

**Santa Rosa County
Board of County Commissioners**



Employee Handbook



SANTA ROSA COUNTY HUMAN RESOURCES

6495 Caroline Street, Suite H | Milton, Florida 32570-4592

GINNEAL MCVAY, Director
CINDY WILLIAMS, HR Manager
hr@santarosa.fl.gov

August 30, 2019

Dear Colleague:

As you begin your career with or transition to another position within Santa Rosa County, remember that regardless of where you work or the nature of your job assignment, public employment is a noble calling. You are part of a team of dedicated and talented individuals who are *Committed to Excellence* while *Serving our Community*. Indeed, our greatest asset is its workforce.

Please take time to review the policies and procedures contained in this handbook. The handbook is designed to identify expectations of Santa Rosa County and provides basic information about your benefits, salary administration, leave accrual and use, holidays and employee assistance program. It also provides important information on the County's commitment to diversity, our policies on workplace conduct, work schedules, safety on the job, and your obligations as a County employee. I trust you will take time to familiarize yourself with its contents and maintain it as a valuable resource to be referred to in the future.

The County's Human Resources Department is here to help you with your employment-related questions. If you need further information, contact your department supervisor or a representative from the Human Resources Department.

Thank you for your commitment to public service and to the people of Santa Rosa County. No doubt you will serve with pride, dedication, and integrity.

Sincerely,

A handwritten signature in blue ink that reads "GinNeal M. McVay".

GinNeal M. McVay, PHR, SHRM-CP
Human Resources Director

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INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the Santa Rosa County Board of County Commissioners (BOCC) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Santa Rosa County BOCC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Santa Rosa County BOCC continues to grow, the need may arise and the Santa Rosa County BOCC reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion.

Individual departments may have policies unique to that department which may not be part of this handbook.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the Santa Rosa County BOCC, and I understand that I should consult the Human Resources Department or my supervisor regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. I understand that revised information may supersede, modify, or eliminate existing policies. Only the County Administrator or Board of County Commissioners of Santa Rosa County has the ability to adopt any revisions to the policies in this handbook. Nothing contained in this handbook shall create any property right.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, which includes the Equal Employment Opportunity Program and Policy against Discrimination, Harassment and Retaliation, Drug Free Workplace, Safety, Non-Fraternization, Electronic Mail and Internet polices. I understand that it is my responsibility to read and comply with all policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

100 Employee Responsibilities

Effective Date: 4/25/2008

Revision Date: 12/8/2016

To ensure proper functioning of all departments serving the people of Santa Rosa County, employees have certain responsibilities. The following are basic responsibilities of all County employees:

- Review and comply with the Personnel Rules, and departmental rules and policies.
- The County attempts to provide a fair pay and benefit package to all employees. In return, employees are expected to give their employer a full day's work.
- Santa Rosa County citizens depend on County employees to serve their needs daily, particularly during emergencies. Each County employee must be quick to respond to emergency standby or call-out requests. The lines of communication must be kept open with supervisors if an employee is away from work and feels his/her services may be needed in an emergency situation.
- Before, during and/or after an emergency or catastrophe all County employees will have a role in addressing the situation. You must discuss this role with your supervisor. Failure to take the action required of you could result in disciplinary action including termination. Citizens and your employer depend on you performing your part during this time.
- You will need to familiarize yourself with the Santa Rosa County Code of Ethics and abide by its principles. A copy of this is printed inside this manual.
- All employees must be courteous at all times to the public we serve.
- To ensure a smooth-running organization, advance notice is required for job absences for such things as vacation, military leave, etc. Please familiarize yourself with your department's rule in this regard.
- Some employees are required to wear uniforms, badges, or picture ID cards at work. This is practical and it identifies you as a public employee. The uniform should be clean and neat at the beginning of your work shift. Where uniforms are not issued, employees should dress in accordance with good taste and proper image for the job. Verify the dress code with your supervisor for the workplace position to which you are assigned.
- You will want to act at all times and in all places in a manner that will bring credit to you and to your employer. Remember, your off-duty behavior, especially if you are in uniform and if you are known as a County employee, impacts our credibility as a public service agency.
- If you are arrested at any time during your employment with the County, you must report it to your supervisor immediately.
- Please use safety equipment when required by your department to do so. Treat this equipment properly, and report repair requirements or safety problems to your supervisor.

101 Employment

Effective Date: 1/1/2004

Revision Date: 12/8/2016

Employment with the Santa Rosa County BOCC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Santa Rosa County BOCC may terminate the employment relationship at will at any time, with or without notice or cause subject to the provisions of the Civil Service Act, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Santa Rosa County BOCC and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Santa Rosa County BOCC's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the County Commissioners or County Administrator of Santa Rosa County.

102 Employee Relations

Effective Date: 1/1/2004

The Santa Rosa County BOCC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Santa Rosa County BOCC amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation

Effective Date: 3/28/2002

Revision Date: 12/11/2014

WHEREAS, the Board of County Commissioners, Santa Rosa County, prohibits unlawful discrimination, harassment, and retaliation, and strives to ensure that all aspects of County employment are free of such unlawful conduct, and that County employment is equally available to all persons regardless of race, sex, color, national origin, religion, age, disability, marital status, genetic information, veteran/military status, and any other characteristic or status protected by applicable law.

WHEREAS, the County believes that special measures and efforts are appropriate to prevent and correct unlawful discrimination, harassment and retaliation within its organization, and will accordingly engage in a determined and sustained effort in support of this belief, which will include the provisions outlined in this Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation;

WHEREAS, pursuant to the goals of this program and policy, all management and supervisory personnel will share in the responsibility for implementation and management performance in the area of equal employment opportunity, which will be evaluated in the same way that performance in other assigned duties are evaluated; and violations of this Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation will meet with appropriate action;

WHEREAS, it is the responsibility of each member of management to give this Program and Policy their full support by leadership and personal example; in addition, it is the duty of every County employee to create a job environment, which is conducive to the provisions contained herein; and the overall County responsibility for the direction of this Program and Policy, and implementation, will reside with the Human Resources Director, who will serve as the County's Equal Employment Opportunity Coordinator;

NOW THEREFORE, the Board of County Commissioners of Santa Rosa County hereby enacts this Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation.

For the purposes of this Program and Policy, the terms "Santa Rosa County" or "the County" may be used interchangeably with the term "Board of County Commissioners."

- **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

- A. GENERAL EQUAL EMPLOYMENT OPPORTUNITY POLICY**

There shall be no discrimination with respect to race, sex, color, national origin, religion, age, disability, marital status, genetic information, veteran/military status, and any other characteristic or status protected by applicable law, with respect to the recruitment, examination or appointment of applicants, or in any personnel decisions affecting employees, including but not limited to evaluation, training, promotion, and disciplinary actions. Harassment based on any of the aforementioned statuses or characteristics is a form of discrimination prohibited by this policy, and retaliation against an employee for complaining about such discrimination or harassment (or supporting a complaint of alleged discrimination or harassment) is also prohibited. Details regarding the County's commitment to preventing and correcting unlawful discrimination, harassment and retaliation, including the procedure for making complaints about such conduct, are set forth in the Policy Against Discrimination, Harassment and Retaliation.

Santa Rosa County will take affirmative steps to ensure the proper implementation and enforcement of its Equal Employment Opportunity Program in accordance with applicable law.

- B. RESPONSIBILITY FOR AND IMPLEMENTATION OF THE PROGRAM**

The Human Resources Director is hereby designated as the Program Coordinator and is responsible for the Program. The Coordinator has the support of the Commissioners and County Management and is identified as the responsible official for internal and external communications which relate to the Program. These responsibilities include:

1. Developing and revising this Program and devising techniques for communicating the County's Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation both internally and externally.

2. Assisting in identifying any problem areas concerning the placement of minorities and female workers.
3. Assisting County management in devising solutions to any areas identified as potential problems with respect to the placement of minority and female employees or applicants.
4. Implementing appropriate systems for measuring the impact of the Program, the need for remedial action, and the degree to which goals and objectives have been attained.
5. Serving as liaison between the County and minority and women's organizations and community action groups concerned with employment opportunities for minorities and women.
6. Ensuring that the County Commission remains informed of issues regarding equal employment opportunity, discrimination, harassment and retaliation.

In addition to these responsibilities, the Human Resources Director is also to provide for periodic review of applicable recruitment, training programs, hiring and promotion practices, and other applicable personnel policies to remove any impediments that may exist for minorities and females. This review shall include, but not be limited to:

1. Holding regular discussions with managers and supervisors to assure that the County's Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation are being followed.
2. Reviewing the qualifications of all employees seeking promotions or transfers to ensure that qualified minorities and women are given equal consideration.
3. Periodic review of such matters as:
 - (a) proper display of EEO posters and notices;
 - (b) the comparable quality of facilities provided for both sexes;
 - (c) the opportunity of all employees to participate in any County sponsored recreation and social activity;
 - (d) equal opportunity to attend County-sponsored training, seminars, etc.;
 - (e) seeing that the needs of disabled employees and applicants are addressed in accordance with the law;
4. Ensuring that supervisors understand that their work performance is being evaluated, among other criteria, on the basis of their efforts to comply with this Program and the results of such efforts.
5. Ensuring that supervisors adequately address and respond to any reported and/or observed unlawful harassment, discrimination or retaliation of employees, including any reported and/or observed comments, jokes, cartoons, etc., which are intended to be derogatory to minorities, females or the disabled.

6. Ensuring that the overall selection process will be reviewed continually, including the training, transfer and promotion procedures, to ensure freedom from bias toward or stereotyping of minorities and women.
7. Ensuring that all personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes are carefully selected and trained to ensure that commitments to the Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation are fully implemented.
8. Ensuring that qualified minorities and women are given careful consideration for all available positions.
9. Ensuring that efforts will continue to be made to find qualified minority and female applicants through local recruitment organizations and other organizations created to promote the employment opportunities for minorities and females.

C. DISSEMINATION OF PROGRAM

Santa Rosa County recognizes that knowledge and understanding of the Program is crucial to its effective implementation. Therefore, the County will take steps to disseminate its Equal Employment Opportunity Program to the workforce and the community.

1. INTERNAL DISSEMINATION

- a. Notice of the Program will be disseminated to all County employees on County bulletin boards and will be included in revisions to the Personnel Rules, Regulations and Policies.
- b. Relevant provisions from the Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation will be included as appropriate in any applicable union agreements.
- c. The County Administrator will discuss the Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation at management training programs and at other appropriate meetings. During these discussions, the County's commitment to the Program will be stressed. All participants will also be encouraged to use the Complaint Procedure in situations where it is applicable and will be assured that use of the procedure will not result in retaliation.
- d. Notice of any changes to the Program, as well as a copy of the Program, will be posted on the County's website and intranet.
- e. Through the above and other such steps, the County will communicate to the employees the existence of the Program in order that employees may know of and avail themselves of its benefits.

2. EXTERNAL DISSEMINATION

- a. In those instances when the County seeks employees from external sources, those sources will be informed of the County's Equal Employment Opportunity Program and Policy Against Discrimination and Retaliation.

- b. The County will notify vendors, community organizations, community leaders, schools and colleges of the County's Program as appropriate.

D. RECRUITMENT AND HIRING PROCESS

1. RECRUITMENT

- a. The Human Resources Office will ensure recruitment efforts are adequate, to provide an applicant pool sufficient to represent county minority groups. It is understood that if the County labor force is not approximate to the demographics of the county at-large, then the pool of minority applicants on registers should exceed employment needs. It will be the purpose of this recruitment effort to allow the County to select the best-qualified applicant for a given vacancy.
- b. Advertising efforts of the Human Resources Office for entry-level positions will include, but will not be limited to the following sources:

Workforce Escarosa, Escambia County, N.A.S. Pensacola Transition Assistance Office, Naval Air Station Whiting Field (Family Service Center), Pensacola Junior College (Attn: Placement Offices), The University of West Florida (Attn: Career Center), The National Association for the Advancement of Colored People (NAACP), Santa Rosa County's Web Site, Locklin Technical Center, City of Pensacola, all Divisional offices of Board of County Commissions/Appointing Authorities/County Libraries.

This distribution scheme will also be used for internal Promotional Registers.

- c. Where appropriate, Human Resources may also advertise in:

The Pensacola News Journal (Regional Newspaper) (to be utilized when normal recruitment efforts will not be sufficient)

2. HIRING

- a. Human Resources will ensure that:
 - (i) All questions on the employment application are job related.
 - (ii) No tests or other screening criteria have an unlawfully discriminatory impact on minorities or females.
 - (iii) Job titles are descriptive of job content.
 - (iv) Job description and qualification standards do not cause inadvertent unlawful discrimination and are free from bias related to gender or other protected statuses or characteristics.
 - (v) Job requirements are known by all members of management involved in the recruitment, screening, placement and promotion process.

II. POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

A. PURPOSE

The purpose of this policy is to inform interested persons of the policies and procedures of Santa Rosa County relating specifically to unlawful discrimination, harassment and retaliation, and complaints about such conduct. This policy complements the County's Equal Employment Opportunity Program and applies to all persons employed by the Santa Rosa County Board of County Commissioners.

B. DISCRIMINATION

Consistent with its role as an Equal Employment Opportunity employer, the County prohibits employees, including management, from taking any action against others or making any employment decision based on race, color, gender, religion, national origin, ethnicity, disability, veteran status, sexual orientation, age, or any other characteristic protected by applicable law. Those found to violate this provision will be subject to discipline, up to and including discharge.

C. HARASSMENT

As an Equal Employment Opportunity employer, the Company prohibits workplace harassment. The County expects all employees to help us accomplish this goal. Harassment can take many forms, and any form of harassment is unacceptable. Those found to violate this provision will be subject to discipline, up to and including discharge. Examples of harassment prohibited by this policy include, but are not limited to, the following:

1. Jokes, insults, threats, and other unwelcome actions about a person's race, color, gender, religion, national origin, ethnicity, disability, veteran status, sexual orientation, age, or any other characteristic protected by applicable law.
2. Unwelcome sexual advances, flirtations, sexually suggestive comments or conduct, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.
3. The display of sexually suggestive objects or pictures.
4. Comments or conduct suggesting that an employee's cooperation with – or refusal of – sexual harassment or other harassing conduct will have any effect on the employee's employment, assignment, compensation, advancement, career development, or any other term or condition of employment.
5. Verbal or physical conduct that disrupts another employee's work performance or creates a fearful or hostile work environment (e.g., bullying).

D. RETALIATION

The County will not tolerate any form of retaliation against any employee who reports alleged discrimination or harassment prohibited by this policy, is a witness to the alleged discrimination

or harassment, or who participates in an investigation of such conduct. Those found to violate this provision will be subject to discipline, up to and including discharge.

E. COMPLAINT RESOLUTION PROCEDURE

If any employee believes that he or she has experienced or witnessed discrimination, harassment or retaliation prohibited by this policy, the employee must immediately submit a complaint to the Human Resources Director.

The County recognizes that there may be circumstances in which an employee making a complaint under this policy is uncomfortable submitting the complaint to the Human Resources Director for some reason, such as the employee's belief that the Human Resources Director is involved in the alleged wrongful conduct, or the employee's belief that the Human Resources Director will not adequately respond to the complaint. For this reason, the County has adopted the following reporting procedure for submitting complaints of alleged discrimination, harassment or retaliation under this policy: if the employee is not comfortable submitting the complaint to the Human Resources Director, the employee must submit the complaint to the County Administrator. If the employee is not comfortable submitting the complaint to the County Administrator, the employee must submit the complaint to the Chairperson of the Board of County Commissioners.

Note that for complaints under this policy that allege wrongful conduct by a County Commissioner, the complaint must be submitted to the Chairperson of the Board of County Commissioners. If the complaint alleges wrongful conduct by the Chairperson of the Board of County Commissioners, the complaint must be submitted to the Vice-Chairperson.

To aid the County's investigation of reports of alleged discrimination, harassment and retaliation under this policy, reports of alleged violations of this policy must be made in writing, signed by the reporting employee, and should contain the following information:

1. The name, address and telephone number of the person filing the complaint.
2. The name(s) of the person(s) who allegedly committed the act of discrimination, harassment or retaliation, and the name(s) of the alleged victim(s).
3. A clear and concise statement of the facts, including pertinent dates, and any other documentation in support of the complaint.

Upon receipt of a complaint of alleged discrimination, harassment or retaliation under this policy, the County will promptly conduct an investigation. Each investigation will be handled with as much confidentiality as is feasible considering the need to adequately investigate the allegations. If, following the investigation, the County concludes that its policy against discrimination, harassment and retaliation has been violated, appropriate action will be taken (i.e., discipline, up to and including discharge) with respect to those who have violated the policy. Following the investigation, the County will follow up with the reporting employee regarding the investigation and discuss the investigation results.

Any questions regarding this policy should be addressed to the Human Resources Director. If an employee is not comfortable consulting with the Human Resources Director about a question, the employee should address his or her question to the County Administrator.

F. RECORDS OF INVESTIGATION AND DISPOSITION

No information regarding the filing or investigation of a complaint under the Policy Against Discrimination, Harassment or Retaliation will be placed in the personnel file of the subject of the complaint until a decision is made by the County that discipline is warranted. Only substantiated findings will be placed in the file. The subject of the complaint will be afforded the opportunity to place a rebuttal of the findings in his or her personnel file or any other records retained by the County regarding the investigation and disposition of the complaint.

III. PLANNED IMPROVEMENTS AND CORRECTIVE ACTIONS

Santa Rosa County will review its Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation on a periodic basis and as required by applicable law. This review will include an update of the statistical data gathered for purposes of the Equal Employment Program. The purpose of the County's periodic review process will be to promote the County's continual commitment to equal employment opportunity. Any deficiencies or necessary corrections, determined during review, will be submitted to the Board of County Commissioners for their approval and vote on changes to this document.

The provisions in this Equal Employment Opportunity Program and Policy Against Discrimination, Harassment and Retaliation shall not be construed as creating or granting any rights, expectation of rights, or other property interest for any applicant, potential applicant or employee.

104 Code of Ethics

Effective Date: 5/9/2002

CODE OF ETHICS

We tell the truth.

We keep our promises.

We deal fairly with everyone.

We face continuously changing business and professional environments, with unparalleled opportunities and greatly increased pressures from any number of sources. Our reputation is a key element to our ultimate success, and the behavior of every one of us affects that reputation. Our Code of Ethics is a set of guidelines to help us make prudent and ethical decisions as we carry out our day-to-day responsibilities.

CUSTOMER/CITIZEN SERVICE

Customer or citizen satisfaction is our top priority. We strive to be known by our customers/citizens for the quality and value of the services we provide. We follow through on the promises we make.

OUR EMPLOYEES

We treat each other with dignity, respect, and fairness offering equal opportunities for employment and advancement to all individuals. Intimidation and harassment or discrimination based on race, sex, age, color, religion, national origin or disability is not tolerated. We recognize the value that each of us contributes to Santa Rosa County. Each of us takes personal responsibility for the quality of our work.

SAFETY AND HEALTH

We value the health and safety of each other and the public by conducting our business in a manner designed to preserve the wellbeing of all involved. We work safely and watch out for each other, reporting and correcting any unsafe situation. We keep our workplace free from illegal drugs and the abuse of alcohol.

THE ENVIRONMENT

We are committed to good stewardship of the environment and work to conserve valuable natural resources. We achieve environmental goals that are in concert with other goals needed to further the well-being of society.

COMPLIANCE WITH LAWS AND REGULATIONS

We comply with all laws and regulations. We have a responsibility to understand the laws and how they apply to our jobs. The County supports each employee in this responsibility and provides the necessary resources for compliance.

USE OF CONFIDENTIAL INFORMATION

We use confidential information only for the purpose for which it was developed or given. Recognizing that Santa Rosa County operates under the appropriate public records requirements, we respect the confidentiality of information about the County, its citizens, employees, and its vendors.

CONFLICT OF INTEREST

We avoid conflicts, or the appearance of conflicts, between personal interests and official responsibilities on behalf of the County. We use County resources - time, personnel, equipment and supplies - for County business or County sponsored activities.

GIFTS AND GRATUITIES

We do not accept, offer or authorize gifts, entertainment or other favors that are not a reasonable part of a business relationship. We exercise hospitality with discretion, so as not to jeopardize the integrity of the County or those with whom we associate.

EXTERNAL RELATIONSHIPS

It is the right of the employee, as individuals, to support political candidates and engage in political activities of their own free choice during non-working hours. County resources are not used, directly or indirectly, to support political candidates.

FINANCIAL INTEGRITY

We are prudent in our expenditures on behalf of the County and we record all business transactions in accordance with accepted accounting principles. Every accounting or financial record, and supporting data must describe the transaction accurately without omission, concealment or falsification.

QUESTIONS OR CONCERNS

Each of us is obligated to report to management promptly any activities that may be in violation of this Code of Ethics or any applicable laws or regulations. In addition, we should express any other concerns or ask any questions about compliance with the Code. Each of us is encouraged to discuss concerns or questions with our supervisors.

APPROVED: April 10, 2002

105 Nepotism/Employment of Relatives

Effective Date: 1/28/2008

Revision Date: 2/2/2016

The County prohibits working relationships between members of the same family in which one such employee has supervisory or managerial authority over the other family member. Supervisory or managerial authority includes hiring, promotion, salary, performance evaluation and other staffing decisions. For the purpose of this policy, family member is defined as a spouse, domestic partner, romantic partner, children, parents, siblings, nieces, nephews, grandparents, grandchildren, aunts, uncles, first cousins, and corresponding in-law or step relationships. If such a relationship is discovered, the County will take all necessary measures, including separation of employment, to rectify the violation of this policy.

106 Personal Relationships in the Workplace

(Non-Fraternization Policy)

Effective Date: 4/21/2003

Revision Date: 2/21/2018

1. Restrictions on Dating and Romantic Relationships

Supervisors and any employee under their supervision are prohibited from dating. Such relationships can be disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination, and sexual harassment. Accordingly, Santa Rosa County has adopted the following policy and guidelines:

Santa Rosa County strictly prohibits supervisory personnel and employees under their supervision; employees working on the same shift; or employees working on the same crew from dating or engaging in romantic or sexual relationships with each other. Any such relationship must be disclosed so immediate steps can be taken to resolve conflict with this policy.

2. General

General provisions applicable to this policy are as follows: The terms dating and romantic relationship, as used in this policy, include, but are not limited to: casual dating, serious dating, casual sexual involvement where the parties have no intention of carrying on a long-term relationship, cohabitation, and any other conduct or behavior normally associated with romantic or sexual relationships.

This policy is not intended to discourage friendships between co-workers or between supervisory and non-supervisory personnel.

This policy shall be implemented in a non-discriminatory manner and Santa Rosa County shall take any steps necessary to avoid disparate impact on either sex.

This policy applies only to consensual romantic or sexual relationships between employees. Unwanted sexual attention (including physical contact) and sexually oriented behavior with the purpose or effect of creating an offensive environment is strictly prohibited. See Santa Rosa County's Equal Employment Opportunity/Discrimination & Sexual Harassment Policy.

107 Employee Medical Examinations

Effective Date: 1/1/2004

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at the Santa Rosa County BOCC's expense by a health professional of the Santa Rosa County BOCC's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

114 Disability and Accommodation

Effective Date: 3/28/2002

Revision Date: 12/8/2016

The Santa Rosa County BOCC is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

The Santa Rosa County BOCC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Santa Rosa County BOCC will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Santa Rosa County BOCC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

115 Whistleblower and Retaliation

Effective Date: 3/9/2017

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

The County's policy is that no retaliation shall occur against any employee who reports a concern about potentially unlawful or unethical conduct ("Whistleblower"). Each employee has an obligation and responsibility to report in accordance with this Whistleblower Policy: (a) questionable or improper accounting or auditing practices, (b) suspected unlawful conduct, and (c) violations or suspected violations of County policy (collectively referred to as "Concerns" from this point forward).

A. No Retaliation

This policy is intended to encourage and enable employees to raise Concerns for prompt internal investigation and appropriate action. **No employee who in good faith reports a Concern shall be subject to retaliation in any form for making the report.** An employee who retaliates against someone who has made a good faith report about a Concern is subject to discipline up to and including termination of employment.

B. Reporting Concerns

1. In most cases, employees should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the employee continues to have reasonable grounds to believe the Concern is valid and the supervisor is not responsive or if the immediate supervisor is part of the Concern, the employee should then report the Concern (*in writing or orally*) to the Human Resources Director. If the Human Resources Director is a subject of the Concern, or if the employee is uncomfortable speaking with his or her supervisor or the Human Resources Director for any reason, the employee should report his or her Concern to the County Administrator. If the County Administrator is the subject of the Concern, the Concern should be reported to the Board Chairman. If the County Attorney is the subject of the Concern, the Concern should be reported to the Board Chairman.

C. Handling of Reported Concerns

1. Investigation Procedure: All Concerns will be dealt with promptly and in a manner intended to protect confidentiality, consistent with the need to conduct a full and fair investigation.
 - a. Concerns Not Involving the Human Resources Director or the County Administrator: Following a preliminary assessment, if the individual initially receiving the Concern believes the Concern warrants further investigation, then the Human Resources Director shall be responsible for investigating the Concern and reporting the results of this further investigation to the

referring supervisor/manager or to a higher level management or the County Administrator, as appropriate.

If the investigation indicates that there has been or likely has been a violation of law, accounting or audit standards, or County policy, then the individual who receives the report of the results of the investigation shall consult with the Human Resources Director or County Administrator to determine the appropriate follow-up action and conclusion.

- b. Concerns Involving the Human Resources Director: If the Human Resources Director is the subject of the Concern, the County Administrator shall conduct a preliminary assessment. If the preliminary assessment reveals that the Concern warrants further investigation, then the County Administrator shall consult with the County Attorney to further investigate the Concern. The County Administrator shall then determine the appropriate follow-up action and conclusion.
 - c. Concerns Involving the County Administrator: If the County Administrator is the subject of the Concern, the Chairman of the Board who initially receives the Concern shall conduct a preliminary assessment. If the preliminary assessment reveals that the Concern warrants further investigation, then the Board Chairman shall consult with the County Attorney to further investigate the Concern. The Board Chairman shall then report back to the full Board on the results of the investigation for appropriate follow-up action and conclusion.
 - d. Concerns Involving the County Attorney: If the County Attorney is the subject of the Concern, the Chairman of the Board who initially receives the Concern shall conduct a preliminary assessment. If the preliminary assessment reveals that the Concern warrants further investigation, then the Board Chairman shall consult with the FACT personnel attorney to further investigate the Concern. The Board Chairman shall then report back to the full Board on the results of the investigation for appropriate follow-up action and conclusion.
2. Follow-up with Whistleblower: The Whistleblower (employee) will be informed of the progress and/or outcome of the investigation unless: (1) the Whistleblower expressly indicates his or her preference not to be informed, (2) this would be detrimental to the Whistleblower, County or the investigation, or (3) there are other, sound reasons not to inform the Whistleblower. The individual responsible for investigating the Concern is also responsible for determining whether follow-up with the Whistleblower would be detrimental or whether other reasons exist not to inform the Whistleblower. The individual is also responsible for informing the Whistleblower if the Concern has been resolved or closed.
 3. Cooperation: All employees are required to cooperate in the investigation of Concerns, which may include steps such as personal interviews, sworn statements and requests for and review of documents. Employees must not discuss the investigation, including any interviews or document requests, with anyone unless specifically instructed that they may do so.

D. Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information provided in a reported Concern indicates a violation of law, accounting or audit standards, or County policy. (*The act of making allegations that prove to be unsubstantiated, or*

which are made maliciously, recklessly, or with knowledge of their falsity, will be reviewed as a serious disciplinary offense.)

E. Limited Confidentiality

Reports of Concerns, and any investigations regarding Concerns, shall be kept confidential to the extent possible and lawful, consistent with the need to conduct an adequate investigation.

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

116 Job Posting

Effective Date: 7/1/2002

Revision Date: 11/13/2003

The Santa Rosa County BOCC provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the Santa Rosa County BOCC reserves its discretionary right to not post a particular opening.

Job openings shall be posted on bulletin boards, the Intranet and County website, and in the e-mail system, and normally remain open for 7 days. Each job posting notice will include the dates of the posting period, job title, and qualifications (required skills and abilities).

Eligible employees should only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a Santa Rosa County application to the Human Resources Department listing job-related skills and accomplishments. It should also describe how their current experience with the Santa Rosa County BOCC and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the appointing authority. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

201 Categories of Regular Employment

Effective Date: 7/1/2002

Revision Date: 11/13/2003

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Santa Rosa County BOCC's full-time schedule. Generally, they are eligible for the Santa Rosa County BOCC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Santa Rosa County

BOCC, subject to the terms, conditions, and limitations of each benefit program.

202 Access to Personnel Files

Effective Date: 1/1/2004

The Santa Rosa County BOCC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in Santa Rosa County Human Resources Department and in the presence of an individual appointed by Human Resources to maintain the files.

203 Employment Reference Checks

Effective Date: 1/1/2004

To ensure that individuals who join the Santa Rosa County BOCC are well qualified and have a strong potential to be productive and successful, it is the policy of the Santa Rosa County BOCC to check the employment references of all applicants.

The Santa Rosa County BOCC will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the Santa Rosa County BOCC's records.

204 Personnel Data Changes

Effective Date: 1/1/2004

It is the responsibility of each employee to promptly notify the Santa Rosa County BOCC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.

205 Probationary Period

Effective Date: 7/1/2002

Revision Date: 11/12/2015

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Santa Rosa County BOCC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Santa Rosa County BOCC may end the employment relationship at any time during the Probationary period, with or without cause or advance notice.

All new and rehired employees work on a probationary basis for the first 365 calendar days after their date of hire. Employees who are promoted or transferred within the Santa Rosa County BOCC must complete a secondary probationary period of the same length with each reassignment to a new

position.

An employee may be placed in an extended probationary period due to a disciplinary action, documented work performance deficiencies, or an extended period of time on the job missed. This period may not exceed 90 days past the initial twelve (12) month probationary period. Written notice must be provided to Human Resources and approved by the Appointing Authority prior to the end of the initial twelve (12) month period.

In cases of promotions or transfers within the Santa Rosa County BOCC, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Santa Rosa County BOCC's needs.

Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification.

During the initial Probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other the Santa Rosa County BOCC-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

207 Educational, Driving, Credit, Criminal, and Employment Background Screening During Employment Policy

Effective Date: 2/2/2016

Revision Date: 12/8/2016

The County must be able to employ individuals that are trustworthy and able to properly interact with key organizational partners. Employees agree, by signing the acknowledgment provision verifying agreement to this handbook, that the County may conduct occasional credit, criminal, employment, driving and educational backgrounds on employees as it deems necessary to conduct its operation in a profitable and legal manner. The County reserves the right to take any and all action it deems necessary to act upon the results of such ongoing screening.

208 Employment Applications

Effective Date: 7/1/2002

The Santa Rosa County BOCC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluation

Effective Date: 7/1/2002

Supervisors and employees are strongly encouraged to discuss job performance and goals on an

informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the probationary period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the fiscal-year end.

210 Job Descriptions

Effective Date: 7/1/2002

Revision Date: 11/13/2003

The Santa Rosa County BOCC makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

The Santa Rosa County BOCC maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Appointing Authority will prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Appointing Authority if you have any questions or concerns about your job description. Additionally an employee may not perform every duty or task specified.

212 Salary Administration

Effective Date: 7/1/2002

The salary administration program at the Santa Rosa County BOCC was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the Santa Rosa County BOCC is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and

responsibilities of the job, and salary survey data on pay practices of other employers. The Santa Rosa County BOCC periodically reviews its salary administration program and restructures it as necessary. Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Human Resources Department is also available to answer specific questions about the salary administration program.

214 Medical Information Privacy

Effective Date: 4/14/2003

Revision Date: 12/8/2016

In keeping with Santa Rosa County's long-held position as to County employees', retirees' and dependents' rights to medical privacy, and in order to comply with applicable federal and state laws, the County will take necessary steps to insure the confidentiality of all medical-related information.

If you require any type of assistance involving health care claims: claim filing, submittal, processing, payment or denial, appeals, filing grievances or determining if a claim is covered, it will be necessary for you to take the following action:

- (1) Call the particular medical provider's (doctor, hospital, lab, etc.) office in order to discuss your claim. *(Be sure to get full name & telephone number of person you talk with at the medical provider)*
- (2) Directly make contact with the appropriate County Health Insurer or Plan Administrator. *(Be sure to get full name & telephone number of person you talk with at the medical provider)*
- (3) After you make that contact in both #1 and #2 above, but you are still unable to get your claim problem or question resolved and you need further assistance, you may want to call the County's Insurance Consultant.

215 Employment Reference Prohibition Policy

Effective Date: 2/2/2016

The County prohibits leaders and employees alike from providing employment reference information to third parties, including prospective employers. Any and all solicitations for reference information should be immediately directed to the human resource office for appropriate management. The human resource office shall only provide a former employee's position title, dates of employment, and whether such employee is eligible to be rehired absent court mandate or a contractual agreement to the contrary. Such policy has been designed to protect both employees and the County from liability.

301 Employee Benefit Programs

Effective Date: 7/1/2002

Revision Date: 10/01/2007

Full-time and part-part time regular employees of Santa Rosa County are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Payroll departments can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Bereavement Leave
- Cafeteria Plan (Flexible Benefit Plan)
- Deferred Compensation Plan
- Dental Insurance
- Educational Leave
- Family Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Medical Leave
- Military Leave
- Personal Leave
- Short-Term Disability
- Sick Leave Benefits
- Supplemental Life Insurance
- Travel Allowances
- Uniform and Uniform Maintenance
- Vision Care Insurance
- Voting Time Off

Some benefit programs require contributions from the employee.

303 Annual Leave

Effective Date: 7/1/2002

Revision Date: 10/1/2019

Employee Leave Policy

A. Method of earning annual leave.

1. Full-time employees hired prior to April 24, 2003, who are filling established positions shall earn annual leave as follows: amended 10/01/2019

Seven (7) hours of annual leave credits per pay period from the fifteen (15th) through the nineteenth (19th) year of continuous and creditable service. Eight (8) hours per pay period shall accrue after twenty (20) years of continuous and credible service.

Full-time employees hired after April 24, 2003, who are filling established positions, shall earn annual leave as follows:

Four (4) hours of annual leave credits per pay period from the first (1st) through the tenth (10th) year of continuous and creditable service. Six (6) hours per pay period shall accrue

after ten (10) years of continuous and creditable service. A maximum accumulation of 240 hours per year is allowed. On December 31, all annual leave hours over 240 will transfer to sick leave. amended: 10/01/2019

Full-time employees who work a fixed percentage of the pay period shall earn annual leave credits proportionate to the time worked.

2. Annual leave earned during any pay period shall be credited to the employee on the first day of the following pay period or, in case of separation, on the last day the employee is on the payroll. amended: 10/01/2019

3. During leaves of absence with pay, an employee shall continue to earn leave credits, except in the case where an employee is granted educational leave with pay or is granted leave in conjunction with a resignation from county government. In such cases the employee shall not earn annual leave credits during leave of absence.

4. Each appointing authority should make every effort to ensure that annual leave is used on a current yearly basis in order to provide employees with vacation and proper rest and relaxation. By following this practice, employees will not normally accrue annual leave in excess of that earned each year. amended: 1/27/2011

5. Under circumstances involving natural disasters or other emergencies an appointing authority may be required to cancel all approved leaves and to disapprove any requests for leave during an extended period of time which would prevent employees from using their accrued annual leave. When an emergency exists and the appointing authority cancels approved leave, the Human Resource Department shall be notified immediately.

B. Use of earned annual leave.

1. Annual leave should be used to provide periodic vacation; however, earned annual leave credits may be used for any other purpose when authorized by the appointing authority or the Human Resource Department.
2. Use of annual leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the appointing authority within the department.
3. An employee who uses annual leave in an amount of time which is less than a full hour shall be charged with such leave based on the following formula, as determined by the appointing authority. 11/10/2005

All hours worked shall be rounded to the nearest quarter of an hour, as follows:

<u>MINUTES WORKED</u>	<u>TIME CHARGED</u>	
<u>Or LEAVE USED</u>	<u>MINUTES</u>	<u>HOURS</u>

0 – 7	00	.00
8 – 22	15	.25
23 – 37	30	.50
38 – 52	45	.75
53 – 60	60	1.00

Time worked shall be calculated from the following table. Normal work day minus time worked equals time used.

Example: Normal work day 8:00 = total time 8.0
 Actual time worked 7:15 = earned time 7.25
 Time used: 45 = used time .75

C. Transfer of earned annual leave.

An employee who transfers from one department to another department in the County shall be credited with unused annual leave by the receiving authority provided there is no break in service as defined in Rule 79-3.

D. Forfeiture of leave.

An employee shall forfeit all rights of benefits under Section VII, if, an act or offense is committed while in the classified service and one of the following applies:

1. Has admitted to or is found guilty in a court of competent jurisdiction of committing, aiding or abetting any embezzlement, theft or bribery in connection with Santa Rosa County.
2. Is found guilty by a court of competent jurisdiction of having violated any state law prohibiting strikes by public employees.

E. Payment of earned annual leave

1. Employees shall be paid for unused annual leave upon separation from the County after six (6) months of satisfactory, continuous and creditable service, in the last paycheck; before the effective beginning date of participation in The Deferred Retirement Option Plan "DROP".
 - a. If employment is terminated as a result of any act referenced in Section VII, D, the employee shall not be paid for any unused annual leave credits even though the employee has six months creditable service.
2. In case of death of an employee, payment of unused annual leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law. Such payment shall be made at the rate of pay at the time of death and by the department in which the employee was last employed.
3. Terminal leave payment due employees shall be computed as follows:

- a. Determine the current hourly rate in accordance with the employee's base salary.
 - b. Multiply the number of unused annual leave hours times hourly rate to determine the payment which shall be made. All such payments for accrued annual leave shall be made in a lump sum and the employee shall not be carried on the department payroll beyond the last official day of employment.
4. Upon terminal separation or death of the employee, hired prior to April 24, 2003, payment for accrued annual leave will not exceed 500 hours. Payment for employees hired after April 24, 2003 shall not exceed 240 hours. If at the time an employee enters DROP they do not have 500 hours of annual leave, or 240 for those hired after April 24, 2003, they may be paid for subsequent accumulated annual leave at the time of final separation, but the total number of hours for all payments shall not exceed 500 hours, or 240 for employees hired after April 24, 2003. Payment for annual leave associated with *Temporarily Terminated Status*, as defined in section 15 of the special act, will not affect the 500 hour cap, or for employees with a 240 cap, at terminal separation. amended: 12/8/2016
 5. Payment shall be made at the employee's current rate of pay.

305 Holidays

Effective Date: 7/1/2002

Revision Date: 11/12/2015

Santa Rosa County Board of County Commissioners will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

These holidays may be modified by the Board of County Commissioners.

Santa Rosa County Board of County Commissioners will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees

- Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Employees in a non-pay status, or suspension during any portion of the last scheduled workday before a holiday, shall not be eligible to receive payment for such holiday. The exception would be an employee on workers' compensation. 11/12/2015

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

306 Employee's Sick Leave Pool

Effective Date: 8/11/2016

Revision Date: 2/8/2018

- A. Any full-time employee who has a minimum of eighty hours of accumulated sick or annual leave during the established membership enrollment periods may participate in the Sick Leave Pool. However, an applicant must meet all requirements, as otherwise stated in this agreement, and must apply on an approved form. Participation in the Pool is voluntary.
- B. All participants in the Sick Leave Pool shall contribute eight hours of accrued sick leave to the Pool during the month of October. During initial enrollment, employees eligible for participation shall contribute eight hours of accrued sick leave to the pool. In the event the pool reaches 10,000 hours, contributions shall cease until the balance drops below 8,500 hours.
- C. Any sick leave contributed to the Pool shall be deducted from the balance reflected on the employee's official sick leave record.
- D. Sick leave credit, up to 480 hours (annually), may be granted to a participating employee at the discretion and upon the authority of the Sick Leave Pool Committee after consideration by Human Resources of all outstanding eligible applications. Any sick leave awarded from the Sick Leave Pool to a participating employee shall be used for absence due to a verifiable health emergency, serious personal illness or serious injury of the employee and/or immediate family member, as defined in Section X. F. of the County's personnel policy (note – qualifying for FMLA does not automatically qualify someone for borrowing from the Sick Leave Pool). The allowance for a mother's maternity leave shall be 8 weeks, unless there is a verifiable health issue with the mother or baby.
- E. A participating employee may be eligible for sick leave from the Pool only after having met the following conditions:
 - Has used all of his/her accumulated sick leave, annual leave and compensatory time.
 - 1. Is not eligible for injury in line-of-duty pay (or workers' compensation) as granted by rule of the County.
 - 2. Has a physician's report and pool leave request form approved by Human Resources.

3. Is within the first 12 months of employment and injured in-the-line-of-duty (this only applies to the one-third of the injured employee's salary not covered by workers' compensation. Once the employee has been employed for 12 months, this option is no longer available, except for injuries sustained during that time period.
- F. Membership applications shall be submitted during the enrollment periods conducted during the months of March and September each year or at other times established by the Sick Leave Pool Committee. The Committee shall act to approve or disapprove applications on basis of rules herein described.
 - G. A participating employee shall not be required to pay back any sick leave awarded from the Pool except as otherwise provided for in this agreement.
 - H. Each participating employee shall contribute, by way of deduction from his/her official sick leave record, eight hours of sick leave anytime the balance in the Pool falls below ~~1500~~ 8500 hours and providing the committee, by way of the chairperson, is notified and agrees in writing to such contribution by the employees. No employee shall be required to contribute more than sixteen hours in any one fiscal year.
 - I. Any participating employee, who is unable to meet Sick Leave Pool renewal or assessment membership contribution at the time for contribution to be made, shall contribute the first 8 hours of sick leave earned.
 - J. Each membership shall be on a continuing basis unless a letter requesting withdrawal from the Sick Leave Pool is received before October 1 or March 1. Such letter, directed to the Committee chairperson, shall be acted on upon receipt, and the Committee shall be notified.
 - K. Any employee who chooses to withdraw from participation in the Sick Leave Pool shall not be able to withdraw any sick leave days already contributed.
 - L. Alleged abuse of any provision contained in this agreement by a participant shall be reviewed by the Sick Leave Pool Committee. A finding of violation of any provision of this agreement may, upon the action and the authority of the Committee, result in expulsion from further participation, and/or a requirement to repay all the sick leave drawn from the Pool, and be subject to other disciplinary action as determined by the County.
 - M. The Sick Leave Pool Committee shall review the operation and rules of the Sick Leave Pool annually and, when appropriate, recommend recommendations for changes to the County.
 - N. The sick leave balance of any employee resigning or retiring from County service shall be transferred into the Pool, after any applicable distribution or payout.

PROCEDURES

1. Employees shall file membership application with the County’s Human Resources Department during membership enrollment periods hereafter on the form titled “Sick Leave Pool – Application for Membership”.
2. Santa Rosa County Human Resources shall determine eligibility.
 - A. Employees who apply and are NOT eligible will be notified in writing by Human Resources.
 - B. Each eligible employee will have the appropriate deduction made from his/her sick leave and entered into the Pool by their Payroll or Human Resources Department.
3. Participating employees in need of drawing from the Pool will fill out the appropriate form and submit it to their Payroll or Human Resources Department.
4. Applications for leave may be submitted by an interested party if the member is unable to apply.
5. The Santa Rosa County Human Resources Department will notify the employee of the approval or disapproval of the employee’s application, the number of hours awarded and deduct the number of hours from the Pool.
6. Any employee whose Sick Leave Pool request is denied by Human Resources, is eligible to appeal to the Sick Leave Pool Committee, if they meet the following requirements:
 - A. The appeal must be filed on the appropriate appeal form, within 5 days of their notice of denial.
 - B. The employee must sign a HIPPA release form, allowing the Human Resources office to provide the Sick Leave Pool Committee member the necessary medial information to review their appeal (names and personal information will be withheld whenever possible).
 - C. The employee must provide the most current medical documentation available on the condition which the appeal is based.
7. The chairperson will notify the Committee of meeting dates, times, and sites.
8. Santa Rosa County Human Resources Department will notify the Committee when the number of hours in the Pool has dropped below 1500 hours.
9. The Committee will be comprised of 5 employees, appointed by the Constitutional Officers, with at least one representative from each of the Departments listed below:

Board of County Commissioners (two representatives)
Property Appraiser
Clerk’s Office
Supervisor of Elections
10. The chairperson of the Committee will be elected by the Committee.
11. Committee membership shall be for two (2) years. (May continue if appointed again at the end of the two (2) years.)
12. Committee members not completing two (2) years will be replaced by the elected official or appointing authority of the group they represent.

13. All complaints to any Committee member should be reduced to writing, filed with the chairperson, and considered at the time of review of policy.

307 Sick Leave Benefits

Effective Date: 7/1/2002

Revision Date: 10/01/2019

The Santa Rosa County BOCC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

A. Method of earning sick leave.

1. All full-time employees filling established positions shall earn 4 hours of sick leave credits per pay period. amended: 10/01/2019

2. Full-time and part-time employees who work a fixed percentage of the pay period shall earn leave credits for hours worked during the pay period proportionate to the time worked. amended: 10/01/2019

3. During leave of absence with pay, an employee shall continue to earn sick leave credits, except when an employee is granted educational leave with pay or is granted leave in conjunction with resignation from county government. In such case, the employee shall not earn sick leave credits during that leave of absence.

4. Sick leave earned during any pay period shall be credited to the employee on the first day of the following pay period, or in the case of separation, on the last day the employee is on the payroll. amended: 10/01/2019

B. Use of earned sick leave.

1. Use of sick leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the appointing authority within the department.

2. Sick leave shall be authorized only for the following purposes:

- a. The employee's personal illness, injury or exposure to a contagious disease which would endanger others. Personal illness shall include disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery. Therefore, any sick leave credits used for these reasons shall be authorized only by the appointing authority.

- b. The employee's personal appointments with a doctor, dentist or other recognized practitioner when it is not possible to arrange such appointment for off duty hours.

- c. Illness or injury of a member of the employee's immediate family. Immediate family is defined as the spouse, grandparents, parents, brothers, sisters, children and grandchildren of both the employee and the spouse. amended: 02/26/2004

- d. Four (4) days of personal leave will be allowed annually to any employee; provided that these days shall be charged to accrued sick leave; provided further, that personal leave days shall be non-cumulative.

3. Notification of absence due to illness, injury or exposure to a contagious disease shall be given to the appropriate authority by the employee or the employee's representative as soon as possible on the first day of absence.

4. Upon request, an employee shall be allowed to use accrued sick leave credits as provided in this section.

a. After 3 workdays of absence in any month, the appointing authority may require a medical certification of the employee's illness before authorizing any additional use of sick leave credits by the employee.

b. After ten consecutive days of absence, the employee shall submit to the appointing authority a medical certificate from the attending physician before any additional use of sick leave credits can be authorized for the employee. If the employee continues to be absent, the appointing authority shall require further medical certification for each thirty (30) consecutive days of absence, unless the appointing authority has personal knowledge that the employee is hospitalized and unable to return to work. Such medical certification must state that the employee is unable to perform the regularly assigned duties if sick leave is to be authorized by the appointing authority.

c. If the medical certification furnished by the employee is not acceptable to the Human Resource Department, the board shall require the employee to submit to a medical examination which shall be paid for by the appointing authority. Based on the medical certification, the Human Resource Department shall:

(1) If the employee is evaluated as fit for work, shall not approve further use of sick leave credits.

(2) If the employee's health is evaluated as unfit for work, shall allow the employee to use accrued sick leave credits until such leave credits have been used or until the employee is able to return to work, whichever occurs first. If the employee is unable to return to work after all sick leave credits have been used, the employee shall be allowed to use any accrued compensatory or annual leave credits before being placed on leave without pay.

d. An employee who, upon request by the appointing authority, refuses to comply with these rules shall not be eligible to use accrued sick leave credits, and any absence from work shall be handled in accordance with Section II.

5. An employee who becomes ill while on approved annual leave, compensatory leave or maternity leave shall be allowed to use accrued sick leave credits to cover the period of illness. An employee who is on any other type leave with or without pay shall not be allowed to use sick leave credits while on such leave.

6. An employee who uses sick leave in an amount of time less than a full hour shall be charged with such leave using the following formula, as determined by the appointing authority. amended: 11/10/2005

All hours worked shall be rounded to the nearest quarter of an hour, as follows:

<u>Minutes Worked</u> <u>Or Leave Used</u>	<u>Time Charged</u>	
	<u>Minutes</u>	<u>Hours</u>
0 – 7	00	.00
8 – 22	15	.25
23 – 37	30	.50

38 – 52	45	.75
53 – 60	60	1.00

Time worked shall be calculated from the following table. Normal workday minus time worked equals time used.

Example:	Normal work day	8:00 = total time	8.0
	Actual time worked	7:15 = earned time	7.3
	Time used	:45 = used time	.7

Minutes Worked	Time Earned	Minutes Worked	Time Earned
1 - 6	.1	31 - 36	.6
7 - 12	.2	37 - 42	.7
13 - 18	.3	43 - 48	.8
19 - 24	.4	49 - 54	.9
25 - 30	.5	55 - 60	1.0

7. Appointing authorities shall use the same method for all employees in their organization.

8. Such leave shall be used on a "first in - first out" basis, with sick leave accumulated prior to this rule being used first.

C. Transfer of unused sick leave.

An employee who transfers from one position to another position in County shall be credited with unused sick leave by the receiving authority.

D. Forfeiture of sick leave. An employee shall forfeit all right of benefits under Section VIII, if an act or offense is committed while in the classified service and one of the following applies:

1. Has admitted to or is found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement, theft or bribery in connection with Santa Rosa County, or
2. Is found guilty by a court of competent jurisdiction of having violated any state law prohibiting strikes by public employees.

E. Payment of unused sick leave.

1. If employment is terminated as a result of any act defined in Section VIII, the employee shall not be paid for any unused sick leave credits even though the employee has six months creditable service.

2. Employees shall be paid for unused sick leave credits when the employee has completed six (6) months of satisfactory, continuous and creditable service, and:

- a. Separates from the County because of "normal" retirement with the effective date as

determined by the State Retirement System, those hired prior to April 24, 2003 and begin participation in DROP, or death. If the employee is charged with misconduct and elects to retire or resign from County in lieu of a hearing before the Civil Service Board on such misconduct charge, the employee shall NOT be entitled to any accrued sick leave payment. In the case of death, payment for accrued unused sick leave credits shall be made to the employee's beneficiary, estate or as otherwise provided by law, OR amended: 11/12/2015

b. The employee's position is involuntarily transferred to another governmental agency. No payment shall be made for any sick leave recognized by the governmental agency to which the position is transferred. amended: 07/08/2004

3. An employee who is eligible for payment for unused sick leave credits shall be compensated at the rate of pay they were receiving at the time of eligibility for payment.

308 Return-to-Work Medical Evaluation

Effective Date: 11/3/2003

Revision Date: 7/11/2007

Santa Rosa County employees who have had surgery, a serious illness or missed over ten (10) days of work, must have clearance by their physician and/or the County's physician.

For employees in positions requiring only office, sedentary or light work (see chart below), their physician will need to complete a County "Return-to-Work Medical Evaluation."

For employees in positions requiring medium, heavy or very heavy work (see chart below), clearance by the County's physician will be required. This can only be done after the employee's treating physician has given a full medical release and copies of the appropriate medical records have been forwarded to the County's physician.

The County's Human Resources Department, in conjunction with the County's physician, can make exceptions to this policy when circumstances dictate.

Office work (No lifting required)

Light work (20 lbs. Maximum lifting)

Heavy work (100 lbs. Maximum lifting)

Sedentary work (10 lbs. Maximum lifting)

Medium work (50 lbs. Maximum lifting)

Very heavy work (Lifting in excess of 100 lbs.)

309 Bereavement Leave

Effective Date: 7/1/2002

Revision Date: 4/11/2013

Employees who wish to take time off due to the death of any member of the employee's immediate or step family, including miscarriage and stillbirth infant loss, should notify their supervisor immediately. The Santa Rosa County BOCC defines "immediate or step family" as the spouse, parents, grandparents, brother, sister, children and grandchildren of both the employee and the spouse.

Up to 3 days of administrative leave will be provided to eligible employees in the following

classification(s):

- a. Regular full-time employees
- b. Regular part-time employees

Administrative leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. Each employee requesting administrative leave due to death in the immediate family shall submit a statement to the appointing authority stating the name of the deceased and the relationship to the deceased.

310 Employee Assistance Program (EAP)

Effective Date: 7/1/2002

The Employee Assistance Program is a program designed to assist employees and dependents with personal problems. EAP provides you and your dependents three (3) counseling sessions at no cost to you. This program is a confidential, voluntary counseling service that offers assessments, training, education, intervention, and referrals. Most EAP utilization is voluntary and based on self-referrals; however, employers or supervisors may refer individuals to the EAP based on unsatisfactory job performance, medication, a positive drug screen or a violation of company policy.

313 Benefits Continuation (COBRA)

Effective Date: 7/1/2002

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Santa Rosa County BOCC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Santa Rosa County BOCC's group rates plus an administration fee. The Santa Rosa County BOCC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Santa Rosa County BOCC's health insurance plan. The notice contains important information about the employee's rights and obligations.

316 Santa Rosa County Benefit Plan

Effective Date: 12/1/1998

Revision Date: 01/11/2007

The Santa Rosa County BOCC's health insurance plan provides employees access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- c. Regular full-time employees
- d. Regular part-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Santa Rosa County BOCC and the insurance carrier.

General Provisions

The County may create, establish, modify, amend and terminate or discontinue, in whole or in part, from time to time group health, life, and other insurance plans for County employees, former employees and their dependents. The County may determine, modify and amend the coverages and levels of benefits, plan participation, premium contributions and other provisions of such plans. No such plan shall be deemed to constitute a contract between the County and the employee, plan participant or person insured or to be a consideration of inducement for the employee or participant. Nothing contained in any such plan shall be deemed to give any employee the right to be retained in the service of the County, to interfere with the right of the County to discharge any employee at any time regardless of the effect such discharge shall have upon the employee as a participant of such plan, or to interfere with the right of the County to terminate, discontinue, modify or amend any such plan in whole or in part.

Participants; persons insured

The following persons may be participants or persons insured in any plan of group health, life or other insurance, unless by action of the County Commission plan participation is otherwise limited:

- a. Any active, regular, full-time County employee who is continuously scheduled to work forty (40) hours or more per week on a full-time basis. Any active, regular, part-time County employee who is continuously scheduled to work twenty (20) hours or more per week on a part-time basis.
- b. Any other active County employee whose written employment contract with the County provides for participation in such insurance plan.
- c. Any former County employee, as described in subsection a. or b. who is eligible to participate in the Florida Retirement System.
- d. Any former County employee, as described in subsection a. or b., whose employment has been terminated due to an accident, injury or occupational disease arising out of and in the course of County employment which is compensable under the workers' compensation laws of Florida in effect at the time that such accident, injury or occupational diseases occurs, for so long as such employee remains totally disabled.
- e. Insurance coverage shall be extended to the spouse and eligible dependents of any of the above-described employees or former employees, provided that the employee, while in the active service of the County, enrolls spouse and eligible dependents for coverage during an authorized enrollment period and in the case of former employees, continuously maintains such exact coverage in the future without any break or interruption in such exact coverage.
- f. Any surviving spouse and/or eligible dependent children of an employee or former employee eligible to receive retirement benefits under the Florida Retirement System, provided that surviving spouse and/or eligible dependent children were enrolled for coverage prior to the

deceased employee's last day of active service with the County.

Conditions of participation and insurance.

- a. Participation and insurance coverage, and the privilege of continuing participation and coverage shall be conditioned upon the prompt payment of premiums for coverage by the County and by the participant. The County Administrator shall determine the means and manner for collecting such premiums, including, without limitation, payroll deductions, pension benefit deductions or collection from the participant. The failure of any participant to promptly and completely pay all premiums due by the participant shall cause cancellation of the participant's insurance when premiums become 30 days past due. No person whose participation has been cancelled for non-payment of premiums shall thereafter again become eligible for participation.
- b. Participation shall be voluntary. Participant enrollment will be during enrollment periods established by the County Administrator. No person may be a participant who does not enroll during enrollment periods.
- c. No former employee shall be enrolled as a participant unless the employee was a participant immediately prior to the termination of the employee's active service and unless, prior to terminating active service, the employee enrolls for, and continuously maintains participation following active service.
- d. No surviving spouse or eligible dependent of a former employee shall be enrolled as a participant or person insured unless the employee was a participant immediately prior to the termination of the employee's active service, and the employee enrolled the spouse and eligible and/or dependents as persons insured prior to termination of the employee's active service in the case of former employees, continuously maintains such exact coverage in the future without any break or interruption in such exact coverage.

Eligible dependent defined.

For the purpose of this plan, eligible dependent shall be defined in the manner set forth in the insurance policy.

Insurance Subsidy – Retirees

The purpose of this plan is to provide monthly payment to retired employees, of following Santa Rosa County departments, to assist with purchase of health insurance:

Board of Commissioners
Sheriff's Department
Property Appraiser
Tax Collector
Clerk of Court
Supervisor of Elections

- a. **Eligibility:** any person who retires from any of the above Santa Rosa County departments and has ten (10) years creditable service (eight (8) years elected official service) with Santa Rosa County and

is qualified under State of Florida Retirement System. Retiree must be purchasing health insurance to receive this subsidy.

- b. Amount:** the monthly payment is calculated by multiplying the total years of Florida Retirement System creditable service by \$3 with maximum of thirty (30) years. No one will receive more than \$90/month or the total cost of their health insurance premium.
- c. Administration:** the Santa Rosa County Risk Manager, in conjunction with Santa Rosa County Finance Office, will administer this program and payments therein. Appointing Authorities, listed in Section 1 above, are responsible to provide the Finance Office the necessary information for determination of employee eligibility including, but not limited to:
 - 1. All Division forms related to employee retirement.
 - 2. Proof of employee eligibility with Santa Rosa County.
 - 3. Proof of employee eligibility with State of Florida Retirement System.

The retiree must provide the Finance Office, at time of retirement and by October 1 of each year thereafter, proof of payment for health insurance coverage.

- d. Limitation:** this program is subject to annual budget review and funding by Santa Rosa County Board of Commissioners. Thus, program continuation is entirely within discretion of the Board of Commissioners.

317 Life Insurance

Effective Date: 1/1/2004

Revision Date: 4/24/2003

Life insurance offers you and your family important financial protection. The Santa Rosa County BOCC provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- e. Regular full-time employees
- f. Regular part-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the Santa Rosa County BOCC and the insurance carrier.

Contact the Risk Management Department for more information about life insurance benefits.

324 Employee Hardship Policy

Effective Date: 6/12/2003

Revision Date: 6/12/2003

Santa Rosa County in its sole discretion may authorize an employee of Santa Rosa County to draw payment of up to 500 hours of annual leave if they have recently experienced a severe financial hardship resulting from sudden illness, disability or accidental property loss or imminent foreclosure of, or eviction from, an employee's primary residence. This financial hardship must be severe and beyond the control of the employee; emergency circumstances must be sudden and unexpected. Written, verifiable proof of the cause and financial hardship must be submitted to Santa Rosa County.

Any payment previously made for hardship and any made under this provision will be deducted from future leave payouts an employee would be entitled to receive.

405 Separation of Employment

Effective Date: 7/1/2002

Revision Date: 8/23/2007

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances under which employment is separated:

- g. Resignation - voluntary employment separation initiated by an employee.
- h. Discharge - involuntary employment separation initiated by the organization.
- i. Layoff - involuntary employment separation initiated by the organization for non-disciplinary reasons.
- j. Retirement - voluntary employment separation initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employee benefits will be affected by employment separation in the following manner. All accrued, vested benefits that are due and payable at separation will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

501 Safety

Effective Date: 1/1/2004

Revision: 12/8/2016

To assist in providing a safe and healthful work environment for employees, citizens, and visitors, the Santa Rosa County BOCC has established workplace safety programs for specific departments depending on the nature of work. The Risk Management Department has responsibility for implementing, administering, monitoring, and evaluating the safety programs. Its success depends on the alertness and personal commitment of all.

The Santa Rosa County BOCC provides information to employees about workplace safety and health issues through the County's Safety Manual, regular internal communication channels such as supervisor-employee meetings, bulletin board postings, and memos or by e-mail. Each employee must be cognizant and aware of all safety and health regulations as they apply to the specific job duties required.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Risk Management Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

502 Employee Identification Badge

Effective Date: 10/8/2010

Identification badges are issued to all Board of County Commission employees as a part of the new hire orientation process conducted by the Personnel Department.

There will be a \$5.00 fee for replacing any ID Badge for any reason, with the exception of the following:

- Official name change (official documentation required)
- The employee receives a promotion, demotion, transfer to a different department, etc.
- Any other reason deemed appropriate and submitted in writing to the Director of Human Resources by the employee's department/division director

To replace a lost or stolen badge an employee should inform his/her supervisor, who will call Emergency Management. A new badge will be printed and forwarded to your department upon payment of the \$5.00 fee.

When an employee has a name change or is transferred to another department, a new badge will need to be printed. Supervisors who receive transferred employees should promptly notify Emergency Management and forward the badge for re-coding. Emergency Management will be responsible for re-coding of the badge and re-issue the badge to the employee.

Upon separation from County employment, employees will be required to turn over their ID Badges to their supervisors who will then forward the badge to Human Resources.

504 Use of Telephones

Effective Date: 1/1/2004

Employees may be required to reimburse the Santa Rosa County BOCC for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

505 Smoke-Free/Tobacco-Free Workplace Policy

Effective Date: 1/1/2004

Revision Date: 4/14/2016

Santa Rosa County Board of Commission is dedicated to providing a healthy and productive work environment. In compliance with F.S. 386.204, it will be our policy to provide a smoke-free work environment. The Florida Clean Indoor Air Act of 1985 applies to all enclosed areas of business where employees perform work and for which the employer is responsible.

This policy will be posted and copies will be made available to anyone who requests one. Appointing authorities will enforce this policy for their staff.

Effective May 1, 2016 the use of all tobacco products (smoking, dipping, chewing, electronic cigarette, electronic pipe, vaporizer, vape pen or other similar devices) is banned in:

- All enclosed areas where work is performed, as well as in all restrooms, all meeting rooms, all break areas and all private offices.
- All employer-owned vehicles.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

The use of tobacco products is only allowed in outdoor areas designed by Santa Rosa County. Tobacco use can only occur in locations that are at least 50 feet from any workplace entryway, vent, window or doorway. Smoking is never allowed in any location that allows smoke to circulate back into the building.

No Smoking signs will be posted at all building entrances and throughout the building. In addition, this policy will be included in training manuals and new employee orientation.

Effective May 1, 2016 tobacco use will be banned in all Santa Rosa County vehicles.

The success of this policy will depend on the courtesy and cooperation of both tobacco users and nonusers. Each of us is responsible for following and helping enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.

506 Break Periods

Effective Date: 7/1/2002

Revision Date: 11/13/2003

Employees will be allowed one work break during the first half of their work shift and one work break during the second half of their work shift, provided that:

1. An employee may not accumulate unused work breaks.
2. Work break time shall not be authorized for covering an employee's late arrival on duty or early departure from duty.

All employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

508 Use of Equipment and Vehicles

Effective Date: 7/24/1986

Revision Date: 4/14/2016

The following policies apply to all county-owned/leased vehicles. It is the responsibility of the authorized employee, volunteer or work release personnel/inmate operating a county-owned/leased vehicle to understand and follow these policies.

Persons who are not employees of Santa Rosa County Board of County Commissioners should not be permitted to ride in county-owned/leased vehicles. This includes friends and family members. The only exception is someone that a supervisor or department head deems necessary when conducting county business.

Those persons assigned a vehicle that is driven home are permitted to use their vehicle for commuting to lunch during working hours, making personal, incidental stops on a limited basis, and for responding to emergencies as needed during and after working hours. No **PERSONAL** use is allowed after working hours.

Employees using County vehicles in the performance of their job shall use the vehicle for County business only with the exception of stops for lunch and authorized breaks in the immediate vicinity of their work area. Early morning stops at stores or restaurants or any other non-emergency stops are prohibited.

Employees departing from the same facility where they report to work or any employee not using County vehicles in the performance of their jobs are prohibited from using County vehicles for personal use including lunch and authorized breaks.

The county Risk Manager shall be empowered to authorize certain volunteer or work release/inmate personnel to drive county-owned/leased vehicles when the appropriate department head submits a request in writing or during emergency situations as needed.

No use of tobacco products (smoking, dipping, chewing, electronic cigarette, electronic pipe, vaporizer, vape pen or other similar devices) will be allowed in any county-owned/leased vehicle.

Any accident involving a county-owned/leased vehicle requires notification of the appropriate law enforcement agency for a report. A supervisor, department director and Risk Management should also be notified immediately. The driver of the county-owned/leased vehicle must go for a drug screen, and in the case of a CDL holder, a drug and alcohol screen. This must be done as soon as they are released, by law enforcement, from the accident scene. Only the County Administrator or department director have the authority to waive reporting to law enforcement. This will only be for accidents that are very minor in nature and have no liability issues with another party. A drug screen will still be required. "Driver" is defined as anyone operating a county-owned/leased vehicle, including volunteers and work release.

This policy applies to ALL county-owned or leased_vehicles, towed motor vehicles, including but not limited to private passenger cars, all heavy equipment, trucks, buses, vans and self-propelled equipment.

This policy shall help ensure the health and wellbeing of drivers and passengers, while protecting and maintaining the value of County assets.

Tobacco use and/or smoking is prohibited in County-owned and or leased vehicles as defined above. All drivers operating County-owned or leased vehicles, and passengers shall refrain from use of tobacco and smoking. Failure to do so will result in the following appropriate disciplinary action: (1) a written letter of counsel (2) a written warning (3) a suspension from work, without pay, for up to one week resulting in deferment of a step increase (4) If the employee's behavior is not corrected following the suspension, termination will result.

512 Travel Policy

Effective Date: 1/1/2004

Revision Date: 02/20/2008

It is the policy of Santa Rosa County ("County") to allow business travel by paying applicable expenses for employees when the travel is necessary and of benefit to the County.

Due to the necessity for travel, the following regulations (in accordance with Section 112.061, Florida Statutes) have been formulated to provide consistency in submitting and processing travel requests and to establish proper accounting procedures for travel. All such travel will be completed at the most economical and reasonable cost. Employees should contact their supervisor for assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

County Administrator Approval

All out-of-county travel, by Santa Rosa County Board of County Commission employees, must be approved by the County Administrator.

Travel Route

All travel must be by the most direct route. If a person travels by an indirect route for their own convenience, any extra costs shall be paid for by the traveler. Reimbursement for expenses shall be based only on such charges that would have been incurred by a usually traveled route.

Mode of Transportation

The traveler should use the following factors to determine the most appropriate form of travel:

- The nature of the business;
- The most efficient and economical means of travel, considering the time of the traveler (e.g., salary costs, other scheduling conflicts), cost of transportation, and per-diem required; and,
- The number of persons making the trip and the amount of equipment or material to be transported.

Comparison Worksheet

A "Travel Cost Comparison Worksheet" is available, on the Intranet, if you need to calculate all options.

Transportation by Privately-Owned Vehicles

When a traveler is authorized to use a personal vehicle in lieu of a County vehicle or common carrier, the following conditions shall apply:

Mileage Rate - The traveler shall be entitled to a mileage allowance at the rate established by the County at the time of travel. All mileage shall be shown from the point of origin to the point of destination, along a usually traveled route. Map mileage should be broken down on the travel expense report.

Parking - Parking charges will be reimbursed. Valet parking will be reimbursed only in cases where self-parking is not available. Receipts for all parking charges must be attached to the Travel Expense Report. Parking meter charges will be paid without receipts if reasonable and if approved by the Department/Division Director. Metered parking should be identified on the Travel Expense Report.

Bridge, Road and Tolls – Reimbursements for bridge, road and tolls are permitted, and can either be paid in advance, provided there is some form of documentation to substantiate the amounts, or the traveler can accumulate receipts for these charges which must show the date/time, location, and service provided and submit them with the Travel Expense Report.

Gasoline and Similar Charges – Charges for gasoline, lubricants, repairs, towing, etc., will not be reimbursed when privately owned vehicles are used. These costs are included in the mileage reimbursement rate.

Parking and Moving Vehicle Citations – Parking and moving vehicle citations are the responsibility of the traveler, and will not be reimbursed.

Meals Allowance

Meal allowances are designed to supplement the cost of travel meals not totally reimburse the traveler. This allowance will be used in lieu of reimbursement of actual expenses substantiated by receipts.

Class A travel is continuous travel of 24 hours or more, away from official headquarters and away from home overnight. This is based on four equal quarters of six hours each, which shall be a travel day.

Class B travel is continuous travel of less than 24 hours, away from official headquarters and away from home overnight. This is based on six-hour quarters, which begin at the hour of departure.

Class C Short or daytime trips during which the traveler is not away from official headquarters overnight (travel may occur during evening hours due to special assignment).

The standard meals allowance is established by the State of Florida and will change accordingly. The individual authorizing the travel will be responsible for determining whether the traveler is eligible for breakfast, lunch and/or dinner meal reimbursement, based upon the travel times. The meal allowance will be prorated as follow:

Breakfast	(before 6 a.m. beyond 8 a.m.)
Lunch	(before noon beyond 2 p.m.)
Dinner	(before 6 p.m. beyond 8 p.m.)

Lodging

Lodging is paid based on the rates that are documented in the seminar/meeting brochures. This should be paid for with a County check or County credit card. To use a personal credit card or to pay with a personal check will incur state sales tax, which will not be reimbursed.

Actual expenses for lodging, substantiated by receipts, will be reimbursed at the single occupancy rate. A single room with private bath in a business class hotel/motel is the County standard. Additional cost for suite or luxury accommodations will not be reimbursed except in those situations where the lodging is occupied by more than one County traveler, resulting in a lower overall expense to the County.

Miscellaneous Expenses Allowable for Reimbursement

Miscellaneous expenses should be held to the minimum amount required for essential and efficient conduct of County business. By his or her certification, the Department/Division Director approving the travel reimbursement will be held responsible for all miscellaneous items of expense as being necessary and correct. These include but are not limited to:

- Taxi fares based upon receipts
- Portage charges not to exceed \$1 per bag or \$5 per occasion
- actual tips paid to taxi drivers not to exceed fifteen percent of fare

Other travel expenses not detailed in this procedure shall be handled by exception with the County Administrator's approval.

516 E-mail, Bring Your Own Device and Software Usage

Effective Date: 1/1/2004

Revision: 12/8/2016

General Information

The E-mail policy outlines the position of the Board of County Commissioners (BOCC) regarding use of the E-mail system. The E-mail system is provided to employees for the transmission of business messages.

In April 1999, an Exchange Server E-mail System was installed. This system copies all E-mail before it is delivered to employees and before it is sent to an email recipient, in order to comply with the Florida Public Records Law.

The County reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance related reasons.

The County may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the County is met. Employees should not expect any privacy when using County computers or email.

Management Responsibilities

Managers are responsible for ensuring their employees comply with the E-mail policy.

BOCC Information Technology (IT) Department Responsibilities

The BOCC IT Department does monitor the E-mail system to ensure the system is functioning properly and that E-mail is being delivered and sent to the appropriate person(s). The IT Department will also make copies of an employee's E-mail, if requested by BOCC Management.

Employee Responsibilities

Each employee is responsible for understanding the following BOCC employee responsibilities:

- The E-mail system of the BOCC is to be used for business purposes.
- **DO NOT** open any personal email attachments or any attachments that you are not expecting to minimize the risk of being infected by a computer virus.
- The BOCC reserves the right to authorize management to monitor all electronic mail messages.
- Any views expressed by individual employees in electronic mail messages are not necessarily those of the BOCC.
- Any E-mail messages sent to non-employee groups, systems, or individuals must include a disclaimer stating the views of the message are the sender's and do not necessarily represent the views of the BOCC.
- Do not share E-mail passwords.
- Establish appropriate precautions when sending E-mail. Send information with the assumption that other people may read it.
- Keep in mind a forwarded message may not necessarily be an exact duplicate of the original. A forwarding party can alter the original message.

Failure to follow the E-mail Policy could result in disciplinary action.

APPROPRIATE E-MAIL USE

Acceptable E-Mail Use

E-mail is used primarily for business correspondence. A good general rule is never to say anything in an E-mail message that you would not say if you were talking to the recipient face-to-face. Employees should limit their use of E-mail for sending personal messages.

Examples of acceptable use of E-mail include the following:

- Business messages.
- Messages about County events.
- Short personal messages deemed necessary.

Unacceptable Use of E-Mail

Examples of unacceptable use of E-mail include the following:

- Messages interfering with the normal conduct of business.
- Messages involving solicitation or for-profit personal business activity.
- Sending chain letters or electronic art.
- Do not use inappropriate language.

Abuse of E-Mail

BOCC Management does not routinely monitor E-mail messages for misconduct. However, managers who suspect an employee is using E-mail in an unacceptable manner can monitor the employee's E-mail use.

Legal Implications

Certain words, phrases, and messages, often seemingly harmless on E-mail, could lead to accusations of slander, defamation or discrimination. E-mail messages have been used as evidence in recent and varied legal cases.

When using E-mail, express facts clearly and be careful when expressing opinions. Avoid sending messages laced with anger, humor, or irony, which can easily be misunderstood.

Deleting Messages

Deleting a message from your Inbox does not mean the message is gone. A copy of the email is permanently stored on the email server.

Sharing E-Mail Passwords

Employees are responsible for their E-mail account and the messages sent from this account. Therefore, employees must not share E-mail passwords. Once an employee has shared the password with another person, the other person can log on to E-mail in the employee's name, send messages from the employee's name, read the employee's incoming messages and access the employee's E-mail files. Request a new password if you think your password has been compromised.

To keep mischievous coworkers from sending messages in your name, sign off the E-mail system whenever you will be away from your computer. Any message sent from your computer while you are signed on will appear to be from you. This is too much of a temptation for some pranksters to resist. If you are one of these pranksters, think twice about what you are doing.

E-MAIL ETIQUETTE

Format

Messages sent via E-mail are intended to be accessed only by the employee who sends or receives the message. In general, you should write E-mail messages as you would write a letter. Use an appropriate salutation and closing. Follow the same basic rules of grammar, punctuation, spelling, and sentence structure that you would for a regular letter. If you are responding to part of a message that was sent to you, include the pertinent part of the message in your reply so the recipient knows what you are referring to. Be careful, however, not to repeat more of the message than is really necessary - this is both boring and a waste of the recipient's time and money. Keep your sentences short.

Courtesy

To make your E-mail messages more personal, use a greeting within your message instead of simply relying on the header of the message. Likewise, sign it with your name and an appropriate closing instead of making the recipient check the line with the account name listed as the originator of the message. It may or may not identify you clearly, and it certainly is less personal than signing your name. Use the "subject line" to give the recipient an overview of the message. This line, which appears in the recipient's "inbox" or list of new mail along with the name of the sender, will allow them to decide whether the message needs immediate attention or not.

Check your E-mail frequently, at least daily, if not more often. If you neglect to do so, you may be inadvertently ignoring a message sent to you.

Workplace E-mail etiquette also concerns “personal groups”, which are lists of employees grouped by some common factor, such as a list of all supervisors. It is inconsiderate - and an inefficient use of the system resources - to send a message to an entire address group if it really needs to go only to two or three people.

Computer Passwords

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of our County network. As such, all employees are responsible for taking the appropriate steps to select and secure their passwords:

- All passwords (e.g., e-mail, Web, desktop computer) must be changed at least every six months.
- Passwords must not be inserted in e-mails or other forms of electronic communication without the consent of the IT Department.
- All passwords must conform to the guidelines described below.
- All passwords are to be treated as sensitive information and should therefore never be written down or stored on-line unless adequately secured.
- Passwords that could be used to access sensitive information must be encrypted in transit.

Password Construction

Passwords are used for various purposes at the County. Some of the more common uses include user-level accounts, Web accounts, e-mail accounts, screen saver protection, voice mail and local router logins. All employees should be aware of how to select strong passwords:

- Contains both upper and lower case characters.
- Has digits and punctuation characters as well as letters.
- Is at least 8 alphanumeric characters long and is a passphrase (e.g., “1LoveT!!”)?
- Is not a word in any language, slang, dialect or jargon?
- Is not based on personal information, names of family members, etc.?

Employees should try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation or other phrase. For example, the phrase might be: “Star Spangled Banner,” and the password could be: “*Sg1dBnR”.

Employees should not use the same password for County accounts as for other non-County access (e.g., personal ISP account, bank accounts, etc.).

Employees should not share passwords with anyone, including coworkers, administrative assistants or supervisors – even when on vacation or otherwise out of the office. If someone demands a password, refer him to her the Human Resources Department.

If an account or password is suspected to have been compromised, report the incident to the Information Technology Department and immediately changes all passwords.

Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Bring Your Own Device

These policies provide the standards and rules of behavior for the use of personally-owned smart phones and/or tablets by employees to access our network resources. Access to and continued use of network services is granted on condition that each user reads, signs, respects, and follows the policies concerning the use of these devices and services.

We permit employees to use personally owned smart phones and tablets for business purposes so long as the rules of behavior are followed. Personally owned devices should only connect to the county's publicly provided SRC Public Wireless Wi-Fi for personal web surfing, Do not connect to a work related Wi-Fi for personal web surfing.

Santa Rosa County will respect the privacy of your personal device and will only request access to the device by technicians to implement security controls, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings (applicable only if user downloads County email/attachments/documents to their personal device). This differs from policy for County-provided equipment/services, where employees do not have the right, nor should they have the expectation, of privacy while using County equipment or services. While access to the personal device itself is restricted, County policy and rules of behavior regarding the use/access of County e-mail and other County system/service remains in effect. If there are questions related to compliance with the security requirements, the user may opt to drop out of the Bring Your Own Device (BYOD) program versus providing the device to technicians for compliance verification.

Document Transfer involves connecting the personal device to the user's work PC via USB connections for file-sharing (document transfer) or backup purposes. It also includes backing up data/documents to external sources, such as cloud storage services. Your Supervisor's approval is required before copying any data to personal or work provided devices such as USB drives, etc.

Overall Requirements for all BYODs Accessing County Network Services:

- User will not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case/project, proprietary information, or Organization's financial operations. This excludes County e-mail that is protected through the various security controls;
- User will password protect the device;
- User agrees to maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer;
- User agrees that the device will not be shared with other individuals or family members, due to the business use of the device (potential access to County e-mail, etc.);
- User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments;

- If the device is lost or stolen, the user will notify the County Help Desk within one hour, or as soon as practical after you notice the device is missing. The Help Desk will lock the device, e-mail on the device will be deleted, and notify-link services will be deactivated;
- Users must comply with all County password policies, including use of strong passwords, password expiration, and password history;
- User will maintain anti-virus protection on the device;
- User will not download/transfer business data that is considered sensitive or confidential to the personal device, including any documents that contain personally identifiable information;
- User will not download/transfer sensitive business data/documents to any non-County approved device.

517 Internet Usage

Effective Date: 3/19/1997

Revision Date: 2/2/2016

General Statement of Policy. Internet access via Santa Rosa County system is restricted to official county business. Only employees authorized by the County Administrator may access the Internet system.

The County reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance related reasons.

The County may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the County is met. Employees should not expect any privacy when using County computers or email.

1. The following inappropriate use of Internet access is expressly prohibited and violation will result in adverse disciplinary action: solicitation or communication of obscene or sexually explicit material; solicitation or sale of products and services for non-County business; posting, downloading, etc. chain letters, employment opportunities; installation of Internet software not authorized by supervisor; downloading, uploading, etc. any software, information, or data which does not comply with copyright or licensing agreements.
2. Procedures for Internet usage include: immediate scanning of all downloaded files for viruses; information communicated over the Internet from Santa Rosa County is public; information and record and must be formatted and treated accordingly.

518 Employee Confidentiality Agreement

Effective Date: 3/10/2016

The employees of Santa Rosa County are entrusted with privileged access and through their administrative rights can view sensitive information. The Department must meet the highest standards possible for managing the County's information in a secure and professional manner. If, at any time, confidential data is thought to be compromised, either the Computer/GIS Department Director or the County Commissioners' Office should be notified immediately.

As an employee of Santa Rosa County and in regards to the computing systems, applications, databases, network monitoring tools, and other relative equipment, I agree to the following:

1. I understand and agree that in the course of my employment activities I may have access to information, some or all of which may be confidential, whether or not it is labeled or identified as such. Types of information considered confidential may include but are not limited to:
 - Personal information about County employees, elected officials, associates, etc.
 - Computer network operations and security
 - Construction and building plans of facilities
 - Protected Electronic Health Information
 - Current or projected financial particulars of the County, including its payroll systems.
2. I understand and agree that having access to County confidential information does not grant me permission to actively seek, examine, use, transmit, share, copy, or change such information and that I will only perform such activities with permission while exercising my job responsibilities.
3. I understand that I am required to treat information proprietary to other parties as confidential:
 - employee private documents or communications
 - vendor proprietary information
4. If I am uncertain whether a particular piece of information or data is considered confidential, I will seek clarification from my supervisor before engaging in any conduct that might jeopardize the confidentiality of that item.
5. I understand and agree to abide by all of the County of Santa Rosa's policies and procedures at all times. I understand that this agreement is not a contract of employment and that it does not alter my status as an at-will employee of the County of Santa Rosa.
6. I further understand that if I violate these confidentiality provisions that I may be subject to discipline, up to and including termination of my employment.

520 Contagious Illness Policy

Effective Date: 2/2/2016

The County owes an obligation to the entire workforce to prohibit employees who have an infectious condition, illness, or injury from working until such time that an infected employee is able to produce written verification from a licensed physician that the condition is no longer contagious. The County shall work with immense diligence to protect the private health information of the infected employee;

however, all employees must also recognize the need to alert other employees of infectious conditions that may have impacted others, particularly those with sensitive medical conditions including pregnancy, immune deficiency conditions, etc. Records of employee medical examinations shall be kept in a separate and confidential file.

Employees with contagious conditions that may pose health risks to others agree that they will report such conditions to the human resource department for appropriate guidance and management immediately upon learning of the condition. An employee who reports for duty with a suspected infectious condition shall be sent home and referred to their personal physician for further evaluation. Following the medical evaluation the employee may return to work with a physician's statement that indicates the employee is free of an infectious condition.

When reporting for duty after recovering from an infectious condition, the employee shall present the physician's statement to human resources that states the employee is free of the infectious condition before being allowed to return to work. No employee shall return to work who has a temperature elevation, draining skin lesions, a communicable rash, or a communicable disease. Such employees may pose a direct threat to the health and safety of the other employees and our customers.

522 Workplace Violence Prevention

Effective Date: 1/1/2004

The Santa Rosa County BOCC is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, The Santa Rosa County BOCC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The Santa Rosa County BOCC will promptly and thoroughly investigate all reports or threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical and in accordance with Florida Public Records Law. In order to maintain workplace safety and the integrity of its investigation, the Santa Rosa County BOCC may

suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Santa Rosa County BOCC encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Risk Management Department before the situation escalates into potential violence. The Santa Rosa County BOCC is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

602 Family and Medical Leave

Effective Date: 3/23/1995

Revision Date: 12/8/2016

In compliance with the Family and Medical Leave Act, eligible employees may take up to 12 workweeks of unpaid, job-protected leave under the Family and Medical Leave Act ("FMLA") in a 12-month period for specified family and medical reasons. In addition, eligible employees may qualify for up to 26 workweeks of unpaid job-protected leave under the FMLA in certain situations related to a covered family member's service in the Armed Forces.

1. The birth of the employee's child and in order to care for the child (this also includes leave for a pregnant employee who becomes unable to work and leave for prenatal care);
2. The placement of a child with the employee for adoption or foster care in order to care for the child;

Entitlement to leave for the birth/placement of a child, for adoption or foster care will expire one year from the date of birth or placement. **NOTE:** If both parents work for the County, their combined leave entitlement for this reason is 12 weeks.

3. To care for the spouse, child or parent of an employee, if such family member has a serious health condition; or
4. The employee is unable to perform the functions of the position because of the employee's own serious health condition.
5. Because of any qualifying exigency (as defined by statute) arising out of the fact that a spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
6. Service member Family Leave. Subject to Section 103 of the FMLA, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.

In addition to the limitation on leave for the birth/placement of a child for adoption or foster care, if both husband and wife work for the County, their combined leave for service member family leave is limited to 26 workweeks during the single 12-month period.

When an employee requests family or medical leave for his or her own serious health condition, or for any of the reasons listed above, the employee must use all available and appropriate leave credits concurrent with FMLA until all leave credits are exhausted. After all available and appropriate leave is expired, then any remaining FMLA may be used as unpaid leave. Based on information from the employee, every effort will be made to designate qualified leave as FMLA prior to taking such leave.

603 Domestic Violence Leave

Effective Date: 7/1/2007

Employees with three (3) or more months of service are entitled to domestic violence leave.

A. Eligible employees can take up to three (3) working days of leave in any 12-month period if the employee, or family or household member of the employee, is the victim of domestic violence. This leave may be with or without pay, at the discretion of the appointing authority. This leave applies if the employee is:

1. Seeking an injunction for protection against domestic violence or an injunction for protection in cases of repeated violence or sexual violence;
2. Obtaining medical care or mental health counseling, or both, for the employee or family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtaining the services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crises center as a result of a domestic violence act;
4. Making the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seeking legal assistance in addressing issues arising from the domestic violence or attending and preparing for court-related proceedings arising from the domestic violence.

Except in cases of imminent danger to the health or safety of the employee, family or household member, employees seeking such leave must provide their appointing authority with appropriate advance notice of the leave along with sufficient documentation of the domestic violence act.

Before receiving such leave, employees must exhaust all annual leave and compensatory leave, if applicable, which is available to the employees.

604 Educational Leave

Effective Date: 6/12/2003

Enrollment in short courses, seminars, conferences or less than full time at a college, university or training academy which is required as part of the employee's job shall not be considered educational leave, but shall be considered a part of the employee's work assignment.

When an employee requests leave for the purpose of furthering education and when such leave does not conform to the provisions of this section, such leave shall not be considered educational leave with pay. In these cases the employee may be granted annual or compensatory leave at the discretion of the appointing authority; or the employee shall be required to work extra hours in an amount equal to the time absent, including travel to and from classes.

The granting of educational leave with pay to employees shall be in accordance with the departments approved program.

605 Military Leave

Effective Date: 3/13/2003

Revision Date: 12/8/2016

Regular employees shall, upon presentation of a copy of their official orders, be granted leave with pay not to exceed three days for the purpose of taking their physical examination for induction into the military service. Such leave shall not be deducted from the employee's sick or annual leave credits.

Employees who are commissioned reserve officers or reserve enlisted personnel in the U.S. Military or naval service or members of the National Guard shall be granted leave without loss of pay for up to 240 working hours in a calendar year for reserve or guard training, upon presentation of a copy of the official orders for such training.

An employee who is called to active military service shall be granted a leave of absence with full pay for the first thirty (30) days of such service, upon presentation of a copy of the official orders for such service. All County paid benefits will remain in effect. These benefits are health insurance, life insurance (\$25,000), cafeteria plan, etc...

701 Employee Conduct and Work Rules

Effective Date: 1/1/2004

Revision: 12/8/2016

To ensure orderly operations and provide the best possible work environment, the Santa Rosa County BOCC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;

- Negligence or improper conduct leading to damage of employer-owned or customer-owned property; Insubordination or other disrespectful conduct: Employees are required to obey company directives issued by their supervisor or manager. A refusal to carry out a specific, legal, and work-related directive or request issued by an appropriate supervisor or a lack of respect directed toward that supervisor will subject that employee to the company's progressive step discipline program;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives, in the workplace;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, mail system, Internet, or other employer-owned equipment;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct;
- Failure to maintain required license or certifications.

702 Drug and Alcohol Use

Effective Date: 1/26/1989

Revision: -5/23/2019

Santa Rosa County, hereafter known as the "County" strives to provide a safe work environment and encourages personal health. In this regard, the County considers the abuse of drugs on the job to be an unsafe counter-productive work practice. Furthermore, we see substance abuse as a serious threat to our staff and the public. With these objectives in mind, the County has established the following policy with regard to the use, possession, and sale of illegal drugs and alcohol at work. This policy is implemented pursuant to Section 112.0455 and 440.102, Florida Statutes.

Drug use has serious adverse effects upon a significant portion of the workforce, resulting in billions of dollars of lost productivity each year and posing a threat to the workplace and to public safety and security. Drug use creates a variety of workplace problems, including increased injury on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality of products and services.

Drug addiction is a complex, yet treatable condition. We encourage those who abuse drugs or alcohol to seek help in overcoming their problem and participate in an alcohol and drug rehabilitation program.

Prior to testing, employees and job applicants shall be given a written policy statement. The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe and drug free environment within government through fair and reasonable drug testing methods for the protection of public employees and employers. Our intention is to prevent and treat substance abuse.

Over the Counter or Prescription Medications

An employee who has been prescribed or issued a drug or who is otherwise taking a non-prescribed drug which could impair their ability to perform their job must immediately notify their supervisor so that a determination can be made about whether the employee can safely perform his or her job. Employees

may be required to provide evidence of valid prescriptions.

Requirement to Report Conviction

As a condition of employment, employees must abide by the terms of this policy and must notify the County in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

II. DEFINITIONS

"Alcohol" – the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl isopropyl alcohol.

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

"Collection Site" - a place where individuals present themselves for the purpose of providing a specimen to be analyzed for the presence of drugs or alcohol.

"Confirmation Test" - a second analytical test, which must be different in scientific principle from that of the initial test, performed following an initial test that provides quantitative data of alcohol concentration or identifies the presence of a specific drug or metabolite; considered the final result upon which action, including discipline, may be taken.

"Drug" - alcohol, including distilled spirit, wine, a malt beverage or an intoxicating liquor, a cannabinoid, marijuana (THC metabolite), cocaine, opiates or opioids, amphetamines, phencyclidine (PCP and analogs) hallucinogens, methaqualone, barbiturates, benzodiazepines, a synthetic narcotic, stimulants, club drugs, dissociative drugs, hallucinogens, designer drug or a metabolite of any of the substances listed in this paragraph.

"Drug Rehabilitation Program" - a service provider program capable of providing confidential, timely, and expert identification, assessment and resolution of employee drug abuse.

"Drug Test" - any chemical, biological or physical instrumental analysis in conformity with this policy, administered for the purpose of determining the presence or absence of a drug or its metabolites.

"Employee" means any person who works for salary, wages, or other remuneration from the County.

"Employee assistance program" means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall in all cases be provided by service providers pursuant to s. 397.311(43).

"Employer" means any agency within County government that employs individuals for salary wages, or

other remuneration.

"Job Applicant" – A person who has been offered a position with the County, conditioned upon meeting the requirements of the Drug Free Workplace Policy

"Medical Review Officer (MRO)" - a licensed medical physician, employed with or contracted with the County, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history, and other relevant biomedical information.

"Prescription or nonprescription medication" means a drug or medication obtained pursuant to a prescription as defined by s. 893.02 or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

"Safety Sensitive" or Mandatory Testing" position – a job assignment that requires the employee to carry a firearm, work closely with an employee who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with detainees in the correctional system, work with confidential information or documents pertaining to criminal investigations, work with controlled substances, or a job assignment that requires an employee security background check, pursuant to s. 110.1127, or a job assignment in which a momentary lapse in attention could result in injury or death to another person.

"Special Risk" position – means a position that is required to be filled by a person certified under Chapter 633 Firefighter, or Chapter 943 Law Enforcement and Correctional Officer.

"Specimen" means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration.

III. POLICY AND WORK RULES

The County's policy is to employ a workforce free from the use of illegal drugs either on or off the job, and free from alcohol in the workplace. Any employee determined to be in violation of this policy is subject to disciplinary action up to and including termination, even for the first offense. It is a Standard of Conduct of the Employees of the County that employees shall not use illegal drugs or abuse legal ones. In order to maintain this standard, the County shall establish and maintain the programs and rules set forth here.

Prohibited Conduct

County employees are prohibited from being under the influence of, using, possessing, selling, distributing, or manufacturing an illegal drug or alcohol while conducting County business, whether on or off County property. County employees are also prohibited from misusing prescription medication and from reporting for duty or remaining on duty while impaired by a prescription or non-prescription medication, unless the employee has reported the use of the medication to his or her supervisor.

Refusal to Test

Refusal to submit to testing includes, but is not limited to:

- Failure to provide an adequate specimen for testing without valid medical explanation;
- Providing an adulterated or substituted specimen;
- Delaying or failure to appear or remain at the testing facility within a reasonable time after being instructed to do; and
- Leaving the scene of an accident or failing to remain available for testing after an accident.

A refusal to test will be treated as a positive test result. Applicants who refuse to test will not be offered employment and employees who refuse to test may be disciplined, up to and including termination. Refusal to take a drug or alcohol test may result in the employee forfeiting his or her eligibility for medical and indemnity benefits under State Workers' Compensation; and is cause for automatic termination of the employee which may also cause denial of Unemployment Compensation.

Drug Testing Standards

All testing will be conducted by an Agency for Health Care or State certified laboratory; positive test results will be reviewed by a certified Medical Review Officer to assure accuracy. All testing, specimen collection, security measures, monthly reports, storage, handling, chain of custody procedures, and quality control procedures will be performed in accordance with applicable rules and regulations.

General Procedures

Employees and applicants will be required to provide a blood, breath, or urine specimen (or any other approved specimen that detects the presence of drug or alcohol) for testing. The County will pay for required drug and alcohol tests. The applicant or employee shall pay costs of non-required tests.

Initial Test

The initial screen for all drugs except alcohol shall use an **immunoassay or other scientifically accepted method** approved by the Agency for Health Administration. For alcohol the initial test may be the enzyme oxidation methodology or other approved method. For alcohol testing, all levels equal to or exceeding .02% shall be reported as positive.

Confirmation Test

A positive finding will generate a confirmation test through the **GC/MS (gas chromatography /mass spectrometry)**, or other scientifically accepted method approved by the Agency for Health Care Administration and the results will be kept confidential. A copy of any positive can be received by the employee by submitting his/her request in writing.

Confidentiality

All information, interviews, reports, statements, memoranda and drug and alcohol test results may not be received in evidence, discovery, or disclosed without a written consent by the donor, except when compelled by a hearing officer or a court of competent jurisdiction, or where otherwise permitted by law.

Types of Testing – The County is authorized to conduct the following types of tests:

1. **Pre-employment Drug Testing:** Consistent with the County's policy opposing drug abuse and its commitment to a safe working environment, we have implemented a pre-employment drug testing policy. All job applicants will undergo screening for the presence of illegal drugs as a condition of

employment. Applicants will be required to voluntarily submit to a test at a laboratory chosen by the County after signing a consent and release form. Job applicants who refuse to submit to a drug test or have a positive confirmed drug test may be denied employment. The County may require employees who are promoted, transferred, or who assume safety sensitive positions within the County to submit to a drug test prior to the commencement of that position.

2. **Active Employee Testing:** The County has adopted screening practices to identify employees who use illegal drugs. It shall be a condition of employment for all employees to refrain from reporting to work, or working with the presence of drugs or alcohol in his/her system, and to submit to drug testing.
3. **Routine Fitness for Duty testing:** The County may require an employee to submit to a drug and alcohol test if conducted as part of a routinely scheduled employee fitness-for-duty medical examination or determined to be job related and consistent with business necessity.
4. **Reasonable Suspicion testing:** The County may require an employee to submit to testing when there is reasonable suspicion to believe that an employee is using or has used drugs in violation of this policy drawn from specific objective facts and reasonable inferences drawn from those facts. Among other things, such facts and inferences may be based upon:
 - (1) a report of drug use, provided by a reliable and credible source;
 - (2) observed drug use during work hours on County premises;
 - (3) observable physical signs;
 - (4) incoherent mental state;
 - (5) marked changes in personal behavior that are otherwise unexplainable;
 - (6) deteriorating work performance that is otherwise unexplainable;
 - (7) evidence an employee has used, possessed, sold, solicited, or transferred drugs while on the County's premises or while operating the County's vehicle, machinery, or equipment;
 - (8) information that an employee has caused, contributed to, or been involved in an accident while at work.

Where reasonable suspicion exists that an employee is using or has used drugs in violation of this policy, the employee may not be allowed to work. The employee may be provided safe transportation to a collection facility, and depending on the extent of the observed impairment, accompanied by the supervisor or another employee.

If an employee is tested for reasonable suspicion, documentation will be placed in the employee's confidential file within five working days of the reasonable suspicion test. The County will provide to an employee (upon their request) a written report regarding the circumstances that formed the basis for reasonable suspicion. The original and signed report will be maintained in the confidential human resource records.

5. **Post Accident:** The County will require drug and/or alcohol testing for any employee involved in an accident while on duty. An accident may involve a vehicle, harm or injury to self or others, or damage to equipment or property.

An employee who leaves the scene of an accident or fails to remain available for testing following an accident shall be deemed to have refused to submit to testing under this policy. However, testing may be delayed while the employee assists with resolution of the accident or while the employee is

receiving medical attention. Test results from tests administered by on-site law enforcement may be used by the County in lieu of a separate test conducted by the County.

- 6. Return-to-duty and Follow-up Testing:** Employees who are afforded the opportunity to complete a rehabilitation or employee assistance program and who successfully complete the program will be required to submit to a **Return-to-duty** test and **Follow-up** testing for up to two years following completion of the program. Follow-up testing will be unannounced and on a quarterly, semiannual, or annual basis for up to two years thereafter. Employees not complying with these conditions, or testing positive at any time during or following the rehabilitation or employee assistance program, will be terminated from employment.
- 7. Random Testing:** The County may perform random drug and alcohol screening for employees in positions classified as Safety Sensitive or Special Risk.

Procedures

All testing will be conducted by an Agency for Health Care Administration or state certified lab; and results will be reviewed by a Medical Review Officer to assure accuracy. All testing, sample collection, storage, handling, and chain of custody will be conducted in accordance with appropriate applicable rules and regulations. Employees and job applicants will have the opportunity to consult with an MRO for technical information regarding prescription and non-prescription medication.

The employee or job applicant may contest or explain a positive test result to the MRO within 5 working days of receiving notification of the test result from the MRO. If the employee or job applicant's explanation or challenge is unsatisfactory, the MRO shall report a positive test result back to the County.

Documentation of a positive test result will be placed in the employee's confidential file within five working days of receipt of a positive result from the MRO, the County shall inform the employee or job applicant in writing of the positive result, consequences of the result, and options available. A copy of the test results will be provided upon request.

Within 5 working days after receiving notice of the positive test result from the County, the employee or job applicant may submit information to the County's Human Resources Department explaining or contesting the test result and explaining why the result does not constitute a violation of the County's policy. If the employee or job applicant's explanation or challenge is unsatisfactory, a written explanation of why the challenge or explanation is unsatisfactory, along with the report shall be provided to the employee or job applicant.

Safety Sensitive and Special Risk employees who have tested positive shall not be permitted to perform a safety-sensitive function. If a non-safety sensitive position is not available, the employee may be placed on leave status while participating in an alcohol and drug rehabilitation program.

Education

Employee and Supervisor education and training will be conducted in a manner required by applicable rules and regulations.

Employee Assistance

The County shall not discharge, discipline, or discriminate against an employee solely upon voluntarily

seeking treatment for a drug or alcohol related problem if the employee has not previously tested positive for alcohol or drug use, or previously entered an alcohol and drug rehabilitation program. Participation in an Employee Assistance Program, or another mental health or substance abuse counseling program, will not affect the employee's future career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. Employee Assistance is used in conjunction with discipline, not a substitute for discipline.

An employee may be placed on leave status while participating in a drug and alcohol rehabilitation program. If this occurs, the employee shall be permitted to use accumulated leave prior to being placed on leave without pay. Provided that the employee has voluntarily sought treatment for a drug or alcohol related problem, upon successful completion of the rehabilitation program, the employee shall be reinstated to the same or equivalent position. Should the County decide not to terminate an employee who tests positive, the employee will be required to complete a drug and alcohol rehabilitation program as a condition of employment and may not be returned to his or her original position.

The Human Resource Office will have a list of Drug and Alcohol Counselors and other mental health facilities available in your area. The employee may review this list discreetly. The costs of these services are the responsibility of the employee.

Cordova Counseling Center, 4400 Bayou Boulevard, Suite 8, Pensacola, Florida 32503
Phone: (850) 474-9882

Stone Ridge Counseling Center, 9013 University Parkway, Suite C, Pensacola, Florida 32514
Phone: (850) 478-7800

Responsibilities of the Employee

As a condition of employment, employees must abide by the terms of this policy and must notify the County in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction. The employee must also notify his/her supervisor that his/her drug or medication may affect or impair his/her judgment or job performance or safety. In addition, the employee or job applicant must notify the laboratory of any administrative or civil action brought pursuant to Section 440.102, Florida Statutes.

Drugs that may be Tested

The drugs are listed by chemical name and brand or common name

Alcohol (ethanol, beer, wine, booze, alley juice, fire water, grog, hooch, rocket fuel)

Amphetamines (methamphetamine, amp, cinnamon, lemon drop, trash, tweak, crystal, crank, biphphetamine, desoxyn, dexedrine, speed)

Cannabinoids (marijuana, blunt, columbo, hash, hay, pot, joint, indo, roach, grass, weed, reefer)

Cocaine (coke, blast, flake, railers, ringer, toot, blow, nose candy, snow, crack, rock)

Phencyclidine (PCP, angel dust, LSD, beast, blaze, Superman, tab, trips, hog)

Opiates (opium, codeine, morphine, heroin, dover's powder, paregoric, parepectolin, school boy, smack, tar, chasing the tiger)

Barbiturates (phenobarbital, tuinal, amytal, barbs, downers, tranqs)

Benzodiazepines (bennies, rophies, ativan, azene, clonopin, dalmane, diazepam, halcion, librium, poxipam, remestan, serax, tranxene, valium, veratrine, vivol, xanax)

Methadone (dolphine, methadose, amidone, fizzies)
Propoxyphene (darvocet, darvon N, dolene, novopropoxyn)

Federal Compliance:

The testing procedures and requirements provided in this section are in addition to the requirements that may apply where the specific work performed requires employee or job applicants to be subject to drug testing pursuant to:

1. Federal regulations that specifically preempt state and local regulations;
2. Federal regulations or requirements implemented in connection with the operation of a federally regulated facilities;
3. Federal contracts where drug testing is conducted for safety, or protection of sensitive or proprietary data or national security; or
4. State agency rules that adopt federal regulations applicable to the interstate component of a federally regulated activity.

DOT required tests will be conducted separately from any non-DOT test conducted under this policy.

Subcontractor, Vendor, Consultant Requirements (Optional)

In all future contracts with individuals or organizations that wish to do business with the County a stipulation may be made in the contract or purchase order that requires the subcontractor, vendor, or consultant to have a substance abuse policy. The employees of such subcontractors, vendors, or consultants will be subject to the same rules of conduct and tests as the employees of the County. In the event of an employee of a supplier of goods or services is found to have violated this Policy, that employee will be denied access to the County's job sites. In addition, if the violation(s) is/are considered flagrant, or the County is not satisfied with the actions of the subcontractor, vendor, or consultant, the County can exercise its right to bar all of the subcontractor, vendor, or consultant's employees from its job sites or decline to do business with the subcontractor in the future. All expenses and penalties incurred by a subcontractor, vendor, or consultant as a result of a violation of the County's policy shall be paid by the subcontractor, vendor, or consultant.

IV. CONCLUSION

The County considers drug and alcohol testing to be only one of several steps to achieve a safe, healthy, and productive atmosphere for its employees. This policy is available for inspection by the job applicant or employees. This policy supersedes any information provided to applicants and/or employees either written or oral and reserves the right to change the provisions of this policy and testing program at any time in the future without prior notice and does not constitute a contract for employment.

**OVER-THE-COUNTER AND PRESCRIPTION DRUGS
THAT COULD ALTER OR AFFECT
THE OUTCOME OF A DRUG TEST**

This sheet is for your information only.

ALCOHOL

All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. For example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex, 20% (40 proof); Listerine, 26.9% (54 proof).

AMPHETAMINES

Obetral, Biphetimine, Desoxyn, Dexedrine, Didrex.

CANNABINOIDS

Marinol (Dronabinol, THC).

COCAINE

Cocaine HCl topical solution (Roxanne).

PHENCYCLIDINE

Not legal by prescription.

METHAQUALONE

Not legal by prescription.

OPIATES

Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxinol (morphine sulfate), Percodan, Vicodin, etc.

BARBITURATES

Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fiorecet, Esgic, Butisol, Mebarbal, Butabarbital, Phrenilin, Triad, etc.

BENZODIAZEPHINES

Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

METHADONE

Dolophine, Methadose.

PROPOXYPHENE

Darvocet, Darvon N, Dolene, etc.

704 Attendance and Punctuality

Effective Date: 1/1/2004

Revision Date: 11/13/2003

To maintain a safe and productive work environment, the Santa Rosa County BOCC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Santa Rosa County BOCC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Requesting leave while not having a sufficient amount of leave time available at the time of leave taken will result in the employee being placed in a non-pay status and subject to disciplinary action. The exception would be leave without pay in conjunction with the Family and Medical Leave Act (FMLA).

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Effective Date: 1/1/2004

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Santa Rosa County BOCC presents to customers, visitors and citizens.

During business hours or when representing the Santa Rosa County BOCC, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the

requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops may not be worn under any circumstances.
- Shorts may be worn if approved by the department head.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Torso body piercings with visible jewelry or jewelry that can be seen through or underclothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.

706 Return of Property

Effective Date: 1/1/2004

Employees are responsible for all the Santa Rosa County BOCC property, materials, or written information issued to them or in their possession or control. All the Santa Rosa County BOCC property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the Santa Rosa County BOCC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Santa Rosa County BOCC may also take all action deemed appropriate to recover or protect its property.

708 Resignation

Effective Date: 7/1/2002

Revision Date: 05/31/2007

When resigning or retiring from a position, an employee should submit a "Notice of Resignation" at least two weeks prior to the effective date of resignation unless a briefer notice is mutually agreed upon in writing by the supervisor and the employee. This notice must be submitted to the supervisor for forwarding to Human Resources (HR). Some departments may find it necessary to request that certain positions give more than two weeks' notice. In these cases the department will be responsible for

establishing this request with the employees.

- A. Any person who resigns from County service shall not, during such separation, be certified from any eligible promotion register.
- B. A resignation is considered a voluntary act on the part of the employee and shall not be forced or accepted as means of avoiding disciplinary action.
- C. No resignation shall be required in advance or as a condition of appointment or employment.
- D. An employee who resigns will automatically terminate their seniority.
- E. Supervisors are required to secure all County property from the employee on or before the last day of work.
- F. Prior to the effective date of resignation, the employee should contact HR to arrange for an exit interview.
- G. For employees who are currently working, the effective date of resignation is the last day the employee performs duties for the County. However, for those employees who are on an official leave of absence, the effective date will be the date the employee notifies Santa Rosa County of their intent to resign.

711 SOCIAL MEDIA & DIGITAL MARKETING

Effective Date: 6/30/2014

Revision Date: 2/25/2016

Staff and Personal Social Media Accounts

Online, your personal and business personas are likely to intersect. Santa Rosa County respects the free speech rights of all of its staff, but you must remember that citizens, colleagues and supervisors often have access to the online content you post.

The following are guidelines for Santa Rosa County staff, appointees, interns and volunteers who participate in social media. These guidelines apply whether staff are posting to their own sites or commenting on other sites. The guidelines apply to staff outside of work hours and while using personal accounts when use of social media affects an individual's responsibility as an employee of Santa Rosa County.

1. Speak for yourself

It's important to be transparent in your online postings. If commenting on county operations or issues, identify yourself as an employee of the county. But, unless you are speaking as an official spokesperson, don't imply or in any way indicate that you speak on behalf of the county. If you identify yourself as a Santa Rosa County employee when speaking on an issue, use a disclaimer, such as "These postings are my own and don't necessarily represent Santa Rosa County's positions, strategies or opinions." Do not use county logos without expressed permission. All staff are welcome and encouraged to share links to the Santa Rosa County's website or social media pages.

Simply, there's a big difference in speaking "on behalf of the county" and speaking "about" the county. Staff may speak *about* the county, but not on *its behalf* without prior approval.

Always consider the power of your comments and contemplate the impact of your post on your reputation and that of the Organization before you publish it.

When disagreeing with others opinions, be appropriate and professional in doing so when posting such disagreement on social media sites.

2. Protect Confidentiality

While most county activities fall under Florida Open Record Laws, there are a few examples that are exempt. Your obligation is to protect confidential information during social media interactions. ***Be aware that if you make posts regarding the work you do as a county employee, Florida Open Public Record laws could be applicable to your personal activities online.***

Respect all confidential and proprietary information that you possess as a result of your relationship with the Organization. Secure written permission to publish or report on conversations that are meant to be private or internal to the Organization. Examples of confidential information include, but are not limited to, client/customer/patient information, confidential academic information, proprietary data, development of systems, products, processes and/or technology, internal policies and memorandums, and all proposed and executed organizational strategies. Do not post internal reports, policies, procedures or other internal business-related communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

3. Staff Social Networking

A supervisor may not ask, compel or require an employee to "add" a supervisor as a friend on social networking sites. However, a supervisor may accept a request initiated by an employee.

Respect the boundaries between co-workers' personal and professional lives. Don't initiate online friendships that might feel awkward or inappropriate to your co-worker, manager or subordinate.

4. Use good judgment

Staff should always remember that anything posted in social media can go viral, no matter what your privacy settings may be, so be sure you're only posting content you would feel comfortable showing up in your boss' inbox, your coworker's Twitter feed or the front page of a major news site.

Respect your audience. Don't use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.

Staff are prohibited from posting any type of photograph of any Organization employee, citizen, parent, family member, or volunteer on any and all social networking sites without the express written approval of the Organization.

Do not create a link from your blog, website or other social posting to an organizational website.

The Organization respects its Staff's interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects Staff's right to discuss such concerns utilizing social media, it encourages any such concerns to be brought to the Organization's administration.

Refrain from using social media while on work time or on equipment we provide, unless it is work related and authorized by your manager and consistent with the organization's equipment policy.

Do not use your organizational email address to register on social networks, blogs or other online tools utilized for personal use.

Vulgar, obscene, threatening, intimidating, harassing, discriminatory, or unlawful behaviors on social media sites may result in an employee's immediate termination.

5. Be a "scout" for compliments and criticism

Even if you are not an official online spokesperson for the county, you are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about the Santa Rosa County online that you believe are important, please forward the information to news@santarosa.fl.gov, but let the subject matter experts respond to negative posts. Unless you are an approved online spokesperson for the county, avoid the temptation to react yourself. Pass the post(s) along to your supervisor and/or news@santarosa.fl.gov.

Santa Rosa County Official Social Media Accounts

All county social media accounts and pages shall require approval by the county administrator before being created. The county's social media networks are then coordinated through the public information office. Unless the commission specifically contracts with an outside agency, the Santa Rosa County Public Information Office is responsible for the county's overall social media creation and administration, including, but not limited to, blogs, wikis, video sharing, business pages and social networking sites.

Non-Compliance: Deviations or non-compliance with this policy may result in disciplinary actions.

712 Solicitation

Effective Date: 1/1/2004

In an effort to ensure a productive and harmonious work environment, persons not employed by the Santa Rosa County BOCC may not solicit or distribute literature in the workplace at any time for any purpose.

The Santa Rosa County BOCC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Affirmative Action statement
- Employee announcements
- Internal memoranda

- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

713 Gift Reporting Policy

Effective Date: 2/2/2016

Revision Date: 12/8/2016

County employees are prohibited from soliciting or accepting cash or gratuities of any amount from any person or entity doing business with the County. Additionally, unless specifically permitted by this policy, County employees are also prohibited from accepting any and all non-cash gifts, including materials, meals, services, travel, entertainment, attendance at a charitable or similar event as a guest at no cost or at unreasonably discounted prices from person or entities proposing to do or actually doing business with the County. The only exceptions to this policy are as follows:

- Holiday business gifts of value totaling less than one hundred dollars (\$100) in any single year that are for the shared departmental use or consumption
- Occasional meals in connection with actual business
- Awards or gifts provided by the County in express and open recognition of an employee's contributions

All unpermitted gifts must be immediately declined, returned or discarded. Employees must report to their supervisors and the human resources professional before the end of each month regarding all gifts received during the month. Employees found in violation of this policy will be subjected to immediate disciplinary action, up to and including termination of employment.

716 Progressive Discipline

Effective Date: 1/1/2004

Revision Date: 12/8/2016

The purpose of this policy is to state the Santa Rosa County BOCC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Santa Rosa County BOCC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of seven actions -- verbal warning, corrective action plan, performance improvement plan, written warning, suspension with or without pay, demotion, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written

warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The Santa Rosa County BOCC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Santa Rosa County BOCC.

717 Sameness vs. Consistency Policy

Effective Date: 2/2/2016

The County strives to ensure fair treatment of all employees. It is the best interest of our County to ensure that disciplinary and corrective actions are prompt, consistent and impartial and most importantly, correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

It is important that employees realize that the same infraction committed by different employees holding different positions may, at times, result in different corrective action procedures. It is the responsibility of our managers and human resources team to review the totality of events, including the tenure, performance record, and previous unrelated infractions of the individual(s) involved to ensure that the corrective action of termination decision is reasonable and appropriate for the offense.

Here's an example of why the same corrective action for the same infraction is not appropriate. Consider three employees that each fall asleep while they are on duty. One is a Fiscal Assistant, the second is the Receptionist and the third is an employee that is responsible for regularly operating a motor vehicle. When the Fiscal Assistant is caught sleeping on the job, a verbal warning may be appropriate. When the Receptionist falls asleep at the front desk, a final written warning may be issued instead because of the role's public nature. But falling asleep while operating the County vehicle would result in immediate termination, without warning, for the third employee because of the obvious safety concerns. The circumstances surrounding the infraction determine the appropriate level of discipline more than the infraction itself.

The goal is to administer corrective actions in a manner that best serves our County and results in satisfactory performance.

718 Problem Resolution

Effective Date: 1/1/2004

Revision Date: 12/8/2016

The Santa Rosa County BOCC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any

problem, complaint, suggestion, or question receives a timely response from the Santa Rosa County BOCC supervisors and management.

The Santa Rosa County BOCC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Santa Rosa County BOCC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps:

1. Employee presents problem to immediate supervisor*, as soon as possible, after incident occurs.
2. Supervisor responds to problem during discussion, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Human Resources Department, if problem is unresolved.
4. Human Resources Department counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary. If not resolved, Human Resources directs employee to the County Administrator for review of problem.
5. Employee presents the problem to the County Administrator in writing. The County Administrator reviews and considers problem. The County Administrator informs employee of decision and forwards copy of written response to Human Resources Department for employee's file.

*If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Human Resources Department.

The County Administrator has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

719 Employee Right of Appeal

Effective Date: 07/01/2002

An employee who has been demoted, suspended, or dismissed by their appointing authority from a position in the classified service, and who has attained status by serving the required probationary

period, shall have the right to appeal such action to the Civil Service Board. To appeal, the employee shall, within ten calendar days (excluding holidays of the relevant taxing authority) after the charges are filed with the Civil Service Board or after the date of service upon them of notice of such action, whichever is later, file their appeal, in writing in the Civil Service Board; it shall be sufficient for the employee to deny the charges or reasons given for the action taken, and request a hearing before the Civil Service Board. The appeal shall be signed by the employee or their attorney, and shall state the address to which a copy of the notice of hearing and other pleadings or papers filed in this action should be mailed. Copy of such appeal shall forthwith be served upon the appointing authority or its representative who initiated the action against the employee by delivery or regular United States mail to their address of record.

720 Casual Days

Effective Date: 1/1/2004

The following information is intended to serve as a guide to help define appropriate casual business wear for all employees during designated casual days.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual business wear include:

- slacks
- casual dresses and skirts
- casual shirts and blouses
- golf shirts
- turtlenecks
- sweaters
- athletic shoes
- flats
- dress sandals

Examples of inappropriate clothing items that should not be worn on casual days include:

- jeans that are excessively worn or faded
- sweatpants
- warm-up or jogging suits and pants
- spandex or other form fitting pants

- miniskirts
- spaghetti-strap dresses
- T-shirts or sweatshirts with offensive messages or images or reference to alcohol and tobacco
- halter tops
- visible undergarments
- slippers
- thong slippers

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be up to the employee. The Santa Rosa County BOCC hopes and fully expects that casual days will help make our workplace more enjoyable and productive.

721 Tattoo Policy

Effective Date: 2/2/2016

Revision Date: 12/8/2016

Employees may not have any lewd or offensive indelible marks or figures (tattoos) visible on any exposed part of the body while in uniform or other business attire. Tattoos or brands that are extremist, indecent, sexist or racist are prohibited, regardless of location on the body. Extremist tattoos or brands are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities; those which advocate racial, gender or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, sexual orientation, religion or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution or federal and state law. Indecent tattoos or brands are those that are grossly offensive to modesty, decency or propriety; shock the moral sense because of their vulgar, filthy or disgusting nature, or tendency to incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of "indecent." Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.

722 Workplace Etiquette

Effective Date: 1/1/2004

The Santa Rosa County BOCC strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The Santa Rosa County BOCC encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Human Resources Office if you have comments, concerns, or suggestions regarding these

workplace etiquette guidelines.

- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by e-mail or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversation in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

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