be requested in writing for situations that are not covered by FMLA. Medical documentation will be required. A leave of absence for up to ninety (90) days may be approved by the City Administrator upon recommendation by the employee's department director and the Human Resources Director.

Military Leave

The City authorizes leave with pay for employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval services or National Guard to attend training. There is a maximum of 17 paid days per military training calendar year. The employee must provide documentation for each training session. If additional days of documented training are required, the employee may use accrued leave other than Sick Leave. Refer to the Military Leave Policy for information regarding active military duty.

Sick Leave

Sick leave may be used for absences caused by personal or immediate family illness, injury, disability or medical appointments. Sick leave is a benefit provided by the City and shall not be abused.

Medical documentation must be submitted when the employee is absent in excess of three consecutive days. Medical documentation may be required for requests for sick leave of less than three (3) days at the discretion of the supervisor. An employee may not use accrued sick leave until completion of three (3) months of continuous employment with the City.

Eligible full-time employees accrue sick leave at the rate of 3.69 hours each pay period. Based on a 40-hour schedule, this amounts to 12 days per year. Employees may accumulate up to nine hundred sixty (960) hours of sick leave. An employee who earns the maximum accumulation of 960 hours may convert excess hours to earned personal leave according to the provisions of the City Code or collective bargaining agreement.

Supervisors will review each employee's sick leave usage regularly. If the explanation and/or documentation are not satisfactory, the department director will have the specific authority to implement the following corrective measures:

- Counsel the employee.
- Place the employee on a Performance Improvement Plan for correcting absenteeism.

Should the employee fail to improve his/her sick leave usage, the department director has the authority to take stronger disciplinary action up to and including termination of employment.

Reporting Unplanned Absences

Employees unable to work because of personal or family illness or injury, or for any other reason, should notify their supervisor (or designee) before the start of normal work time and must call within one hour of the starting time.

Employees are responsible for speaking directly with their supervisor about their absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. When leaving a voice-mail message, a follow-up call must be made later that day. Employees are required to follow departmental rules regarding who should be notified and when notification must take place.

E. BENEFITS

Employees are offered a variety of comprehensive benefits. The following information is provided as a summary of the benefits programs available to eligible employees and is subject to change. Employees in budgeted positions working 30 or more hours per week are eligible for Health, Dental, Vision, and Life insurance plans. These benefits are available for employees, domestic partners, and/or dependents. Cost to the employee varies by plan selected. Most benefits are effective on the first day of employment. Please refer to the Summary Plan Descriptions (SPD) for a more detailed description of each benefit. The current SPD is always the document of record.

Health Insurance

Employees may participate in a variety of health insurance options, such as HMO (Health Maintenance Organization) and PPO (Preferred Provider Organization).

Dental Insurance

Employees may participate in several dental plan options such as DHMO (Dental Health Maintenance Organization) and PPO (Preferred Provider Organization).

Vision Insurance

Employees may participate in a vision plan that offers coverage for a vision exam, lenses and frames.

Cafeteria Plan (section 125)

Employees may participate in the Dependent Care and Unreimbursed Medical Expense Plans on a pre-tax basis.

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Life Insurance

The City provides life insurance in the amount of one (1) times the employee's annual salary. Employees who qualify may purchase additional life insurance for themselves in an amount up to three (3) times their annual salary. Employees may purchase dependent life insurance for their spouse and/or children.

Long Term Disability Insurance

Employees who are out of work for illness or injury for 90 days or more may be eligible for long term disability.

Retirement Programs

Fire Employees: Employees are eligible for participation in a Defined Benefit Retirement Plan.

Sworn Police Officers: Employees are eligible for participation in a Defined Benefit Retirement Plan.

General Employees: Employees are eligible for participation in the 401(a) Defined Contribution Plan. Deductions of 7½% of the employee's pay for the Defined Contribution Plan begin on the first day of the pay period following successful completion of initial probation, unless extended. The City matches the employee's 7½% contribution, upon completion of probation. Part-time employees working 20-29 hours are eligible to participate in this plan.

SEIU employees begin deductions of 7½% of the employee's pay for the Defined Contribution Plan on their date of hire. The City's contribution will commence on the first day of the pay period following

successful completion of initial probation, unless extended.

Upon entering the plan, General Employees are immediately 100% vested and the plan is portable.

457 Deferred Compensation Plan: All employees are eligible to participate in a voluntary Deferred Compensation Plan beginning the day of hire.

Tuition Reimbursement

The City may, subject to budgetary funding, provide financial assistance to employees who seek higher education. Higher education assistance is intended to:

- assist employees in acquiring additional job-related knowledge and improving technical skills;
- enable employees to stay abreast of developments in their profession, trade or technical area; and
- enhance the City's ability to attract, retain and motivate employees by providing developmental opportunities.

Employees must complete one (1) full year of employment to be eligible to receive higher education assistance. Job performance must be satisfactory at the time of application for assistance.

F. EMPLOYEE RELATIONS

Employee Assistance Program (EAP)

The City is aware that personal or health problems may occasionally interfere with an employee's ability to perform on the job. The City's Employee Assistance Program is available to all City employees and members of their household needing confidential counseling sessions for such services as:

- Marriage counseling
- Financial counseling
- Substance abuse assistance
- Grief counseling
- Work related stress
- Smoking cessation
- Codependency issues
- Legal referrals (living wills, etc.)

General counseling sessions are free of charge. If a referral to an outside provider is necessary, costs may be covered by the employee's health insurance. If not, the cost of such outside services is the employee's responsibility.

The employee may be referred to EAP by the employee's supervisor, Employee Relations Manager, and/or Human Resources Director to correct unsatisfactory job performance or behavioral problems.

Progressive Discipline

The City of West Palm Beach administers discipline, if necessary, as a means to ensure that employees adhere to established standards of conduct and performance. In

those instances where misconduct in the first instance is not extreme or serious, the City may use progressive discipline. Progressive discipline does not mean that all first offenses must be addressed with verbal reprimands, and that all second offenses must be addressed with written reprimands, and so on. It means that all disciplinary tools and penalties are available to address misconduct not punishable by termination in the first instance, and the type of discipline will depend on the severity of the offense, the employee's work record and history, and other relevant factors.

Corrective actions may include an oral warning, a written warning, suspension without pay, demotion or reduction in pay, or termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

The City reserves the right to bypass preliminary disciplinary steps and base its disciplinary action on the severity, frequency, or combination of infractions when circumstances warrant immediate action. The City considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include, but are not limited to: theft in any form, insubordination, vandalism or destruction of City property, the use of City equipment and/or City vehicles without prior authorization, untruthfulness about personal work history, skills, or training, divulging confidential City information, and misrepresentations of the City to a customer, a vendor, the general public, or an employee.

The City will follow procedures outlined in the applicable collective bargaining agreement and state or federal law as it applies to particular groups of employees.

Grievance Procedure

An employee grievance procedure is available to certain employees to resolve work-related complaints and problems. Employees can call upon their supervisors and City executives to evaluate their cases and decide whether or not a change in discipline or other employment decision is warranted.

Employees covered by Civil Service Rules (generally classified non-bargaining unit employees who are not managers or firefighters) may appeal disciplinary actions within ten days after the delivery or mailing to him or her of a written notice of the action. The employee must file a written request for a hearing to the Civil Service Board in the office of the Director of Human Resources.

Employees covered by a collective bargaining agreement may file a grievance for violations of the contract or for disciplinary actions. Employees must refer to their respective collective bargaining agreement for the correct way to file a grievance.

Appeals

Employees on original new-hire employment probation, unclassified non-bargaining employees, and temporary, seasonal or intermittent employees have no right of appeal.

Layoff

The City reserves the right to reduce its work force either permanently or temporarily. When it becomes necessary to reduce the number of positions within a job classification, temporary, provisional and probationary employees shall be laid off first and then regular status employees.

Where collective bargaining agreements and/or the Civil Service Rules apply, the City will follow stated seniority rules. For those employees who are not members of such units, the City reserves the right to determine layoffs in a manner serving its best interests. The City will follow recall procedures set by collective bargaining agreements or where applicable, in keeping with Civil Service Rules and Regulations. Employees not covered by such agreements or Civil Service may be recalled as the City sees fit at the time.

Resignation and Discharge

When an employee intends to resign his/her employment with the City, he/she shall give the City at least two (2) weeks written notice. Employees must return all City issued property including keys, cellular phone, access codes, lap top computer, identification badge, etc.

G. SAFETY AND SECURITY

General Safety

City employees are responsible for the safety and security of their workplace. Full compliance must be maintained with regard to all City safety rules including but not limited to:

- Wearing all required safety equipment at all times.
- Maintain clean and safe equipment at all times.

Employees are responsible for working as they are instructed to safely produce a quality product or service. Employees are also responsible for reporting unsafe conditions or practices to their supervisor and Risk Management. No employee should ever perform a task or work with equipment that is unsafe. Failure to comply with safety rules will result in disciplinary action up to and including termination of employment.

Smoke Free Workplace

The City recognizes the right of its employees to work in an environment free of tobacco smoke and has established a Smoke Free Workplace Policy. In compliance with the Florida Clean Indoor Air Act of 1985, the right to a smoke-free environment in the workplace takes precedence over individual desires to smoke. Smoking is strictly prohibited in City owned or leased buildings, including offices, hallways, waiting rooms, restrooms, lunch rooms, elevators, and meeting rooms, among other areas, and in city vehicles.

The City also recognizes the rights of employees who choose to smoke to make personal decisions without

interference, as long as these decisions do not interfere with the rights of other employees. Such employees may smoke only in designated smoking areas outside of City buildings or at least 25 feet away from City worksites, building entrances and storage areas of flammable substances.

This policy applies to all employees, clients, contractors, and visitors. Address inquiries or complaints about smoking in the workplace to Risk Management.

Vehicle Safety

Vehicles must be maintained and pass inspection by the Fleet Maintenance Division and the employee's supervisor. An employee shall perform vehicle safety checks as required by his/her supervisor. Where applicable, such safety checks shall be based on the guidelines and requirements of the Florida Commercial Drivers Handbook.

Employees will follow posted speed limits and observe all City safety regulations and state motor vehicle laws, including, but not limited to, wearing seat belts. Cell phone usage should be avoided while driving. City vehicles may be equipped with GIS devices to help ensure the safety of occupants and equipment.

Reporting Accidents and Violations

If you are authorized to operate a City motor vehicle or your own motor vehicle in the course of your assigned work, you will be responsible for any fines, traffic violations, and any other associated fees. In the event of a vehicular accident, employees are responsible for notifying police and rescue authorities if necessary.

Once authorities have been notified, contact your supervisor and Risk Management in accordance with the Motor Vehicle Policy.

The City's self-insurance program does not provide coverage for damage to an employee's personal vehicle. Employees should confirm their personal auto insurance policy provides coverage for this use. An employee involved in an accident while operating a City vehicle will not be responsible financially for the damages incurred as a result of the accident.

Use of City Property

Each employee shall exercise due caution in the care and handling of all tools and equipment which may come into his or her custody, or over which he or she may have a degree of control. Any employee who loses, misuses, or damages through his or her carelessness, negligence and/or intentional misconduct such tools or equipment provided by the City shall be subject to discipline up to and including termination of employment. Intentional misconduct resulting in damage to City property may also include reimbursement to the City by the employee.

City property issued to employees, including software, manuals, and proprietary information, must be returned if employment with the City is terminated either voluntarily or involuntarily. If City property is not returned, employees will be responsible for repaying the City the value of the property.

No employee will remove City property from the premises without written permission from the supervisor or department director who is responsible for the

property in question. Examples of the kind of property subject to this policy are:

- books, office supplies, and equipment;
- personal property owned by the City or other employees;
- confidential literature including contracts, outlines, files and reports;
- computer disks, tapes, and other storage media;
- trailers, mowers, weed eaters, and leaf blowers.

Removing or attempting to remove City property without proper permission can result in discipline, up to and including termination of employment.

Building Security and Identification Badges

All employees who are issued keys are responsible for their safekeeping. Employees are expected to use designated entrances and exits. Employees are not allowed on City property after hours without prior authorization from their supervisor.

An identification badge is issued to each employee at the time of employment. Employees are expected to display their identification badge while on City premises. Identification badges remain the property of the City.

The City reserves the right to inspect bags, parcels, or containers entering or exiting City premises. The City

also reserves the right to inspect the workplace, including lockers, desks, files, etc.

Employees should report security-related incidents to their supervisor so proper action can be taken. Employees should be aware of any unfamiliar persons who are in secure areas. Such persons should be questioned as to their purpose for being there and properly escorted to their legitimate place of business.

Workers' Compensation

Employees who sustain or incur an illness arising out of or in the course of employment are covered by Workers' Compensation insurance. This insurance provides medical coverage and partial replacement of lost wages for the period of time the employee is unable to work. All employees are covered and the City pays the entire cost of this protection.

Employees injured during outside employment are covered by that employer. No sick leave shall be granted to an employee who is injured while gainfully employed by an employer other than the City.

If you still have questions which this Handbook did not answer, please talk to your supervisor or contact the Human Resources Department. You should know about the personnel practices and the many benefits available to you as an employee of the City of West Palm Beach.

Important Phone Numbers

Human Resources	494-1000
Job Hotline	494-1001
Risk Management	494-1130
After Hours	644-7300 or 644-7417
Police Department	
Emergency	911
Non-Emergency	653-3456
Fire Department	
Emergency	911
Non-Emergency	835-2900

H. ACKNOWLEDGEMENT

This Employee Handbook is an important document intended to help you become acquainted with the City of West Palm Beach. This Handbook will serve as a guide; it is not the final word in all cases. Because the general business atmosphere of the City and economic conditions are always changing, the contents of this Handbook may be changed at any time at the discretion of the City.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the City of West Palm Beach Employee Handbook.

- ✓ I have received and read the City of West Palm Beach Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City at any time. I understand that this Handbook replaces (supersedes) all other previous handbooks for the City as of the date of my signature below.
- ✓ I further understand that my employment is terminable at will, either by myself or the City, or in accordance with an applicable collective bargaining agreement or Civil Service Rules and Regulations, regardless of the length of my employment or the granting of benefits of any kind, including but not limited to pension benefits which may provide for vesting based upon length of employment.
- ✓ I understand that unless I am a covered Civil Service or bargaining unit employee, no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Mayor, with the approval of the City Commission.
- ✓ I am aware that during the course of my employment confidential information will be made available to me. I understand that this information is critical to the success of the City and must not be given out or used outside of the City's premises or with non-City employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or employer.
- ✓ I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the City of West Palm Beach Employee Handbook.

Employee's Printed Name

Position

Employee's Signature

Date

Date Issued: 8/1/2004

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